

# Best Practices Inventory Online Platform

2023 Survey

## Burlington City

### Scoring

Current Score: 37.50

**Score**

- 0 - 20
- 21 - 24
- 25 - 28
- 29 +

**Aid Withheld**

- 100% of final aid payment withheld
- 50% of final aid payment withheld
- 25% of final aid payment withheld
- No aid withholding

# Best Practices Inventory Online Platform

2023 Survey

## Hurlington City

### Printable Current Answers

|    |                   |        |                                     |
|----|-------------------|--------|-------------------------------------|
| 01 | Unscored Survey   | Budget | [0.00] Equal to or Greater than 50% |
| 02 | Core Competencies | Budget | [0.00] No                           |
| 03 | Core Competencies | Budget | [1.00] Yes                          |
| 04 | Core Competencies | Budget | [1.00] Yes                          |
| 05 | Core Competencies | Budget | [1.00] Yes                          |
| 06 | Best Practices    | Budget | [0.50] Yes                          |
| 07 | Best Practices    | Budget | [0.00] No                           |

[1.00] Yes

Sections 7 and 8 of P.L. 2021, c. 184 amended N.J.S.A. 40A:4-43 and 4-44 to require any municipality having its own water system to reflect in its capital budget and capital program the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report submitted to the Department of Environmental Protection (DEP). The Local Finance Board recently adopted amendments to N.J.A.C. 5:30-4.3 incorporating this statutory change into the municipal budget process. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?

Capital Projects

Core Competencies

09

[1.00] Yes

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? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.

Capital Projects

Best Practices

10

[0.50] Yes

Does your municipality have a schedule for road repair and improvement projects based on a priority scoring system?

Capital Projects

Unscored Survey

11

Please select the categories of projects that are listed in your municipality's most recent capital budget or capital program. More than one selection is permissible. If selecting Vehicles, please include the type of vehicle(s) in the Comment field. Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.

Capital Projects

Unscored Survey

12

[0.00] No

As of April 20, 2021, a municipality may enter into project labor agreements for any public works project for construction, reconstruction, demolition or renovation, so long as 1) the project requires payment of prevailing wage under State law; and 2) the total project cost, exclusive of land acquisition costs, will equal or exceed \$5 million. See Local Finance Notice 2021-20 for further details. Does your municipality require a project labor agreement for all or a portion of its eligible public works projects as permitted by P.L. 2021, c. 69?

Cybersecurity

Core Competencies

13

Does your municipality have a cybersecurity incident response plan? Does your municipality have a cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?

Cybersecurity

Core Competencies

14

[1.00] Yes

Do all municipal employees receive ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?

Cybersecurity

Core Competencies

15

[1.00] Yes

Does your municipality perform off-network daily incremental backups with weekly full backups of all data?

|  |  |
|--|--|
| <p>Multi Factor Authentication (MFA) required for remote access to your municipality's network? If not, please state under Comments where your municipality employs MFA (e.g. banking, privileged users in-network, off-network back ups).</p> | <p>[1.00] Yes</p>  |
| <p>17 Core Competencies<br/>Cybersecurity</p>  | <p>[1.00] Yes</p>  |
| <p>18 Best Practices<br/>Cybersecurity</p>   | <p>[0.50] Yes</p>  |
| <p>19 Best Practices<br/>Environment</p>   | <p>[0.00] No</p>   |
| <p>20 Best Practices<br/>Environment</p>   | <p>[0.00] No</p>   |
| <p>21 Core Competencies<br/>Ethics</p>   | <p>[1.00] Yes</p>  |
| <p>22 Core Competencies<br/>Ethics</p>   | <p>[1.00] N/A</p>  |
| <p>23 Unsourced Survey<br/>Ethics</p>  | <p>[0.00] No ordinance establishing a municipal ethics board</p> |
| <p>24 Unsourced Survey<br/>Ethics</p>  | <p>[0.00] No ordinance establishing a municipal ethics board</p> |

At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change will come into effect on January 1, 2024. See [https://www.nj.gov/dca/divisions/dlgs/resources/rules\\_docs/5\\_30/njac\\_5308.pdf](https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5308.pdf) for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?

Financial Administration

Core Competencies

[1.00] Yes

At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds. The updated N.J.A.C. 5:30-5.7 codifies previously issued guidance in Local Finance Notice CFO 2003-14 on maintaining general ledger accounting systems, except that all local units, including authorities and fire districts, are now required to post the totals for all funds to the general ledger on at least a monthly basis. See [https://www.nj.gov/dca/divisions/dlgs/resources/rules\\_docs/5\\_30/njac\\_5305.pdf](https://www.nj.gov/dca/divishttps://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_30/njac_5305.pdf) for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?

Financial Administration

Core Competencies

[1.00] Yes

N.J.S.A. 40A:5-7 requires a synopsis of all audits, together with the auditor's recommendations, to be prepared and published by the municipal clerk at least once in the municipality's official newspaper or, if there is none, in a newspaper published in the local unit or, if there is no newspaper published in the local unit, in a newspaper having a general circulation in the municipality. If the municipal clerk fails to have publication of the synopsis and recommendations made within 30 days of receipt of the annual audit, the clerk shall be subject to a fine of \$10.00 payable to the local unit for each day after the expiration of 30 days that such publication fails to appear. At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-6.4 that codifies the minimum content of the synopsis of audit along with the process for publishing the synopsis and corrective action plan. Does your municipality publish the synopsis of audit as required pursuant to N.J.S.A. 40A:5-7?

Financial Administration

Core Competencies

[1.00] Yes

Effective for CY2022/SFY2023 and CY2023/SFY2024 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$161,526.00. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2022-19 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?

Financial Administration

Core Competencies

[1.00] N/A

N.J.S.A. 40:5-2 limits to \$125,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$70,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?

ursuant to N.J.S.A. 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 reservation 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?

31 Best Practices Financial Administration [1.00] Yes

I.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?

32 Best Practices Financial Administration [0.50] Yes

I.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?

33a Unscored Survey Garbage & Recycling [0.50] N/A  
 Comment: Court personnel are Burlington Township employees.

33b Unscored Survey Garbage & Recycling [0.00] Private hauler contracted by municipality

your municipality provides residential solid waste pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for? [0.00] Once per-week

33c Unscored Survey Garbage & Recycling

residential solid waste is collected through a private hauler contracted by the municipality, how many bids did your municipality receive in response to its most recent advertisement for residential solid waste collection or a joint solid waste/recycling collection bid? [0.00] Three or more bids

33d Unscored Survey Garbage & Recycling

residential solid waste picked up utilizing a truck with an automated single arm? Answer N/A if residents contract directly with a private hauler or bring garbage to a central location run by a local government. [0.00] Yes

33e Unscored Survey Garbage & Recycling

your municipality's residential solid waste pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents? [0.00] N/A

How is residential recycling collected?

[0.00] Other (fill in under Comments)

Comment: Burlington County collects recycling

34b

Unscored Survey

Garbage & Recycling

What type of residential recycling program does your municipality have? Select only one.

[0.00] Dual-stream (source-separated)

34c

Unscored Survey

Garbage & Recycling

Does residential recycling picked up utilizing a truck with an automated single arm?

[0.00] Yes

34d

Unscored Survey

Garbage & Recycling

Does your municipality provide residential recycling pickup, or contracts with a private hauler or another local unit to do so, how many times per week is pickup scheduled for?

[0.00] Once every other week

34e

Unscored Survey

Garbage & Recycling

Does residential recycling is collected by a private hauler procured separately by your municipality, how many bids did your municipality receive in response to its most recent advertisement for residential recycling collection?

[0.00] N/A

34f

Unscored Survey

Garbage & Recycling

Does your municipality's residential recycling pickup is done through a private hauler contracted directly by residents, how many hauler services are currently servicing residents?

[0.00] N/A

35

Unscored Survey

Lead Remediation

Were additional funding were to be made available for the Lead Grant Assistance Program (LGAP), would your municipality be interested in applying? Answer "N/A" if your municipality will have no local lead inspection activities that could be funded by the grant program or does not have any dwellings eligible for inspection. If "Yes", provide in the Comments a requested funding amount. If "No" or "N/A", enter "Not Applicable" in the Comments.

[0.00] Yes

Comment: 50,000.00

36

Unscored Survey

Lead Remediation

What portion of LGAP dollars has your municipality obligated to date?

[0.00] N/A

37

Unscored Survey

Lead Remediation

Do your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at <https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html>.

[0.00] Housing Dept. or Division

your municipality as not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?

39a Unscored Survey Lead Remediation [0.00] Yes

39b Unscored Survey Lead Remediation [0.00] Yes

40a Unscored Survey Lead Remediation Comment: 50

40b Unscored Survey Lead Remediation Comment: 0

40c Unscored Survey Lead Remediation Comment: 0

41a Unscored Survey Lead Remediation Comment: 0

41b Unscored Survey Lead Remediation Comment: 0

42 Core Competencies Personnel [1.00] Yes

43 Personnel [1.00] Yes

44 Personnel [1.00] Yes

45 Personnel [1.00] Yes

46 Personnel [1.00] Yes

[1.00] Yes

payments for waiver...led before May 21, 2010 and maintained continuously since, cannot exceed...y percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.

Personnel

Core Competencies

44

[1.00] Yes

he 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 refrain from paying overtime to employees classified as exempt under the FLSA?

Personnel

Core Competencies

45

[1.00] Yes

as your municipality reviewed and updated its employee personnel manual/handbook 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 which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.

Comment: 11/09/21

Personnel

Core Competencies

46

[1.00] Yes

t its July 2023 meeting, the Local Finance Board updated N.J.A.C. 5:30-16.2 to require a municipality's purchasing agent, certified public works manager, and business administrator/municipal manager to register for GovConnect by November 1, 2023. If your municipality has one or more of the above-referenced titles, have the individuals in those titles registered for GovConnect?

Personnel

Best Practices

47

[0.50] Yes

as your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.

Personnel

Unscored Survey

48

oes your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.

Personnel

Unscored Survey

49

[0.00] No

oes your municipality currently retain a chief financial officer through a professional services contract?

the purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). Page 3 of Local Finance Notice AU-2022-2 for further details. The standard EUS certification declaration (do not submit the form to DLGS) is available at [https://www.nj.gov/dca/divisions/dlgs/programs/lpc/docs/eus\\_letter.pdf](https://www.nj.gov/dca/divisions/dlgs/programs/lpc/docs/eus_letter.pdf). If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?

[1.00] N/A

Best Practices

Procurement

51

your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) 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? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.

[0.50] N/A

Best Practices

Procurement

52

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? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

[0.50] N/A

Core Competencies

Shared Services

53

N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.

[1.00] Yes

Unscored Survey

Shared Services

54a

your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.

Comment: n/a

Unscored Survey

Shared Services

54b

the answer to Question 54a 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 1) the position or positions where an agreement resulted in the dismissal of a tenured official, and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please 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] N/A  
Comment: n/a

Unscored Survey

Shared Services

55a

the Local Efficiency Achievement Program (LEAP) provides funding for local government shared services and consolidation feasibility studies, along with shared services and consolidation start-up costs up to \$400,000. Is your municipality interested in LEAP?

[0.00] No



[1.00] N/A

L. 2023, c. 30, known as the "Elections Transparency Act," made various significant changes to New Jersey's pay-to-play laws. One of these changes is the prohibition on imposing pay-to-play provisions that are more restrictive than those in State law. The repeal of N.J.S.A. 40A:11-51, the statute that originally authorized local pay-to-play restrictions or grandfathered existing ones, is effective retroactive to January 1, 2023. See Local Finance Notice 2023-14 for further details. Has your municipality repealed any local pay-to-play ordinances or resolutions originally authorized or grandfathered by N.J.S.A. 40A:11-51? answer N/A if your municipality did not have local pay-to-play restrictions on the books.

63

Best Practices

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/relief.shtml>?

[0.50] Yes

64

Utilities

Core Competencies

L. 2022, c.107 (N.J.S.A. 48:2-29.57 et seq. or the "Utility Reporting Law") requires the Board of Public Utilities (BPU) to collect data from both investor-owned utilities and local government-owned utilities regarding service to residential and commercial customers. The reporting template is available at <https://nj.gov/bpu/agenda/doc/PL107ReportingRequirementTemplateFinal.xlsx>. If your municipality has a water, sewer, or electric system, has your municipality complied with the reporting requirement in the Utility Reporting Law?

[0.00] No

65

Utilities

Core Competencies

L. 2023, c. 33, signed on April 5, 2023, required that all investor-owned utilities and all local units that directly bill residential ratepayers for water and/or sewer sign a vendor contract with Department of Community Affairs (DCA) to participate in the Low Income Household Water Assistance Program (LIHWAP). See Local Finance Notice 2023-09 for further details. If your municipality directly bills for water and/or sewer, did your municipality enter into an agreement with DCA to participate in LIHWAP?

[1.00] Yes

66

Utilities

Core Competencies

Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2023-09 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?

[1.00] N/A

Comment: We do not shut off service

67

Utilities

Core Competencies

L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2023-09 for more information on the law's requirements. Is your municipality complying with the monthly notice requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.

[0.00] No