DIGITIZING PUBLIC INFORMATION SUBMISSION CHECKLIST

Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
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:		
links to appropriate municipal social media sites	Y	Links to Bernards TWP's social media sites are found at the bottom of the homepage: https://www.bernards.org/
email and phone contact information for all governing body members, key municipal staff/departments, and all local emergency services	Y	Township Committee Information: https://www.bernards.org/government/mayor Department Directory: https://www.bernards.org/government/directory Public Safety: https://www.bernards.org/departments/police https://www.bernards.org/government/documents/department-documents/clerk/2151-community-quick-links/file
list of public meeting dates, times, locations	Y	Meeting dates, times, locations are posted on the calendar on the homepage: https://www.bernards.org/
agendas and minutes of all public meetings of the governing body and appointed boards which are required to keep minutes, including relevant resolutions & ordinances for governing body meetings	Y	Agendas & minutes are posted under meeting documents as well as the webpages for the governing body and the board/commissions: https://www.bernards.org/government/documents/meeting-documents
a list of municipal boards and commissions, their members & term expiration dates	Y	All Boards can be accessed by clicking on the Boards tab at the top of the homepage. Each Board page lists all members, expiration date, etc.

		https://www.bernards.org/
non-emergency public services to the town	Y	Each department will lists the services available on the department webpage. Some examples are: Recycling https://www.bernards.org/resident/trash Health Department https://www.bernardshealth.org/ Construction Code https://www.bernards.org/departments/construction Fire Prevention https://www.bernards.org/departments/fire-prevention Parks & Recreation https://www.bernards.org/departments/recreation Non-emergency public services can be accessed by clicking on the Residents tab at the top of the home page https://www.bernards.org/
recreational activities and programs	Y	Parks & Recreation Programs tab on the bottom of homepage as well as under Departments: https://www.bernards.org/ https://www.bernards.org/departments/recreation
local school information including addresses and contact information	Y	Under Residents tab on homepage School District Information links directly to the Board of Education: https://www.bernards.org/
Open Public Records Act request form	Y	OPRA requests can be submitted online and the link can be found under the ONLINE Services tab displayed on the homepage.

		https://www.bernards.org/resident/online-payments
RFPs, RFQs and vendor bid notifications for goods and services and construction projects over the municipal bid threshold	Y	Bid Notifications and Bid Results are posted on the Purchasing webpage: https://www.bernards.org/departments/purchasing Interested bidders can also sign up for Bid Opportunities on the Sign Me Up! Webpage: https://www.bernards.org/resident/alerts
Step 2: Posted at least one of the following on the website in digital format:		
ordinances, resolutions, executive orders and administrative codes	Y	Ordinances/Resolutions/Administrative Codes, can be found on the homepage under the Government tab/Search Township Ordinances: https://ecode360.com/BE1659
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)	y	Shared Service Agreement for Shared Municipal Court's link included in the minutes under Resolution#2020-0243: https://www.bernards.org/government/documents/meeting-documents/mayor-council-meeting/2020-mayor-council-meeting-documents/2020-minutes-mayor-council/1387-06-14-2020-township-committee-meeting-minutes/file
tax maps searchable by block & lot	y	https://www.bernards.org/government/maps
labor agreements and professional (or "no bid") contracts awarded by the governing body		
crime statistics, updated on a monthly basis		