

APRIL 1 , 2015

The regular scheduled meeting was called to order by Chairman Hogan at 8 pm & Mr. Toia led all present with the salute to the Flag . Mr. Yousouf read the Sunshine Statement – Notice of the time , date , location , & agenda of this meeting known was duly published at least 48 hrs. in advance of this meeting held by posting in official newspaper of the District. Mr. Spevak was asked to take Roll Call- Flannery , Warshany , Hogan , Kirkland & Spevak were present . Sign in sheet was on table for attendance . Others in attendance were: Yousouff, Petrics, Larson , Marini , Sorscher, & Keaney .

Chairman Hogan asked if all Fire Comm had enough time to review minutes of March 4 th. YES Mr Kirkland made a motion to accept minutes as read & 2nd by Mr. Flannery, approved by all. Mr. Warshany made a motion to accept minutes as read & 2nd by Mr. Flannery , approved by all.

CHIEF'S REPORT-

Sta. 26-2Chief Keaney reported responding to 36 fire calls with 116.50 Manhrs.

Upcoming Events: Reported by Chief Keaney

1. April 6th.....Work Detail
2. April 13th...Fire Co. Mtg. at 8pm
3. April 20th...Drafting
4. April 27th...Walkthru / Battleground
5. May 4th....Work Detail
6. May 6th....Fire Comm mtg at 8pm
7. May 11th...Fire Co. Mtg. at 8pm

Following items reported by Chief Keaney & his Line Officers:

1. Drills to be handled by Asst. Chief Genieczko
2. Gear & Equip.- 5 men fitted for gear
3. Capt Freuh scheduled to attend mtg. thurs. evening on 4/2/15
At Mon. County Radio
4. Purchase at least (5) minitor pagers. Under New Business
5 pagers @ \$456.00 plus \$79.00 /3 yr. Warranty ea. = \$2,675
10 pagers plus Warranty. Cost of \$ 5,351.00
5. Command Center for 2015 Ford Explorer . cost \$ 2,700.00

- 6. I'm Responding Program cost of \$800.00. Dist #2 will be Re-imbursed from Mon. County if we pay for it.
- 7. Samsung Tv for Engine Bay / replacement – cost \$800.00
- 8. Scott Bottles need Hydro testing NOW / NJ Fire Equipment
- 9. Fire Police School for one man
- 10. Hose & ladder testing
- 11. Update Base Station

TRUCK REPORT- Sorscher

- 1. 26-2-66..... Remove Radio Equip. for New Chief's Vehicle.....AllComm
 - 2. 26-2-67.....Install New drivers side View Mirror..... In House
 - 3. 26-2-77.....Rebuild transfer valve to repair leak.....First Priority
 - 4. 26-2-78.....Put New registration in vehicle.....In House
 - 5. 26-2-80.....Annual chassis ,pump,& generator Service.....First Priority
 - 6. 26-2-90.....Repair pump panel lite & marker lite.....In House
 - 7. 26-2-96.....Repair R/Frt. Turn signal lite..... “ ”
 - 8. 26-2-99.....4 New tires installed, mounted & balancedB & S Goodyear
(State Contract)
- Lube , oil & filter, top off all fluids.....Englishtown Auto
- All portable Radio's & Truck Mobile Radio's Reprogrammed.....Mid State

PRES. of the Fire Co. – Belote
Excused

Chief Sarti / Sta.12-1 Chief.....Excused

INSURANCE- Marini

- 1. Dillon – Okay / Workman's Comp.

ADMINISTRATOR'S REPORT- Marini

- 1. Four cellphone's purchased/ Keaney, Primiano, Flannery & Spevak. Asked if any problems – none / All okay
- 2. Emergency standby Generator....Work to be done
- 3. LoSap list
- 4. Need Equip. inventory from the Chief.

LEGAL- Youssouf

1. Resolution- Rejecting all Bids for the Construction of a New Garage & Authorizing Re -advertisement for receipt of Sealed Bids . Motion made by Mr. Kirkland & 2nd by Mr. Spevak. Roll Call Vote- Kirkland , Spevak, Flannery, Warshany & Hogan voted YES.

2.Resolution- Authorizing a Bond Referendum for the Construction of a New Garage at the Sweetman's Lane Firehouse. Will not exceed \$500,000.00 . Special Bond Referendum June 20,2015.

Amend the amount from One Million Dollars to \$ 500,000.00. Motion made by Mr. Kirkland & 2nd by Mr. Spevak. Roll Call Vote- Kirkland, Spevak, Flannery , Warshany, & Hogan voted YES.

3. Notice & Invitation to Bidders for the Submission of Bids for the Construction of a New Garage at the Manalapan Township Fire District #2 Firehouse Sweetman's Lane Manalapan , New Jersey.

AUDITOR – Petrics

Working next on 2014 Audit . Need to get Finance items from the Treasurer Kirkland & minutes of 2014 / part of 2015 from Secretary Spevak.

BOOKKEEPER- Larson

1. Financial Disclosure Statements must be filed by April 30th each year.

2. Each member of the Board received, Financial Disclosure Statement Definitions & Instructions packet.

IT OFFICER- Hall was Excused/ Marini –Reviewed Report

1. Printed additional ID Cards for 26-2-66 as requested

2. Recommendations were given to 26-2-66 for the replacement of the TV in the Bay area.

3. Samsung LG 55- \$800.00 Or lower

4. The Firewall security subscription was renewed & will expire this time next year.

5. The District's Cloud Service is being upgraded. The New upgrade will be easier to use by Board members & staff. The upgrade completion will take place over the weekend of April 4th . Files have been made accessible in the interim.

OLD BUSINESS-

NONE

NEW BUSINESS-

Combine Equipment purchase & testing.....

1. Command Center / 2015 Explorer....from East Coast.....cost-	\$ 2,700.00
2. I'm Responding Program.....	800.00
3. Replacement TV for Engine Bay.....	800.00
4. Hose & ladder testing Fire Flow/ \$ 4,360.00	4,360.00
Pump Fail Safe/ 4,916.47	
5. Scott Bottles / Hydro testing.....	1,400.00
6. Fire Police School for one man / Mercer County.....	85.00
7. Purchase 10 Motorola Minitors w/3 yr. Warranty.....	<u>5,500.00</u>
TOTAL	\$15,645.00

New Rescue Truck -Keaney

Problems /weight issue for chassis . Truck needs to be a tandem, do to additional weight. Pierce salesman & Engineers working on situation.

Mr. Flannery made a motion to OPEN PUBLIC PORTION at 9:15pm & 2nd by Mr. Warshany ,approved by all. NO BUSINESS Mr. Flannery made a motion to CLOSE PUBLIC PORTION at 9:17pm & 2nd by Mr. Warshany, approved by all.

TREASURER'S REPORT- Kirkland

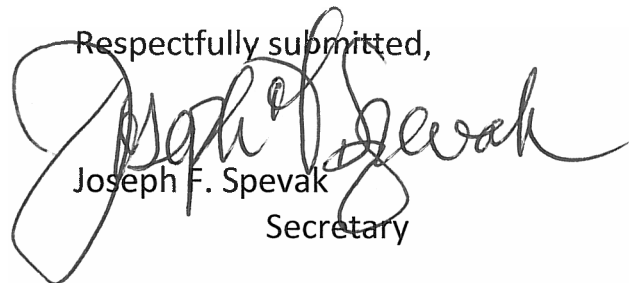
1. Still having problems with payments at Brunswick & Trust. But, finally straightened out yesterday March 31, 2015.
2. Mr. Flannery made a motion to pay bills in the amount of \$ 195,465.21 & 2nd by Mr. Warshany, approved by all.

GOOD & WELFARE-

No Workshop meeting on April 16, 2015

Since there was no further business Mr. Flannery made a motion for adjournment at 9:30pm & 2nd by Mr. Warshany , approved by all.

Respectfully submitted,



Joseph F. Spevak
Secretary

BOARD OF FIRE COMMISSIONERS
MANALAPAN TOWNSHIP FIRE DISTRICT #2
P.O. BOX 54
TENNET, NEW JERSEY 07763

Bill List
Monthly Meeting April 1,2015

ADP	9,105.83
Air & Gas Technologies, Inc.	264.80
Allied Oil, LLC	688.45
American Cloud Services	250.00
AutoKing Parts & Supplies	88.48
B & S Tire & Auto Service Center	597.40
Bailey's Janitorial Services	240.00
Brunswick Bank & Trust	70,000.00
Brunswick Bank & Trust	9,337.81
Charles Sacco	67.41
Continental Fire & Safety, Inc.	420.00
Cooper Power Systems	331.50
Document Solutions	132.82
Douglas Frueh	67.41
Edward Dillon	67.41
Elliotte Belote	67.41
Englishtown Automotive,Inc.	40.95
Englishtown Fire Dept.	10,443.75
Englishtown Fire Disctrict #1	1,170.92
First Priority Emergency Vehicles	360.00
First Priority Emergency Vehicles	3,058.22
First Responder Joint Insurance Fund	31,059.00
Gordons Corner Water Co.	2,003.76
James Thompson	67.41
John Marini	67.41
Joseph D. Youssouf, Esq.	10,607.72
Joseph Spevak	67.41
Kenneth M. Genieczko, Jr.	45.00
Manalapan Fire Company No. 1	31,995.00

4/1/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO. 2 MANALAPAN TOWNSHIP REJECTING
ALL BIDS FOR THE CONSTRUCTION OF A NEW GARAGE
AND AUTHORIZING READVERTISEMENT FOR RECEIPT OF
SEALED BIDS.**

WHEREAS; The Board of Fire Commissioners of Fire District No.2 Manalapan Township heretofore adopted a Resolution authorizing advertisement for receipt of sealed bids for the construction of a new garage for the Manalapan Township Volunteer Fire Company No.1 firehouse; and

WHEREAS; Sealed bids were received on March 25, 2015 from the following specified bidders in the following specified amounts:

1. Bismark Construction Corp. 207-209 Berkeley Ave. Newark, N.J.
07107 . **Bid Amount: \$669,000.00**
2. GCS Contractors Corp. P.O. Box 801 Asbury Park, N.J. 07712
Bid Amount: \$673,000.00
3. Apex Enterprises of Union, Inc. 2254 Corlies Ave. Neptune City, N.J.
07753 **Bid Amount: \$629,000.00**
4. ROCON Contracting 705 Route 71 Brielle, N.J. 08730
Bid Amount: \$799,417.00
5. Catel, Inc. P.O. Box 33 Bradley Beach, N.J. 07720
Bid Amount: \$613,134.00
6. Helios Construction INC. 1315 Allenhurst Ave. Ocean, N.J. 07712
Bid Amount: \$593,000.00; and

WHEREAS; All bids received were immediately opened, read aloud and made available for public inspection as required by the "Local Public Contracts Law" (N.J.S.A. 40A:11-1 et. seq.), and then submitted to the project architect for review and recommendation; and

WHEREAS; In its Notice and Invitation to Bidders the Board of Fire Commissioners reserved to itself the right to reject any and all bids and to award the bid as it deemed to be in its best interests; and

4/1/15

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
FIRE DISTRICT NO.2 MANALAPAN TOWNSHIP AUTHORIZING
A BOND REFERENDUM FOR THE CONSTRUCTION OF A NEW
GARAGE AND FIREHOUSE IMPROVEMENTS**

WHEREAS; the Board of Fire Commissioners of Fire District No.2 Manalapan Township has determined that it is necessary, proper and in the public interest to construct a new freestanding garage and make general improvements to the Sweetmans Lane firehouse and parking lot; and

WHEREAS; N.J.S.A. 40A:14-85 authorizes boards of fire commissioners to issue bonds or notes of the district to fund the erection of buildings for the housing of firefighting equipment and apparatus used for the extinguishment of fires; and

WHEREAS; Said statute further provides that before a resolution authorizing the issuance of bonds or notes to finance the construction of a firehouse facility can become operative it must be submitted to and approved by the district's voters at referendum; and

WHEREAS; A resolution seeking voter approval of a proposed capital project may be submitted to the voters at either the annual fire commissioner's election held each February or at a special referendum; and

WHEREAS; The estimated cost of the above specified project is approximately **Five Hundred Thousand dollars (\$500,000.00)**.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No.2 Manalapan Township that bonds or notes of the fire district, in an amount not to exceed **Five Hundred Thousand Dollars (\$500,000.00)** be issued for the purpose of funding the construction of a new garage facility at the Sweetmans Lane firehouse and general improvements to the parking lot and firehouse.

BE IT FURTHER RESOLVED that this Resolution shall be inoperative unless and until it has been submitted to, and approved by the legal voters of Fire District No.2 Manalapan Township at a Special Bond Referendum which is hereby scheduled to be held on June 20, 2015.

BE IT FURTHER RESOLVED that at said referendum the following question shall be submitted to the legal voters:

**NOTICE AND INVITATION TO BIDDERS FOR THE
SUBMISSION OF BIDS FOR THE CONSTRUCTION
OF A NEW GARAGE AT THE MANALAPAN
TOWNSHIP FIRE DISTRICT NO.2 FIREHOUSE
SWEETMANS LANE MANALAPAN, NEW JERSEY**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Board of Fire Commissioners of Fire District No.2 Manalapan Township on **JUNE 10,2015 at 2:00 p.m. E.S.T.** at the offices of the Board of fire Commissioners, 5 Sweetmans Lane Manalapan Twp., New Jersey for the construction of a new garage at the firehouse located at the above address. Proposals received on the above specified date will be opened immediately upon their receipt. Sealed bids shall be received at or previous to the hour designated in this notice, however, none shall be received thereafter.

Each bidder must submit its bid on the proposal form supplied with the bidding documents. Specifications and proposal bid forms may be obtained from the offices of the Board Attorney Joseph D.Youssouf P.O. Box 809 Manalapan, N.J. 07726 Telephone number (732) 972-3010 ; Fax (732) 972-1521. Persons requesting bid packages must pay \$150.00 by certified check or money order payable to Ronald M. Schneider & Associates, LLC. at the time the bid packages are picked up or mailed.

For a bid to be considered it must be submitted in compliance with the requirements set forth in the specifications and on the forms provided by the Board of Fire Commissioners. The completed bidding documents must be submitted in a sealed envelope bearing the name and address of the bidder and marked as follows:

“PROPOSAL FOR CONSTRUCTION OF NEW GARAGE”

Each proposal must be accompanied by a certified check, cashiers check or bid bond in the amount of 10% of the amount bid, not to exceed \$20,000.00. Checks shall be made payable to the Board of Fire Commissioners of Fire District No.2 Manalapan Township.

All bids submitted shall remain valid for sixty (60) days following the date of receipt of bids. The bidder to whom the contract is awarded shall give satisfactory performance guarantees for the faithful performance of the work required until said contract is fulfilled.

The Board reserves to itself the right to reject any and all bids, to waive any informalities or irregularities and to award the contract as may appear to be in the best

interests of the Board of Fire Commissioners. The award of the contract shall be made subject to the necessary moneys to do the work being provided by the Board of Fire Commissioners in accordance with budgetary appropriations and approvals as required by law.

All bidders are required to comply with the following specified statutes and administrative regulations: N.J.S.A. 10:5-31 et. seq.; N.J.A.C. 17:27 (Affirmative Action); P.L. 1963, C.150 (New Jersey Prevailing wage Act); 42 U.S.C. 12101, et. seq. (Americans with Disabilities Act of 1990); P.L. 1977, C.33 (Stockholders Disclosure Statement); P.L. 1999 C.238 (Public Works Contractor Registration Act) and P.L. 2004 C.57, as amended and supplemented. The contractor is also further notified that he must submit proof of business registration with the State of New Jersey for any named subcontractors in accordance with the act. All bids must comply with the provisions of N.J.S.A. 40A:11-23.2 a. thru f. A pre bid inspection of the subject premises is required.

Richard Hogan, Chairman Fire District
No.2 Manalapan Twp.

GENERAL INSTRUCTIONS TO BIDDERS

SCOPE:

It is the intention of the Board of Fire Commissioners Fire District No.2 Manalapan Township to construct a new garage at the firehouse located at 5 Sweetmans Lane Manalapan Twp. N.J.

GENERAL REQUIREMENTS:

This specification package, together with all necessary forms shall be submitted as part of the bidders proposal. All specifications contained herein are considered as minimum. All bids must include the following specified documents:

1. A bid guarantee as required by N.J.S.A. 40A:11-21
2. A certificate from a surety company pursuant to N.J.S.A. 40A:11-22
3. A Business Registration Certificate
4. A listing of subcontractors as required by N.J.S.A. 40A:11-16
5. If applicable, bidder's acknowledgment of receipt of any notices or revision or addenda to an advertisement, specification or bid document.

Bids must comply with the provisions of N.J.S.A 40A:11-23.2; N.J.S.A. 10:5-31 et. seq., N.J.A.C. 17:27; The New Jersey Prevailing Wage Act and The American's With Disabilities Act of 1990, 42 U.S.C. 12101 et. seq.

A pre bid on site inspection of the subject premises is mandatory. A bid submitted by a bidder who fails to comply with this requirement shall be deemed noncompliant and shall be disqualified.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by certified mail or personal request from bidders at the time fixed for opening of said bids. Negligence of the bidder in preparing the bid confers no right for a withdrawal of a bid having been opened. No bidder may withdraw its bid after the time set for the opening thereof.

EVALUATION OF BIDS:

Bids received shall be evaluated by the Board of Fire Commissioners, Fire District No.2 Manalapan Township. The Board reserves to itself the right to waive any inconsistency or informality in bids received when such waiver is in the best interests of the Board. The Board also reserves to itself the right to reject any and all bids.

PROPOSAL SECURITY:

Each bid must be accompanied by a certified check, cashiers check or bid bond in the amount of 10% of the bid not to exceed \$20,000.00. Bid security of all but the three lowest bidders shall be returned after bid opening. After contract award and the approval of contractor's performance bond, the remaining bid security will be returned.

CONTRACT BONDS:

The successful bidder will be required to execute and deliver, within ten (10) days of the contract award, an executed performance bond having as surety thereon a surety company licensed or authorized to do business in the State of New Jersey, to secure the faithful performance of the Contract and to secure the payment of all claims for services performed and material or equipment to be furnished to the Contractor in prosecution of the work. Said bond shall be for a sum not less than one hundred percent (100%) of the amount of the bid. Any change in the plans, specifications, agreements or quantities without the consent of the surety shall in no way affect the obligation of the surety on the bond.

RELEASE OF PERFORMANCE SECURITY:

The surety bond or bonds provided shall not be released until final acceptance of the whole work and then only if all liens or claims have been satisfied and any maintenance or guarantee bonds required have been executed and approved by the Board.

BIDDER'S EXECUTION OF CONTRACT:

The individual, firm or corporation to whom or to which the contract is awarded, shall sign the necessary agreements, shall provide the required bond and insurance certificates and shall return them, fully executed, to the Offices of the Board within ten (10) days of the date of mailing of contract documents by the Board to the successful bidder.

AWARD NOT BINDING UNTIL CONTRACT EXECUTION:

No award of contract shall be binding upon the Board until the contract has been fully executed, the required insurance certificates have been provided and the successful bidder's surety has been approved by the Board.

PROPOSAL SHEET

The undersigned, as Bidder, declares that the only person or parties interested in this Proposal as Principal or Principals is, or are named herein, that this Proposal is made without connection with any person or persons making a Proposal for the same purpose; that no officer, employee or agent of the Owner is directly, or indirectly interested in this Proposal, or in the supplies or work to which it relates or in any portion of the profits thereof;

That this Proposal is in all respects fair and without collusion or fraud;

That he or his representative has carefully examined the site of the work, the Information for Bidders, the General Conditions, and the Specifications and Drawings; and

That he proposes and agrees that if this Proposal is accepted, he will contract with the Owner to provide all machinery, tools, and labor necessary for construction, to furnish all materials and equipment and to do all the work specified in this Proposal in the manner and time therein specified and in accordance with the requirements of the Engineer and owner, and that he will take in full payment for each item thereof the following prices to wit:

CONSTRUCTION OF A NEW GARAGE at the Sweetmans Lane firehouse.

Total Bid Price: \$ _____

(bid price in words)

Time of Contract: _____ .

By: _____ (Bidder)

(Signature of Officer or Individual)

(Address)

Date:

*The Board of Chosen Freeholders
of the County of Monmouth*

Office of Shared Services

Stephen G. Callas
DIRECTOR
Office of Shared Services
Stephen.Callas@co.monmouth.nj.us
732-577-8709



1 East Main Street
Hall of Records Annex
Freehold, New Jersey 07728
Fax: 732-866-3696

RECEIPT

NAME

Mandalapan Fire District # 2

DEPARTMENT

Office of Shared Services

TOTAL RECEIVED

\$ 7,598.72

CHECK NUMBER

RECEIVED BY

Stephen Callas

DATE

4/6/15

Month End Review

- Printed additional ID cards for 26-2-66 as requested.
- Recommendations were given to 26-2-66 for the replacement of the TV in the bay area.

(Email sent to 26-2-66)

The following would be recommended as it will have a built-in browser to display the lamResponding.com information:

55" Samsung UN55H6350 / 50" Samsung UN50H6350
55" LG Electronics 55LB6300 / 50" LG Electronics 50LB6300
55" Samsung UN55H7150

All of these tv's should be at \$800 or lower.

All of these tv's will fit on the current mount for the existing tv.

- The Firewall security subscription was renewed and will expire this time next year.
- The District's cloud service is being upgraded. The new upgrade will be easier to use by Board members and staff. The upgrade completion will take place over the weekend of April 4th. Files have been made accessible in the interim.

Respectfully submitted,



Peter Hall
Information Technology Officer

LFN 2015-6

March 26, 2015

Local Finance Notice

Chris Christie
 Governor

Kim Guadagno
 Lt. Governor

Richard E. Constable, III
 Commissioner

Timothy J. Cunningham
 Director

Contact Information

Director's Office

V. 609.292.6613
 F. 609.292.9073

Local Government Research

V. 609.292.6110
 F. 609.292.9073

Financial Regulation and Assistance

V. 609.292.4806
 F. 609.984.7388

Local Finance Board

V. 609.292.0479
 F. 609.633.6243

Local Management Services

V. 609.292.7842
 F. 609.633.6243

Authority Regulation

V. 609.984.0132
 F. 609.984.7388

Mail and Delivery

101 South Broad St.
 PO Box 803
 Trenton, New Jersey
 08625-0803

Web:

www.nj.gov/dca/divisions/dlgs

E-mail: dlgs@dca.nj.gov

Distribution

Municipal and County Clerks
 Local Ethics Boards
 Joint Insurance Funds
 County Colleges
 Regional Authorities
 Joint Meetings
 Regional Health Commissions

Local Government Ethics Law 2015 Financial Disclosure Statements Filing Information for Local Government Officers

Introduction

Pursuant to the Local Government Ethics Law, specifically, N.J.S.A. 40A:9-22.6, local government officers shall annually file a financial disclosure statement (FDS). Your local government entity has determined that you are a local government officer (LGO) who is required to file. The FDS is part of the legislative design for assuring that standards of ethical conduct and financial disclosure requirements for LGOs are clear, consistent, uniform in application, and enforceable on a statewide basis.

The Local Finance Board commends you for accepting the opportunity to serve the public. For most LGOs your public service will be a gratifying personal experience, and you will no doubt be exposed to various types of public policy and fiscal challenges facing your community. However, public office and employment are a public trust. The annual filing requirement serves as an important reminder to each LGO that the citizens of New Jersey hold you to a high standard of ethical conduct. As such, there is no distinction between paid and volunteer positions in the requirement to file an FDS.

This Local Finance Notice outlines filing procedures that are designed to facilitate efficiency and enhance transparency by using available technology to capture and report the financial disclosure statements we collect. This notice was written for local government officers with the goal of being concise yet informative, and contains specific step-by-step instructions for successfully filing the financial disclosure statement using the online process.

A separate Local Finance Notice has been issued to municipal clerks, county clerks, and other local government entity representatives who have administrative responsibilities under the Local Government Ethics Law pertaining to financial disclosure statements. If you desire a more comprehensive explanation of the financial disclosure statement filing requirements you should read Local Finance Notice No. 2015-5 and other materials that are posted on the Division's web site. www.fds.nj.gov

Online Filing Procedure

Beginning with the 2013 filing year, online filing of FDS forms became mandatory for all local government officers (LGOs). Paper FDS forms will not be accepted by the LFB. The current filing process uses a web based system and is similar to online banking or purchasing goods from a company that has an online ordering system.

If you filed an FDS in 2014, you have an LGO profile/account created last year. To file your FDS electronically, use the login ID and Password from last year. If you have additional positions for which you have been assigned a new PIN#, you must also validate the new PIN# using the “Manage Positions” button after you have logged in.

If you are a new filer, you will first need to obtain the PIN# from your local government entity representative (e.g., municipal clerk or county clerk) and confirm with the representative how your name was listed on the roster (e.g. James Smith vs. Jim Smith). Your first and last name entered for authorization must match the name as it was entered on the roster (hereafter referred to as your “authorization name.”) by your local government entity representative. If you are identified as an LGO by multiple local government entities (e.g., you serve as a business administrator for a municipality and also serve as a commissioner for the entity’s joint insurance fund), you will receive separate PIN#s from each entity. You will link each PIN# to a single LGO user account by using the Manage Positions feature after you validate the first PIN# issued and create your profile. More detailed instructions are provided below and at www.fds.nj.gov.

On the other hand, if you hold multiple positions within the same local government entity (e.g., municipal governing body member also serving on the local planning board), you will only be assigned one login ID and PIN#.

Step-By-Step Instructions

- STEP 1: Carefully review this Local Finance Notice.
- STEP 2: Read the instructions and/or watch the webinar training video available at www.fds.nj.gov.
- STEP 3: Go to www.fds.nj.gov. To access the login page, click on the button titled, “File Financial Disclosure Statement.”
- STEP 4: **If you established an LGO profile in 2014**, login using the login ID and password you created to establish that profile, then proceed to STEP 10.
- STEP 4a: If you have forgotten your password, click on “Forgot Password” on the bottom of the login page and follow the directions.
- STEP 5: **If you are a new filer**, obtain your authorization name and PIN# from your local government entity representative.
- STEP 6: First time users must click the “New Registration (Local Government Officer)” link at the bottom of the login screen. Authorization names are not used as the login ID; you will establish your login ID and password in Step 7.
- STEP 7: Register and validate your PIN# (you must use the authorization name entered on the roster and provided by your local government entity representative).
- STEP 8: Complete the information in the box entitled, “Local Government Officer (LGO) Credentials” and create a login and password. Your login **must** be in the form of a valid email address.

- STEP 9: Login to the system as a registered LGO to begin completing your financial disclosure statement. Prior to starting your form, please refer to STEP 10.
- STEP 10: Validate additional PIN#s, if any, using the Manage Positions button **PRIOR** to starting your financial disclosure statement.
- STEP 11: You can start your FDS and save the information to be submitted at a later time, or you can file your FDS right away. **NOTE: Once you submit your FDS you will not be able to amend, change, or modify the FDS at any time.**
- STEP 12: Print a copy of your FDS for your own records. It is unnecessary for you to file a paper copy of your FDS with the Local Finance Board or your local government entity. Once you submit your FDS online it is immediately available through the public search feature.

Filing Deadline

Financial disclosure **statements** must be filed on or before April 30th each year.

Compliance

The LFB may periodically conduct audits for compliance and initiate investigations. In such cases, the LGO will be given an opportunity to file the FDS and to provide an explanation. The LFB will then review the explanation and determine whether the LGO has established good cause for the lack of a timely and complete filing. In cases where the LGO does not establish good cause, the LFB will assess against the LGO an appropriate fine that is not less than \$100 nor more than \$500 pursuant to N.J.S.A. 40A:9-22.10.

Ignorance of the requirement to file the FDS is not considered "good cause." It is expected that LGOs will take time to understand their responsibilities under the Local Government Ethics Law and will consider the annual filing requirement an important duty to be fulfilled as part of their public service.

We know that the new process discussed herein will require the use of enhanced technology, and we appreciate your help in making this less expensive, more effective disclosure process a reality. It is our hope that in the end, taxpayer resources will be saved, the past bureaucracy associated with paper filings will be eliminated, and the public will be better served with enhanced transparency.

Help

Numerous help resources have been created to assist you through this process, including a step-by-step help guide, recorded webinar presentations, and a specially prepared LGO video tutorial found at www.fds.nj.gov. However, if you need assistance after consulting those resources please contact Local Finance Board staff using the following contact information:

For general FDS information:

LFB staff: 609.292.4537 LFB e-mail: lfb_fds@dca.state.nj.us

Approved: Timothy J. Cunningham, Director

FINANCIAL DISCLOSURE STATEMENT DEFINITIONS AND INSTRUCTIONS

Financial Disclosure Statements must be filed by April 30th each year, or within 30 days of taking office.

Requirements concerning the filing of this form are found in the Local Government Ethics Law (N.J.S.A. 40A:9-22.1 et seq.).

DEFINITIONS

"Business organization" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, or other legal entity;

"Governing body" means, in the case of a municipality, the commission, council, board or body, by whatever name it may be known, having charge of the finances of the municipality, and, in the case of a county, the board of chosen freeholders, or, in the case of a county having adopted the provisions of the "Optional County Charter Law," P.L. 1972, c. 154 (C.40:41A-1 et seq.), as defined in the form of government adopted by the county under the act;

"Interest" means the ownership or control of more than 10% of the profits, assets or stock of a business organization but shall not include the control of assets in a nonprofit entity or labor union;

"Local government agency" means any agency, board, governing body, including the chief executive officer, bureau, division, office, commission or other instrumentality within a county or municipality, and any independent local authority, including any entity created by more than one county or municipality, which performs functions other than of a purely advisory nature, but shall not include a school board;

"Local government employee" means any person whether compensated or not, whether part-time or full-time employed by or serving on a local government agency who is not a local government officer, but shall not mean any employee of a school district;

"Local government officer" means any person whether compensated or not, whether part-time or full-time: (1) elected to any office of a local government agency; (2) serving on a local government agency which has the authority to enact ordinances, approve development applications or grant zoning variances; (3) who is a member of an independent municipal, county, or regional authority; or (4) who is a managerial executive or confidential employee of a local government agency, as defined in section 3 of the "New Jersey Employer-Employee Relations Act," P.L. 1941, c. 100 (C. 34:13A-3), but shall not mean any employee of a school district or member of a school board;

"Local government officer or employee" means a local government officer or a local government employee;

"Member of immediate family" means the spouse or dependent child of a local government officer or employee residing in the same household.

INSTRUCTIONS

This form must be filed annually by all local government officers. Local government officers are alerted to the requirement to file by a local government entity representative such as the municipal clerk, local

ethics board secretary, county clerk, regional authority board secretary, county college president, or joint insurance fund executive director.

Please provide the information based on your prior calendar year financial information. In addition, definitions used in the Local Government Ethics Law necessary to complete this form are printed above. Most of the information requested is self-explanatory; however, some particular points are clarified below.

Section I. Personal Information - Local Government Officer

List of Positions Held

Please verify that the correct local government entity, category, board/agency, and position held are identified at the bottom of Section I (List of Positions Held). This information was entered by your local government entity representative when the entity's local government officer roster was created.

If you hold more than one position within the same local government entity you should see a separate row for each position. For example, if you are a borough council member who also serves on the municipal planning board you should see a row for "borough council member" and a separate row for "planning board member." As a point of further clarification, local government officers and employees serving independent municipal or county authorities are deemed to be serving the municipality or county, respectively, for purposes of this act.

If you serve as a local government officer for more than one local government entity, the names of each entity will appear at the bottom of Section I (List of Positions Held) after you validate each PIN assigned to you by using the Manage Positions tool. Each entity will appear on a separate row after you validate each PIN.

Report any relevant discrepancies to the local government entity representative who created your entity's roster.

Personal Information

Please note that if you file your financial disclosure statement containing optional information such as your home address and phone number(s), **you will not be able to remove the optional information after your statement is submitted.**

You **must** include your spouse's name if you have a spouse to report. If you do not have a spouse to report you should leave these fields empty. A spouse includes a civil union partner.

Section II. Financial Information

Complete this section based on information for the prior calendar year. For example, in regard to financial disclosure statements that are required to be filed in calendar year 2015, Section II should be completed using 2014 financial information; that is, financial information pertinent to the period January 1, 2014, through December 31, 2014.

Information is to be provided for the local government officer **and members of the officer's immediate family** based on the definition set forth above. If a dependent's information is included in Section II, please enter the dependent's name in the field provided.

If it is necessary to make multiple entries, use the Save button after completing each entry. Each entry is saved in the List of Entries near the bottom of the page. When you are finished entering information use the Next button to proceed to the next section of the form.

If a financial information section does not apply to you or your immediate family, select None and proceed to the next section.

Sources of Income

Report **all earned and unearned income for yourself, your spouse and any dependents**. Earned income is income received for one's labor or services such as salaries and wages. Unearned income is monetary compensation received where no labor or services are exchanged, such as social security, pension, interest income or rental property income. The threshold applies to each source of income exceeding \$2,000 (gross). If you own a business, please identify only the name of your business and not the names of individual clients. **Do not state self or spouse as a source of income; you must state where (i.e. the name of the company) the income is derived from.**

Fees and Honorariums

Report each source of fees and honorariums. This includes fees and honorariums received as a result of both public office and in private life.

Sources of Gifts, Reimbursements, or Prepaid Expenses

Report each source of gifts, reimbursements, or prepaid expenses having an aggregate value exceeding \$400 from any single source, excluding relatives. Examples include, but are not limited to, automobile mileage reimbursement, hotel and meal expenses, travel expenses, vacations, etc. This includes gifts, reimbursements, or prepaid expenses received as a result of both public office and in private life.

Business Organizations

If your spouse or dependent(s) own or control an interest in a business organization in which you also own or control an interest, you must separately identify the interest owned or controlled by your spouse and/or dependent(s).

Real Property

Identify all "real property" that is located in the State of New Jersey in which you or your immediate family hold an interest.

Although your home address is an optional field in Section I of the form, you are **required** by State law to report in Section II all real property in which you hold an interest. Real property could potentially include your personal residence and, therefore, it must be reported for purposes of Section II.

Optional Comments

Enter additional information, as needed, to clarify information provided or to include information not specifically requested that you believe is pertinent.

Section III. Certification

READ BOTH CERTIFICATIONS CAREFULLY.

Review your financial disclosure statement in order to activate the Submit Financial Disclosure button.

Type your name where indicated.

Click the Submit Financial Disclosure button. A pop-up window will appear stating "Are you sure that you want to submit your form today? Once you submit your form you will not be able to amend, supplement, modify, or change your form in any manner whatsoever."

If you proceed to file your form, you should see a message stating that your financial disclosure statement was submitted successfully with a record of the submission date and time. It is recommended that you print a copy of this page and/or print a copy of your filed statement.

Filing

Once you submit your financial disclosure statement electronically it is immediately available to the public through the "Public Search Portal." It is unnecessary to file a paper copy of your statement with your local government entity representative or with the Local Finance Board.

Filing Deadline - April 30th each year, or within 30 days of taking office.

Questions

Please visit <http://www.nj.gov/dca/divisions/dlgs/resources/fds.html> for additional information concerning financial disclosure statement filing requirements. If you have any questions regarding the completion of the form, please contact the Local Finance Board at (609) 292-4537 or send your question via email to lfb_fds@dca.nj.gov and note in the subject line "FDS Question."

- [Home](#)
- [About DCA](#)
- [Divisions](#)
 - [Codes & Standards](#)
 - [Fire Safety](#)
 - [Housing & Community Resources](#)
 - [Local Government Services](#)
 - [About DLGS](#)
 - [Hot Topics](#)
 - [Information Resources](#)
 - [Programs](#)
 - [Keeping Up to Date](#)
 - [I want to..](#)
 - [Contact or Find Us](#)
 - [Sandy Recovery Division](#)
- [Affiliates](#)
- [News Room](#)
- [Announcements](#)
- [Contact Us](#)
- [Grants and Resources](#)
- [Publications](#)
- [Services](#)

Home > Divisions > Local Government Services > Information Resources > Financial Disclosure Statements and Instructions

Financial Disclosure Statements and Instructions

File
Financial Disclosure Statement

Manage
Local Government Officer Roster

Search
Financial Disclosure Statements
and 2014 - 2015 Rosters

Resources

- [2015-06 - FDS filing for Local Government Officers](#)
- [FDS Instructions](#)
- [Sample FDS](#)
- [LGE Representative Notice of Violation Certification](#)
- [LOGIN Help Page - Start Here](#)
- [LGE Help System](#)
- [LGO Help System](#)
- [Webinar Training Videos](#)
- [Local Government Officer Training Videos](#)
- [Local Finance Notice 2015-05](#)
- [FAQs](#)

2013 Financial Disclosure Statement Searchable Reports

- [Financial Disclosure Statement listing by Name \[pdf 4MB; UPDATED: 10/11/2013\]](#)
- [Financial Disclosure Statement listing by LGA \[pdf 4MB; UPDATED: 10/11/2013\]](#)

2012 Financial Disclosure Statements

- [2012 Financial Disclosure Statements](#)