

**BOROUGH OF FANWOOD
SPECIAL MEETING OF THE MAYOR AND COUNCIL
November 2, 2020**

1. OPEN PUBLIC MEETINGS STATEMENT

2. ROLL CALL

3. EXECUTIVE SESSION
Personnel Matters

4. APPOINTMENTS AND ANNOUNCEMENTS

5. PRESENTATION OF COMMUNICATIONS AND REFERRALS
None

6. DISCUSSION
Best Practices

7. OLD BUSINESS
None

8. CONSENT AGENDA
None

9. NEW BUSINESS

A. Administration and Finance (Erin McElroy Barker)

1. Payment of Claims

2. **ORDINANCE 20-16-S**

Authorizing Special Emergency Appropriations for Severance Liabilities resulting from unanticipated required accumulated payouts in connection with the retirement of Employees – **(2st Reading – public hearing)**

3. **ORDINANCE 20-17-S**

Authorizing Special Emergency Appropriations for expenses related to COVID19 – **2st Reading – public hearing)**

4. **ORDINANCE 20-18-S**

An Ordinance Amending and Supplementing Chapter 86, Salaries and Compensation and Chapter 67, Police Department of the Code of the Borough of Fanwood **(1st Reading)**

5. **Resolution 20-11-198**
Authorizing transfer of funds – 2020 Budget
6. **Resolution 20-11-199**
Authorizing award of contract to Northeast Construction Services, in the amount of \$226,475.16 for the renovations to the Municipal Building.
7. **Resolution 20-11-200**
Authorizing the purchase of equipment and services from Renaissance Security to address the Borough's Technological infrastructure on an emergency basis for an amount not to exceed \$6,250.00
8. **Resolution 20-11-201**
Authorizing the Mayor to execute a Reimbursement Agreement with the County of Union.

10. PRIVILEGE OF FLOOR BY PUBLIC

11. ADJOURNMENT

2020 Best Practices Inventory Online Platform

Fanwood Borough

Printable Questions

001	Core Competencies	Personnel
	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>	<p>[1.00] Yes [0.00] No</p>

002	Core Competencies	Personnel
	<p>Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>	<p>[1.00] Yes [0.00] No</p>

003	Core Competencies	Budget
	<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>	<p>[1.00] Yes [0.00] No</p>

004	Core Competencies	Budget
	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?	[1.00] Yes [0.00] No [1.00] N/A

005	Core Competencies	Budget
	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?	[1.00] Yes [0.00] No [1.00] N/A

006	Core Competencies	Financial Administration
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?	[1.00] Yes [0.00] No [1.00] N/A

007	Core Competencies	Capital Projects
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?	[1.00] Yes [0.00] No

008	Core Competencies	Capital Projects
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.	[1.00] Yes [0.00] No [1.00] N/A

009	Core Competencies	Transparency
	Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?	[1.00] Yes [0.00] No

010	Best Practices	Transparency
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.50] Yes [0.00] No

011	Core Competencies	Procurement
Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes [0.00] No

012	Best Practices	Procurement
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?		[0.50] Yes [0.00] No [0.50] N/A

013	Best Practices	Procurement
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?		[0.50] Yes [0.00] No [0.50] N/A

014	Core Competencies	Cybersecurity
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?		[1.00] Yes [0.00] No

015	Core Competencies	Cybersecurity
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[1.00] Yes [0.00] No

016	Core Competencies	Ratables/PILOTs
	<p>Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?</p>	<p>[1.00] Yes [0.00] No [1.00] N/A</p>
017	Best Practices	Environment
	<p>If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.</p>	<p>[0.50] Yes [0.00] No</p>
018	Core Competencies	Financial Administration
	<p>Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?</p>	<p>[1.00] Yes [0.00] No [1.00] Prospective</p>
019	Best Practices	Budget
	<p>Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.</p>	<p>[0.50] Yes [0.00] No [0.50] N/A</p>
020	Core Competencies	Budget
	<p>Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.</p>	<p>[1.00] Yes [0.00] No [1.00] N/A [1.00] Prospective</p>

Core Competencies

Capital Projects

021

Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?

- [1.00] Yes
- [0.00] No
- [1.00] Prospective

022

Best Practices

Financial Administration

Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?

- [0.50] Yes
- [0.00] No

023

Best Practices

Budget

Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.

- [0.50] Yes
- [0.00] No
- [0.50] N/A

024

Best Practices

Personnel

In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?

- [0.50] Yes
- [0.00] No

025

Best Practices

Personnel

Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?

- [0.50] Yes
- [0.00] No

026	Core Competencies	Procurement
<p>Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?</p>		<p>[1.00] Yes [0.00] No [1.00] Prospective</p>

027	Core Competencies	Transparency
<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>		<p>[1.00] Yes [0.00] No</p>

028	Core Competencies	Transparency
<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.</p>		<p>[1.00] Yes [0.00] No [1.00] N/A</p>

029	Core Competencies	Cybersecurity
<p>Does your municipality perform off-network daily incremental backups with weekly full backups of all data?</p>		<p>[1.00] Yes [0.00] No [1.00] Prospective</p>

030	Unscored Survey	COVID-19 Response
<p>How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.</p>		<p>[0.00] Significantly [0.00] Moderately [0.00] Minimally [0.00] Not at all</p>

Unscored Survey

COVID-19 Response

031

Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs impacted by COVID-19 related spending reductions. If the answer is no, insert None under Comments.

- [0.00] Yes
- [0.00] No

032

Unscored Survey

COVID-19 Response

Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.

- [0.00] Yes
- [0.00] No

033

Unscored Survey

COVID-19 Response

Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.

- [0.00] Public Health
- [0.00] Social Services
- [0.00] Affordable Housing
- [0.00] Economic Development
- [0.00] Public Safety
- [0.00] Shared Services
- [0.00] Other (fill-in under Comments)

034	Unscored Survey	COVID-19 Response
	<p>In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic?</p>	<p>[0.00] Health and Human Services [0.00] Public Works [0.00] Public Safety [0.00] Municipal Court [0.00] Environmental Utilities [0.00] Other (fill-in under Comments)</p>

035	Unscored Survey	COVID-19 Response
	<p>Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.</p>	

036	Unscored Survey	COVID-19 Response
	<p>Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.</p>	<p>[0.00] Yes [0.00] No</p>

037	Unscored Survey	Alcoholic Beverage Licensing
	<p>Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g. bars) been sold in your municipality by private sale during 2019 and 2020? If yes, please state the date of sale along with sale price for each license under Comments. If no, please insert the number zero under Comments.</p>	<p>[0.00] Yes [0.00] No</p>

038(a)	Unscored Survey	Shared Services
	<p>Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police</p>	<p>[0.00] Yes [0.00] No</p>

038(b)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire		[0.00] Yes [0.00] No

038(c)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch		[0.00] Yes [0.00] No

038(d)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works		[0.00] Yes [0.00] No

038(e)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health		[0.00] Yes [0.00] No

038(f)	Unscored Survey	Shared Services
Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement		[0.00] Yes [0.00] No

039	Unscored Survey	Shared Services
Does your municipality handle the entirety of its public safety and emergency dispatching with its own employees? If Yes, please indicate in the Comments what, if anything, has been done to explore a more regional approach to dispatch along with any barriers. If the answer is No, please list under Comments the other local government entities and/or private entity and the dispatching services each provides for the municipality.		[0.00] Yes [0.00] No

040(a)	Unscored Survey	Shared Services
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (a) Chief Financial Officer</p>		<p>[0.00] Yes [0.00] No</p>

040(b)	Unscored Survey	Shared Services
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (b) Tax Collector</p>		<p>[0.00] Yes [0.00] No</p>

040(c)	Unscored Survey	Shared Services
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (c) Tax Assessor</p>		<p>[0.00] Yes [0.00] No</p>

040(d)	Unscored Survey	Shared Services
<p>Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (d) Municipal Clerk</p>		<p>[0.00] Yes [0.00] No</p>

Unscored Survey

Shared Services

040(e)

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer

[0.00] Yes
 [0.00] No

040(f)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent

[0.00] Yes
 [0.00] No

040(g)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (g) Certified Public Works Manager

[0.00] Yes
 [0.00] No

040(h)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (h) Public Works Superintendent

[0.00] Yes
 [0.00] No

041 Unscored Survey Shared Services

If the answer to any subpart in Question 40 is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments the position or positions where an agreement resulted in the dismissal of a tenured official. If no or N/A, please also insert No or N/A under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.

[0.00] Yes
 [0.00] No
 [0.00] N/A

042 Unscored Survey Environment

How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. For projects with definite but ancillary stormwater runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

043 Unscored Survey Environment

Please list which projects in your municipality's most recent adopted capital budget, if any, are associated with stormwater management. State "None" if no project fits this criteria or "N/A" if your municipality has not adopted a capital budget in the most recent fiscal year.

044 Unscored Survey Environment

Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer to the above is "No", please explain under Comments the reason(s) why your municipality is not currently pursuing the creation of a stormwater utility.

[0.00] Yes
 [0.00] No

045	Unscored Survey	Environment
What type of residential recycling program does your municipality have? Select only one.	[0.00] Single-stream	[0.00] Dual-stream (source-separated)
	[0.00] Other (fill-in under	Comments)

046	Unscored Survey	Environment
Has your residential recycling program changed from single-stream to dual-stream in the past two years?	[0.00] Yes	[0.00] No

047	Unscored Survey	Environment
If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?	[0.00] Yes	[0.00] No
	[0.00] N/A	

048	Unscored Survey	Environment
Is recycling in your municipality picked up utilizing a truck with an automated single-arm?	[0.00] Yes	[0.00] No
	[0.00] N/A	

049	Unscored Survey	Opportunity Zones
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.	[0.00] Yes	[0.00] No
	[0.00] N/A	

050 Unscored Survey Opportunity Zones

If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.

051 Unscored Survey Planning & Econ. Devt.

Does your municipality have a minimum lot size requirement of one acre or more for new residential development?

[0.00] Yes
[0.00] No

052 Unscored Survey Planning & Econ. Devt.

Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?

[0.00] Yes
[0.00] No

053 Unscored Survey Planning & Econ. Devt.

Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?

[0.00] Yes
[0.00] No

054 Unscored Survey Planning & Econ. Devt.

Does your municipality have an urban growth or containment ordinance or policy in place?

[0.00] Yes
[0.00] No

055 Unscored Survey Planning & Econ. Devt.

Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?

[0.00] Yes
[0.00] No

056 Unscored Survey Planning & Econ. Devt.

Does your municipality currently have a ban on mobile homes?

[0.00] Yes
[0.00] No

057	Unscored Survey	Planning & Econ. Devt.
Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?		[0.00] Yes [0.00] No

058	Unscored Survey	Planning & Econ. Devt.
Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?		[0.00] Yes [0.00] No

059	Unscored Survey	Planning & Econ. Devt.
Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?		[0.00] Yes [0.00] No

060	Unscored Survey	Planning & Econ. Devt.
Please describe the general attitude of your residents toward additional affordable housing development? (Select only one answer)		[0.00] Strongly Favorable [0.00] Favorable [0.00] Neutral [0.00] Unfavorable [0.00] Strongly Unfavorable [0.00] Don't Know

BOROUGH OF FANWOOD

BE IT RESOLVED that claims in the amount of 37,622.38 having been listed on the Bill List and recorded in the files of the Borough Hall, and approved by the Chairman of the appropriate Committee, be paid.

November 2, 2020

**BOROUGH OF FANWOOD
COUNTY OF UNION**

ORDINANCE NO. 20-16-S

AN ORDINANCE OF THE BOROUGH OF FANWOOD, COUNTY OF UNION AUTHORIZING SPECIAL EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-53(h) FOR SEVERANCE LIABILITIES RESULTING FROM UNANTICIPATED REQUIRED ACCUMULATED PAYOUTS IN CONNECTION WITH THE RETIREMENT OF EMPLOYEES.

WHEREAS, the Borough of Fanwood ("the Borough"), wishes to act in accordance with New Jersey law and keep the promises it has made to its long serving employees; and

WHEREAS, the Borough has experienced an unanticipated retirement which qualifies under N.J.S.A. 40A: 4-53(h); and

BE IT ORDAINED by the Mayor and Council of the Borough of Fanwood, County of Union, State of New Jersey that in accordance with N.J.S.A. 40A:4-53 (h):

1. The sum of \$60,000.00 is hereby appropriated to pay the severance liability resulting from unanticipated required accumulated payouts including related financing or other costs, in connection with the retirement of its employees and shall be deemed a special emergency appropriation as defined and provided for in N.J.S.A. 40A: 4-53(h);

2. A copy of this ordinance as finally adopted shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey;

3. This ordinance shall take effect as provided by law.

Introduced:

Adopted:

Colleen Mahr, Mayor

Attest: _____
Kathleen Holmes, Clerk

**BOROUGH OF FANWOOD
COUNTY OF UNION
ORDINANCE 20-16-S**

Notice is hereby given Ordinance No. 20-16-S

AN ORDINANCE OF THE BOROUGH OF FANWOOD, COUNTY OF UNION AUTHORIZING SPECIAL EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-53(h) FOR SEVERANCE LIABILITIES RESULTING FROM UNANTICIPATED REQUIRED ACCUMULATED PAYOUTS IN CONNECTION WITH THE RETIREMENT OF EMPLOYEES.

was passed and adopted on the second and final reading at a meeting of the Mayor and Council of the Borough of Fanwood held on November 2, 2020.

This Ordinance shall take effect immediately after final passage and publication as required by law.

Kathleen Holmes
Borough Clerk

**BOROUGH OF FANWOOD
COUNTY OF UNION**

ORDINANCE NO. 20-17-S

AN ORDINANCE OF THE BOROUGH OF FANWOOD, COUNTY OF UNION AUTHORIZING SPECIAL EMERGENCY APPROPRIATION PURSUANT TO N.J.S.A. 40A:4-53(I) FOR EXPENSES RELATED TO COVID-19 PURSUANT TO A PUBLIC HEALTH EMERGENCY DECLARATION.

WHEREAS, the Borough of Fanwood ("the Borough"), has suffered the humans and financial effects of the spread of COVID-19 on the region and nation; and

WHEREAS, Gov. Philip Murphy, through his emergency powers has declared a public health emergency for the State of New Jersey; and

WHEREAS, N.J.S.A. 40A: 4-53 (I) permits a municipality to make emergency appropriations to for COVID-19 expenditures in order to prepare, respond, recover, and restore public services during such time a COVID-19 public health emergency remains in effect; therefore,

BE IT ORDAINED by the Mayor and Council of the Borough of Fanwood, County of Union, State of New Jersey that in accordance with N.J.S.A. 40A:4-53 (I):

1. The sum of \$500,000.00 is hereby appropriated to pay emergency expenditures resulting from unanticipated expenses related to COVID-19 in order to restore public services and shall be deemed a special emergency appropriation as defined and provided for in N.J.S.A. 40A: 4-53(I);
2. A copy of this ordinance as finally adopted shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey;
3. This ordinance shall take effect as provided by law. .

Introduced:

Adopted:

Colleen Mahr, Mayor

Attest: _____
Kathleen Holmes, Clerk

BOROUGH OF FANWOOD
ORDINANCE 20-18-S

**AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 86,
SALARIES AND COMPENSATION, AND CHAPTER 67, POLICE
DEPARTMENT, OF THE CODE OF THE BOROUGH OF FANWOOD**

BE IT ORDAINED by the Council of the Borough of Fanwood in the County of Union:

1. The schedules of positions and salaries of Borough officers and employees heretofore adopted pursuant to Section I of Chapter 86 and Section 7A of Chapter 67 of the Code of the Borough of Fanwood.
2. The following schedule of positions and salaries of Borough officers and employees is hereby adopted pursuant to Section I of Chapter 86 and Section 7A of Chapter 67 of the Code of the Borough of Fanwood.

POSITION	SALARY RANGE			HOUR/YEAR
Magistrate	21,500	-	30,500	Per Year
Prosecutor	21,500	-	26,000	Per Year
Public Defender	4,600	-	9,000	Per Year
Court Administrator	42,500	-	63,000	Per Year
Deputy Court Administrator	18	-	25	Per Hour
Violations Clerk	16	-	21	Per Hour
Court Clerk	16	-	21	Per Hour
Borough Administrator	100,000	-	150,000	Per Year
Borough Clerk	80,000		100,000	Per Year
Deputy Borough Clerk	2,000	-	5,000	Per Year
Chief Financial Officer/Treasurer	75,000	-	125,000	Per Year
Deputy Borough Administrator	18,500	-	22,500	Per Year
Assistant Treasurer	3,000	-	4,300	Per Year
Bookkeeper	40,000	-	75,873	Per Year
Tax Collector	41,600	-	76,061	Per Year
Payroll Supervisor	3,000	-	4,300	Per Year
Tax Assessor	15,500	-	24,000	Per Year
Senior Coordinator	5,000	-	7,000	Per Year
Planning Board Secy/Finance Clerk	32,000	-	49,000	Per Year
Assistant to Mayor	5,000	-	13,800	Per Year
Purchasing Agent	3,000	-	4,300	Per Year

Police Chief	115,000	-	174,080	Per Year
POSITION		RANGE		HOUR/YEAR
Administrative Assistant/Police	30,000	-	52,000	Per Year
Police Matron	30	-	50	Per Hour
Director Public Works	78,000	-	123,322	Per Year
Public Officer	4,000	-	6,000	Per Year
Recycling Coordinator	3,000	-	7,500	Per Year
Public Works Secretary	30,500	-	48,000	Per Year
Custodian/Laborer	16	-	18.5	Per Hour
Carpenter	35	-	41	Per Hour
Crossing Guards	12	-	21	Per Hour
Register Vital Statistics	4,000	-	6,300	Per Year
Deputy Register	500	-	1,200	Per Year
Board of Health Secretary	4,000	-	6,500	Per Year
Construction Official	12,500	-	22,000	Per Year
Building Sub Code Official	5,000	-	22,000	Per Year
Building Inspector	5,000	-	22,000	Per Year
Building Inspector (Alternate)	25	-	35	Per Hour
Fire Inspector	3,000	-	4,500	Per year
Construction Technical Clerk	26,500	-	47,000	Per Year
Plumbing Sub Code Official	5,000	-	16,000	Per Year
Electrical Sub Code Official	5,000	-	16,000	Per Year
Fire Sub Code Official	5,000	-	7,000	Per Year
Zoning Officer	18,000	-	50,000	Per Year
Uniform Fire Enforcement Officer	15,000	-	22,000	Per Year
Clerical Worker	12	-	22	Per Hour
Nature Center Groundskeeper	2,700	-	4,500	Per Year
Recreation Director	25,000	-	35,000	Per Year
Summer Park Program Director	3,000	-	4,500	Program
Summer Counselor Coordinator	16	-	29	Per Hour
Senior Counselor	12.50	-	20	Per Hour
Junior Counselor	10	-	11.50	Per Hour
Travel Camp Director	1,000	-	3,000	Program

3. The salary schedules set forth herein shall be retroactive and take effect as of January 1, 2020. All payments made hereunder shall be retroactive to that date. All salaries are subject to availability of funds.

4. This ordinance shall take effect immediately as provided by law.

Introduced: November 2, 2020

Public Hearing

And Adoption: November 16, 2020

Colleen Mahr, Mayor

Attest:

Kathleen Holmes, Borough Clerk

**BOROUGH OF FANWOOD
RESOLUTION 20-11-198**

WHEREAS, there appears to be insufficient funds in the following accounts to meet the demands thereon for the balance of the 2020-year budget: and

WHEREAS, there appear to be surplus funds in the following accounts over and above the amount deemed to be necessary to fulfill the purpose of the appropriation for the balance of the 2020 year budget: and

NOW, THEREFORE BE IT RESOLVED, the Chief Financial Officer is hereby authorized and directed to make the following transfers:

FROM:

Road Repair S&W	\$8,070.00	Clerk S&W	\$10,000.00
Court S&W	\$15,000.00	Sanitation S&W	\$4,000.00
Senior Citizen O&E	\$4,000.00	Animal Control O&E	\$2,000.00

TO:

Westfield Bd Health	\$75.00	Traffic Lights	\$500.00
Police	\$25,000.00	Postage	\$2,000.00
LOSAP	\$495.00	Legal O&E	\$15,000.00

This is to certify that the above is a true and exact copy of a resolution adopted by the Mayor and Council on November 2, 2021

Kathleen Holmes
Borough Clerk

**BOROUGH OF FANWOOD
RESOLUTION 20-11-199**

**RESOLUTION OF THE BOROUGH OF FANWOOD AUTHORIZING AN
AGREEMENT TO RENOVATE THE INTERIOR OF BOROUGH HALL DUE TO
COVID-19**

WHEREAS, the State of New Jersey have suffered the effects of the COVID-19 virus which has endangered the public health and paralyzed the economy of the state and Union County region and as a result, Congress passed the "CARES ACT," to assist state and local governments; and

WHEREAS, the Borough of Fanwood has determined that Borough Hall is in need of renovations to deal with the impact of COVID-19 on working environments and public spaces for the health and welfare of its employees and the public in their interactions with their local government; and

WHEREAS, the Borough designated Settembrino Associates as the architect on July 20, 2020 to oversee the renovation and improvements to the interior of Borough Hall in accordance with the Borough's needs during this public health emergency; and

WHEREAS, the Borough solicited bids pursuant to the New Jersey Public Contracts Law, *N.J.S.A. 40A: 11-1 et seq.* and *N.J.A.C. 5:34* to perform the work and in response received several bids; and

WHEREAS, Settembrino Associates assisted in reviewing those bids in accordance with the bid specifications and based on their review recommends that the lowest bidder, Northeast Construction LLC from Flanders, NJ qualifies; and

WHEREAS, the governing body wishes to enter into the Agreement with Northeast Construction LLC in order to perform the renovations for interior of Borough Hall in accordance with its goals; and

NOW THEREFORE BE IT RESOLVED, the governing body hereby authorizes the Borough Administrator to enter into an Agreement with Northeast to provide construction services for the COVID-19 renovations to Borough Hall in an amount not to exceed \$226,475.16; and

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately.

This is to certify that the above is a true copy of a resolution adopted by the Borough Council on November 2, 2020.

Kathleen Holmes,
Borough Clerk



SETTEMBRINO
ARCHITECTS
25 Bridge Avenue, Suite 201
Red Bank, NJ 07701
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(609) 732.741.4977
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October 30, 2020

Mr. Fredrick Tomkins, CFO
Borough of Fanwood
75 N. Martine Avenue
Fanwood, NJ 07023

RE: Municipal Building Renovation @ Fanwood

Letter of Recommendation

Dear Fred:

On Wednesday, October 28, 2020 twelve (12) bids were received for the above referenced project. A complete Bid Tab is attached for your review. The three (3) apparent lowest bidders are listed as follows:

Municipal Building Renovation @ Fanwood

<u>Company</u>	<u>Base Bid</u>
Northeast Const.	\$226,475.16
Innovational Const.	\$285,000.00
Paley Const.	\$310,624.00

Northeast Construction Services of Flanders, NJ is the lowest qualified bidder. A review of this bid found all material documents were submitted as required. *Settembrino Architects would therefore recommend an award to Northeast Construction Services in the bid amount of \$226,475.16 (Base Bid) which is \$23,524.84 less than the approximate \$250,000 budget estimate, contingent upon availability of funds and counsel review.* It is important to note one (1) unallocated allowance of \$20,000 has been included in the base bid and will be returned to the Borough as a Deduct Change Order if unused at the end of the project.

Please do not hesitate to call me with any questions or comments on my cell at 201-788-7417. We look forward to working with the Borough of Fanwood towards an expeditious and successful project.

Sincerely,

Kevin M. Settembrino, AIA, LEED AP
Principal

KMS/ar1

Enclosed: Fanwood Bid Tabulation

**BOROUGH OF FANWOOD
RESOLUTION 20-11-200
RESOLUTION AUTHORIZING THE PURCHASE OF EQUIPMENT AND SERVICES
TO ADDRESS THE BOROUGH'S TECHNOLOGICAL INFRASTRUCTURE ON AN
EMERGENCY BASIS**

WHEREAS, the Borough of Fanwood ("the Borough") previously determined that an emergency condition exists with respect to the Police Department's network and other technological equipment which may affect the safety and welfare of the Borough; and

WHEREAS, this emergency with the Borough's technological infrastructure required that the Borough take immediate action for the delivery of goods and services to address these issues which made it impossible for the Borough to comply with the bidding process set forth in the Public Contracts law, *N.J.S.A. 40A: 11-1 et seq.*; and

WHEREAS, the Borough previously authorized the immediate solicitation of quotes to address these needs and insure continuity of operations; and

WHEREAS, the Borough has received an estimate for equipment from Renaissance Security dated September 28, 2020 specifically for a Rack Kit, including a port patch panel, jacks, ports, and brackets to address this emergency; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Fanwood, in the County of Union, State of New Jersey, authorize the Borough Administrator to purchase and acquire the equipment on the attached quote from Renaissance Security to address this emergency not to exceed the amount of \$6,250.00 as set forth in its September 28, 2020 estimate; and

BE IT FURTHER RESOLVED, that costs associated with this emergency shall be charged to the various appropriation accounts to be established by this governing body; and

The Borough Administrator is directed to comply with the Division of Local Government's requirements in connection with the implementation of this action;

In accordance with the terms of this Resolution and the attached Notice approved by the Borough Attorney.

This is to certify that the above is a true copy of a resolution adopted by the Borough Council on November 2, 2020.

Kathleen Holmes,
Borough Clerk

BOROUGH OF FANWOOD
COUNTY OF UNION, STATE OF NEW JERSEY
RESOLUTION No. 20-11-201

WHEREAS, the United States Congress has enacted the Coronavirus Aid Relief and Economic Security Act (the “CARES Act”) for, among other reasons, providing relief for economic damage caused to states, counties and municipalities by the COVID-19 health crisis; and

WHEREAS, the County of Union has received CARES Act funds from the United States Treasury (the Stimulus Funds”) to be used to reimburse the County and municipalities and agencies within the County, including the Borough of Fanwood, due to economic damage caused by the COVID-19 health crisis; and

WHEREAS, the Freeholders of the County of Union have determined that it is in the best interest of the citizens of Union County to dedicate a share of the funding to reimburse municipalities for COVID-19 related costs and expenses under the Stimulus Funds through a reimbursement agreement; and

WHEREAS, the Borough of Fanwood wishes to enter into agreement with the County of Union to receive reimbursement from the Stimulus Funds of COVID-19 related costs and damages, to the extent available and applicable, in an amount not to exceed \$37,622.38 for the period of November 2 2020 through December 15, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Fanwood, in the County of Union, New Jersey that the Mayor is hereby authorized to execute a Reimbursement Agreement with the County of Union according to the terms and conditions and in substantially the form attached hereto; and

BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Fanwood, in the County of Union, New Jersey that the Borough Administrator and/or Chief Financial Officer of the Township is hereby authorized to execute any and all additional documents necessary to effectuate the Reimbursement Agreement.

Kathleen Holmes
Borough Clerk