

Transitional Aid Application for Calendar Year 2016

**Division of Local Government Services
Department of Community Affairs**

MAR 21 2016

General Instructions: This application must be submitted in its entirety by March 21, 2016 for funding consideration under this program. Information contained in the application is subject to independent verification by the Division. Refer to Local Finance Notice 2016-4 when preparing this application for specific instructions and definitions, and review the Submission Checklist on Page 7 of the Local Finance Notice.

Name of Municipality:		BOROUGH OF PENNS GROVE		County:	SALEM
Contact Person:		Stephen F. Labb		Title:	Chief Financial Officer
Phone:	(856) 299-0098 Ext 107	Fax:	(856) 299-0975	E-mail:	slabb@pennsgrove-nj.org

I. Aid History

List amount of Transitional Aid received for the last three years, if any:

CY 2015	CY 2014	CY 2013
\$ 280,000.00	\$ 600,000.00	\$ 600,000.00

II. Aid Request for Application Year: (All municipalities currently operating under a Transitional Aid MOU are advised that a decrease from prior year funding is likely.)

Amount of aid requested for the Application Year:	\$ 518,000.00
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If not seeking a decrease, a letter from the Mayor is required. See Local Finance Notice 2016-4.

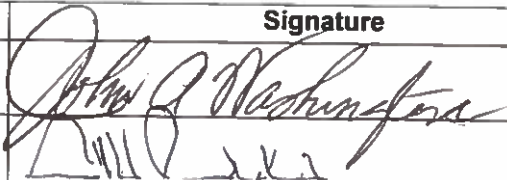


III. Submission Requirements

The following items must be submitted with, or prior to, submission of this application. Indicate date of submission of each.

Item	Date Submitted to DLGS
2015 Annual Financial Statement	2/10/16
2014 Annual Audit	8/11/15
2014 Corrective Action Plan	11/17/16
Application Year Introduced Budget	3/15/16
Budget Documentation Submitted to Governing Body	3/01/16

IV. Application Certification

The undersigned herewith certify that they he or she has reviewed this application and, to his or her knowledge, believe the contents to be accurate true and represent it accurately portrays the circumstances regarding the municipality's fiscal practices and need for financial assistance. By submitting the application, the municipality acknowledges that the law provides that the decision of the Director regarding aid awards is final and not subject to appeal.

Official	Signature	Date
Mayor/Chief Executive Officer		3/15/16
Governing Body Presiding Officer		3/14/16
Chief Financial Officer		3/18/16
Chief Administrative Officer		

V-A. Explanation of Need for Transitional Aid

Explain the circumstances that require the need for Transitional Aid in narrative form. Include factors that result in a constrained ability to raise sufficient revenues to meet budgetary requirements, and if such revenues were raised, how it would substantially jeopardize the fiscal integrity of the municipality.

The following factors, which exist in the Borough of Penns Grove help justify the need of awarding Transitional Aid in 2016, some of these are continuing conditions mentioned in prior applications which are updated. Mayor and Council are still hopeful that a developer will see the potential of the River Walk Project Council continues to take steps in reducing costs without major impact to services.

1. Seaboard Landing vs. Penns Grove Tax Appeals Judgement for Block 57 Lot 1 which resulted in a credit due to the Taxpayer in the amount of \$ 339,475.29.
2. Social Economic factor as stated in Census.
3. The effect of high percentage of properties that are non-ratables on the size of a Municipality that is less than one square mile.
4. The effect of subsidized public housing on the Borough's tax base.

FACTOR 1:

In the case of Seaboard Landing vs. Penn Grove tax appeals on Property Block 57:Lot 1, the Taxpayer is due a credit for the following years; **2007-2014** in the amount of \$ 339,475.29. The Borough and AGR agreed that any funds due to it from Tax Appeal Judgement shall be paid back at an amount of no more than 20% of the Taxes due for any particular year. (See attached **Appendix A for information concerning tax appeal judgement and Appendix B tax appeal calculation.**)

FACTOR 2:

It is difficult to offset revenue decreases or budget increases in the Borough of Penns Grove. The Borough of Penns Grove is less than one square mile in total area. Based on the Demographics and Social Economic Characteristics of the 2010 Census, Per capita income of the past 12 months is \$ 16,662.00 versus the State average of \$ 36,057.00; Medium household income is \$ 30,500.00 versus the State average of \$ 70,165.00. Persons below Poverty are 21 % of the population versus the State average of 8.5 %. Current Unemployment rate is 11.4 % vs State average of 6.3%, as the data suggest, the Borough of Penns Grove qualifies as distressed. See below comparison to state average.

Penns Grove compared to New Jersey state average:

- Median household income significantly below state average.

- **Median house value significantly below state average.**
- **Black race population percentage significantly above state average.**
- **Median age significantly below state average.**
- **Foreign-born population percentage significantly below state average.**
- **Renting percentage above state average.**
- **Length of stay since moving in significantly above state average.**
- **House age above state average.**
- **Percentage of population with a bachelor's degree or higher significantly below state average.**

Read more: <http://www.city-data.com/city/Penns-Grove-New-Jersey.html#ixzz3TEoNCcP1>

The only viable land for development is the Riverfront. Mayor and Council are hoping to attract the “right developer”, for the Riverfront. Even though there have been many setbacks with prior Developers the goal is to move forward. There is an ongoing effort for the Municipality to be self-sufficient, but currently we need the State’s support in order to achieve this goal. **The Municipality will not be able to sustain a .23 cent increase in Local Purpose Tax, if additional aid is not received.**

FACTOR 3:

The Borough also suffers from a high percentage of properties, which are non-ratables. As of 2016, it is estimated that **36.61 %** of the total value of land and improvement (property) within the Borough of Penns Grove are non-taxable. Below is a sample listing of properties, for full listing see attached **Appendix C**):

A. Government School Institutions:

1. The Penns Grove – Carneys Point School District Office.
2. The Penns Grove – Carneys Point Middle School.
3. The Penns Grove – Carneys Point Carleton School.
4. The Salem County Social Services main office.
5. The Borough Hall.
6. The Ambulance and Public Works building
7. Fire Department building.
8. Penns Grove Sewerage Authority.
9. Redevelopment Agency.

B. Non-profit Organizations and Clubs:

1. The Washington Club.
2. Two separate Elk Lodge facilities.
3. The American Legion.
4. Tri County Community Action Committee.
5. Howard Avenue Mental Health Facility Halfway House.
6. Society M SS Delle Grazia.
7. Salem County Counseling Service Inc.
8. Penns Grove Historical Society.
9. Puerto Rican Action Community of Salem County.
10. Pride of Penns Grove Lodge 1342.
11. New Jersey Housing & Mortgage Finance Agency.
12. Travelers Temple Association.

C. Churches:

The Borough of Penns Grove presently has eleven (14) active churches within its' boundaries that own twenty-five (25) properties, all of which are exempt from taxes. The Borough surely does not object to having these religious institutions, but this gives a clear picture of just how severe the non-ratable situation is for the Borough.

In summary, when considering the size of the Borough of Penns Grove, and the number of non-ratable properties, there is a tremendous burden placed on the tax payers. Not only does the Borough have these exempt facilities within its' boundaries, but in many cases, provides additional services and support without any financial contribution.

FACTOR 4:

Penns Grove continues to host an excessive number of subsidized housing units. Although being less than one square mile, has within its' boundaries, five subsidized low-income housing facilities. These facilities are Penn Village Apartments, Silver Run Apartments, Mallard Park Apartments, the Penn Towers Senior Citizens Complex and Penns Grove Gardens. These facilities have a total of 448 units. The owners of these facilities are all receiving funding from the federal government, none of which are passed on to the Borough of Penns Grove. These facilities continue to place a financial strain on the Borough's limited resources.

Example 1: The Penns Grove Housing Authority, which includes the Silver Run Apartments and the Penn Towers Senior Citizens facility, are assessed at **\$9,803,300.00**. The Authority payment in Lieu of Tax in 2015 was \$ 14,351.00. Both facilities have a combined total of 190 units.

Example 2: Penn Village Apartments, which has an assessed value of **\$7,297,000.00**, provides a payment in lieu of taxes to the Borough in the amount of **\$42,500.00** per year. This payment does not in any way reflect the amount of attention that this facility receives by way of police calls, municipal court and other services.

Example 3: Mallard Park Apartments is a subsidized housing facility, with assessed value of **\$1,165,800.00**. The revenue received does not offset the cost associated with this property.

Subsidized Housing grossly underpays its' fair share of property taxes. In 2015, a Penns Grove homeowner with an average assessment of **\$109,330.00** paid **\$1,802.85** in local property taxes. Compare this with one of the subsidized housing complexes in the Borough of Penns Grove. The Penns Grove Housing Authority, who has not made a payment to the Municipality despite the fact that they have over 190 apartment units in the Borough of Penns Grove. As has been stated previously, the complexes place a much greater demand on the services provided by the Borough, particularly the Police Department. The average per unit payment for an apartment unit in one of the subsidized housing complexes, based on Local Taxes are shown below:

Penns Grove Housing Authority – Payment in Lieu, **\$ 75.53** per unit.

The Penn Village Apartments –Payment in Lieu, **\$ 354.17** per unit.

Mallard Park –**\$ 600.75** in local taxes per unit.

The Social Economic factors, which result from this place a burden on the budget. We have a police budget for 2016 in the amount of **\$1,610,000.00**. By including **\$ 51,155.00** for vehicle repairs, fuel and telephone expenses the amount increases to **\$ 1,661,155.00**. Factoring in **\$ 782,434.00** for Health Insurance Payments, which includes **\$ 366,693.00** in payment for retiree's and officers retired on disability. The grand total for the Police Department is **\$ 2,443,589.00**. This amount represents over **37.70 %** of the entire budget for the Borough of Penns Grove.

This is a constant situation and is the reason for mentioning it in every Aid Application until the RiverWalk Project or shared police services are completed, which will help off-set subsidized housing.

V-B. Demonstration of Revenue Loss/Substantial Cost Increase

Show: (1) specific, extraordinary revenue losses, but not as the aggregate of many revenue line items; and (2) specific, extraordinary increases in appropriations, but not as the aggregate of many appropriation line items. Describe the item on the cell below each entry. If applicable, indicate in the description of the extraordinary increase in expenditure if the increase was the result of a policy decision made by the municipality (i.e. a back-loaded debt service schedule, deferred payment, costs associated with additional hires, etc.)

Revenue or Appropriation	2015 Value	2016 Value	Amount of Loss/Increase
Receipt from Delinquent Taxes	\$ 680,000.00	\$ 550,000.00	\$ 130,000.00
Description:	In 2015 received a large payment form Bk 57: Lot 1		
Reserve for Uncollected Taxes	\$ 778,628.00	\$ 863,077.89	\$ 84,449.09
Description:	Utilized a lower collection percentage from 88.37 to 87.68		
Tax Appeal Settlement	\$ 0	\$ 67,895.06	\$ 67,895.06
Description:	Per settlement agreement paying 20% of Judgement, \$ 339,475.29		
Payment of Bond Anticipation Notes and Capital Notes	\$ 121,100.00	\$ 177,200.00	\$ 56,100.00
Description:	Payment on Refunding Bond Ordinance:\$ 53,500.00		
Description:			
Description:			
Description:			

V-C. Actions to Reduce Future Need for Aid

Detail the steps the municipality is taking to reduce the need for aid in the future. Include details about long-term cost cutting and enhanced revenue plans, impact of new development, potential for grants to offset costs, and estimated short and long-term annual savings. Use additional pages if necessary. (Items included in a Transition Plan submitted by a current recipient need not be repeated here.)

Concerning County Dispatching, with the States help, hopefully Penns Grove can receive a contract comparable to Carneys Point Township, Pennsville Township and Salem City. In the initial meeting with County Officials, a contract price of \$ 250,000.00 for the life of the contract was offered. As you are aware the price offered to Penns Grove is significantly higher than that of other municipalities (see examples below).

- **Salem City: \$ 129,010.00 per year**
- **Carneys Point Township: \$ 43,325.00 after 2019**
- **Pennsville Township: \$ 76,480.00 after 2019**

The Governing Body see this as being unfair to the residents of Penns Grove and that the County is taking advantage of Penns Grove fiscal distress.

Currently the Borough is in negotiations with Agryrosomus, LLC (AGR) for a redevelopment agreement for the Riverfront. Officials are aware that the Municipalities goal of becoming self-sufficient hinges on the only major area that can generate ratables, jobs and an infusion of economic growth as the Riverfront is the corner stone for economic development in Penns Grove.

As stated in last year's application Carneys Point Township is not interested in a Shared Service Agreement with Penns Grove concerning police services.

Working on foreclosing on 62 tax sale certificates. The Borough successfully foreclosed on list 1 of 3 which contained approximately 20 properties. The Borough should be able to obtain Final Judgement on list 2 in the next few weeks (see attached Appendix E).

Municipal Court debt collection services was implemented by Professional Accounts Management, LLC, in 2014. Total fees collected in 2015 were \$ 6,224.00, (see attached Appendix F).

V-D. Discussion of Health Benefits

Skip this section if using SHBP. If not using SHBP, explain why the health benefit plan being used is cheaper, or what reasons exist for failing to move to SHBP. Additionally, list all brokers (primary broker or risk manager, all co-brokers, and sub-brokers) together with their compensation for the current and prior two fiscal years. Compensation must be disclosed in this section whether provided directly by the municipality or as a commission from the insurance provider. It is the municipality's right, and obligation, to determine whether the broker is compensated with commission in order to fully complete this section. If commissions are being earned, provide both how the commission is calculated (percentage of premium or self-insurance) and the actual \$ value of the commission received in each year.

1. Identify the company that is the broker of record for health insurance.

Conner Strong & Buckelew Companies, Inc. are the broker of record for health insurance.

2. How much in commissions or fees does the broker of record receive from: (a) the municipality \$ N/A; and (b) the insurance company providing health benefits 3.69% for Medical and 3.09% for RX. The Actual value of commission for the last three years are:

- March 2012-February 2014 \$ 29,056.82
- March 2014-February 2015 \$ 26,257.98
- March 2015-January 2016 \$ 25,003.21

3. As an attachment, have the broker list the provided coverage, and the categories and number of employees in each program. Create a side by side comparison with the State Health Benefits Plan and outline costs. (see attached Appendix D)
4. Provide a clear and concise explanation as to why the State Health Benefits Plan is not being used and discuss the relative costs of insurance used and the State Health Benefits Plan. (It is advisable for you to share this question with your broker of record and have them fill it out.)

Comparing the State cost to the proposed Horizon cost and factoring in Medicare costs as the State requires Parts A & B of Medicare, the Borough of Penns Grove is saving an estimated \$ 147,400.52 by not converting over to the State Plan for time period of 3/01/16-2/28/17.

Second, from a provider disruption basis, only 66% of current providers being used by Borough employees participate with the State plan. Our experience is 85% participation deemed acceptable to avoid arbitration issues.

Third, the Borough of Penns Grove has Traditional and PPO plans that are greater in benefit as compared to the State plan, therefore, "equal to or better than" provisions of collective bargaining would be a contractual issue.

VI. Historical Fiscal Statistics

Item	2014	2015	Introduced Application Year
1. Property Tax/Budget Information			
Municipal tax rate	\$ 1.600	\$ 1.648	\$ 1.884
Municipal Purposes tax levy	\$ 2,809,414.76	\$ 2,899,834.21	\$ 3,235,002.36
Municipal Open Space tax levy	\$.00	\$.00	\$.00
Total general appropriations	\$ 6,020,147.64	\$ 6,358,747.41	\$ 6,482,058.02

2. Cash Status Information			
% Of current taxes collected	87.67 %	86.57 %	%
% Used in computation of reserve	90 %	88.37 %	87.68 %
Reserve for uncollected taxes	\$ 649,403.76	\$ 778,628.00	\$ 863,077.89
Total year end cash surplus	\$.00	\$ 79,148.90	
Total non-cash surplus	\$ 6,390.97	\$ 1,344.90	
Year end deferred charges	\$ 123,223.19	\$.00	

3. Assessment Data			
Assessed value (as of 1/10)	\$ 175,602,000	\$ 175,855,200	\$ 171,688,600
Average Residential Assessment	\$ 109,997	\$ 109,331	\$ 108,463
Number of tax appeals granted	6	17	
Amount budgeted for tax appeals	\$.00	\$.00	\$ 67,895.06
Refunding bonds for tax appeals	\$.00	\$.00	\$.00

4. Full time Staffing Levels			
Uniformed Police - Staff Number	15 FT Police, 1 PT Police, 4 FT Dispatchers, 1 PT Disp., 1 PT Clerk, 2 Crossing Guards	15 FT Police, 1 PT Police, 4 FT Dispatchers, 1 PT Disp., 1 PT Clerk, 2 Crossing Guards	15 FT Police, 1 PT Police, 4 FT Dispatchers, 1 PT Disp., 1 PT Clerk, 2 Crossing Guards
Total S&W Expenditures	\$ 1,503,876.31	\$ 1,493,128.71	\$ 1,532,000.00
Uniformed Fire - Staff Number	N/A	N/A	N/A
Total S&W Expenditures	\$	\$	\$
All Other Employees - Staff Number	25	23	24
Total S&W Expenditures	\$ 381,531.68	\$ 357,648.39	\$ 397,538.00

5. Impact of Proposed Tax Levy

			Amount
Current Year Taxable Value			171,688,600
Introduced Tax Levy			3,232,002.36
Proposed Municipal Tax Rate	1.884	Average Res. Value (#4 above)	108,463
Current Year Taxes on Average Residential Value (#4 above)			2,043.44
Prior Year Taxes on Average Residential Value			1,787.47
Proposed Increase in average residential taxes			255.97

VII. Application Year Budget Information

A. Year of latest revaluation/reassessment

2009
116.01 %

A1. Most current equalized ratio

B. Proposed Budget – Appropriation Cap Information

- | Item | Yes | No |
|---|-----|----|
| 1. Was an appropriation cap index rate ordinance adopted last year?
If YES: % that was used | X | |
| 2. Amount of appropriation cap bank available going into this year | | |
| 3. Is the Application Year budget at (appropriation) cap?
If NO, amount of remaining balance | | X |
| 4. Does the Application Year anticipate use of a waiver to exceed the appropriation cap?
If YES, amount: | | X |

	Yes	No
	X	
%		
\$ 255,647.24		
\$ 521,067.69		X
\$		X

C. List the five largest item appropriation increases:

Appropriation	Prior Year Actual	Application Year Proposed	\$ Amount of Increase
Reserve for Uncollected Taxes	\$ 778,628.00	\$ 863,077.89	\$ 84,449.09
Tax Appeal Settlement	\$0	\$ 67,895.06	\$ 67,895.06
Payment of Bond Anticipation Notes and Capital Notes	\$ 121,100.00	\$ 177,200.00	\$ 56,100.00
Police Salaries and Wages	\$ 1,532,000.00	\$ 1,492,728.71	\$39,271.29
Inter Local Service Agreement Public Works	\$ 566,703.00	\$ 548,291.34	\$ 18,411.66

D. List all new property tax funded full-time positions planned in the Application Year:

Department/Agency	Position	Number	Dollar Amount
	No new full-time positions planned		

E. Display projected tax levies, local revenues (not grants), anticipated (gradually reduced) Transitional Aid, total salary and wages, and total other expenses projected for the three post-application years:

	Tax Levy	Local Revenues	Transitional Aid	Total S&W	Total OE
First year	*	*	*	*	*
Second year	*	*	*	*	*
Third year	*	*	*	*	*

***As stated in prior applications, significant reductions in Aid cannot be realized until Police/Dispatchers Services Consolidation or River Front Development is achieved.**

III. Financial Practices

A. Expenditure controls and practices:

Question	Yes	No
1. Is an encumbrance system used for the current fund?	X	
2. Is an encumbrance system used for other funds?	X	
3. Is a general ledger maintained for the current fund?	X	
4. Is a general ledger maintained for other funds?	X	
5. Are financial activities largely automated? If so, please identify system being used. (Edmunds Software)	X	
6. Does the municipality operate the general public assistance program?		X
7. Are expenditures controlled centrally (Yes) or de-centrally by dept. (No)?	X	
8. At any point during the year are expenditures routinely frozen?	X	
9. Has the municipality adopted a cash management plan?	X	
10. Have all negative findings in the prior year's audit report been corrected?		X
If not, be prepared to discuss why not in your application meeting.	Only 2013-2	Outstanding

B. Risk Management: Indicate ("x") how each type of risk is insured.

Coverage	JIF/HIF	Self	Commercial
General liability	X		
Vehicle/Fleet liability	X		
Workers Compensation	X		
Property Coverage	X		
Public Official Liability	X		
Employment Practices Liability	X		
Environmental	X		
Health	SHBP		X

C. 1) Salary and Employee Contract Information (when more than one bargaining unit for each category, use average):

Question	Police	Fire	Other Contract	Non-Contract
Year of last salary increase	2016	N/A	Dispatch	Authorized in 2016
Average total cost percentage increase	%	%	2 %	1.5%
Last contract settlement date	8/29/14		2013	
Contract expiration date	2018		Same terms as 2013	

2) Explain, if any, actions that have been taken or are under consideration for the Application Year:

Action	Police	Fire	Other Contract	Non-Contract
Furloughs (describe below)				
Governing Body will revisit depending on the amount of Transitional Aid received.				
Wage Freezes (describe below)				
Wages frozen since 2009 for non-contractual and 2011 for Statutory, Division authorized a 1.5% increase in 2016				
Layoffs (describe below)				
Staffing is at a minimum due to prior layoffs and restructuring certain employees to part-time positions.				

D. Tax Enforcement Practices:

Question	Yes	No
1. Did the municipality complete its accelerated tax sale by December 31, if included in 2015 budget? If not, please include a letter from the tax collector explaining why he/she failed to complete the sale in a timely manner and what the impacts were on cash flow and lost investment earnings. (No, Standard Tax Sale)		*X
2. When was the last foreclosure action taken or tax assignment sale held: Date:	7/15/15	
3. On what dates were tax delinquency notices sent out in 2015: Date:	3/3/15,5/15/15,8/19/15,11/20/15,12/16/15	
4. Date of last tax sale: Date:	10/05/15	

E. Specialized Service Delivery:

If the answer to either question is "Yes," provide (as an appendix) a cost justification of maintaining the service without changes.

Service	Yes	No
Sworn police or firefighters are used to handle emergency service call-taking and dispatch (in lieu of civilians)		X
The municipality provides rear-yard solid waste collection through the budget		X

F. Other Financial Practices

1. Amount of interest on investment earned in:

2014	\$ 1,244.00	2015	\$ 1,618.76	Anticipated Application Year:	\$ 1,000.00
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2. List the instruments in which idle funds are invested:

Various Operating & Trust Funds Checking Accounts	

- 3. What was the average return on investments during 2015?
- 4. Left Blank Intentionally
- 5. The name and firm of the municipality's auditor?
- 6. When was the last time the municipality changed auditors?

.15	%
Bowman and Company	
2006	

G. Status of Collective Negotiation (Labor) Agreements: List each labor agreement by employee group, contract expiration date, and the status of negotiations of expired contracts.

Employee Group	Expiration Date	Status of Negotiations of Expired Agreement
Police Chief	2010	No Negotiations
Dispatchers	2013	Under the same terms as 2013 contract
Police Association	2017	

H. Tax Abatements. Please provide a detailed discussion of any short-term or long-term tax abatements that are currently in place or are currently being negotiated including the following information:

Project Name/Property	Type of Project	2015 PILOT Billing	2015 Assessed Value	2015 Taxes If Billed in Full at 2015 Total Tax Rate	Term of Tax Abatement
Penn Village Apartments	Affordable Housing	\$42,500.00	\$7,286,300.00	\$271,851.85	No more than 50 years nor less than the term of the NJHFA mortgage. Signed 1972.
Penns Grove Gardens	Affordable Housing	\$160,000.00	\$4,713,100.00	\$175,845.76	Full force as such rate as agreed upon and so long as he successor entity qualifies under HMFA LAW
Penns Grove Housing Authority	Affordable Housing	\$14,351.00	\$7,256,500.00	\$270,740.02	Shall remain in full force as long as the beneficial title to such project is held by the Local Authority or any other governmental agency, including HUD

IX-C. Evaluate existing local revenues, as to whether or not the rates or collections can be increased or imposed, and if so, how changes will be implemented.

Local Revenues and services provided through the General/Current Fund	Check if services is provided	Are fees charged to cover the costs of the program?	If fees do not cover costs, what is the amount of subsidy?	If there is a subsidy, explain why fees cannot be increased to reduce or eliminate subsidy.
Recreation programs	<input checked="" type="checkbox"/>		\$ 10,000.00	Due to Social Economic Conditions, Council believes that providing programs will curb mischief and help promote the good aspects of the community.
Sewer Fees	<input type="checkbox"/>			
Water Fees	<input type="checkbox"/>			
Swimming Pool	<input type="checkbox"/>			
Uniform Construction Code	<input checked="" type="checkbox"/>			State has assumed function of the Construction Office as of February 2015.
Uniform Fire Code	<input type="checkbox"/>			
Land Use Fees	<input type="checkbox"/>			
Parking Fees	<input type="checkbox"/>			
Beach Fees	<input type="checkbox"/>			
Insert other local fees below:				
Land Lord License Fees	<input checked="" type="checkbox"/>	Yes	Covered	
Land Use Escrow fees for in-house staff	<input checked="" type="checkbox"/>	No	\$ 5,463.64 Secretary	Matter will be discussed with Planning/Zoning Board.
Land Use Escrow fees for independent contractors	<input type="checkbox"/>			

Section XI – Impact of Limited or No Aid Award

Describe in complete detail the actual impact if aid is not granted for the current fiscal year; **this priority setting requires that the municipality will maintain a minimum level of essential services.** List the appropriate category of impact if the aid is not received. Rank each item from both lists as to the order in which elimination will take place. If across the board cuts will be made, indicate under service. **For rank order purposes, consider the two sections as one list. The cuts outlined here are one that the municipality is committing to make if they do not receive aid.**

Rank Order	Department	# of Layoffs	Effective Date	2014 Full Time Staffing	2015 Full Time Staffing	\$ Amount to be Saved
1	Police Department, the number of cuts will depend on the Aid Award. The Police Budget accounts for 37.70 % of the Municipal Budget					
2	General Government, General Government personnel have been cut in prior year budgets through layoffs and making other positions part-time. The Governing Body will look into additional cuts depending on the Aid Award. Currently staffing is at a minimum					

If services will be reduced, describe the service, impact and cost savings associated with it.

Rank Order	Service	Cost Savings	Impact on Services
1	Police Services		Depending on the Aid Award half of the department would have to be terminated. This would have a disastrous effect on Police Services.
2	General Government		The Borough is at minimum staffing, additional cuts will affect the productivity of office affected.

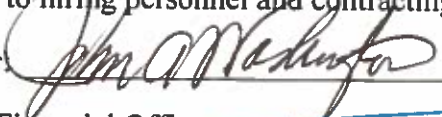

XII. Agreement to Improve Financial Position of Municipality

If aid is granted, the municipality will be required to submit to certain reporting conditions and oversight as authorized by law and a new Memorandum of Understanding will need to be signed. Please mark each box below indicating that the applicant understands, and agrees to comply with these broad reporting and oversight provisions.

	Yes	No
1. Allow the Director of Local Government Services to assign management, financial, and operational specialists to assess your municipal operations.	X	
2. Implement actions directed by the Director to address the findings of Division staff.	X	
3. Enter into a new Memorandum of Understanding and comply with all its provisions, without exception.	X	

XIII. Certification of Past Compliance for Municipalities Currently Operating Under a Transitional Aid MOU:

The undersigned certify that the municipality is in substantial compliance with the conditions and requirements of the 2015 MOU and is moving in good faith to correct those area of noncompliance that have been identified, including, but not limited to, the following: establishment of a pay to play ordinance; termination of longevity pay for officers and employees not contractually entitled to longevity pay; termination of health benefits for part time officers and employees; receipt of signed approval forms as required prior to hiring personnel and contracting with professional service vendors.

Mayor:  Date: 3/5/16
 Chief Financial Officer:  Date: 3/18/16
 Chief Administrative Officer: _____ Date: _____


XIV. CAMPS Certification (County and Municipal Personnel System - Civil Service municipalities only)

For Civil Service municipalities, the undersigned, being knowledgeable thereof, hereby certify that the municipality has placed the names of all current civil service employees in NJ "CAMPS".

Human Resources or Personnel Director: _____ Date: _____
 Chief Administrative Officer: _____ Date: _____

XV. CERTIFICATION OF APPLICATION FOR TRANSITIONAL AID

The undersigned acknowledges the foregoing requirements with which the municipality must comply in order to receive aid as outlined above. In addition, included with this application is a copy (printed or electronic) of the budget documentation that supports the budget calculation that was provided to the governing body

Mayor:  Date: 3/15/16
Chief Financial Officer:  Date: 3/18/16
Chief Administrative Officer: _____ Date: _____