



**Masser, Michelle**

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**From:** Lashway, Lisa  
**Sent:** Tuesday, January 22, 2013 2:21 PM  
**To:** Canning, Sean; Masser, Michelle  
**Subject:** FW: GovConnect Update: January 22, 2013

Lisa Lashway  
Mt. Olive Twp. Clerk  
973-691-0900 Ext. 7291  
FAX 973-691-2080  
PO Box 450  
Budd Lake, NJ 07828

-----Original Message-----

**From:** egg@dca.state.nj.us [mailto:egg@dca.state.nj.us]  
**Sent:** Tuesday, January 22, 2013 2:20 PM  
**To:** Lashway, Lisa  
**Subject:** GovConnect Update: January 22, 2013

Dear Municipal Clerk:

Stay "connected" to recent developments in New Jersey state government and login into GovConnect at <http://Portal.NJ.Gov> where you can also check our Continuing Education Course Calendar online at: [www.nj.gov/dca/divisions/dlgs/programs/certification.html](http://www.nj.gov/dca/divisions/dlgs/programs/certification.html). The following news items are a summary of recent EGG notices issued by the Division of Local Government Services and a schedule of upcoming professional conferences.

1. LFN 2013-04: CY 2013 BUDGET MATTERS

Local Finance Notice 2013-04 ([www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-4.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-4.pdf)) provides critical information with respect to CY 2013 budgets, including information for municipalities experiencing significant revenue losses attributable to Superstorm Sandy. In addition, the notice contains budget deadline extension information.

2. LFB 2013-08: FEDERAL BUDGET RELIEF for SANDY IMPACTED COMMUNITIES

Local Finance Notice 2013-08 ([www.nj.gov/dca/divisions/dlgs/lfns/13/2013-8.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-8.pdf)) explains the availability of a federal program, the Community Disaster Loan Program administered through FEMA, that can provide revenue in support of local budgets experiencing or expected to experience significant revenue losses (greater than 5%) attributable to Superstorm Sandy.

Federal assistance through the program can be included in local government budgets to maintain essential services while revenue sources are rebuilt. Please review it as it is critical to budget planning. We ask that you thoroughly review the LFN for further details on program requirements and applying. Any county, municipality, authority or fire district interested in applying for a Community Disaster Loan must first notify the Division of Local Government Services by sending an email to [Jason.Martucci@dca.state.nj.us](mailto:Jason.Martucci@dca.state.nj.us).

### 3. Local Finance Notice 2013-05: CY 2013 TRANSITIONAL AID APPLICATION PROCESS

Local Finance Notice 2013-05 ([www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-5.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-5.pdf)) explains the criteria and application process for CY 2013 municipalities to be considered for Transitional Aid. There is also a special notice to prospective applicants seeking to ameliorate the financial impacts of Superstorm Sandy. In short, applicants must submit a "Notice of Intent to Apply" no later than January 25, 2013. A mandatory orientation meeting is scheduled for January 29, 2013, at 1:00 PM, in Conference Room 129 of the NJ Department of Community Affairs, 101 South Broad Street, Trenton.

### 4. LFN 2013-01: LIMITS ON BID ACCEPTANCE DATES

Local Finance Notice 2013-01 ([www.nj.gov/dca/divisions/dlgs/lfns/13/2013-1.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-1.pdf)) provides local procurement officials a list of all 2013 Federal and State holidays for ensuring local compliance with N.J.S.A. 40A:11-23(a) and N.J.S.A. 18A:18A-21(a) regarding when bids cannot be received.

### 5. LFN 2013-02: LOSAP ANNUAL CPI ADJUSTMENT

Local Finance Notice 2013-02 ([www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-2.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-2.pdf)) provides local units administering a Length of Service Awards Program (LOSAP) with general information regarding LOSAP award increases together with the annual cost of living adjustment to the maximum award amounts.

### 6. LFN 2013-03: ANNUAL and SUPPLEMENTAL DEBT STATEMENTS

Local Finance Notices 2013-03 ([www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-3.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-3.pdf)) establishes new procedures for filing annual and supplemental debt statements and provides a link to the updated Annual Debt Statement form.

### 7. LFN 2013-06: IMPACT of SUPERSTORM SANDY on LOCAL GOVERNMENT FINANCES

Financial institutions, rating agencies, and financial news agencies have sought information about the impact of Superstorm Sandy on local government finances in New Jersey. In an effort to address these information needs, the Department of Community Affairs issued a press release and the Division of Local Government Services issued a more detailed Local Finance Noticed 2013-06. Even if the budget of your agency has not been impacted at all by Superstorm Sandy, the material in these documents is important for you to understand and can help you when discussing your financial needs with the investment community. The Press release can be found at [www.nj.gov/dca/news/news/2012/20130116.html](http://www.nj.gov/dca/news/news/2012/20130116.html) and LFN 2013-06 can be found at [www.nj.gov/dca/divisions/dlgs/lfns/13/2013-6.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-6.pdf)

### 8. LFN 2013-07: INTERNET WEBSITES and ONLINE POSTING

Local Finance Notice 2013-07 ([www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-7.pdf](http://www.state.nj.us/dca/divisions/dlgs/lfns/13/2013-7.pdf)) discusses legislation that requires various local units to maintain an Internet website (or a webpage on another government entity's website) providing increased public access to each entity's operations and activities. Chapter 7 of the Public Laws of 2011, amending N.J.S.A. 40A:4-10, was approved on January 25, 2011, and took effect immediately. Chapter 167 of the Public Laws of 2011, amending numerous sections of State law applicable to State, regional, and local authorities, boards and commissions, was approved on January 5, 2012, and takes effect on February 1, 2013.

#### 9. 2013 MAYOR CONTACT INFORMATION (MCL)

Municipal Clerks are reminded that the Mayor information provided through your Municipal Contact List (MCL) is critical for use by many State agencies, including DCA and the SAGE grant system (System for Administering Grants Electronically). EVEN IF YOUR MAYOR INFORMATION WILL NOT CHANGE from 2012, you must still CONFIRM THE INFORMATION LISTED IN YOUR MCL for 2013. A tutorial is available in the Clerk document library. If you need assistance with your GovConnect login or updating the MCL form, please e-mail the GovConnect Helpdesk at [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us).

#### 10. RULE PROPOSAL: ELECTRONIC USER-FRIENDLY BUDGET

The Local Finance Board is proposing new rules to implement a user-friendly budget for municipalities. Under proposed N.J.A.C. 5:30-19, which implements N.J.S.A.40A:5-48, municipalities would provide comprehensive budget data to the Division of Local Government Services on an electronic reporting platform. The rule proposal can be found on the Division's website at [www.nj.gov/dca/divisions/dlgs/resources/rules\\_docs/PRN\\_2012-182.pdf](http://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/PRN_2012-182.pdf). The public comment period on the rule proposal expires February 15, 2013. Interested parties may provide comments to the Local Finance Board via email to [Pat.McNamara@dca.state.nj.us](mailto:Pat.McNamara@dca.state.nj.us).

#### 11. SBA DISASTER LOAN PROGRAM

January 30, 2013 is the deadline for individuals, small businesses, and private non-profit organizations in Atlantic, Bergen, Burlington, Camden, Cape May, Cumberland, Essex, Gloucester, Hudson, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, and Union counties to apply for physical property damage loans from the U.S. Small Business Administration. There are several ways to apply:

- Apply online at <https://disasterloan.sba.gov/ela>
- Visit a Disaster Recovery Center (DRC) at any of the following locations; <http://www.fema.gov/disaster-recovery-centers>.
- Request an application to be mailed to you, by calling 800-659-2955 or by email to [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov)

#### 12. DCA COMMISSIONER MEMO to CONSTRUCTION OFFICIALS

Department of Community Affairs Commissioner Richard E. Constable, III, recently issued guidance to Construction Officials advising them that they do not have responsibility for making substantial damage or building elevation determinations. Responsibility for doing so rests with local floodplain administrators. Construction officials should direct their questions to the Division of Codes & Standards at 609-292-7897. Local floodplain administrators should contact Nancy Mikoda at 225-910-4592. A copy of the memorandum is available at [www.state.nj.us/dca/divisions/codes/alerts/pdfs/Advisory%20Base%20flood\\_elevations\\_and\\_construction\\_req\\_12\\_12.pdf](http://www.state.nj.us/dca/divisions/codes/alerts/pdfs/Advisory%20Base%20flood_elevations_and_construction_req_12_12.pdf) Please share this information with your Construction Officials.

## CONFERENCES

### 1. HURRICANE SANDY AFTERMATH (PART TWO)

The New Jersey League of Municipalities will be hosting "Hurricane Sandy Aftermath (Part Two)" on January 23, 2013 at The Conference Center at Mercer, 1200 Old Trenton Road, West Windsor, NJ from 9:00 a.m. - 4:15 p.m. At this seminar, attendees will explore the issues of dealing with the loss of ratables and tax assessing issues, the environmental impact, purchasing issues, and how to rebuild. CEUs have been approved. To register go to [www.njslom.org](http://www.njslom.org). For questions, please contact Suzanne Delany at [SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111.

### 2. CONFERENCE for NEWLY ELECTED, RE-ELECTED or EXPERIENCED OFFICIALS

The New Jersey League of Municipalities will be hosting an "Orientation for Newly Elected, Re-elected or Experienced Municipal Officials" on January 26, 2013 at the Renaissance Meadowlands Hotel, 801 Rutherford Ave, Rutherford, NJ 07070. The newly elected officials will get a thorough overview of their major areas of responsibility, key contact at the State level, and important sources of information and assistance. Re-elected and experienced officials will receive valuable up-to-date reference materials that will guide them to the answers they seek. To register go to [www.njslom.org](http://www.njslom.org). For questions, please contact Suzanne Delany at [SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111. MUNICIPAL CLERKS HAVE BEEN ASKED TO FORWARD THIS NOTICE TO THEIR ELECTED OFFICIALS.

### 3. EXECUTIVE LEADERSHIP TRAINING CONFERENCE

On Saturday February 23, 2013, the New Jersey League of Municipalities will be hosting "Executive Leadership Training for Mayors and Council Presidents" from 8:30a.m. - 3:45p.m at The Conference Center at Mercer, 1200 Old Trenton Rd., West Windsor, NJ. Topics for this seminar include: Managing Officials, How to Run Meetings, How to Manage Your Professional Staff, Communicating with Constituents, Proper Meeting Protocol, How to Deal with Complaints, Ethics, Conflicts of Interest, and a special segment this year named "Ask DLGS." Agenda details are available at: [www.njslom.org/seminar-documents/2013-Feb-23-Leadership-Training.html](http://www.njslom.org/seminar-documents/2013-Feb-23-Leadership-Training.html). Registration form is available at: [www.njslom.org/seminar-documents/Registration-Form-Leadership-Training.pdf](http://www.njslom.org/seminar-documents/Registration-Form-Leadership-Training.pdf).

### 4. PROFESSIONAL DEVELOPMENT SEMINAR

The New Jersey League of Municipalities will be hosting a "Budget Updates" Professional Development Seminar on February 25, 2013 at The PNC Bank Arts Center: Robert Meyner Reception Center in Holmdel, NJ from 9:00 a.m. - 12:30 p.m. and on March 6, 2013 at the MCCC Conference Center in West Windsor, NJ from 9:00 a.m. - 12:30 p.m. At this seminar, attendees will: Review Division of Local Government Local Finance Notices including recent policies and regulations, Get an update on CY 2013 budget issues and any legislation that may affect them, understand the current levy cap requirements and review current issues affecting finance officers. CEUs have been approved. To register go to [www.njslom.org](http://www.njslom.org). For questions, please contact Suzanne Delany at [SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111.

### 5. UPDATE: PENSIONS - RETIREMENT - HEALTH BENEFITS - SERVICES

The New Jersey League of Municipalities will be hosting an "Update on Pensions, Retirement, Health Benefits and Services" Seminar on March 13, 2013 at The PNC Bank Arts Center: Robert Meyner Reception Center in Holmdel, NJ from 9:00 a.m. - 12:30 p.m. This seminar will focus on a wide array of topics related to Pensions and Benefits. There are new developments in the area of New Jersey's State Administered Pension Plans: changes in benefits and processing created through legislation, court decisions, and/or administrative code changes; and the continuing implementation of Chapters 92 and 103 P.L. 2007 and Chapter 89 P.L. 2008. The program will also include a Health Benefits update specifically dealing with the implementation of Chapter 78. CEUs have been approved. To register go to [www.njslom.org](http://www.njslom.org). For questions, please contact Suzanne Delany at [SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111.

#### 6. 85th ANNUAL GOVERNOR'S OCCUPATIONAL SAFETY AND HEALTH AWARDS PROGRAM

This annual program is sponsored by the NJ State Industrial Safety Committee in partnership with the NJ State Safety Council and the NJ Department of Labor and Workforce Development. Again this year, the Committee has agreed to sponsor the \$50 registration fee for any public employer who wishes to participate. For details including dates and locations please visit [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/lsse/OSH-201.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/OSH-201.pdf). For questions, please contact Theresa Kramarz by phone at (609) 984-4738 or by email to [tkramarz@dol.state.nj.us](mailto:tkramarz@dol.state.nj.us).

THIS E-MAIL HAS BEEN SENT TO THE FOLLOWING OFFICIALS: Municipal Clerk, Chief Financial Officer, Tax Collector / County Freeholder Board Clerk, Chief Financial Officer / Authority Officials / Fire District Officials / Procurement Officials