

DIGITIZING PUBLIC INFORMATION SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
<p>Step 1: Posted information of high interest on the municipal website where it is easy for the public to find, or linked to a third party site where the information could be found, including at minimum:</p>		
<p>links to appropriate municipal social media sites</p>	Y	<p>A link to the borough Facebook page, fire department Facebook page and Twitter feed, and EMS Facebook page, Twitter feed and Instagram feed can be found on the home page of the borough, fire department, and EMS websites, respectively.</p> <p>http://www.watchungnj.gov/index.html http://watchungfd.org/ https://watchungems.org/</p>
<p>email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services</p>	Y	<p>Contact information for each body can be found on the corresponding page on the Borough Website. For the Mayor and Council, appointed boards, commissions, and committees, this information can be found on the pages listed under Government on the main menu. Contact information for borough staff can be found on the pages under Departments. The Borough site links to separate sites for police, fire, and EMS.</p> <p>http://www.watchungnj.gov/index.html http://www.watchungpd.com/ http://watchungfd.org/ https://watchungems.org/</p>
<p>list of public meeting dates, times, locations</p>	Y	<p>Each government body, such as the borough council, planning board, green team, etc. has a separate page on the borough website, with a page for meeting schedules, agendas, and minutes under the main page for the body. For remote meetings, the zoom or call-in information is posted as well.</p> <p>http://www.watchungnj.gov/BC-agendas/index.html http://www.watchungnj.gov/PB/index.html http://www.watchungnj.gov/BOA/index.html http://www.watchungnj.gov/BOH/index.html http://www.watchungnj.gov/Green Team/index.html http://www.watchungnj.gov/EC/agendas.html http://www.watchungnj.gov/library.html http://www.watchungnj.gov/Wildlife/index.html</p>
<p>agendas and minutes of all public meetings of the governing body and appointed boards which are required to keep minutes, including relevant resolutions &</p>	Y	<p>Agendas are posted in advance of meetings. Meeting minutes are posted once approved. For borough council meetings, minutes will be approved at the following council meeting. For other bodies that are subordinate to the council, the meeting minutes are first reviewed at the following</p>

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<p>ordinances for governing body meetings</p>		<p>meeting of that body and are then on the agenda for the subsequent council meeting and will be posted once fully approved.</p> <p>http://www.watchungnj.gov/BC-agendas/index.html http://www.watchungnj.gov/PB/index.html http://www.watchungnj.gov/BOA/index.html http://www.watchungnj.gov/BOH/index.html http://www.watchungnj.gov/Green Team/index.html http://www.watchungnj.gov/EC/agendas.html http://www.watchungnj.gov/library.html http://www.watchungnj.gov/Wildlife/index.html</p>
<p>a list of municipal boards and commissions, their members & term expiration dates</p>	<p style="text-align: center;">Y</p>	<p>The landing page of each body contains a list of members, roles (e.g. chair, co-chair), and their term expiration date.</p> <p>http://www.watchungnj.gov/mayor-council.html http://www.watchungnj.gov/PB/planning board.html http://www.watchungnj.gov/BOA/boa.html http://www.watchungnj.gov/BOH/boh.html http://www.watchungnj.gov/historical committee.html http://www.watchungnj.gov/green team.html http://www.watchungnj.gov/library.html http://www.watchungnj.gov/wildlife-management-advisory-committee.html http://www.watchungnj.gov/EC/index.html http://www.watchungnj.gov/recreation commission.html http://www.watchungnj.gov/TB-commission.html http://www.watchungnj.gov/youth services.html</p>
<p>non-emergency public services to the town</p>	<p style="text-align: center;">Y</p>	<p>The borough website has section in the main menu called "I need..." which includes a listing of services provided by the town, along with the appropriate contact information (email and phone number/extension). This menu selection also provides quick access to a form for submitting questions and comments, and a page listing the forms required for interaction with town government.</p> <p>http://www.watchungnj.gov/need-help.html http://www.watchungnj.gov/forms-permits-licenses.html http://www.watchungnj.gov/contact-us.html</p>
<p>recreational activities and programs</p>	<p style="text-align: center;">Y</p>	<p>Recreational programs available to Watchung residents are listed on the Programs and Events page of the borough website.</p> <p>http://www.watchungnj.gov/rec_programs.html</p>

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<p>local school information including addresses and contact information</p>	<p style="text-align: center;">Y</p>	<p>General information, including addresses and contact information can be found on the Schools page, under Community in the main menu. More detailed information can be found on the websites for the Watchung Board of Education (k-8) and the Watchung Hills Regional High School sites, links for which can be found on the Schools page of the borough website.</p> <p>http://www.watchungnj.gov/schools.html http://www.watchungschools.com/watchung/ https://www.whrhs.org/</p>
<p>Open Public Records Act request form</p>	<p style="text-align: center;">Y</p>	<p>The Borough Clerk's section of the borough website site has a page provides information about filing OPRA requests. This page also provides links to county and state OPRA request sites. The OPRA request form is also listed on the forms page. A direct link has been provided as well.</p> <p>http://www.watchungnj.gov/clerk/OPRA.html http://www.watchungnj.gov/forms-permits-licenses.html http://www.watchungnj.gov/forms/OPRA-FORM.pdf</p>
<p>RFPs, RFQs and vendor bid notifications for goods and services and construction projects over the municipal bid threshold</p>	<p style="text-align: center;">Y</p>	<p>The borough website has a page listing open bids, RFPs and quote requests.</p> <p>http://www.watchungnj.gov/bids/index.html</p>
<p>Step 2: Posted at least one of the following on the website in digital format:</p>		
<p>ordinances, resolutions, executive orders and administrative codes</p>	<p style="text-align: center;">Y</p>	<p>Watchung Borough codes are maintained online by a third-party vendor. A link to the code book can be found on the navigation menu of the home page and various subpages of the borough website.</p> <p>http://www.watchungnj.gov/index.html https://www.ecode360.com/WA0392</p>
<p>contract and shared service agreements to be listed in minutes pertaining to that public meeting (with an indication if materials are in a format unable to be digitized, such as blue prints)</p>	<p style="text-align: center;">N</p>	<p>(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)</p>
<p>tax maps searchable by block & lot</p>	<p style="text-align: center;">N</p>	<p>Tax maps are on the website, but are not searchable.</p>

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		http://www.watchungnj.gov/maps/Tax-Map.pdf
labor agreements and professional (or "no bid") contracts awarded by the governing body	N	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)
crime statistics, updated on a monthly basis	N	(Please provide the link(s) of where this can be found on the municipal website or links to third party sites shared on the municipal website.)