

Meeting Called to Order: 7:00 p.m.
Meeting Adjourned: 8:00 p.m.

**BOROUGH OF BUENA
REGULAR COUNCIL MEETING MINUTES
OCTOBER 15, 2013**

The regular meeting of Mayor and Council of the Borough of Buena was held Tuesday, October 15, 2013 commencing at 7:00 p.m. at the Borough Hall with Mayor Baruffi presiding. Mayor Baruffi led the flag salute and announced that this meeting was being held in compliance with the Open Public Meetings Act and notices of this meeting have been provided to the Press of Atlantic City, the Daily Journal and the Atlantic County Record as well as having been posted on the bulletin board at Borough Hall.

PRESENT: Councilpersons Marolda, Baker, Santagata, Zappariello, Cugini, and McAvaddy, Richard P. Tonetta, Solicitor and Gail Knott, Deputy Clerk and Dr. Paul Trivellini, Administrator

ABSENT: all present

Mayor Baruffi reported attending the grand opening of Bruni's Pizza on Saturday, October 12th.

MAYOR'S REPORT:
DISCUSSION: **DIVISION OF LOCAL GOVERNMENT SERVICES - CY201 BEST PRACTICE PROGRAM. m/Baker s/Marolda**

Council will review thoroughly and make the necessary changes to obtain a hire score for cy 2014.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

RESOLUTION 145-13 RESOLUTION AUTHORIZING THE EXCLUSION OF THE PUBLIC FROM A MEETING BETWEEN THE MAYOR, MEMBERS OF BOROUGH COUNCIL, BOROUGH CLERK AND STAFF, BOROUGH SOLICITOR AND STAFF, BUSINESS ADMINISTRATOR AND STAFF, CONCERNING PENDING OR ANTICIPATED LITIGATION IN WHICH THE PUBLIC BODY IS OR MAY BECOME A PARTY AND AUTHORIZING DISCLOSURE OF MINUTES OF SAID MEETING AS PROVIDED HEREIN. m/Cugini s/Baker

WHEREAS, N.J.S.A. 10:4-12, Open Public Meetings Act, permits the exclusion of the public from the meeting of a public body where the subject matter of that meeting involves pending or anticipated litigation and contract negotiations in which the public body is or may become a party; and

WHEREAS, the Council of the Borough of Buena desires to meet with the Borough Clerk and Staff and the Borough's Solicitor, concerning the matter of Bonilla vs. Borough of Buena, et als, Civil No. 11-5412 and Morris vs. Borough of Buena, et als, Docket No. 5889-12.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Buena that:

1. The public shall be excluded from a meeting of the Mayor and Council of the Borough of Buena on Tuesday, October 15, 2013, at 616 Central Avenue, Buena, New Jersey , immediately following adjournment of the regular meeting of the Council of the Borough of Buena.
2. The general nature of the subject matters of the closed meeting shall pertain to pending or anticipated litigation in which the public body is or may become a part regarding as set forth herein above.

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3. Disclosure of the minutes of the closed meeting authorized above between the Council of the Borough of Buena, the Borough Clerk and Borough Solicitor shall be made following a final decision and determination of said matter which is estimated to be 30 days for matters pertaining to litigation and 10 days pertaining to personnel.
4. The Clerk at the present public meeting shall read the title of said Resolution aloud so that members of the public in attendance can understand as precisely as possible the nature of the matter that will privately be discussed.
5. This Resolution shall take effect immediately.
6. The Clerk on the next business day following this meeting shall furnish a copy of the Resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1, et seq..

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

RESOLUTION 146-13 A RESOLUTION AUTHORIZING THE TAX COLLECTOR TO CANCEL TAXES PURSUANT TO A LINE ITEM DELETION FOR A SUBDIVISION. m/Baker s/Cugini

WHEREAS, Block 201 Lot 34.01 was subject to approved site plans for three individual commercial sites which received final approval November 22, 2011; and

WHEREAS, the site was further defined by commercial condominium assignment creating three separate taxable line items in the manner of a subdivision and perfected on deeds filed with the Atlantic County Clerk on July 19, 2012; and

WHEREAS, said deed filing created three separate lots for billing purposes commencing in the 2013 tax year known as Block 201 Lot 34.01 C1000, Block 201 Lot 34.01 C2000 and Block 201 Lot 34.01 C3000; and

WHEREAS, the mother lot, Block 201 Lot 34.01, is no longer billable in the 2013 tax year as a remaining parcel; and

WHEREAS, the mother lot was not removed from the 2013 tax rolls and was billed in error; and

WHEREAS, the Borough Tax Assessor has confirmed that all site plans and deed filings creating the three billable lots are in order and that the original lot should not be billed for 2013 and further recommends that the 2013 taxes and 2014 preliminary tax be canceled; and

WHEREAS, the Tax Collector seeks to balance the account in recognition of the Assessor's recommendation and deletion of Block 201 Lot 34.011

NOW THEREFORE BE IT RESOLVED by Mayor and Council that the Tax Collector is hereby authorized and directed to cancel 2013 taxes, and the 2014 preliminary tax for Block 201 Lot 34.01. A certified copy of this resolution shall be forwarded to the Tax Collector and Tax Assessor.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

RESOLUTION 147-13 A RESOLUTION AUTHORIZING THE AWARD OF AN AGREEMENT WITH STATE CONTRACT VENDOR, PITNEY BOWES, FOR THE LEASE OF A NEW DM400C POSTAGE METER FOR A TERM OF FIVE YEARS. m/Baker s/Zappariello

NOW THEREFOR BE IT RESOLVED by the Council of the Borough of Buena that a lease agreement be and is hereby approved with Pitney Bowes, State Contract No, 043012, billed quarterly at the rate of \$474.00.

BE IT FURTHER RESOLVED by the Council of the Borough of Buena that said lease agreement is contingent upon a Certificate of Availability of Funds by the Acting Chief Financial Officer.

BE IT FURTHER RESOLVED by the Council of the Borough of Buena that the Mayor is hereby authorized to execute said lease agreement.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

ENGINEER'S REPORT:

Road Program

The Borough has selected Williams Avenue from West Avenue to the westerly dead end for the microsurfacing candidate roadway. A Purchase Order has been prepared and our office is coordinating with the State Contract Vendor.

Kimberly Lane Storm Drain Pipe

The contractor has a significant amount of the project complete. We are currently working through some utility conflict issues.

FY2013 NJDOT Municipal Aid Project - Reconstruction of Flower Street

The Borough was selected to receive \$187,000.00 in NJDOT Municipal Aid funding for the project. Our office has prepared and submitted a proposal for engineering, surveying and inspection and contract administration services.

FY2014 NJDOT Municipal Aid Application - Reconstruction of Flower Street

Our office has prepared and submitted the application for the referenced project.

Flower Street Drainage Study

Our office commenced with the drainage study of Flower Street.

ADMINISTRATOR'S REPORT: The administrator met with the Road Supervisor to discuss the playground aground equipment.

PERSONNEL:

RESOLUTION 148-13 A RESOLUTION PROVISIONALLY APPOINTING ANDY VERA JR TO THE POSITION OF PART TIME CLASS II SPECIAL POLICE OFFICER IN THE BOROUGH OF BUENA POLICE DEPARTMENT, EFFECTIVE OCTOBER 15, 2013 AT A RATE OF \$14.26 PER HOUR. m/Santagata s/Cugini

WHEREAS, there currently exists a need for a part time police officer in the Borough of Buena Police Department; and

WHEREAS, the Director of Public Safety and Lieutenant desires to appoint an additional Class II Officer for the Borough of Buena; and

WHEREAS, ANDY VERA JR has successfully completed his training and is qualified to serve as a police officer, part time, in the Borough of Buena Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF BUENA that ANDY VERA JR be and he is hereby provisionally appointed to the position of Part Time Class II Special Police Officer in the Borough of Buena Police Department, effective October 15, 2013 at a rate of pay of \$14.26 per hour whose hours shall be determined by the Lieutenant of the Borough of Buena.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

RESOLUTION 149-13 A RESOLUTION PROVISIONALLY APPOINTING ROBERT JAMES JR TO THE POSITION OF PART TIME CLASS II SPECIAL POLICE OFFICER IN THE BOROUGH OF BUENA POLICE DEPARTMENT, EFFECTIVE OCTOBER 15, 2013 AT A RATE OF \$14.26 PER HOUR. m/Santagata s/Cugini

WHEREAS, there currently exists a need for a part time police officer in the Borough of Buena Police Department; and

WHEREAS, the Director of Public Safety and Lieutenant desires to appoint an additional Class II Officer for the Borough of Buena; and

WHEREAS, ROBERT JAMES JR has successfully completed his training and is qualified to serve as a police officer, part time, in the Borough of Buena Police Department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE BOROUGH OF BUENA that ROBERT JAMES JR be and he is hereby provisionally appointed to the position of Part Time Class II Special Police Officer in the Borough of Buena Police Department, effective October 15, 2013 at a rate of pay of \$14.26 per hour whose hours shall be determined by the Lieutenant of the Borough of Buena.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

SOLICITOR'S REPORT: no report

COMMITTEE REPORTS:

RECYCLING: (COUNCILMAN MAROLDA) Councilman Marolda informed everyone present that the ACUA link has been added to the Borough's Website. Recycling information is being presented to the Buena Regional High School.

FINANCE: (COUNCILWOMAN BAKER)
 Councilwoman Baker reported the Chief Finance Officer Nancy Brunini retired on September 30th. Cindi LoGuidice the Acting Chief Financial Officer has assumed the head of the Finance Office. She along with Tania DelValle are doing an excellent job. The Best Practice Worksheet is a combination of the Finance's Office, Clerk's Office and the Administrator's Office input.

STREETS/ROADS: (COUNCILMAN SANTAGATA)
 Councilman Santagata provided those present with the road department's itinerary.

RECREATION: (COUNCILMAN ZAPPARIELLO)
 Councilman Zappariello announced that the Recreation Commission will host a costume contest and refreshments on October 31st at the Bruno Melini Park from 6:00 p.m. to 8:00 p.m. The Landisville Volunteer Fire Company is having a beef barbeque on October 26th from 11:00 a.m. to 2:00 p.m.

PUBLIC SAFETY/STREET LIGHTS: (COUNCILMAN CUGINI) none

BLDGS/GROUNDS/IMPROVEMENTS: (COUNCILMAN MCAVADDY)
 Councilman McAvaddy deferred to Pam Johnson, Code Enforcement Officer who was present to give an update on code enforcement in the Borough.

PUBLIC PORTION OF THE MEETING:
 Brian Fatcher, 102 Kimberly Lane re; concerns with drainage issues on farmlands in the Borough. The Borough Engineer is following up with this matter.

CLERK'S REPORT:

Minutes of the special meeting of August 22, 2013 were approved m/Zappariello s/Baker

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI			X	
MCAVADDY	X			

Minutes of the regular meeting of September 9, 2013 were approved m/Cugini s/Baker

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

Minutes of the executive session of September 23, 2013 were approved m/Baker s/Zappariello

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

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UNFINISHED BUSINESS: none

NEW BUSINESS: none

BILLS PAID AS LISTED:

m/Cugini s/Baker all Council was in favor of purchasing used playground equipment from The Parish of All Saints, Millville, New Jersey.

Mayor Baruffi stated that confirmation was received from the Borough Chief Finance Officer for funds are available and that it would not effect the current budget.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

m/Baker s/Santagata pay bills with the addition of purchase order number 13-04966 to The Parish of All Saints in the amount of \$750.00.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

Mayor Baruffi announced Trick-or-Treat will be held Saturday, October 26th from 2:00 p.m. to 4:00 p.m in the Borough.

NEXT MEETING: October 28, 2013

Mayor Baruffi recessed the meeting for five minutes.

Mayor Baruffi left the meeting 7:30 p.m.

m/Baker s/Cugini authorizing the Governing Body to retire into executive session 7:36 p.m.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

m/Baker s/Marolda to reopen the public session after spending approximately eight minutes in closed session RCVU.

RESOLUTION 150-13 RESOLUTION APPROVING A SETTLEMENT IN THE MATTER OF EDWARD C. MORRIS, JR. VS. THE BOROUGH OF BUENA AND DAVID P. SHERMA, ET AL. m/Cugini s/Baker

WHEREAS, the Borough Council has considered the offer of settlement in the above matter as well as the recommendation of the insurance carrier for the Borough of Buena; and

WHEREAS, Borough Council denies the allegations contained in the Plaintiff's complaint but further recognizes the cost associated with continued litigation; and

WHEREAS, after considering the economic factors the Borough Council finds it in the best interest of the Borough to end the litigation and approve the settlement further denying the claims of the Plaintiff.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Buena that the settlement in the matter of Edward C. Morris, Jr. Vs. Borough of Buena and David P. Sherma, Docket ATL-L-5889-12 be approved.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

RESOLUTION 151-13 RESOLUTION RATIFYING AND CONFIRMING A SETTLEMENT IN THE MATTER OF RONALD BONILLA VS. THE BOROUGH OF BUENA AND DAVID P. SHERMA. m/Cugini s/Santagata

WHEREAS, the Borough Council has considered the offer of settlement in the above matter as well as the recommendations of the insurance carrier for the Borough of Buena; and

WHEREAS, Borough Council denies the allegations contained in the Plaintiff's complaint but further recognizes the cost associated with continued litigation; and

WHEREAS, after considering the economic factors the Borough Council finds it in the best interest of the Borough to end the litigation and approve the settlement further denying the claims of the Plaintiff.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Buena that the settlement in the matter of Ronald Bonilla VS. Borough of Buena and David P. Sherma, Docket 11-CV-05412 be ratified and confirmed.

	AYE:	NAY:	ABSTAIN:	ABSENT:
MAROLDA	X			
BAKER	X			
SANTAGATA	X			
ZAPPARIELLO	X			
CUGINI	X			
MCAVADDY	X			

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
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 in the preceding year?	
2	Yes	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? 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.	
3	No	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)?	N/A Borough only has Police Vehicles
4	No	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> 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 2013/SFY2014

		Buena Borough (Atlantic)	
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
5	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?	The Borough adopted the Staste Model Ord.
6	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?	
7	No	Does your municipality require its elected officials to attend on an annual basis at least one instructional course, approved for continuing education credit by DLGS, 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 also be satisfied through in-house education provided by a professional, vendor or staff member provided they have significant expertise in their profession and routinely prepare public presentations.	
8	Select	Are ordinances codified on an annual basis, with both the code and any uncoded ordinances (including salary ordinances) made available online?	Prospective

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
9	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 " <u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u> " and " <u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u> "	
Financial Standards & Procurement - FS			
10	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (such as the Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?	
11	Yes	An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?	

Best Practices Worksheet CY 2013/SFY2014

		Buena Borough (Atlantic)	
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
12	Yes	With respect to note sales, 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 doing all of the following: 1) comparing any negotiated proposals with actual market data to assess whether a competitive sale is more optimal; 2) 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; 3) consolidating note sales to a single sale per year, unless unexpected circumstances lead to an unavoidable need for a second sale; 4) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information; and 5) refraining from conducting competitive note sales around the time of major holidays (such as, but not limited to, the period between Christmas and New Year's Day) except only in those circumstances where notes are coming due and need to be renewed?	
13	Yes	Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> 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?	
14	Yes	Having a Finance Committee can provide an efficient means to represent the governing body by performing in depth research, plans and reviews in fiscal areas such as audit, budget and accounting workflow rules, as well as evaluating vendor, professional and labor contracts. Does your municipality have a Finance Committee made up of at least one governing body member, the chief administrative officer, CFO, head purchasing agent and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues?	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
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 2011 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2012 audit? If the answer is no, please list the repeat findings in the comments section and, upon appeal by the municipality, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.	
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. <u>A "yes" answer is appropriate for this question 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.</u> 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 reconciled.	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
17	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?	CFO Prepares Budget
18	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?	
Budget Preparation and Presentation - BP			
19	Yes	Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2013/SFY 2014 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2014/SFY 2015 Appropriation Increases; and Structural Balance Offsets as detailed in Local Finance Notice 2011-37 ?	
20	Select	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?	The Borough has been consistent for the past 2 years to only use 50% or less of the available surplus.

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
21	Yes	In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands 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 (2) future year's budgets?	
22	Yes	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?	
23	Yes	Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
24	Yes	Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. <u>Has your municipality considered a property reassessment/revaluation to counter the effect of successful residential tax appeals?</u> In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/revaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a revaluation plan has been filed with your County Board of Taxation.	
25	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?	
26	Yes	N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. In your 2013 Budget, has your municipality appropriated at least the average of snow removal expenses incurred over a minimum of 3 years?	
Health Insurance - HI			
27	Yes	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?	30 hrs is full time for the Borough of Buena
28	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?	30 hrs is full time for the Borough of Buena
29	Yes	As explained in Local Finance Notices <u>2011-20R</u> and <u>2011-34</u> , P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
30	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. <u>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</u> (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?	
31	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?	The Borough participates in the SHBP
32	N/A	If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years (including from the Division of Pensions and Benefits for SHBP health insurance coverage)?	The Borough is already in the SHBP

Best Practices Worksheet CY 2013/SFY2014

		Buena Borough (Atlantic)	
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments	
	Personnel - PE		
33	Yes	N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP). This is discussed further in <u>Local Finance Notice 2007-28</u> . Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?	
34	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). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> 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.	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
35	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?	
36	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 and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?	
37	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?	
38	No	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
39	Yes	Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?	
40	Yes	Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of <u>N.J.A.C. 5:30-15.4</u> , as discussed in <u>Local Finance Notice CFO-2002-1</u> ?	
41	Yes	Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
42	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
43	Yes	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> 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.	
44	Yes	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 \$584 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> 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.	
45	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
46	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 2013/SFY2014

Buena Borough (Atlantic)			
0104		<i>Please see Color Key at bottom of sheet for limits on answers</i>	
	Answer	Question	Comments
Disaster Preparedness/Resiliency - DP			
47	No	Has your municipality 1) reviewed within the past year its master plan and zoning ordinances and, if changes are recommended by your engineer, planner or land use board to ensure greater resiliency in the face of flooding and storm damage, with a plan to implement such changes; and 2) amended your zoning ordinances as necessary to allow homeowners to raise conforming structures to the Base Flood Elevation (BFE) set by the new FEMA maps?	Due for Master Plan Update
48	Yes	Has your municipality within the past year reviewed and updated as necessary its emergency management plan, taking into account lessons learned from the impact of Superstorm Sandy and other recent natural disasters?	
49	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 Sandy-related contracts over \$2 million to the State Treasurer?	
50	Yes	A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> 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 a Community Rating System ranking of at least Class 9?	

Best Practices Worksheet CY 2013/SFY2014

Buena Borough (Atlantic)			
0104	Please see Color Key at bottom of sheet for limits on answers		
Answer	Question	Comments	
2	Select		
39	Yes		
6	No		
3	N/A		
0	Prospective		
48	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 to the best of my knowledge.		Certification #(s)	
Name & Title		Date	
Paul Trivellini, Administrator		10/15/2013	
Chief Financial Officer's Certification			
I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)	
Name		Date	
Cindi LoGuidice, Acting Chief Finance Officer		10/15/2013	
Municipal Clerk's Certification			
I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed the CY 2013/SFY 2014 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 be stated in the minutes of said public meeting.		Certification #(s)	
		C1157	
Name		Date	

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BOROUGH OF BUENA
Purchase Order Listing By P.O. Number

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P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes
 Include Non-Budgeted: Y
 Open: N Paid: N Void: N
 Rcvd: Y Held: Y Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y
 First Enc Date Range: First to 12/31/13

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
12-03720	07/09/12	01170 REMINGTON,VERNICK, 8 F. GROVE RD. INSPECTIONS	315.00	2-07- -323-299	B	B NJDOT GRANT FOREST GROVE RD.	R	07/09/12	10/10/13		104U052-11
13-00030	08/30/13	01740 SWANSON HARDWARE SUPPLY									
		16 AUG RD DEPT SUPP,CEMENT, ETC	178.92	3-01- -137-299	B	RDS. MISC. OE	R	08/30/13	10/10/13		
		17 AUG RD DEPT GLOVES CLEAN COMM	17.91	3-07- -305-202	B	2009 CLEAN COMMUNITIES BALANCE	R	08/30/13	10/10/13		
			196.83								
13-00100	10/04/13	01601 S.J.WELDING SUPPLY CO.									
		12 SEPT OXYGEN CYLINDER RENT	76.86	3-01- -135-203	B	MEDICAL SUPPLIES & OXYGEN	R	10/04/13	10/10/13		01199965
13-00120	09/11/13	00155 ATLANTIC CO. UTILITIES AUTH.									
		10 SEPT 2013 TIPPING FEE	7,385.29	3-01- -149-271	B	TIPPING FEES	R	10/10/13	10/10/13		
13-00130	02/20/13	00155 ATLANTIC CO. UTILITIES AUTH.									
		9 SEPT RECYCLING FEE	3,777.08	3-01- -149-272	B	RECYCLING FEES	R	10/09/13	10/10/13		
13-00210	02/20/13	00315 DAILY JOURNAL/GANNETT LP									
		7 AFFIDAVITS LAND USE BOARD	4.16	3-01- -119-219	B	ADVERTISEMENT	R	09/18/13	10/10/13		
13-00240	08/05/13	00236 CANON FINANCIAL SERVICES, INC									
		11 OCT 2013 POLICE COPIER LEASE	290.00	3-01- -131-209	B	COPIER SUPPLIES	R	10/10/13	10/10/13		13117111
13-00250	09/17/13	00236 CANON FINANCIAL SERVICES, INC									
		12 OCT BORO HALL COPIER LEASE	402.80	3-01- -101-209	B	COPIER SUPPLIES	R	10/10/13	10/10/13		13065591
13-00430	10/03/13	01540 SOUTH JERSEY GAS CO.									
		15 OCT BILL GAS HEAT	106.20	3-01- -154-281	B	GAS HEAT/HEATING FUEL	R	10/08/13	10/10/13		
13-00440	10/04/13	VE002 VERIZON ACCESS BILLING									
		10 OCT FRANKLINVILLE ACCESS	655.20	3-01- -157-281	B	TELEPHONE	R	10/04/13	10/10/13		13268
13-00450	10/10/13	00940 VERIZON									
		19 OCT 2013 BORO HALL PHONE BILL	1,019.56	3-01- -157-281	B	TELEPHONE	R	08/28/13	10/10/13		

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BOROUGH OF BUENA
Purchase Order Listing By P.O. Number

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-00450	10/10/13	00940 VERIZON				Continued					
	20 OCT 2013	POLICE PHONE BILL	322.32	3-01- -157-281		B TELEPHONE	R	10/10/13	10/10/13		
	21 OCT 2013	EMS PHONE BILL	68.14	3-01- -157-281		B TELEPHONE	R	10/10/13	10/10/13		
	22 OCT 2013	OUTREACH PHONE BILL	21.06	3-01- -157-281		B TELEPHONE	R	10/10/13	10/10/13		
			1,431.08								
13-00540	01/24/13	01170 REMINGTON, VERNICK, 11 ENG, INSP., ADM. KIMBERLY LANE	1,027.50	C-02- -597-105		B ORD.#597/606 DRAINAGE KIMBERLY	R	01/24/13	10/10/13		104U057-10
13-00650	09/27/13	DM001 D M MEDICAL BILLINGS, LLC									
	14 AUG 2013	MEDICAL BILLING SERV	949.51	3-01- -135-225		B EMS BILLING SERVICE	R	09/27/13	10/10/13		2198
13-00900	09/16/13	00173 AT&T									
	18 SEPT BORO HALL	LONG DISTANCE	66.81	3-01- -157-281		B TELEPHONE	R	09/26/13	10/10/13		
	19 SEPT POLICE	LONG DISTANCE	43.54	3-01- -157-281		B TELEPHONE	R	09/26/13	10/10/13		
	20 SEPT EMS	LONG DISTANCE	23.74	3-01- -157-281		B TELEPHONE	R	09/26/13	10/10/13		
			134.09								
13-00940	10/10/13	VE001 VERIZON WIRELESS									
	33 SEPT MAYOR	CELL PHONE	74.93	3-01- -102-216		B MAYOR'S CELL PHONE	R	10/10/13	10/10/13		9712086316
	34 SEPT ADMINISTRATOR	CELL PHONE	41.04	3-01- -108-216		B ADM. CELL PHONE	R	10/10/13	10/10/13		9712086316
	35 SEPT ROAD DEPT	CELL PHONE	44.22	3-01- -137-216		B RDS. CELL PHONE	R	10/10/13	10/10/13		9712086316
	36 SEPT POLICE	CELL PHONE	44.49	3-01- -131-216		B CELL PHONES	R	10/10/13	10/10/13		9712086316
			204.68								
13-00950	10/02/13	00184 AUTOMOTIVE PARTS CO.									
	10 SEPT RD DEPT	AUTO INVOICES	690.64	3-01- -137-207		B EQUIP.REPAIRS & SUPPLIES	R	10/02/13	10/10/13		
13-01580	03/14/13	00201 BUENA REGIONAL SCHOOL DISTRICT									
	12 AUG 2013	POLICE DEPT GASOLINE	3,083.66	3-01- -155-277		B GASOLINE/DIESEL	R	09/26/13	10/10/13		106
13-01700	09/27/13	00660 A.CORKY LINARDO FIREEQUIP INC									
	2 INSPECTION	KITCHEN SYSTEM	128.17	3-01- -117-299		B P.BLDGS. MISC.OE	R	09/27/13	10/10/13		25572
13-01950	10/10/13	CA000 CANON BUSINESS SOLUTIONS INC									
	3 3RD QTR	COPIER USAGE POLICE	228.57	3-01- -131-209		B COPIER SUPPLIES	R	10/10/13	10/10/13		4010835778
13-04110	08/16/13	0B001 OFFICE BASICS INC									
	1 HP P3015DN -	HEW-CE528A	712.49	3-01- -103-223		B COMPUTER SUPPLIES	R	08/16/13	10/10/13		

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PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-04220	08/23/13	AD002 ATLANTIC DRIVES & BEARINGS INC									
		1 ROAD DEPT SWEEPER BEARINGS	150.90	3-01- -137-207	B EQUIP.REPAIRS & SUPPLIES		R	08/23/13	10/10/13		89234
13-04260	09/30/13	00595 KRAFT L.JOHN, ESQ.,L.L.C.									
		4 BOND SALE FEE PROF.SERVICES	131.49	C-02- -597-101	B ORD.#597/606JOHN'S/FORSYT,WILL		R	09/30/13	10/10/13		10115
13-04380	08/27/13	MUN MUNICIPAL CLERKS ASSOC NJ,INC.									
		1 CLERK SEMINAR 9/20/13	25.00	3-01- -101-206	B SCHOOLS/SEMINARS		R	08/27/13	10/10/13		
13-04550	09/10/13	01849 TEKK COMM COMMUNICATIONS									
		1 KENWOOD MICROPHONE REPAIR	40.00	3-01- -131-207	B REPAIRS-RADIO OR OFFICE EQUIP.		R	09/10/13	10/10/13		
13-04570	09/11/13	CM001 CAPE MAY COUNTY CLERK'S ASSOCI									
		1 CAPEMAY COUNTY DINNER MEETING	58.00	3-01- -101-206	B SCHOOLS/SEMINARS		R	09/11/13	10/10/13		
13-04590	09/12/13	MA006 MAZZARA TRUCKING & EXCAVATION									
		1 KIMBERLY LN DRAINAGE IMPROV.	142,024.00	C-02- -610-101	B KIMBERLY LANE DRAINAGE PROJECT		R	09/12/13	10/10/13		0104U057
		3 KIMBERLY LANE DRAINAGE IMPROVE	52,894.47	C-02- -597-105	B ORD.#597/606 DRAINAGE KIMBERLY		R	09/12/13	10/10/13		
			194,918.47								
13-04610	09/12/13	08001 OFFICE BASICS INC									
		1 2014 CALENDARS CLERKS OFFICE	92.11	3-01- -101-201	B OFFICE SUPPLIES		R	09/26/13	10/10/13		02669829
		2 2014 CALENDARS FINANCE DEPT	48.47	3-01- -103-201	B OFFICE SUPPLIES		R	09/26/13	10/10/13		02669829
		3 2014 CALENDARS POLICE DEPT	40.20	3-01- -131-201	B OFFICE SUPPLIES		R	09/26/13	10/10/13		02669829
		4 2014 CALENDARS ADMINISTRATOR	7.06	3-01- -108-201	B OFFICE SUPPLIES		R	09/26/13	10/10/13		02669829
			187.84								
13-04630	09/17/13	BB001 BUONADONNA & BENSON P.C.									
		1 AUG POLICE CONTRACT LEGAL FEES	499.50	3-01- -109-225	B LEGAL OE		R	09/17/13	10/10/13		16425
		2 AUG PERSONNEL LEGAL FEES	345.50	3-01- -109-225	B LEGAL OE		R	09/17/13	10/10/13		16391
		3 AUG MISCELLANEOUS LEGAL FEES	621.00	3-01- -109-225	B LEGAL OE		R	09/17/13	10/10/13		16409
		4 AUG UNION SINGLE MEMBER LEGAL	216.00	3-01- -109-225	B LEGAL OE		R	09/17/13	10/10/13		16392
			1,682.00								
13-04640	09/17/13	AR002 V.E.RALPH & SON, INC.									
		1 MEDICAL SUPPLIES	1,692.30	3-01- -135-203	B MEDICAL SUPPLIES & OXYGEN		R	09/17/13	10/10/13		
13-04660	09/17/13	SA007 SAFRAN MORPHOTRAK									
		1 SERVICE AGMNT.POLICE LIVESCAN	2,633.69	3-01- -131-215	B SUBSCRIPTIONS		R	09/17/13	10/10/13		

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PO #	PO Date	Vendor	Amount	Charge	Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-04670	09/19/13	WB002 W.B. MASON CO., INC.										
		1 AWARDS-PLAQUES	201.12	3-01-	-102-299	B	GOVERNING BODY OTHER EXPENSES	R	09/19/13	10/10/13		
13-04680	09/19/13	01170 REMINGTON,VERNICK,										
		1 MISC SVC CENTRAL AVE/CEDER LKE	559.14	3-01-	-115-231	B	ENGINEER OE	R	09/19/13	10/10/13		0104T147
13-04710	09/24/13	00487 GLOUCESTER CO. POLICE ACADEMY										
		1 CLASS REGISTRATION;SUPERVISION	400.00	3-01-	-131-206	B	SCHOOL/SEMINARS	R	09/24/13	10/10/13		
13-04730	09/24/13	00960 STATE OF NJ HEALTH BENEFITS										
		1 OCTOBER 2013 DENTAL INS.	764.28	3-01-	-123-241	B	DENTAL INSURANCE	H	09/24/13	10/10/13		
13-04740	09/24/13	00960 STATE OF NJ HEALTH BENEFITS										
		1 OCT 2013 RETIREES HEALTH INS	15,181.24	3-01-	-123-239	B	HEALTH INS.ACTIVE & RETIREES	H	09/24/13	10/10/13		
13-04750	09/25/13	CA006 CASA PAYROLL SERVICES LLC										
		1 SEPT 2013 PAYROLL & REPORTS	363.60	3-01-	-103-221	B	PAYROLL SERVICE	R	09/25/13	10/10/13		779229
13-04780	09/26/13	00185 AUTO-AERO ELECTRIC										
		1 ROAD DEPT LEAF MACHINE BATTERY	128.65	3-01-	-137-207	B	EQUIP.REPAIRS & SUPPLIES	R	09/26/13	10/10/13		19027
		2 RD DEPT LEAF MACHINE BATTERY	128.65	3-01-	-137-207	B	EQUIP.REPAIRS & SUPPLIES	R	09/26/13	10/10/13		19030
		3 RD DEPT 2000 INT.ALTERNATOR	150.00	3-01-	-137-207	B	EQUIP.REPAIRS & SUPPLIES	R	10/04/13	10/10/13		19045
			407.30									
13-04790	09/26/13	DS002 DRAGER SAFETY DIAGNOSIS INC.										
		1 BREATHALYZER	294.00	3-01-	-131-214	B	EQUIPMENT	R	09/26/13	10/10/13		
13-04800	09/27/13	TA001 TAYLOR OIL CO. INC.										
		1 ROAD DEPT AUG 2013 GASOLINE	1,305.00	3-01-	-155-277	B	GASOLINE/DIESEL	R	09/27/13	10/10/13		150056R-IN
13-04830	09/30/13	00350 DI DOMENICO, FRANK ESQ.										
		1 MINOR SUBDIVISION-D.DILEONARDO	37.50	3-10-	-100-001	B	DEVELOPERS ESCROW - MISC. OE	R	09/30/13	10/10/13		13027
13-04840	09/30/13	00191 BATTELINI'S GARAGE INC										
		1 HAULING ROAD DEPT DUMP TRUCK	500.00	3-04-	-103-101	B	RECYCLING TRUST - MISC EXPEND.	R	09/30/13	10/10/13		
13-04850	09/30/13	K0001 KONRAD POGORZELSKI										
		1 RD DEPT 91'DUMP TRUCK	10,000.00	3-04-	-103-101	B	RECYCLING TRUST - MISC EXPEND.	R	09/30/13	10/10/13		

October 10, 2013
02:57 PM

BOROUGH OF BUENA
Purchase Order Listing By P.O. Number

Page No: 5

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
13-04860	09/30/13	DE008 DEPOSITORY TRUST CORP.								
		1 BOND PRINCIPAL DUE	150,000.00	3-01- -501-701	B BOND PRINCIPAL	H	09/30/13	10/04/13		
		2 BOND INTEREST DUE	<u>3,000.00</u>	3-01- -501-705	B INTEREST ON BONDS	H	09/30/13	10/04/13		
			153,000.00							
13-04870	09/30/13	WB002 W.B. MASON CO., INC.								
		1 INK CARTRIDGES	463.75	3-01- -101-201	B OFFICE SUPPLIES	R	09/30/13	10/10/13		
13-04900	10/04/13	AC001 ATLANTIC CTY MUN CLERK'S ASSOC								
		1 AC CLERK'S ASSOC MEETING	64.00	3-01- -101-206	B SCHOOLS/SEMINARS	R	10/04/13	10/10/13		
13-04930	10/08/13	00107 A.C.M.J.I.F.								
		1 2013 3RD QTR. JIF/MEL INS.DUE	12,527.24	3-01- -125-245	B J.I.F.& M.E.L. GENERAL INS.	R	10/08/13	10/10/13		
		2 4TH QTR.WC DUE	<u>31,045.76</u>	3-01- -125-246	B WORKERS COMPENSATION INS.	R	10/08/13	10/10/13		
			43,573.00							
13-04960	10/08/13	00910 BOROUGH OF BUENA M.U.A.								
		1 RD DEPT & EMS DIESEL	4,479.34	3-01- -155-277	B GASOLINE/DIESEL	R	10/08/13	10/10/13		
Total Purchase Orders:		47	Total P.O. Line Items:	67	Total List Amount:	454,912.77	Total Void Amount:	0.00		

Fund Description	Fund	Budget Total	Revenue Total	G/L Total
	07	315.00	0.00	0.00
	01	247,964.90	0.00	0.00
	04	10,500.00	0.00	0.00
	07	17.91	0.00	0.00
	10	<u>37.50</u>	<u>0.00</u>	<u>0.00</u>
Year Total:		258,520.31	0.00	0.00
	02	196,077.46	0.00	0.00
Total of All Funds:		<u><u>454,912.77</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Batch Id: CL Batch Type: C Batch Date: 10/15/13 Checking Account: CURRENT ACCOUNT G/L Credit: Budget G/L Credit
Generate Direct Deposit: N

Check No. PO #	Check Date	Vendor # Name	Item Description	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
13-04966	10/15/13	PA003	THE PARISH OF ALL SAINTS 1 USED PLAYGROUND EQUIPMENT	750.00	621 DOCK STREET	3-01- -117-299	Budget	Aprv	1	1
				<u>750.00</u>		P. BLDGS. MISC.OE				

Checks:	Count	Line Items	Amount
	1	1	750.00

There are NO errors or warnings in this listing.

Addition to BILL LIST.. 10-15-13

Fund Description	Fund	Budget Total	Revenue Total	G/L Total
	01	750.00	0.00	0.00
Total of All Funds:		<u>750.00</u>	<u>0.00</u>	<u>0.00</u>

G/L Posting Summary

Account	Description	Debits	Credits
3-01- -100-011	CASH OPERATING/TREASURER	0.00	750.00
3-01- -500-011	CURRENT YEAR APPROPRIATIONS	<u>750.00</u>	<u>0.00</u>
	Grand Total:	<u>750.00</u>	<u>750.00</u>