BOROUGH OF HADDON HEIGHTS

Tuesday, October 7, 2014 at 7:00 p.m.

Governing Body Meeting Agenda

1. "In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this meeting was posted on the bulletin board designed for that purpose and notice was mailed to the official newspaper provided by Resolution adopted January 4, 2014."

2. Roll Call

3. CAUCUS SESSION
   a. Sons of Italy – *Conflict Solicitor, Paul Gilligan, Esq.*
   b. Review of Best Practices Calendar Year 2014 – *Christie Ehret, CFO*

4. Recess of Caucus Session and commencement of Business Session

5. Pledge of Allegiance and moment of silence

6. Public Comment on Caucus and Agenda items only

7. PROCLAMATION Designating the month of October, 2014 as *Good Neighbors Month – Mayor Forte*

8. CERTIFICATE OF RECOGNITION TO CAPTAIN MICHAEL VALVARDI – *Councilman Merryfield*

9. Approval of Minutes of Special Meeting Minutes of September 10, 2014 and the Minutes of the September 16, 2014 Council Meeting

10. REPORTS OF COUNCIL MEMBERS

11. UNFINISHED BUSINESS:

12. NEW BUSINESS:

Introduction of Ordinance 2014:1414 An Ordinance Amending Ordinance 2014:1413 Salary Ordinance Authorizing Salaries, Wages and Reimbursements to be Paid to Non-Contractual Employees of the Borough of Haddon Heights. Public Hearing and final adoption will be held on October 21, 2014 at 7:30 p.m., Borough Hall, 625 Station Avenue, Haddon Heights, New Jersey.

Introduction of Ordinance 2014:1415 – An Ordinance Amending Chapter §100-13 of the Code of the Borough of Haddon Heights Entitled Parking Prohibited at All Times. Public Hearing and Final Adoption will be held on October 21, 2014 at 7:30 p.m., Borough Hall, 625 Station Avenue, Haddon Heights, New Jersey.

Resolution 2014:165 – Awarding a Contract to Mall Chevrolet for the Lease Purchase of a 2014 Chevrolet Caprice PPV-C1 for the Police Department

Resolution 2014:177 – Resolution Authorizing Sons of Italy to Submit Plans to the Construction Office for Adding a Deck to the Borough Owned Sons of Italy Building.

Resolution 2014:178 – A Resolution Authorizing the Mayor to Execute a Shared Services Agreement Between the Borough of Haddon Heights and the County of Camden in Conjunction with the Governor's Council on Alcoholism and Drug Abuse

Resolution 2014:179 – Resolution Appointing Jackie Parisi to the Haddon Heights Environmental Commission

Resolution 2014:180 – Resolution Approving Increase in Change Fund in the Office of the Borough Clerk and Tax Collector

Resolution 2014:181 – Resolution Setting Trick or Treat Hours on Halloween, October 31, 2014

Resolution 2014:182 – Resolution Authorizing Refunds of Program Fees

Resolution 2014:183 – Resolution of Borough of Haddon Heights Approving Change Order #1 for the FY 2013 Road Program Resurfacing of Lippincott Avenue

Resolution 2014:184 – Resolution of Borough of Haddon Heights Authorizing the Borough Engineer to Make Application and Execute a Grant Contract with the New Jersey Department of Transportation for the Completion of Resurfacing of West High Street

Resolution 2014:185 – Resolution Approving Increase in Petty Cash Fund

Resolution 2014:186 – Resolution Authorizing the Payment of Bills and Claims for First Half of October

13. Public Comment

14. Adjournment

Exhibit "A"

O'DONNELL & NACCARATO
Nick Cinalli, PE, SECB / President & CEO
www.o-n.com

STRUCTURAL ENGINEERS
PARKING CONSULTANTS
FAÇADE RESTORATION CONSULTATNTS
(800) 607-7284

Preliminary Submission
Haddon Heights SOI
PROPOSED REAR DECK

To: Kelly Santoausso

From: Nick Cinalli

ATTACHED PLEASE FIND

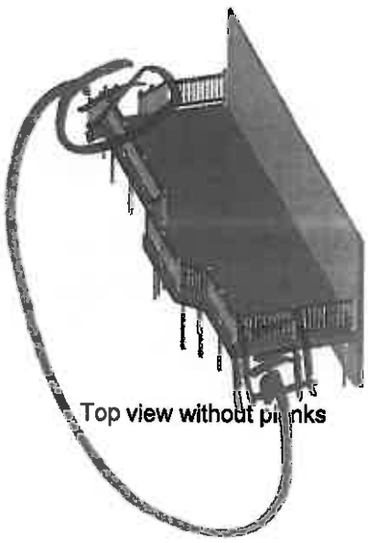
1) Topo Survay TP-1 1/31/13 BY Back Associates showing Proposed Deck PLAN

2) Preliminary Isometric Rear Deck @ Haddon Heights SOI DATed 9/16/14

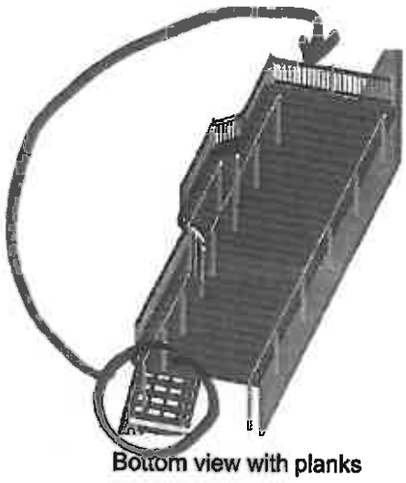
3) HH-OSIA DECK Design 9/16/14 16 pages including Isometrics, construction Details, material List; specifications and material/ estimated Cost using Lowe's Deck Designer Program.

Scanned by CamScanner

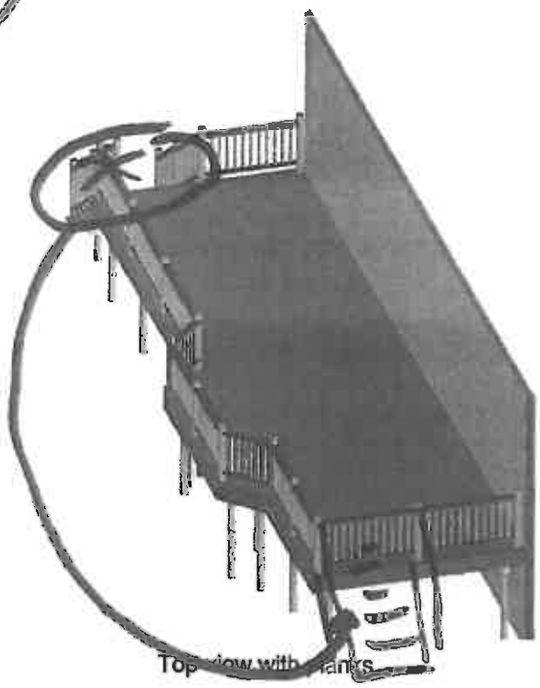
Deck layout diagram



Top view without planks



Bottom view with planks



Top view with planks

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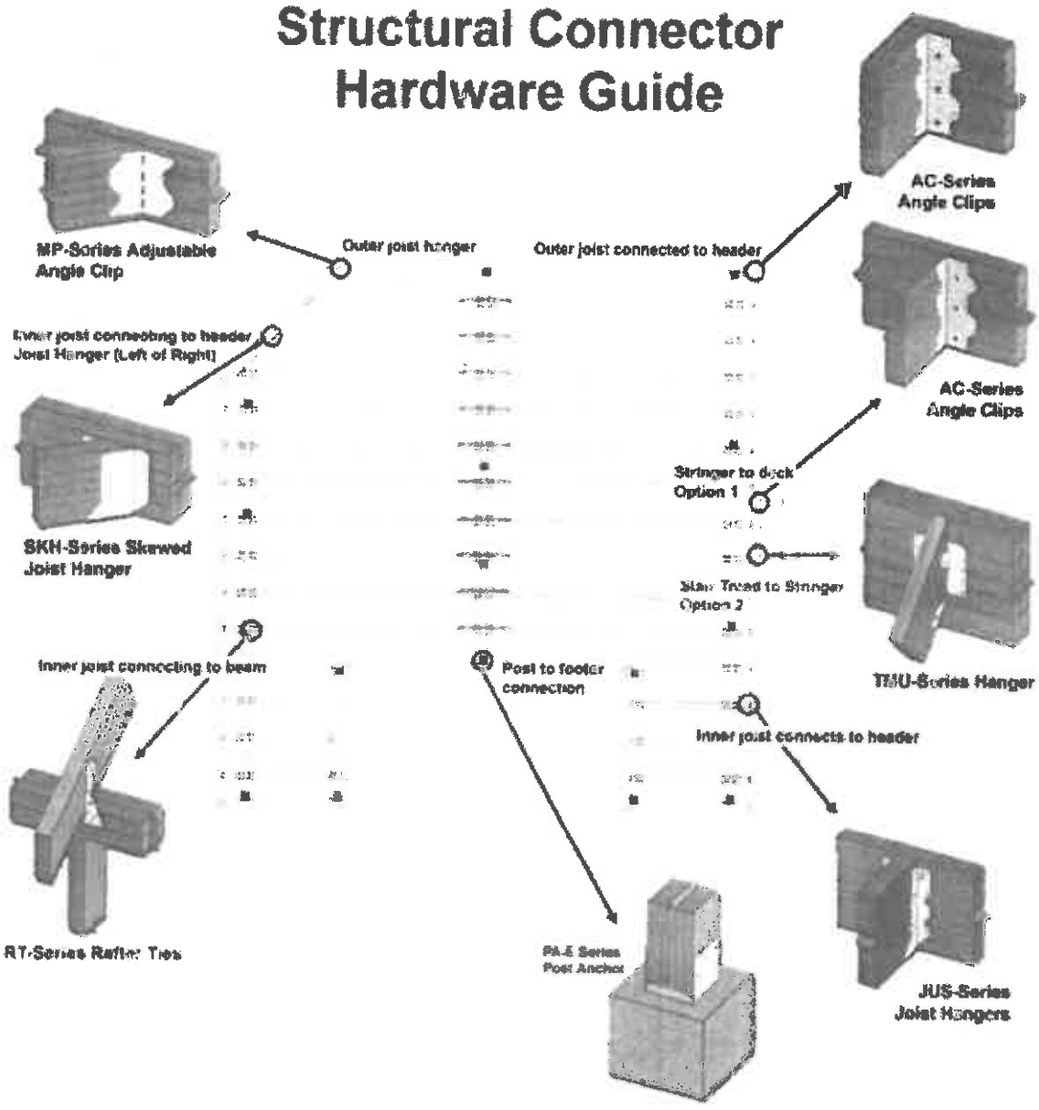
Structural Connector Hardware Guide



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INSTALLATION CHECKLIST

Attach beams to posts

Determine the desired deck floor height on the posts.

Determine height for securing the top of the beam to the post.

Attach joists

Joists are attached to ledger board with joist hangers or by toenailing.

Determine where blocking will go and snap a chalk line, but make sure to stagger pieces for ease of nailing.

Lay decking

Attach boards "bark side up" to minimize cupping and warping.

The deck boards can be trimmed after they are installed.

Railings

Railings must be firmly attached to the framing members of the deck.

Check local codes and by-laws for requirements on railings.

Stairs

Check local codes and by-law requirements on stairs.

Measure the rise and run of the stairs.

Multi-level decks

When planning a multi-level deck, for aesthetics make one deck larger than the other.

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Tools Required & Tips for Success

Tools Required:

Carpenter's level	Hearing protection	Ruler
Carpenter's square	Hammer	Safety glasses
Chalk line	Hand saw	Screwdrivers
Chisel	Hoe and hose (to mix concrete)	Shims or spacers
Circular saw	Ladder	Shovel
Claw hammer	Line	Socket wrench
Combination square	Mallet	Stakes or batter boards
Crescent wrench	Nail set	String
Drills and bits	Pencils	Tamper
Dust mask	Pick	Tape measure
Extension cord	Plumb bob	Transit
Framing square	Post hole digger	Tool belt
Gloves	Rafter square	Two foot level

Tips for success:

1. When cutting or drilling wood, always wear eye protection to prevent injury from flying wood particles
2. When cutting lumber, a fabric breathing mask will help to avoid ingestion of the dust. Wear gloves as the surface is rough and can cause splinters.
3. For outdoor projects, nails and other hardware should be hot-dipped zinc-coated or equally well-protected material to keep them from rusting.
4. To help prevent splitting, drill pilot holes in each piece of lumber before nailing or screwing.
5. Make sure to treat your deck to prolong its lifespan.
6. Before you apply a finish on your deck, test for moisture by sprinkling the surface of a small area of the deck with water. If the droplets bead up, the wood is still wet. Wood that is dry enough for treatment will quickly soak up the water.
7. Deck finishes come in both water and oil based. While oil-based finishes penetrate deeper into the wood, water-based products are easier to clean up and are more forgiving in damp conditions.
8. When applying finish or cleaner to your deck, protect surrounding vegetation by wetting with a hose and covering with plastic.
9. Invest in a pair of kneepads if you are doing floor jobs or working on a deck.
10. Dispose of scraps in the regular trash or take to a landfill - never burn.

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Material List

Lumber Materials			
Item Number	**Quantity**	**Description**	**Usage**
468941	16	Top Choice 2 x 8 x 16 #2 Prime Pressure Treated Lumber	Internal Joist
468940	27	Top Choice 2 x 8 x 12 #2 Prime Pressure Treated Lumber	Internal Joist
468938	9	Top Choice 2 x 8 x 8 #2 Prime Pressure Treated Lumber	Beam
468939	6	Top Choice 2 x 8 x 10 #2 Prime Pressure Treated Lumber	Beam
468929	29	Top Choice 4 x 4 x 8 #2 Prime Pressure Treated Lumber	Railing Post
468942	1	Top Choice 2 x 10 x 8 #2 Prime Pressure Treated Lumber	Stringer
468945	3	Top Choice 2 x 10 x 16 #2 Prime Pressure Treated Lumber	Stringer

Other Materials			
Item Number	**Quantity**	**Description**	**Usage**
116239	55	USP 2-in x 8-10-in Triple Zinc Slant Nail Joist Hanger	Joist Framing
69262	4	Grip-Rite 5 lb 9-Gauge 3-in Hot-Dipped Galvanized Smooth Nails	Joist Framing
69139	1	Grip-Rite 1 lb 9-Gauge 3-in Hot-Dipped Galvanized Smooth Nails	Joist Framing
15082	2	USP 2-in x 6-8-in Triple Zinc Skewed Right 45-Degree Hanger	Joist Framing
69141	1	1 lb 8-Gauge 3-1/2-in Hot-Dipped Galvanized Smooth Nails	Joist Framing
14107	1	USP 2-in x 6-8-in Triple Zinc Skewed Left 45-Degree Hanger	Joist Framing
37164	4	USP1-5/16-in x 2-3/8-in x 6-15/16-in Triple Zinc Angle Clip	Joist Framing
21993	72	USP 1-1/2-in x 6-1/2-in Triple Zinc Rafter Tie	Joist Framing
56928	1	Grip-Rite 5 lbs 9-Gauge 1-1/2-in Hot Dipped Galvanized Smooth Joist Hanger Nails	Joist Framing
10385	22	QUIKRETE 80 lbs Setting Post Concrete Mix	Footing to Post
222710	1	QUIKRETE 50 lbs Concrete Mix	Footing to Post
10149	11	QUIKRETE 8-in Concrete Forming Tube	Footing to Post
193212	21	The Hillman Group1/2-in x 10-in HDG Anchor Bolt	Footing to Post
249069	21	USP 4-in x 4-in Steel G185 Post Base	Footing to Post
37161	42	USP 4-in x 6-in Steel G185 Post Cap	Post to Beam
29926	5	USP 1-3/4-in x 5-1/16-in Triple Zinc Slope/Skew Hanger	CladRimOrStair
67377	38	The Hillman Group 1/2-in- 13 x 8-in Hot-Dipped Galvanized Standard (SAE) Hex Bolt	Railing Post
58128	19	The Hillman Group 4-Count 1/2-in x 1-in Zinc Plated Standard (SAE) Flat Washer	Railing Post
43647	2	The Hillman Group 25-Count 1/2-in-13 Zinc Plated Standard (SAE) Hex Nuts	Railing Post

Special Order Materials *					
Item Number	**Quantity**	**Description**	**Usage**	**Model#**	**Vendor#**
488502	15	ChoiceDek 2-in x 4-in x 6-ft Coastal Redwood Composite Deck Railing	Railing Section	142136	46086
488517	12	ChoiceDek 14-Pack 31-in Coastal Redwood Composite Deck Balusters	Baluster	142078	46086
231078	7	ChoiceDek 1 x 5.5 x 12 Foundations Coastal Redwood Composite Decking	Railing Section	221839	46086
231078	6	ChoiceDek 3/4-in x 11-1/4-in x 12-ft Coastal Redwood Composite Deck Trim Board	Cladding	228401	46086

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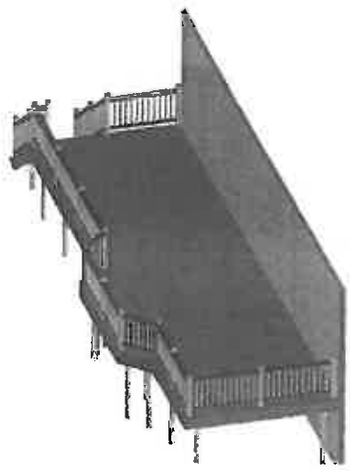
Your Custom Deck Estimate

Estimated materials cost with your custom selections:

$7,834 - $8,236



Your Custom Selections

Decking Type: ChoiceDek Composite
Decking Size: 5/4x6
Decking Color: Coastal Redwood
Railing Material: Composite
Railing Style: ChoiceDek
Railing Color: Coastal Redwood

Joist Spacing: 16"
Joist Wood Type: Top Choice Treated
Joist Size: 2x8
Beam Size: 2x8
Post Wood Type: Top Choice Treated
Post Size: 4x4

A detailed materials list, which includes the item numbers of products to purchase, can be found on page 10.

Estimated materials cost with basic selections: $2,799 - $2,942

Decking Type: Pressure Treated
Decking Size: 5/4x6
Railing Material: Pressure Treated
Railing Style: Pre-Assembled Railing
Joist Spacing: 16"
Joist Wood Type: Top Choice Treated
Joist Size: 2x8
Beam Size: 2x8
Post Wood Type: Top Choice Treated
Post Size: 4x4

Note: Estimates are based on representative costs of materials in your geographic area. Actual, current material costs and availability may vary by location, and are routinely subject to change. Contact your local Loweï¿½s store for product availability, pricing, and other assistance.

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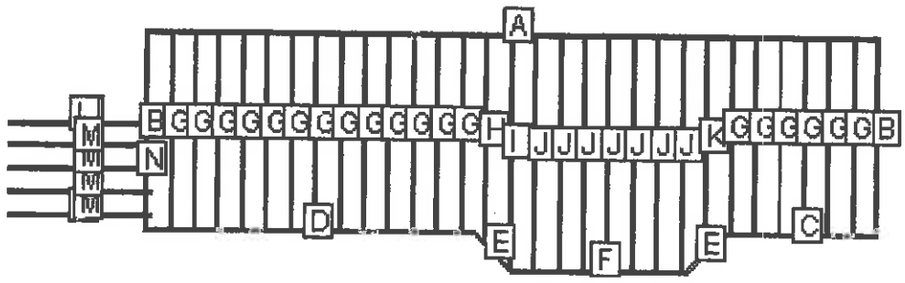
Materials Cut List: Level 1



LABEL	NAME	QTY	LENGTH	BEVELS	LABEL	NAME	QTY	LENGTH	BEVELS
A	Header	1	39' 10 1/4"	0, 0	H	Internal Joist	1	11' 2 3/4"	0, 45
B	Rim Joist	2	10' 10 1/4"	0, 0	I	Internal Joist	1	12' 6 3/4"	0, 45
C	Header	1	8' 3"	0, 0	J	Internal Joist	7	12' 7 1/4"	0, 0
D	Header	1	18'	0, 0	K	Internal Joist	1	11' 7 1/2"	0, 45
E	Header	2	2' 10"	0, 0	L	Cladding	2	9' 2"	0, 0
F	Header	1	9' 7 1/4"	0, 0	M	Stringer	5	9' 2"	0, 0
G	Internal Joist	19	10' 7 1/4"	0, 0	N	Stringer Support	1	5' 1/2"	0, 0

Cut Angles: L=Left, R=Right, F=Front, S=Side

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Warning: You have prepared a preliminary design of a deck for residential purposes, including the preparation of a preliminary bill of materials and a preliminary materials pricing estimate. Materials pricing estimates do not include labor costs and are subject to change. This preliminary design is NOT intended for use as a final design and may not be sufficient for permit applications. Variations in building codes, specific architectural considerations, and/or site conditions may require changes to the preliminary design. You are responsible for the final structural, code compliance, material usage, and structural safety of this design. Be sure to check and verify the design with your architect, engineer and building inspector.

Lowe's does not assume any responsibility for design, engineering, or construction; for the use of installation of materials; or for compliance with any building code or standard of workmanship. You should consult with professionals (including an architect, engineer, licensed contractor, and/or building inspector or code official) concerning the suitability, safety, and legality of this preliminary design, rather than relying on this tool for those functions. Always refer to information on fastener packaging for use with pressure treated lumber.

Preferences: Certain assumptions have been made in order to provide an accurate material quote for your deck project. Because local codes and bylaw requirements may vary throughout the country (e.g., by municipality and state/province), it is imperative that you check with your architect, engineer, licensed contractor, and/or building inspector or code official for compliance with local requirements and building codes. The following building practice assumptions have been made in planning the materials for your project:

Footer Depth:	24"
Footer Type:	Post On Concrete
Joist Cantilever:	6 inches
Joist Spacing:	16" center to center
Spacing Between Deck Planking:	1/8"
Stair Stringers:	10 inches
Deck Live Load:	40 psf
Deck Dead Load:	10 psf
Stairs Live Load:	40 psf
Stairs Dead Load:	10 psf

Be sure to check and verify the design with your architect, engineer and building inspector.

Note: It is recommended that joist that meet on top of beams should be spliced with gussets. The gussets should be 2- by wood the same width at the joist and overlap by 6 inches on each side.These gussets should be held in place with 12 16d galvanized nails.

Handling Precautions for Pressure-Treated Wood

Disposal: Dispose of treated wood by ordinary trash collection. Treated wood should not be burned in open fires, stoves, fireplaces, or residential bilers because toxic chemicals may be produced as part of the smoke and ashes. Treated wood from commercial or industrial use (e.g construction sites) must be disposed of in accordance with state and Federal regulations, which may include burning only in commercial or industrial incinerators or boilers. Always refer to information on fastener packaging for use with pressure treated lumber.

Operating Conditions: Avoid frequent or prolonged inhalation of sawdust from treated wood. When sawing, sanding and machining treated wood, wear a dust mask. Whenever possible, these operations should be performed outdoors to avoid indoor accumulations of airborne sawdust from treated wood. (Lowe's instore saws are equipped with a vacuum to minimize airborne sawdust).

Protection: When power-sawing and machining, wear goggles to protect eyes from flying particles.

Clean Thoroughly: Wear gloves when working with the wood. After working with the wood, and before eating, drinking, toileting, and use of tobacco products, wash exposed areas thoroughly.

Wash Separately: Because preservatives or sawdust may accumulate on clothes, they should be laundered before reuse. Wash work clothes separately from other household clothing.

For Additional Information: www.epa.gov - www.healthybuilding.net - www.ccasafetyinfo.com
www.treatedwood.com - Call: (800)282-0600 or (800)356-AWPI

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Camden 46

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
		General Management - GM	
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?	
2	Yes	Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? **Only answer "N/A" if your municipality does not have any municipally-owned vehicles.**	
4	Yes	Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
5	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 current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
7	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form; Police and Fire; Section VII Impact of Settlement"	
8	N/A	A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?	
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
11	N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?	There are no authorities created by the Borough
		Finance & Audit - FA	
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. 1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? **If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.**	Yes, the Mayor, CFO, and 2 member of the govoverning body meet monthly.

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
13	Yes	With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?	
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? **If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.**	Yes, the Mayor, CFO, and 2 member of the govoverning body meet monthly.
15	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? **If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
16	Yes	The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. *Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.*	These doucemnts are prepared by the CFO
17	Yes	Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
18	Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**	
19	Yes	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
		Procurement - P	
23	No	Municipalities and their agencies are allowed 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 http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/ pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	
24	No	Changes in energy markets could potentially offer substantial savings for local governments. Local Finance Notice 2012-12 provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? **If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
25	Yes	The Local Finance Board recently adopted new rules, outlined in Local Finance Notice 2013-17, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? **If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.**	We currenlty use Home Depot for a P-Card.
26	N/A	P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts $5 million or above, and grants the Treasurer discretion to assign monitors on contracts below $5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over $2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. Has your municipality reported all Superstorm Sandy-related contracts over $2 million to the State Treasurer?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
27	Yes	N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?	
		Budget Preparation and Presentation - BP	
28	No	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?	
29	Yes	In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least *two* future year's budgets, and 2) are these budget projections discussed with the governing body?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
30	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?	
31	Yes	Do elected officials receive a **written** status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	No	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	
34	No	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? **This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Health Insurance - HI	
35	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? **Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.**	
36	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37	Yes	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
38	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?	
39	No	Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? **An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Personnel - PE	
40	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, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? *In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.*	
41	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?	
42	Yes	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?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitiled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
47	N/A	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is $595 for disabilities beginning on or after 1/1/13. Does your municipality refrain from supplementing the Temporary Disability benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. **Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.**	
48	No	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
50	Prospective	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	The updated policy manual is being presented to the governing body in October 2014.
	0	Select	
	34	Yes	
	8	No	
	7	N/A	
	1	Prospective	
	50	**Total Answered:**	
	42	Score (Yes + N/A + Prospective)	
	84%	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.	
		Name & Title	**Date**
		Chief Financial 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.	
		Name	**Date**

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the <insert Municipality> in the County of	
		<insert County> discussed/will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
		completed herein at a public meeting on <insert date>, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	
		Name	**Date**

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	

# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks	
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02__Instructions_and_Example_.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02__Instructions_and_Example_.pdf	
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
20	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-12.pdf	
25	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-17.pdf	
26	http://www.state.nj.us/treasury/news-sandy.shtml	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
		General Management - GM	
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?	
2	Yes	Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? **Only answer "N/A" if your municipality does not have any municipally-owned vehicles.**	
4	Yes	Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
5	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 current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
7	Yes	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form; Police and Fire; Section VII Impact of Settlement"	
8	N/A	A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?	
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
11	N/A	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?	There are no authorities created by the Borough
		Finance & Audit - FA	
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. 1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? **If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.**	Yes, the Mayor, CFO, and 2 member of the govoverning body meet monthly.

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
13	Yes	With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?	
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? **If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.**	Yes, the Mayor, CFO, and 2 member of the govoverning body meet monthly.
15	Yes	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? **If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.**	

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
16	Yes	The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. *Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.*	These doucemnts are prepared by the CFO
17	Yes	Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
18	Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**	
19	Yes	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
		Procurement - P	
23	No	Municipalities and their agencies are allowed 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 http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/ pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	
24	No	Changes in energy markets could potentially offer substantial savings for local governments. Local Finance Notice 2012-12 provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? **If you answer "Yes", please state in the Comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
25	Yes	The Local Finance Board recently adopted new rules, outlined in Local Finance Notice 2013-17, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? **If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.**	We currenlty use Home Depot for a P-Card.
26	N/A	P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts $5 million or above, and grants the Treasurer discretion to assign monitors on contracts below $5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over $2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law. Has your municipality reported all Superstorm Sandy-related contracts over $2 million to the State Treasurer?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
27	Yes	N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?	
		Budget Preparation and Presentation - BP	
28	No	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?	
29	Yes	In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least *two* future year's budgets, and 2) are these budget projections discussed with the governing body?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
30	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?	
31	Yes	Do elected officials receive a **written** status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	No	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?	
34	No	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? **This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Health Insurance - HI	
35	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? **Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.**	
36	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37	Yes	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
38	N/A	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?	
39	No	Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? **An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.**	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Personnel - PE	
40	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, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? *In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.*	
41	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?	
42	Yes	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?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitiled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
47	N/A	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is $595 for disabilities beginning on or after 1/1/13. Does your municipality refrain from supplementing the Temporary Disability benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. **Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.**	
48	No	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	Yes	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	**Question**	**Comments**
50	Prospective	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	The updated policy manual is being presented to the governing body in October 2014.
	0	Select	
	34	Yes	
	8	No	
	7	N/A	
	1	Prospective	
	50	**Total Answered:**	
	42	Score (Yes + N/A + Prospective)	
	84%	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.	
		Name & Title	**Date**
		Chief Financial 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.	
		Name	**Date**

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		*Please see Color Key at bottom of sheet for limits on answers*	
	Answer	Question	Comments
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the <insert Municipality> in the County of	
		<insert County> discussed/will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
		completed herein at a public meeting on <insert date>, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	
		Name	**Date**

Best Practices Worksheet CY 2014/SFY2015

		Haddon Heights Borough (Camden)	
0418		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	

# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks	
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02__Instructions_and_Example_.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02__Instructions_and_Example_.pdf	
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
20	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-12.pdf	
25	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-17.pdf	
26	http://www.state.nj.us/treasury/news-sandy.shtml	

Mayor Forte called the Caucus session Call to Order.

"In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, notice of this meeting

PROCLAMATION

WHEREAS, the incomparable services which Good Neighbors have rendered in the past have earned the respect and appreciation of the people they have served; and

WHEREAS, this volunteer organization provides financial assistance to Haddon Heights residents on a short term emergency basis; and

WHEREAS, the financial operation of *Good Neighbors* is funded entirely through contributions, and these volunteers who give unselfishly of their time, may be threatened by the inability to continue this assistance.

NOW, THEREFORE, I, Edward S. Forte, Jr., Mayor of the Borough of Haddon Heights, do hereby proclaim the month of October as

GOOD NEIGHBORS MONTH

The Governing Body urges every resident of the Borough to give as generously as they can to this most deserving organization.

October 7, 2014

_____

Mayor Edward S. Forte, Jr.

may be inappropriate to sponsor a page with Churches and schools that are not in town. It was agreed that the Borough will pay for two (2) pages in the Calendar.

Mayor Forte asked Council if they had any questions about this evening's Agenda.

Mayor Forte asked Councilman Merryfield how all was going with the Shared Service Court. Councilman Merryfield said that all appeared to be going well.

Caucus Session recessed at 7:13 p.m.

BUSINESS SESSION:

The Business Session commenced at 7:30 p.m.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Mayor Forte asked all to stand for a moment of silence. He then led the meeting in the Pledge of Allegiance.

PUBLIC COMMENT:

Mayor Forte called for Public Comment on Caucus and Agenda items only.

Seeing no one come forward, a motion was made to close this portion of the meeting by Councilman Merryfield, seconded by Councilwoman Griffith. All members present were in favor.

APPROVAL OF MINUTES:

Mayor Forte asked for a motion approving the Executive Session Minutes of May 6, June 4 and July 1, 2014. A motion to approve the Executive Session Minutes was made by Councilwoman Griffith seconded by Councilman DiRenzo. All members present were in favor.

A motion to approve the Minutes of the June 2, 2014 Council meeting was made by Councilman Berryhill, seconded by Councilwoman Griffith. All members present were in favor.

COUNCILMEMBER REPORTS:

Councilwoman Griffith reported on the Department of Public Works. A full copy of her report is attached to these minutes.

Griffith commented on the approaching project, the elimination of the Kings Highway Pump Station. She noted that there is a pre-construction meeting tomorrow. She said this project has been in the works for approximately ten years.

Councilwoman Griffith reported on the Neighbors Night Out Spaghetti Dinner on the 500 block of Station Avenue. She noted that approximately 280 guests were served. She said the weather was perfect and all appeared to have a good time.

Griffith said that the Streetscape Committee met last night and discussed adding lights on Kings Highway this holiday season. She said that new wreaths will be purchased and that they will be relocating some of the wreaths on 7th Avenue and 8th Avenues to Atlantic Avenue. Griffith said that the Committee discussed the possibility of additional *Welcome to Haddon Heights* signs at the various entrances to town. Lastly, she said that the Neighbors Night Out Committee just donated the new entrance signs at the corner of White Horse Pike and Station Avenue.

Council President Lange reported that the Parks and Rec Committee will meet this Thursday, September 19th at 7:30 in the Borough Hall Conference Room. She said she attended both the Field Hockey Opening Day and the Soccer Club's Opening Night. Both events were successful.

Lange reported on the financial figures of the Summer Rec Program Registration, weekly fees and donations $14,975, salary and supplies $11,251.41, total profit was $3,723.79. She said that the Summer Rec program

was not designed to be a for-profit program, it is a good community service to the residents. She thanked the Summer Rec staff and resident donations.

Lange reported that Borough expenses for the 4th of July Parade was $4,800 for three groups and three bands; this represented a deliberate reduction in bands to reduce our costs. Other costs included a non-yearly costs for supplies $288. Total spent from the budget was $5.088.16 for the Parade only.

Lange announced the next civic event is the Revolutionary War Encampment which will be held Saturday, October 11th from 10 a.m. to 4 p.m. at the Canons. Lange noted that she said that she completed the required County forms for the event and said that former Councilwoman Fitzgerald is covering publicity for the event.

She said she attended the Story Storks 5K Run, she said that this was the first time they have been on the recommended course; she mentioned that the group had some comments that she forwarded to Councilman Merryfield.

She attended the Board of Education meeting this month. She said she wanted to commend the high school color guard and the Queen and her Court for participating on the rain date. She said she had 100% participation from the high school. She said she also mentioned the quality of our Summer Rec counselors, all from our high school.

Councilman Jack Merryfield reported that Captain Michael Valvardi will be acknowledged as Camden County's Volunteer for the Drug Alliance in Princeton tomorrow.

Councilman DiRenzo had no report this evening.

Councilman Berryhill reported that Sustainable Haddon Heights is working towards their *Silver* certification. He said that it is likely that we will be recertified as *Bronze* this year. Berryhill said that hopefully we will attain the *Silver* certification next year.

Berryhill said he attend the Board of Health will be at the Fall Festival on Saturday, October 4th on Station Avenue. He invited all to stop by.

ENGINEER'S REPORT:

Steve Bach reported that we are not only eliminating the Kings Highway Pump Station but also eliminating the maintenance and the responsibility of the force main that goes from the Kings Highway Pump Station all the way to the CCMUA on the tail end of the Glover Mill Development. Bach noted that thiswill reduce our operating costs such as electricity and that it will pay for itself in the long run.

Bach noted the good bid results for the West Atlantic Avenue project. We are able to go from Station Avenue all the way to Kings Highway and will include the parking area on Station Avenue.

A full report is attached to these minutes.

Mayor Forte announced that notification to the residents should occur before any projects begin.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

Resolution 2014:169 – Resolution Approving a One Day Social Affair Permit for a Beer Garden – *Farmer's Market, October 26, 2014*

A motion to approve Resolution 2014:169 was made by Councilman Merryfield, seconded by Councilwoman Griffith. Under a roll call vote, all members present were in favor.

Resolution 2014:170 – Resolution Awarding a Contract to Mid-Atlantic Waste Systems for the Purchase of a 2013 High Compaction Rear Loading Collection Truck in the Amount of $149,276.00

A motion to approve Resolution 2014:170 was made by Councilwoman Griffith, seconded by Council President Lange. Under a roll call vote, all members present were in favor.

Resolution 2014:171 – Resolution Authorizing the Payment of Bills and Claims for the 2nd Half of September

A motion to approve Resolution 2014:171 was made by Council President Lange, seconded by Councilwoman Griffith. Under a roll call vote, all members present in favor.

Resolution 2014:172 – Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12. ***Employment matter relating to the Department of Public Works. Discussion will be ½ hr. in duration. Formal Action Will Not be Taken.***

A motion to approve Resolution 2014:172 was made by Councilwoman Griffith, seconded by Councilman Berryhill. All members present were in favor.

Resolution 2014:173 – Resolution Authorizing Bond Reduction for Glover Mill Village, Block 62, Lots 2 and 6, Bob Meyers Communities

A motion to approve Resolution 2014:173 was made by Councilman DiRenzo, seconded by Councilwoman Griffith. Under a roll call vote, all members present were in favor.

Resolution 2014:174 – Resolution Awarding a Contract to Hoskins Ford for the Purchase of a 2015 Ford F550 4x4 Regular Cab Dump Truck for the Department of Public Works in the Amount of $44,000.00.

A motion to approve Resolution 2014:174 was made by Councilman Merryfield, seconded by Council President Lange. All members present were in favor.

PUBLIC COMMENT:

Mayor Forte called for Public Comment.

David McGee, 414 Third Avenue – Mr. McGee presented copies of results of the survey that was distributed to residents under the Alexander administration. Mr. McGee expressed his opinion on liquor licensing in Haddon Heights. He said that he appreciates the fact that the town is dry and would like to see it remain that way. He discussed perceived scenarios with regard to safety.

Councilman Berryhill asked Mr. McGee what his opinion was on the wine sales that each restaurant currently does. Councilman Berryhill said that he had a restaurant owner tell him that he had a patron bring into his restaurant ten (10) cases of beer. He said that if he had a liquor license, he could regulate consumption.

Councilman DiRenzo said that if you look at Collingswood, they have more BYOB's than any other town and you see very few DUI's from the town in the RETROSPECT.

Mr. McGee returned to the subject of the survey saying that the cost was $4,000.

Mr. McGee went on to describe his feelings regarding his recent interaction with the Police Department.

Carolyn DiMedio, 106 Kings Highway – Mrs. DiMedio asked if liquor licensing does move forward in Heights, would the restaurants be permitted to sell packaged goods out of the restaurants? Solicitor Olizi responded that the type of license is a #33, plenary retail consumption, which permits the licensee to sell packaged goods. He said that the Borough can place restrictions such as times of sales by Ordinance.

Mrs. DiMedio went on to say that she attended this evening because her mother-in law lives at the corner of 3rd Avenue and Kings Highway. She explained that during the summer, her mother-in-law became bidridden. She explained that as a result of her condition, she has medical assistance in and out of the house all day long. She expressed her concern that St. Rose school parents parking along 3rd Avenue while picking up their children has been a problem. She noted that she has complained to the School on numerous occasions. DiMedio asked if yellow lines could be painted on the curb 5 to 10 feet by the driveway and/or placement of a 'No Parking' sign be considered.

Chief Kinkler said that we can put signs up as was done by Councilman Miller's home on the corner of 3rd and Green Street.

Councilman Merryfield asked the Chief if officers can come by during the time the school lets out. Chief Kinkler said that we can mark it clearer and said that he will drive by personally at 3:00 to check out what is happening

David McGee, 414 Third Avenue – Mr. McGee commented that Mrs. DiMedio may be able to get a no parking disabled sign due to her mother-in-law's condition.

Seeing no one else come forward, a motion to close the Public Comment portion of the meeting was made by Councilwoman Griffith, seconded by Councilman Merryfield. All members present were in favor.

Mayor Forte announced that Council would be going into Executive Session. He said that no formal action would be taken. Council proceeded upstairs into Executive Session.

ADJOURNMENT:

With no further business to address following the Executive Session, a motion to adjourn was made by Councilman Berryhill, seconded by Councilman Merryfield. All members present were in favor. 8:35 p.m.

Respectfully submitted:

_____

Kelly Santosusso, RMC, Borough Clerk

ENGINEER'S STATUS REPORT
Borough of Haddon Heights
September 2014

General Engineering (HH2013-0)

Pedestrian and Traffic Safety Enhancements

- *Kings Highway at Hillside* (No Change Since Last Report)

  Our office has prepared a base plan and funding application for proposed improvements to the King's Highway pedestrian crossing. A joint application with the Borough of Audubon is currently being prepared for the pedestrian safety improvements at the King's Highway pedestrian crossing for Haddon Lake Park to include rapid flash beacons with push-button facilities, crosswalk striping, ADA compliant handicapped ramps, and sidewalk. The completed applications were hand-delivered on March 31, 2014. A copy of the application was submitted to the Borough Clerk.

- *Kings Highway at Atlantic Avenue Bridge* (No Change Since Last Report)

  Base plans for new shadow line and cross hatch stripping are currently being prepared and will be coordinated with Chief Kinker and Captain Valvardi. Our office will coordinate with the Camden County Department of Public Works regarding the Borough's request for the County to install the new stripping.

Storm Water Runoff – 120 & 126 White Horse Pike

- Meetings were held at the Borough's offices on August 13, 2013 and September 16, 2013. General discussions as to potential remedial measures were discussed. No definite action plan was established; however the site engineer for 126 White Horse Pike is requesting cost estimates from several contractors for possible improvements that were discussed.

- The 126 White Horse Pike property owner and his site engineer have been requested to provide the cost estimates to the adjoining property owners for further discussion.

- Our office met with the property owner's Engineer on Tuesday, January 21, 2014, to discuss the latest conceptual plan with proposed drainage improvements. The property owner's Engineer agreed to revise conceptual plan addressing Bach Associates' concerns and provide corresponding cost estimate.

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- A meeting was held Monday, July 21, 2014, at the Borough Municipal Building to discuss property owner's progress with improvement plans and cost estimate.

- The 126 White Horse Pike property owner's site engineer is finalizing improvement plans to address concerns of our office as discussed at the Monday, August 11, 2014 meeting.

SAFETEA-LU – Pedestrian & Bicycle Facilities & Street Lighting (No Change Since Last Report)

- Construction has completed for the majority of improvements along East Atlantic Avenue, West Atlantic Avenue, Green Street, and Lippincott Lane complete. Our office has prepared the punch list for remaining items to be addressed.

- PSE&G has installed a substantial portion of the decorative lighting associated with this project. A punch list has been forwarded to PSE&G for remaining items to be addressed.

- Lexa Concrete has commenced addressing punch list items.

- Our office is in the process of submitting payment voucher #3 to NJDOT Local Aid.

FY 2012 NJDOT Municipal Aid (No Change Since Last Report)

- The Contractor has completed all punch list items. Payment Application #2 has been processed by our office and submitted to the Borough for processing.

- Our office is coordinating with the Contractor to utilize remaining funds provided by NJDOT Municipal Aid within the project limits.

FY 2014 NJDOT Municipal Aid Funding

- As previously reported, the Borough received a grant from the NJDOT for $200,000 for the resurfacing of West Atlantic Avenue from Station Avenue to Kings Highway. Our office has prepared the Bid Documents and Specifications for the project consisting of a Base Bid scope of work as well as Add Alternate No. 1 and Add Alternate Bid No. 2. The Base Bid consists of resurfacing of West Atlantic Avenue beginning at Station Avenue and extending approximately 1425 linear feet. Add Alternate No. 1 and Add Alternate No. 2 consists of resurfacing from the end of the Base Bid to Kings Highway.

- The Bid Opening was held on September 16, 2014. There were three (3) bidders, with the low bidder being American Asphalt Company, Inc. in the amount of $142,800.60 for the Base Bid, Add Alternate Bid #1, and Add Alternate Bid #2.

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- Our office issued a letter recommending the contract be awarded to American Asphalt for the Base Bid, Add Alternate Bid #1, and Add Alternate Bid #2 in the amount of $142,800.60 on condition of favorable review by the Borough Solicitor, CFO, and NJDOT Local Aid.

CDBG Yr 35 – Architectural Barrier Removal & Access (Various Intersections) (No Change Since Last Report)

- Our office is completing the process of preparing bid documents for the installation of ADA curb ramps in accordance with the Borough's Year 35 Agreement with the Camden County CDBG Program.

- The project will be publically bid this Fall for construction.

CDBG Yr 36 – ADA Improvements to Borough Hall Entrance (No Change Since Last Report)

- This project involves ADA improvements to the Borough Hall entrance. The current steps and railings are not in compliance with current ADA standards. Specifically, the individual riser dimensions are out of uniformity relative to each other, as is also true dimensions. The existing hand rails do not meet current requirements for size and shape of grasping surface, height above walking surface, extensions at the bottom of the railing, and passable object opening sizes. The proposed improvements include the replacement exterior entrance stairs and railings in accordance with current ADA standards.

Camden County Open Space (2012)

- The Camden County Open Space Committee has funded $25,000 of asphalt walkway improvements along Devon Avenue adjacent to the fence line of the existing recreational fields.

- Construction has completed for the majority of improvements. Our office has prepared a punch list for remaining items to be addressed.

- Our office has processed payment application #1.

- Lexa Concrete has commenced addressing punch list items.

Camden County Open Space (2014)

- Our has revised and submitted a joint application with the Borough of Audubon for the pedestrian safety improvements at the King's Highway pedestrian crossing for

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Haddon Lake Park to include rapid flash beacons with push-button facilities, crosswalk striping, ADA compliant handicapped ramps, and sidewalk

- At the August 21, 2014, Freeholder Meeting, Camden County announced the 2014 Grant recipients. Unfortunately, both Haddon Heights and Audubon were not successful in receiving funding.
- Our office is in the process of exploring alternate funding sources for the pedestrian crossing improvements.

Inflow and Infiltration Program (No Change Since Last Report)

- To facilitate the direct interconnection with the CCMUA for the elimination of the Kings Highway Pump station, the Borough must enter into an agreement with the CCMUA which calls for the Borough to develop a meaningful inflow and infiltration reduction program.

- It is noted that the Borough has initiated development of an Inflow and Infiltration reduction program. The program development has been based on the "Infiltration / Inflow Analysis for Service Area 26 Haddon Heights Borough" previously prepared by the CCMUA as well as the evaluation previously prepared by this office for the Borough's Lake Street Sewerage Pumping Station.

- Our office has initiated flow monitoring at critical locations to quantify inflow and infiltration levels.

- Our office submitted a status memorandum dated July 10, 2013, to the CCMUA providing a general scope for the Borough's Project Work Plan in compliance with the January 22, 2013 CCMUA-Haddon Heights "Inter-municipal Agreement".

- Our office has inspected and prepared associated inspection reports for the majority of the sanitary manholes in the study areas delineated in the above referenced Project Work Plan.

- Our office is in the process of summarizing the results of the flow monitoring and sanitary manhole surveys in an Inflow and Infiltration Analysis Report to be submitted to the CCMUA to comply with the "Inter-municipal Agreement".

Kings Highway Pump Station

- Our office has completed the as-built survey, permit, bid, and construction documents for the elimination of the existing Kings Highway Pump Station.

- A set of Bid Documents have been submitted to the Camden County Municipal Utilities Authority (CCMUA) for review.

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- We have tabulated the two (2) bids received on July 15, 2014, for the above-referenced project and found the apparent low bidder to be Neri's Construction & Rentals, 849 Clayton Road, Williamstown, New Jersey. Neri's Construction's Base Bid was in the amount of $122,543.^{00}$ representing items 1 through 11 of their Base Bid.

- Resolution to award the contract to Neri's Construction is on the August 5, 2014, agenda. The Contract Documents are in the process of being endorsed by the Neri's Construction. A preconstruction meeting is scheduled for Wednesday, September 16, 2014, at 11:00 AM.

Hazard Mitigation Grant Program (FEMA) (No Change Since Last Report)

- In coordination with Ms Judy Reiss, Emergency Management Coordinator and Mr. Tom Cella, Superintendant of Public works; our office prepared and submitted a funding letter of intent with associated application materials to the New Jersey Office of Emergency Management.

- The submitted funding request addressed the following projects:

  Backup Power Generator for the Municipal Bldg which houses Police and Emergency Operations Center *(Camden County, New Jersey – Multi-Jurisdictional Hazard Mitigation Plan, p. 9-43)*

  Elevate Lake Street Sewage Pumping Station (*Camden County, New Jersey – Multi-Jurisdictional Hazard Mitigation Plan, p. 9-43).*

  Decommission Kings Highway Sewage Pumping Station (*Camden County, New Jersey – Multi-Jurisdictional Hazard Mitigation Plan, p. 9-43).*

  Station Avenue (C.R.656) & East Atlantic Avenue drainage infrastructure improvement – Borough Parking Lot / PNC Parking Lot Collection System

- Our office has been informed by Judy Reiss that the Borough has been allocated $60,000 towards a standby emergency power generator for the Service Operations Facility. It is noted that the projected cost for the new generator is estimated at $148,000. Therefore, in order to proceed with the project, $88,000 in capital funding must be allocated.

- Our office is in the process of preparing the generator specifications for submittal to Camden County for approval.

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HYAA – Barr Recreational Complex Improvements (No Change Since Last Report)

- Construction has been completed regarding the Lighting. Payment Application #1 has been processed by our office and submitted to the Borough. Our office is currently processing the close out documentation.

- Construction has been completed regarding the Infield Improvements and Payment Application #1 has been processed by our office and the Borough.

- Our office is verifying quantities with the contractor and processing the final payment application and final change order.

Glover Mill Village

- As previously reported, the Borough is in receipt of a March 30, 2012 correspondence from the NJDEP Historic Preservation Office (SHPO) concerning their review of the recently released A.D. Marble & Company Phase II Archaeological Report for the Glover Mill Fulling Mill Site / Proposed Glover Mill Subdivision, Block 62, Lots 2, 4, and 6. The referenced March 30, 2012 correspondence concludes that items No. 3 through 13 of their December 20 2011 correspondence have now been addressed.

- The items that remain outstanding are:

  1. The park associated with the Glover Mill site (adjacent to the Glover Fulling Mill foundation site and extending to Sylvan Drive) must be designed in accordance with SHPO requirements.

  2. Development of a construction avoidance and protection plan for the Glover Fulling Mill foundation site in accordance with SHPO requirements.

- Our office is currently coordinating with SHPO and the contract developer of the Glover Mill Village project, Bob Meyers Communities, Inc. to determine if the two items delineated above can be accommodated by the current agreement between the Borough and Bob Meyers Communities, Inc.

- The contract developer, Bob Meyers Communities, Inc. has received Preliminary Subdivision and Historic District Commission approval at June 28, 2012 special meeting of the Borough Planning Board. It is noted that this approval contained the conditions that Bob Meyers Communities, Inc. would be designing and constructing the above referenced park area and implementing the construction avoidance and protection plan in accordance with SHPO requirements.

- The CCMUA approved the agreement to extinguish the Authority's easement located at the Glover Mill site during the July 15, 2013 CCMUA Regular Meeting.

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- The contract developer, Bob Meyers Communities, Inc. has received Final Subdivision approval at September 5, 2013, special meeting of the Borough Planning Board. The applicant is currently in the process of circulating the Final Subdivision Plan for the necessary municipal and county endorsements.

- Our office met with Councilwoman Fitzgerald, Council President Lange, Margaret Westfield, R.A., the project archaeologist, and project landscape architect regarding the Glover Fulling Mill Park Grant project. Discussed was the project scope and planned coordination between team members.

- A pre-construction meeting was held at Borough Hall on February 12, 2014.

- Demolition has commenced on site.

- The developer submitted a request for Bond Reduction based on improvements completed to date of the September 9, 2014. Our office recommended the Borough reduce the performance guarantee for this project approximately $49,616.02 or 5.9% of the original guaranty.

- Construction is ongoing for this project.

FY 2013 Road Program – Resurfacing of Lippincott Avenue (No Change Since Last Report)

- The project consists of resurfacing Lippincott Avenue between Station Avenue and King's Highway with replacement of curb and concrete gutter in select areas.

- Construction has commenced with the majority of work complete. Our office has prepared the punch list for remaining items to be addressed.

- Our office is verifying quantities with the Contractor for final payment and processing close out documents.

FY 2013 Road Program – Reconstruction of West High Street

- Our office prepared the plans and specifications for the full depth reconstruction of West High Street from Bellmawr Avenue to approximately 760 feet past the first offset intersection of Lake Street.

- We have tabulated the four (4) bids received on May 8, 2014, for the above-referenced project and found the apparent low bidder to be Charles Marandino, LLC, P.O. Box 20, Milmay, New Jersey. Charles Marandino's Base Bid was in the amount of $194,269.^{30} representing items 1 through 18 of their Base Bid.

- Our office has been coordinating with New Jersey American Water regarding their current construction along West High Street. In order to allow for NJAW to complete their work along West High Street and to allow proper settlement of the trench.

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- The Borough awarded the Base Bid in the amount of $194,269.30 to Charles Marandino, LLC on June 3, 2014.

- Construction of this project has commenced with the majority of work completed. Our office is in the process of preparing the punch list for remaining items to be addressed.

Tax Map Maintenance/Revisions for the Borough of Haddon Heights for Tax Year 2013
(No Change Since Last Report)

- As requested by the Borough Tax Assessor, Remington & Vernick has submitted a proposal to perform Tax Map Maintenance services for the tax year 2013, in conformance with the Camden County Board of Taxation. Services would be completed and documents submitted to the Camden County Board of Taxation no later than January 2014 with a total cost not to exceed $3,000.00. It is our understanding the 2013 Budget contains a $3,000.00 line item under the Tax Assessor. The costs associated with the Remington & Vernick services would be passed through this office with no mark up or handling costs. A copy of Remington and Vernick's October 31, 2013 proposal for the above referenced services was attached to our December 2013 report.

- In addition a draft Ordinance for the purpose of creating an escrow structure to cover costs for future Tax Map/GIS updates associated with Planning Board applications is attached for consideration. If no objection, our office will coordinate with the Borough Clerk to have this introduced and adopted in 2014.

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August 2014 Public Works Summary Report

- ✓ All core work for the month of August has been completed.
- ✓ Answered and responded to all phone calls & e-mails.
- ✓ Trash cans along Station Ave. and at ball parks have been emptied twice a week.
- ✓ Weekly and monthly Police car maintenance was performed.
- ✓ Cut grass on all borough properties.
- ✓ Cut grass on vacant properties around town.
- ✓ Brush collection for the month totaled 280 cu yards.
- ✓ Picked up 53 yds. of grass around town.
- ✓ Collected 2,483 lbs. of electronics
- ✓ We replaced traffic signs around town for the Police Dept.
- ✓ Cleared storm inlets around town.
- ✓ Did monthly playground inspections at Hoffs Park.
- ✓ Finished painting crosswalks & parking spaces around town.
- ✓ 3 sewer calls (2) ours (1) not ours. We flushed 2000 ft. of sewer pipes.
- ✓ Chemically treated 5 sewer mains around town as part of our monthly sewer maintenance.
- ✓ Flushed 7,611 ft. of sewer mains as part of sewer maintenance.
- ✓ All pump stations were checked & serviced this month.
- ✓ Trimmed tree branches around town that we can reach.

SEWER REPORT

TODAYS DATE: SEPTEMBER 2nd, 2014

SEWER REPORT FOR THE MONTH OF: AUGUST 2014

SEWER BLOCKAGES REPORTED: 3 BLOCKAGES

SEWER BLOCKAGES BEING OURS: 2 BEING OURS

FOOTAGE OF LINES FLUSHED: 815 FEET

PUMP STATION ALARM CALLS: NONE

SEWER STORM PROBLEMS: NONE

:

PREVENTIVE MAINTENANCE LINES FLUSHED: 23 LINES

FOOTAGE OF MAITENANCE LINES FLUSHED: 7,611 FEET

NUMBER OF CHEMICAL LINES MAINTAINED: 5 LINES

AMOUNT OF CHEMICALS USED: NATURE LENE : 12½ GALLONS

:

:

:

OUTSIDE CONTRACTERS USED: NONE

:

:

OTHER: CLEANED FILTER ON JETTER TRUCK

BLED & CHANGED FILTERS @ ALL PUMPING STATIONS

CHECKED @ PUMPING STATIONS

PMA® Management Corp.

Garden State Municipal Joint Insurance Fund

Playground Monthly Safety Check List

Park 8TH AVE. + HIGH ST., DEVON AVE COMPLEX, W. ATLANTIC BATHROOMS Inspection Date 9-2-14

Name of Inspector FRANK SPADEA / JOHN ELLIS Title FOREMAN / ASSIST. FOREMAN

Facility / Playground Equipment PLAYGYM, BALANCE BEAM, SWINGS, MONKEY BARS, PULL UP BARS, BENCHES, TABLES, BASKETBALL COURTS, TENNIS COURTS, TRASH CANS, BATHROOMS, FENCES

YES	NO	NA	Condition
X			Visible cracks, bending, warping, rusting or breakage of any component
	X		Deformation of open hooks, shackles, rings or links
	X		Worn swing hangers and chains
	X		Missing, damaged or loose swing seats; heavy seats with sharp edges or corners
	X		Broken supports / anchors
	X		Footings exposed, cracked, loose in ground
X			Accessible sharp edges or points
	X		Exposed ends of tubing that should be covered by plugs or caps
	X		Protruding bolt ends that do not have smooth finished caps and covers
	X		Loose bolts, nuts, corrosion, etc.
	X		Splintered, cracked or otherwise deteriorated wood
	X		Lack of lubrication on moving parts
	X		Worn bearings
	X		Broken or missing rails, steps, rungs or seats
	X		Surfacing material worn or scattered (in landing pits, etc.)
	X		Hard surfaces, especially under swings, slides, etc.
X			Chipped or peeling paint
	X		Vandalism (broken glass, trash, graffiti, etc.)
	X		Tripping hazards such as roots, rocks, etc.
	X		Poor drainage areas
	X		Fencing damaged, exposed sharp edges, end caps missing
	X		Electrical hazards, exposed, low hanging wires
	X		Low hanging, dead tree limbs
	X		Bleachers with damaged boards, bent or damaged supports, missing protective railings (over 48" in height)
	X		Surfaces for basketball or tennis courts cracked or uneven

NOTE: ALL "YES" ANSWERS REQUIRE EXPLANATION ON THE BACK OF THIS FORM

TABLES & BENCHES ARE BEND, PLASTIC COATING IS CRACKING & PEELING @ 8TH & HIGH FIELD.

LANDING ON PLAYSET STARTING TO CRACK

DEVON AVE. TENNIS COURTS FENCE NEEDS TIES.

ORDINANCE 2014:1414

AN ORDINANCE AMENDING ORDINANCE 2014:1413 AN ORDINANCE AUTHORIZING SALARIES, WAGES AND REIMBURSEMENTS TO BE PAID TO CERTAIN EMPLOYEES OF THE BOROUGH OF HADDON HEIGHTS

WHEREAS, the Assistant Foreman in the Department of Public Works is being promoted to the position of Deputy Superintendent, effective October 21, 2014; and

NOW, THEREFORE BE IT ORDAINED, by the Governing Body of the Borough of Haddon Heights in the County of Camden, that the annual salary for the position of Deputy Superintendent is hereby set as follows:

Section 1 – Salaries and Wages
The annual base salary and wage for the following borough position shall be amended and set at the following maximum amount:

Title/Position	Maximum Annual Salary
Deputy Superintendent	$60,000

Section 1 – Effective date of salaries and wages
The annual salary in this ordinance shall be effective October 21, 2014.

Section 2 – Past ordinances repealed
All ordinances or parts of ordinances of the Borough of Haddon Heights that are inconsistent with any part of this ordinance are hereby repealed to the extent of such inconsistency.

Section 6 – Effective date of ordinance
This ordinance shall become operative upon final adoption.

Introduction Date: October 7, 2014

Public Hearing Date: October 21, 2014

Adoption Date: _____

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

ORDINANCE 2014:1415

AN ORDINANCE AMENDING §100-13 OF THE CODE OF THE BOROUGH OF HADDON HEIGHTS ENTITLED PARKING PROHIBITED AT ALL TIMES

NOW, THEREFORE BE IT ORDAINED that §100-13 entitled Parking prohibited at all times is hereby ***amended*** as follows:

§ 100-13 Parking Prohibited at all times.

Name of Street	Sides	Location
Third Avenue	**East**	**From a point 210 of southerly from Kings Highway to a point 40 feet southerly therefrom**
Garden Street	**South**	**From a point 120 westerly from White Horse Pike to a point 76 feet westerly therefrom**

BE IT FURTHER ORDAINED that this ordinance will become effective immediately upon a public hearing, final adoption and advertisement as is required by law.

Introduction: October 7, 2014

Public Hearing: October 21, 2014

Final Adoption: _____

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:165

RESOLUTION AWARDING A CONTRACT TO MALL CHEVROLET FOR THREE-YEAR LEASE FOR THE PURCHASE OF A 2014 CHEVROLET CAPRICE PPV-9C1

WHEREAS, sealed bids were opened by the Borough Clerk on August 6, 2014 at 10:00 a.m.; and

WHEREAS, two (2) bids were received; one (1) from Mall Chevrolet in the amount of $56,831.19 for a three (3) year lease and one (1) from Chapman Chevrolet in the amount of $60,000.00 for a three (3) year lease; and

WHEREAS, the bid package was in compliance with N.J.S.A. 40A:11, Local Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, County of Camden, State of New Jersey that a three (3) year Lease Agreement between the Borough of Haddon Heights and Mall Chevrolet for a 2014 Chevrolet Caprice PPV-9C1 in the amount of $56,831.19 which will be paid in three (3) year annual lease payments in the amount of $18,943.73 is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Certified Financial Officer has certified funding for this purchase from O/E Account 01-25-240-275.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights do hereby certify that the above Resolution is a true and correct copy of a Resolution adopted at a public meeting of Borough Council on October 7, 2014.

_____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:177

RESOLUTION AUTHORIZING THE SONS OF ITALY TO APPLY TO CONSTRUCTION OFFICE FOR APPROPRIATE PERMIT(S) FOR AN ADDITION OF A DECK TO THE REAR OF THE BOROUGH OWNED BUILDING LOCATED AT 6 W. ATLANTIC AVENUE

WHEREAS, the Sons of Italy seeks permission to proceed with application to the Construction Office to install a deck at the rear of the Borough owned building located at 6 W. Atlantic Avenue; and

WHEREAS, the Sons of Italy must be in compliance with all rules, regulations and Code of the Borough of Haddon Heights.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Haddon Heights hereby authorizes the Sons of Italy to proceed with the permit process to install a deck at the rear of the Borough owned building located at 6 West Atlantic Avenue.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights hereby certify that the foregoing is a true and correct copy of a Resolution adopted at a public meeting of the Borough of Haddon Heights Council on October 7, 2014.

_____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:178

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A SHARED SERVICES MUNICIPAL ALLIANCE 2014-2015 AGREEMENT BETWEEN THE BOROUGH OF HADDON HEIGHTS AND THE COUNTY OF CAMDEN IN CONJUNCTION WITH THE GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE

WHEREAS, the Governor's Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, non-profit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Governing Body of the Borough of Haddon Heights, County of Camden, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore has an established Municipal Alliance Committee; and

WHEREAS, the Borough Council further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, County of Camden, hereby authorizes the Mayor to execute a shared services Municipal Alliance 2014-2015 agreement between the Borough of Haddon Heights and the County of Camden in conjunction with the Governor's Council on Alcoholism and Drug Abuse.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, Deputy Borough Clerk

CERTIFICATION:

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights hereby certifies the foregoing to be a true and correct copy of a Resolution adopted at a public meeting of the Borough Council held on October 7, 2014.

_____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:179

RESOLUTION APPOINTING TO THE HADDON HEIGHTS ENVIRONMENTAL COMMISSION

WHEREAS, Terre Sulock was appointed to a two (2) year term in January of 2014; and

WHEREAS, Terre Sulock has resigned from the Haddon Heights Environmental Commission; and

NOW THEREFORE BE IT RESOLVED, Jackie Parisi is hereby appointed to the two (2) year unexpired term effective immediately and shall expire December 31, 2015.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:180

RESOLUTION APPROVING INCREASE IN CHANGE FUND IN THE OFFICE OF THE BOROUGH CLERK AND TAX COLLECTOR

WHEREAS, in the course of daily business it is necessary to make change for the residents and general public of the Borough; and

WHEREAS, the Borough of Haddon Heights has established a change fund in the Office of the Borough Clerk and the Tax Collector in order to facilitate change involved in the payments of municipal charges and fees; and

WHEREAS, THE Chief Financial Officer has recommended an increase in the said change fund from $50.00 to $100.00.

WHEREAS, the Borough Clerk and Tax Collector shall be responsible for the protection and accountability of the change fund. Said fund shall be subject to periodic audit by the Finance Department and independent auditors; and

WHEREAS, no expenditures of any kind are authorized from these funds. Under no circumstances are expenditures for goods or services permitted, nor is the cashing of checks for public or employees, or the making of accommodating cash refund when payment is made by check authorized.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Haddon Heights, County of Camden, that the change fund shall be increased from $50.00 to $100.00 for the purpose of making change when needed for servicing the public.

Date: October 7, 2014

_____

Mayor Edward S. Forte, Jr.

ATTEST: _____

Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:181

RESOLUTION SETTING TRICK OR TREATING HOURS FOR HALLOWEEN

BE IT RESOLVED by the Governing Body of the Borough of Haddon Heights, County of Camden, that the following hours will be observed on Halloween, October 31, 2014:

Trick or Treat Hours on Halloween:

October 31st (Friday) – 3:00 – 5:00 p.m. and 6:00 – 8:00 p.m.

Date: October 7, 2014

_____

Mayor Edward S. Forte, Jr.

ATTEST: _____

Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:182

RESOLUTION AUTHORIZING REFUNDS OF PROGRAM FEES

WHEREAS, the Borough of Haddon Heights offers a variety of Adult Education, Fitness, Nutrition, Kids & Teens and Senior Programs for Haddon Heights residents; and

WHEREAS, refunds are necessary for varied reasons and are as follows:

Name	Class	Amount
Rebecca McGuckin 607 W. High Street Haddon Heights, NJ 08035	Kinderbowl	$44.00
Nana Shames 241 Seventh Avenue Haddon Heights, NJ 08035	Mommy & Me	$22.00
Susan Windle 8 Dallas Avenue Haddon Heights, NJ 08035	Sewing for Beginners	$60.00
Jodilyn Turner 31 9th Avenue Haddon Heights, NJ 08035	Yoga Wed. a.m.	$50.00

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Haddon Heights that the above refunds are hereby approved.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:183

RESOLUTION OF BOROUGH OF HADDON HEIGHTS APPROVING CHANGE ORDER #1 FOR THE FY 2013 ROAD PROGRAM RESURFACING OF LIPPINCOTT AVENUE

WHEREAS, it was necessary to make changes in the contract amount based on quantities installed in completing the FY 2013 Road Program Resurfacing of Lippincott Avenue in the Borough of Haddon Heights, Camden County, New Jersey; and

WHEREAS, Change Order #1 was developed to adjust contract quantities based on quantities installed; and

NOW, THEREFORE, BE IT RESOLVED by the Borough of Haddon Heights, County of Camden, that the following Change Order #1 is considered to be the final change and approval is hereby granted to revise the contract amount from $95,868.00 to $93,650.75 (decrease of $2,217.25).

Dated: October 7, 2014

Borough of Haddon Heights

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

I, Kelly Santosusso, Clerk of the Borough of Haddon Heights, do hereby certify that the foregoing Resolution is a true and complete copy of a Resolution adopted at a meeting of the Governing Body on October 7, 2014

_____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:184

RESOLUTION OF BOROUGH OF HADDON HEIGHTS AUTHORIZING THE BOROUGH ENGINEER TO MAKE APPLICATION AND EXECUTE A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION FOR THE COMPLETION OF RESURFACING OF WEST HIGH STREET

WHEREAS, the State of New Jersey provides funding for certain road projects under Municipal Aid Funding ; and,

WHEREAS, the Governing Body of the Borough of Haddon Heights wishes to participate in said funding;

NOW, THEREFORE, BE IT RESOLVED that Council of the Borough of Haddon Heights, County of Camden, State of New Jersey, formally approves the grant application for the above stated project.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to submit an electronic grant application identified as (enter here the application ID from NJDOT SAGE) to the New Jersey Department of Transportation on behalf of the Borough of Haddon Heights.

BE IT FURTHER RESOLVED that the Mayor and Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Haddon Heights and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Dated: October 7, 2014 **Borough of Haddon Heights**

_____
Mayor Edward S. Forte, Jr.

ATTEST:_____
Kelly Santosusso, RMC, Borough Clerk

I, Kelly Santosusso, Clerk of Borough of Haddon Heights, do hereby certify that the foregoing Resolution is a true and complete copy of a Resolution adopted on October 7, 2014.

_____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:185

AUTHORIZATION TO FUND PETTY CASH FOR 2014

WHEREAS, in accordance with N.J.S.A. 40A:5-21, a Petty Cash Fund has been established in the amount of $500; and;

WHEREAS, the maximum reimbursement per request from said fund shall not exceed $100; and

WHEREAS, the custodian of the Petty Cash Fund, Richard Kinkler, Police Chief has suggested increasing the reimbursable amount per request from $100.00 to $150.00; and

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Haddon Heights, County of Camden hereby authorizes that the maximum reimbursable amount per request shall be increased to $150.00.

Date: October 7, 2014

_____
Mayor Edward S. Forte, Jr.

ATTEST: _____
Kelly Santosusso, RMC, Borough Clerk

RESOLUTION 2014:186

RESOLUTION AUTHORIZING PAYMENT OF BILLS & CLAIMS FOR THE FIRST HALF OF OCTOBER

Trust Account		$ 19,387.05
Capital Account		$ 195,375.32
Payroll Week Ending	9/19/14	$ 109,717.81
	10/3/14	$ 94,991.43
Animal Account		$ -0-
P.O.'s Paid Current Borough Account		$ 202,546.99
Monthly Borough Contribution to Schools		$1,009,662.00
County Taxes		$ -0-
Total Amount of Bills & Claims		**$1,631,680.60**

Date: October 7, 2014

_____

Mayor Edward S. Forte, Jr.

ATTEST: _____

Kelly Santosusso, RMC, Borough Clerk

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes
Include Non-Budgeted: Y
First Enc Date Range: First to 12/31/14
Open: N Paid: N Void: N
Rcvd: N Held: N Aprv: Y
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc Da
AJB A & J BAR					
14-01443 09/30/14					
1 OUTSIDE TRASH BAGS	186.72	4-01-26-310-238	B Build/Grounds - Materials & Supplies	A	09/30,
Vendor Total:	186.72				
ALLI ALL INDUSTRIAL SAFETY PRODUCTS					
14-01384 09/18/14					
1 RECAL MULTI GAS METER	299.00	4-01-26-290-254	B Public Works - Sewer Maint/Repairs	A	09/18,
Vendor Total:	299.00				
AMERA AMERICAN ASPHALT CO INC					
14-01439 09/30/14					
1 EZ COLD PATCH	141.75	4-01-26-290-258	B Public Works - Street Maint/Repairs	A	09/30,
Vendor Total:	141.75				
ARTP ART PRESS					
14-01128 07/25/14					
1 BUSINESS CARDS CONSTRUCT OFFIC	216.00	4-01-20-100-311	B Office Supplies	A	07/25,
Vendor Total:	216.00				
AUTOS AUTO SHINE CAR WASH, INC					
14-01369 09/15/14					
1 CAR WASHES 2ND QUARTER	400.00	4-01-25-240-279	B Police - Car Washes	A	09/15,
14-01371 09/15/14					
1 UNLIMITED CAR WASHES 3RD Q	400.00	4-01-25-240-279	B Police - Car Washes	A	09/15,
Vendor Total:	800.00				

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Di
BACHA BACH ASSOC PC					
14-01417 09/23/14					
1 GLOVER MILL VILLAGE HH2014-1	1,408.75	T-13-56-860-802	B Reserve Planning Board Escrow (500)	A	09/23,
2 HH GENERAL ENGINEER HH2014-0	1,319.50	4-01-20-165-205	B Engineering - Professional Services	A	09/23,
3 KINGS HWY PUMP STATI HH2012-6	1,020.00	C-04-55-807-502	B 2013:1390(2) WATER/SEWER IMPROVEMENTS	A	09/23,
4 INFL & OUTF RED PROG HH2013-1	4,500.00	C-04-55-807-601	B 2013:1400(1) Repairs Water/Sewer System	A	09/23,
5 RECON W ATL AVE HH2014-2	4,400.00	C-04-55-808-807	B 2014:1411(7) W. Atlantic Ave	A	09/23,
6 DEVON AVE SAN LANDFIL HH2013-8	570.00	C-04-55-807-802	B 2014-1409(2) Devon Ave Sanitary Landfill	A	09/23,
	13,218.25				
Vendor Total:	13,218.25				
BANTB BANTLE'S BANNERS & SIGNS					
14-01405 09/22/14					
1 MICROBAN 2000 TAX STAMP	36.00	4-01-20-145-238	B Tax Collector-Operation Mat'l & Supplies	A	09/22,
2 MICROBAN 2000 DATE STAMP	72.00	4-01-20-100-311	B Office Supplies	A	09/22,
	108.00				
14-01468 10/02/14					
1 STREET BANNER FOR PROGRAMS	535.00	4-01-20-100-411	B Marketing Events & Communic.	A	10/02,
Vendor Total:	643.00				
BARRB BARRINGTON BORO					
14-01431 09/29/14					
1 SEWER CHARGES 621 E. ATLANT AV	112.00	4-01-42-455-285	B BARRINGTON-Sewer	A	09/29,
2 SEWER CHARGES 531 CLEM BRID RD	425.00	4-01-42-455-285	B BARRINGTON-Sewer	A	09/29,
	537.00				
Vendor Total:	537.00				
BELFP BELFOR PROPERTY RESTORATION					
14-00538 04/04/14					
1 HH CABIN REPAIR	14,499.10	4-01-26-310-254	B Build/Grounds - Maint/Repair	A	04/04,
Vendor Total:	14,499.10				

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc D
BILLO BILLOWS ELECTRIC SUPPLY					
14-01440 09/30/14					
1 CLEAR E28MOG MH LAMP	17.80	4-01-25-265-233	B Fire - Purchase Minor Equip	A	09/30,
Vendor Total:	17.80				
BLUE1 HORIZON BLUE CROSS & SHIELD					
14-01394 09/19/14					
1 DENTAL NON POLICE OCTOBER	1,795.93	4-01-23-220-245	B Blue Cross Dental	A	09/19,
Vendor Total:	1,795.93				
BLUE2 HORIZON BLUE CROSS BLUE SHIELD					
14-01395 09/19/14					
1 DENTAL POLICE OCTOBER 2014	2,828.70	4-01-23-220-245	B Blue Cross Dental	A	09/19,
Vendor Total:	2,828.70				
BOGEY BOGEY'S TRUCKING & PAVING, INC					
14-01465 10/01/14					
1 RESERF LIPPENCOTT AVE HH2013-2	12,303.58	C-04-55-807-603	B 2013:1400(3)Improve to Roads	A	10/01,
Vendor Total:	12,303.58				
BOLLI BOLLINGER, INC RX ADMIN					
14-01372 09/16/14					
1 PRESCRIPTION DRUGS OCT 2014	15,552.74	4-01-23-220-246	B Prescriptions - Bollinger	A	09/16,
Vendor Total:	15,552.74				
CARTD CARTRIDGE DEPOT					
14-01368 09/15/14					
1 KONICA TNP27M MAGENTA TONER	70.00	4-01-20-100-311	B Office Supplies	A	09/15,
2 KONICA C25 WASTE TONER BOTTLE	30.00	4-01-20-100-311	B Office Supplies	A	09/15,
	100.00				
14-01393 09/19/14					
1 HP951XL CYAN INK	16.99	4-01-20-100-311	B Office Supplies	A	09/19,

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	Acct Type Description	Stat/Chk	First Enc Da
CARTD CARTRIDGE DEPOT	Continued				
14-01393 09/19/14		Continued			
2 HP951XL MAGENTA INK	17.84	4-01-20-100-311	B Office Supplies	A	09/19,
3 HPQ6000A BLACK TONER	66.99	4-01-20-100-311	B Office Supplies	A	09/19,
4 HP CE255A COMPATIB BLACK TONER	99.74	4-01-20-100-311	B Office Supplies	A	09/19,
5 REFUND FOR RETURNED CARTRIDGES	1.00-	4-01-20-100-311	B Office Supplies	A	09/19,
	200.56				
Vendor Total:	300.56				
CAVAD DOLORES(DEE) CAVALIERE					
14-01455 09/30/14					
1 INSTR TOTAL, PILATES & ABS	385.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	385.00				
CCSSS CAMDEN COUNTY TREASURER					
14-01399 09/22/14					
1 ANIMAL CONTROL SERVICES 3RD Q	1,575.00	4-01-27-340-205	B Animal	A	09/22,
Vendor Total:	1,575.00				
CERTL CERTIFIED LABS					
14-01301 08/26/14					
1 SHOP LUBRICANTS & OILS	282.56	4-01-26-290-272	B Public Works - Purchase Motor Oil	A	08/26,
Vendor Total:	282.56				
COMC COMCAST					
14-01392 09/19/14					
1 HI SPEED INTERNET SEPT	133.76	4-01-31-440-216	B Regular Telephones	A	09/19,
Vendor Total:	133.76				

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc Di
DAVIP W C DAVIS INC					
14-01480 10/03/14					
1 CLEANED STATION AVE SEWER LINE	172.50	4-01-26-290-254	B Public Works - Sewer Maint/Repairs	A	10/03,
Vendor Total:	172.50				
DEJAN DEJANA TRUCK & UTILIY EQUIP					
14-01391 09/19/14					
1 SALT AWAY	127.20	4-01-26-290-238	B Public Works - Materials & Supplies	A	09/19,
Vendor Total:	127.20				
EAGLP EAGLE POINT GUN					
13-01701 11/05/13					
1 3RD OF 3 PMTS FOR .40 CAL AMMO	1,476.09	3-01-25-240-231	B TRAINING / SCHOOLS	A	11/05,
Vendor Total:	1,476.09				
EBNEL LETICIA ANGELIA EBNER					
14-01453 09/30/14					
1 INSTR WED PM, SAT AM & GENT	480.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	480.00				
ENGIH ENGINEERED HYDRAULICS INC					
14-01390 09/19/14					
1 COUPLIERS	51.01	4-01-26-290-254	B Public Works - Sewer Maint/Repairs	A	09/19,
Vendor Total:	51.01				
EVERG EVERGREEN PRINTING CO.					
14-01423 09/25/14					
1 PRINT & DISTRIB HH REPT OCT 14	1,951.97	T-13-56-860-820	B Reserve for Heights Report (517)	A	09/25,
Vendor Total:	1,951.97				

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
FASTS FAST SIGNS MARLTON					
14-01389 09/18/14					
1 ELECTRONIC RECYCLE SIGN	307.52	G-02-41-771-301	B RECYCLING TONNAGE GRANT	A	09/18,
Vendor Total:	307.52				
FERNK KATIA FERNANDEZ					
14-01451 09/30/14					
1 INSTRUCT ZUMBA SEPT 2014	800.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	800.00				
FIREO FIRE ONE					
14-01307 09/02/14					
1 PUCKET TRUCK INSPECTION	275.00	4-01-26-315-202	B Vehicle Maint - Public Works	A	09/02,
Vendor Total:	275.00				
FITZG T M FITZGERALD ASSOC INC					
14-01077 07/16/14					
1 RECYCLING CANS RED	1,616.00	G-02-41-771-301	B RECYCLING TONNAGE GRANT	A	07/16,
Vendor Total:	1,616.00				
FLEMP FLEMING TERMITE & PEST					
14-01434 09/29/14					
1 PEST CONTROL COMM CTR SEPT 14	32.10	4-01-26-310-235	B Build/Ground - Pest Control	A	09/29,
2 PEST CONTROL HH CABIN SEPT 14	26.75	4-01-26-310-235	B Build/Ground - Pest Control	A	09/29,
3 PEST CONTROL SOF SEPT 14	25.68	4-01-26-310-235	B Build/Ground - Pest Control	A	09/29,
4 PEST CONTROL MUNI BLDG SEPT 14	25.68	4-01-26-310-235	B Build/Ground - Pest Control	A	09/29,
	110.21				
Vendor Total:	110.21				

Vendor # Name / PO # / PO Date / Description / Item Description		Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
FRASR FRANK'S STUMP REMOVAL					
14-01319 09/03/14					
1 TREE REMOVAL FOR NEW SALT BIN	1,300.00	C-04-55-807-401	B 2012:1382(1) DPW VEHICLES & EQUIPMENT	A	09/03,
Vendor Total:	1,300.00				
GENSI GENSERVE INC					
14-01283 08/22/14					
1 YEARLY SERVICE CONTR 8/21-8/20	695.00	4-01-26-310-254	B Build/Grounds - Maint/Repair	A	08/22,
Vendor Total:	695.00				
HANTJ JAMES HANTON					
14-01409 09/23/14					
1 UNIFORMS FOR J HANTON	400.00	4-01-26-290-235	B Public Works - Purchase Uniforms	A	09/23,
Vendor Total:	400.00				
HHBE HADDON HEIGHTS BD OF ED					
14-01421 09/24/14					
1 BORO CONTRIBUTION OCT 2014	1,009,662.00	4-01-55-001-001	B Local School Taxes Payable	A	09/24,
Vendor Total:	1,009,662.00				
HHBUS HADDON HEIGHTS BUSINESS &					
14-01477 10/03/14					
1 CALENDAR PAGES FOR 2015	750.00	4-01-20-120-205	B Clerk - Publicity	A	10/03,
Vendor Total:	750.00				
HHFHB HH FIELD HOCKEY BOOSTER CLUB					
14-01471 10/02/14					
1 LIGHTS FOR HH FIELD HOCKEY BOO	550.00	T-13-56-860-812	B Reserve Municipal Alliance (510)	A	10/02,
Vendor Total:	550.00				

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc D
HHLIB HADDON HEIGHTS LIBRARY					
14-01411 09/23/14					
1 BOROUGH CONTRIBUTION OCTOBER	22,500.00	4-01-29-390-288	B Maint Free Public Library	A	09/23,
Vendor Total:	22,500.00				
INTEM INTERSTATE MOBILE CARE INC					
14-01271 08/19/14					
1 PHYSICAL FOR ANDREW UNDERWOOD	116.00	4-01-25-265-229	B Fire - OSHA Medical Evaluation	A	08/19,
14-01370 09/15/14					
1 PHYSICAL HEARING & EYE CROS GU	270.00	4-01-25-240-228	B Police - Medical Exams	A	09/15,
2 PHYSICAL HEARING & EYE CROS GU	254.00	4-01-25-240-228	B Police - Medical Exams	A	09/15,
	524.00				
Vendor Total:	640.00				
JAMEA ANDREW JAMES					
14-01418 09/24/14					
1 REFUND OF CABIN RENTAL	30.00	4-01-55-004-001	B Refund Of CY Revenue	A	09/24,
Vendor Total:	30.00				
JUSTT JUST TIRES					
14-01461 10/01/14					
1 TIRES FOR HHPD CAR 18-3 & ALLI	344.58	4-01-26-315-205	B Vehicle Maint - Police	A	10/01,
Vendor Total:	344.58				
KINKR RICHARD KINKLER					
14-01466 10/01/14					
1 REIMBUR BLACK TONER CARTRIDGE	103.99	4-01-25-240-233	B Police - Minor Equipment / Supplies	A	10/01,
Vendor Total:	103.99				

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc Da
KONDB BLAKE J. KONDRAS					
14-01452 09/30/14					
1 INSTRUCT LOW IMPACT SEPT 2014	120.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	120.00				
KONMI KONICA MINOLTA BUSINESS					
14-01375 09/16/14					
1 DPW COPIER AUG 2014	72.49	4-01-20-100-516	B Service Contracts	A	09/16,
14-01420 09/24/14					
1 COPIES & CONT MUNI BLDG SEPT	153.38	4-01-20-100-516	B Service Contracts	A	09/24,
Vendor Total:	225.87				
KONPF KONICA MINOLTA PRIMIER FINANCE					
14-01426 09/25/14					
1 LEASE HHPD SEPT 2014	123.59	4-01-20-100-516	B Service Contracts	A	09/25,
14-01433 09/29/14					
1 LEASE MUNI BLDG SEPT 2014	256.49	4-01-20-100-516	B Service Contracts	A	09/29,
Vendor Total:	380.08				
LAMML LAUREN LAMMERS					
14-01449 09/30/14					
1 INSTRUCT FOR BOOTCAMP CLASS	135.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	135.00				
LEONP PATRICE LEONETTI					
14-01454 09/30/14					
1 INSTR KIDS CAN COOK SEPT 2014	400.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	400.00				

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
MARAC CHARLES MARANDINO, LLC					
14-01467 10/02/14					
1 RECON OF W HIGH ST HH2013-6	164,589.60	C-04-55-807-603	B 2013:1400(3)Improve to Roads	A	10/02,
Vendor Total:	164,589.60				
MCGUR REBECCA MCGUCKIN					
14-01445 09/30/14					
1 REFUND FOR KINDERBOWL	44.00	4-01-55-004-001	B Refund Of CY Revenue	A	09/30,
Vendor Total:	44.00				
MGLP MGL PRINTING SOLUTIONS					
14-01248 08/13/14					
1 TAX LIST BINDERS	201.85	4-01-20-150-260	B Assessor - Supplies	A	08/13,
Vendor Total:	201.85				
MOOWA RR DONNELLEY					
14-01289 08/25/14					
1 CERT COPY VITAL RECORD REG-42B	73.50	4-01-20-120-238	B Clerk - Operation Mat'l & Supplies	A	08/25,
Vendor Total:	73.50				
MORJO JOAN MORELAND					
14-01429 09/29/14					
1 REIMBURSE HEALTH BENE SEPT 14	972.65	4-01-23-220-234	B Retirees Health Insurance	A	09/29,
Vendor Total:	972.65				
MULTT MULTI-TEMP					
14-01365 09/12/14					
1 BEARINGS IN BLOWER MOTOR	1,603.14	C-04-55-807-505	B 2013:1390(5) BUILDING IMPROVEMENTS	A	09/12,
Vendor Total:	1,603.14				

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc Da
NETS NETWORKS					
14-01422 09/25/14					
1 GO DADDY SSL CERTIFICATES	505.00	4-01-20-100-515	B Computer Maintanence	A	09/25,
Vendor Total:	505.00				
NJDOM NJ DEPT OF HEALTH & SEN SER					
14-01458 09/30/14					
1 NON-EDERS BURIAL PERM DEPT 14	5.00	4-01-55-005-007	B TREA ST NJ BURIAL PERMITS	A	09/30,
Vendor Total:	5.00				
NJFIR TREASURER STATE OF NEW JERSEY					
14-01251 08/14/14					
1 SUBSCRIP NJ UNIFORM FIRE CODE	30.00	4-01-25-265-633	B Uniform Fire - Purchase Minor Equip	A	08/14,
Vendor Total:	30.00				
NJNOT TREASURER STATE OF NJ					
14-01481 10/03/14					
1 NOTARY PUBLIC FEE KATIE	25.00	4-01-20-120-219	B Clerk - Dept Head Expenses	A	10/03,
Vendor Total:	25.00				
NJSHA NJ SHADE TREE FEDERATION					
14-01478 10/03/14					
1 NJ SHADE TREE CONFERENCE	305.00	4-01-26-290-276	B Public Works - Purchase Trees	A	10/03,
Vendor Total:	305.00				
OFFIB OFFICE BASICS, INC.					
14-01379 09/16/14					
1 COPY PAPER	179.70	4-01-20-100-311	B Office Supplies	A	09/16,
2 STROAGE BOXES	246.45	4-01-20-100-311	B Office Supplies	A	09/16,
	426.15				
14-01402 09/22/14					
1 CARTRIDGE BATTERIES SANITIZER	90.93	4-01-20-100-311	B Office Supplies	A	09/22,

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	Acct Type Description	Stat/Chk	First Enc D
OFFIB OFFICE BASICS, INC.	Continued				
14-01402 09/22/14		Continued			
2 FILE FOLDERS USB DRIVE	74.75	4-01-20-100-311	B Office Supplies	A	09/22,
3 ENVELOPES PENS HIGHLIGHTER	54.84	4-01-20-100-311	B Office Supplies	A	09/22,
4 CART TAPE LOCK PENS HIGHLIGHTE	51.24	4-01-20-100-311	B Office Supplies	A	09/22,
	271.76				
14-01442 09/30/14					
1 SANITIZER PAD LOCK ENVELOPES	37.17	4-01-20-100-311	B Office Supplies	A	09/30,
2 PAD LOCK COMBO	10.02	4-01-20-100-311	B Office Supplies	A	09/30,
3 CREDIT MEMO	12.31-	4-01-20-100-311	B Office Supplies	A	09/30,
	34.88				
Vendor Total:	732.79				
ONECA ONE CALL CONCEPTS					
14-01474 10/02/14					
1 MARK OUTS SEPT 2014	56.12	4-01-26-290-254	B Public Works - Sewer Maint/Repairs	A	10/02,
Vendor Total:	56.12				
PEDRO PEDRONI					
14-01377 09/16/14					
1 NO LEAD GAS	3,081.10	4-01-31-460-275	B Unleaded Gas	A	09/16,
14-01470 10/02/14					
1 DIESEL FUEL	2,174.41	4-01-31-460-276	B Diesel Fuel	A	10/02,
Vendor Total:	5,255.51				
PITNB PITNEY BOWES					
14-01378 09/16/14					
1 EQUIPMENT RENTAL 3 RD Q 2014	840.00	4-01-20-100-515	B Computer Maintanence	A	09/16,
Vendor Total:	840.00				

Vendor # Name / PO # PO Date Description / Item Description	Amount	Contract Charge Account	PO Type Acct Type Description	Stat/Chk	First Enc Di
PITNE PITNEY BOWES					
14-01435 09/29/14					
1 BLACK INK FOR POSTAGE MACHINE	101.98	4-01-20-100-212	B Postage	A	09/29,
Vendor Total:	101.98				
PROCS PRO COMPUTER SERVICE					
14-01382 09/17/14					
1 SCANED AND REPAIRED APPS	1,557.50	4-01-20-100-515	B Computer Maintanence	A	09/17,
14-01396 09/19/14					
1 REMOVE OLD & INSTALL NEW MCAFE	979.00	4-01-20-100-515	B Computer Maintanence	A	09/19,
Vendor Total:	2,536.50				
PSEGR PSE&G					
14-01432 09/29/14					
1 W HIGH STREET SEPT 2014	161.50	4-01-31-430-288	B Electric & Gas	A	09/29,
2 W HIGH & 8TH STREET SEPT 2014	42.68	4-01-31-430-288	B Electric & Gas	A	09/29,
3 S PARK AVE P60406 SEPT 2014	4.25	4-01-31-430-288	B Electric & Gas	A	09/29,
4 514 W ATLANTIC AVE SEPT 2014	718.39	4-01-31-430-288	B Electric & Gas	A	09/29,
	926.82				
14-01459 10/01/14					
1 321 SEVENTH AVE SEPT 2014	734.04	4-01-31-430-288	B Electric & Gas	A	10/01,
Vendor Total:	1,660.86				
PUBSU PUBLIC SAFETY UNLIMITED LLC					
14-01380 09/17/14					
1 PARAGON 6 LEVEL II PREMIUM	690.00	G-02-41-716-301	B Bullet Proof Vest Partnership	A	09/17,
Vendor Total:	690.00				
RALPS V E RALPH & SON INC					
14-01325 09/05/14					
1 HEART START PADS	35.00	4-01-25-265-233	B Fire - Purchase Minor Equip	A	09/05,
2 PEDIATRIC PADS	89.00	4-01-25-265-233	B Fire - Purchase Minor Equip	A	09/05,

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
RALPS V E RALPH & SON INC	Continued				
14-01325 09/05/14		Continued			
3 DYNAREX COLD PACK	15.95	4-01-25-265-233	B Fire - Purchase Minor Equip	A	09/05,
	139.95				
Vendor Total::	139.95				
RETRO THE RETROSPECT					
14-01430 09/29/14					
1 PLAN BD ACTION & PROOF	26.42	4-01-21-180-217	B Planning Bd - Advertising	A	09/29,
Vendor Total:	26.42				
RIVEF RIVER FRONT RECYCLING					
14-01358 09/11/14					
1 BRUSH PICK-UP W/E 8/29/14	250.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/11,
14-01373 09/16/14					
1 BRUSH PICK UP W/E 9/5/14	125.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/16,
14-01398 09/22/14					
1 BRUSH PICK UP 9/15/14	25.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/22,
2 BRUSH PICK UP 9/12/14	205.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/22,
3 BRUSH PICK UP 9/11/14	125.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/22,
	355.00				
14-01401 09/22/14					
1 BRUSH PICK UP 9/4/2014	125.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	09/22,
14-01464 10/01/14					
1 BRUSH PICK UP 9/18/14	125.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	10/01,
2 BRUSH PICK UP 9/19/14	125.00	4-01-32-465-218	B Solid Waste - Brush Pickup	A	10/01,
	250.00				
Vendor Total:	1,105.00				

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc Da
ROSET ROSEY'S TANK CLEANING					
14-01112 07/22/14					
1 WET WELL CLEANING MAPLE AVE	5,089.00	C-04-55-808-805	B 2014:1411(5) Misc Sewer Repairs	A	07/22,
Vendor Total:	5,089.00				
SCARD NICHOLAS A SCARDINO					
14-01331 09/08/14					
1 REIMBURSE HHFD CHIEF CONVEN EX	100.00	4-01-25-265-219	B Fire - Dept Head Exp	A	09/08,
2 REIMBURSE HHFD CHIEF CONVEN EX	257.12	4-01-25-265-222	B Fire - Conference/Conventions	A	09/08,
	357.12				
Vendor Total:	357.12				
SCHWS SCOTT T. SCHWEIGER					
14-01425 09/25/14					
1 PUBLIC DEFENDER 3RD Q 2014	1,125.00	T-13-56-860-808	B Reserve Public Defender (506)	A	09/25,
Vendor Total:	1,125.00				
SHAMN NANA SHAMES					
14-01446 09/30/14					
1 REFUND FOR MOMMY & ME CLASS	22.00	4-01-55-004-001	B Refund Of CY Revenue	A	09/30,
Vendor Total:	22.00				
SIEGM MORRIS L. SIEGEL					
14-01450 09/30/14					
1 INSTRUCT TAI CHI SEPT 2014	180.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	180.00				
SIEME SIEMENS INDUSTRY, INC.					
14-01408 09/23/14					
1 BIOXIDE FOR MAPLE AVE PUMP ST	2,920.20	4-01-26-290-273	B Public Works - Purchase Chemicals	A	09/23,
Vendor Total:	2,920.20				

Vendor # Name / PO # / PO Date / Item / Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
SJSAN SOUTH JERSEY SANITATION					
14-01479 10/03/14					
1 CURB SIDE PICK UP SEPT 2014	23,750.00	4-01-26-305-202	B Trash - SJ Sanitation	A	10/03,
Vendor Total:	23,750.00				
SUPEC SUPER/CIRCUITS, INC.					
14-01383 09/18/14					
1 COVERT ELECTRICAL BOX DN CAMER	412.75	4-01-25-240-233	B Police - Minor Equipment / Supplies	A	09/18,
Vendor Total:	412.75				
THABG THANKS FOR BEING GREEN, LLC					
14-01462 10/01/14					
1 RECYCLE TV'S & ELECTRONICS	78.20	G-02-41-771-301	B RECYCLING TONNAGE GRANT	A	10/01,
Vendor Total:	78.20				
TIREC TIRE CORRAL					
14-00758 05/19/14					
1 TIRE REPAIR ON HHPD CAR	24.99	4-01-26-315-205	B Vehicle Maint - Police	A	05/19,
14-01407 09/23/14					
1 TIRES FOR FORD DUMP TRUCK	803.28	4-01-26-315-202	B Vehicle Maint - Public Works	A	09/23,
Vendor Total:	828.27				
TURNJ JODILYN TURNER					
14-01448 09/30/14					
1 REFUND YOGA WED AM CLASS	50.00	4-01-55-004-001	B Refund Of CY Revenue	A	09/30,
Vendor Total:	50.00				
VER33 VERIZON					
14-01374 09/16/14					
1 PHONES SOF SEPT	334.88	4-01-31-440-216	B Regular Telephones	A	09/16,

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract / Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
VER33 VERIZON	Continued				
14-01376 09/16/14					
1 REGULAR PHONES AUGUST 2014	178.19	4-01-31-440-216	B Regular Telephones	A	09/16,
Vendor Total:	513.07				
VERIW VERIZON WIRELESS					
14-01400 09/22/14					
1 HHFD MDC'S AUGUST 2014	40.01	4-01-31-440-216	B Regular Telephones	A	09/22,
2 HHFD MDC'S AUGUST 2014	40.01	4-01-31-440-216	B Regular Telephones	A	09/22,
	80.02				
14-01410 09/23/14					
1 POLICE MDT'S AUGUST 2014	38.01	4-01-25-240-254	B Police - Computer Maintenance	A	09/23,
14-01427 09/25/14					
1 BOROUGH CELL PHONES SEPT 2014	854.33	4-01-31-440-318	B Cell Phones	A	09/25,
Vendor Total:	972.36				
VOORA VOORHEES ANIMAL ORHPANAGE					
14-01419 09/24/14					
1 ANIMAL HOLDING SEPT 2014	400.00	4-01-27-340-205	B Animal	A	09/24,
Vendor Total:	400.00				
VSP VISION SERVICE PLAN (CT)					
14-01413 09/23/14					
1 VISION HHPD OCT 2014	982.37	4-01-23-220-247	B Vision Plan	A	09/23,
2 VISION RETIREES OCT 2014	360.72	4-01-23-220-247	B Vision Plan	A	09/23,
3 VISION RETIREES OCT 2014	407.08	4-01-23-220-247	B Vision Plan	A	09/23,
	1,750.17				
Vendor Total:	1,750.17				

Vendor # Name / PO # / PO Date / Description / Item Description	Amount	Contract Charge Account	PO Type / Acct Type Description	Stat/Chk	First Enc D
WILJE JESSICA WILSON					
14-01456 09/30/14					
1 INSTR AUG 17TH CROP	115.00	4-01-28-370-265	B Parks & Rec - Contracted Staff	A	09/30,
Vendor Total:	115.00				
WINDS SUSAN WINDLE					
14-01447 09/30/14					
1 REFUND FOR SEWING FOR BEGINNER	60.00	4-01-55-004-001	B Refund Of CY Revenue	A	09/30,
Vendor Total:	60.00				
WIREE WIRELESS COMMUNICATIONS &					
14-01355 09/10/14					
1 VOLUME KNOB	7.00	4-01-25-240-233	B Police - Minor Equipment / Supplies	A	09/10,
Vendor Total:	7.00				

Total Purchase Orders: 105 Total P.O. Line Items: 139 Total List Amount: 1,331,450.48 Total Void Amount: 0.00

October 3, 2014
12:50 PM

HADDON HEIGHTS BOROUGH
Purchase Order Listing By Vendor Id

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	3-01	1,476.09	0.00	0.00	1,476.09
CURRENT FUND	4-01	1,126,871.63	0.00	0.00	1,126,871.63
GENERAL CAPITAL FUND	C-04	195,375.32	0.00	0.00	195,375.32
	G-02	2,691.72	0.00	0.00	2,691.72
TRUST - OTHER TRUST	T-13	5,035.72	0.00	0.00	5,035.72
Total Of All Funds:		1,331,450.48	0.00	0.00	1,331,450.48

1,131,039.44

CURRENT S. TOTAL 1,131,039.44
HEALTH INS ACTIVE 32,262.30
" " RETIRED 48,907.25

TOTAL CURRENT 1,212,208.99