

④

**Masser, Michelle**

---

**From:** Lashway, Lisa  
**Sent:** Thursday, January 05, 2012 2:13 PM  
**To:** Canning, Sean; Masser, Michelle; Perkins, Ray  
**Subject:** FW: I. DLGS Issues Guidance on CY 2012 II. Join the Mayors Wellness Campaign TODAY! III. CEU Tracking System for League Conference Sessions IV. January Grant Page Posted V. Upcoming League Seminar

Lisa Lashway  
Township Clerk  
Township of Mount Olive  
P.O. Box 450  
Budd Lake, NJ 07828  
973-691-0900 Ext. 7290

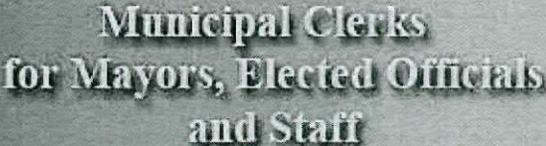
**From:** NJLM to Municipal Officials [mailto:njlm-clerks@cityconnections.com]

**Sent:** Thursday, January 05, 2012 2:14 PM

**To:** Lashway, Lisa

**Subject:** I. DLGS Issues Guidance on CY 2012 II. Join the Mayors Wellness Campaign TODAY! III. CEU Tracking System for League Conference Sessions IV. January Grant Page Posted V. Upcoming League Seminar

To view an online version of this email, click [here](#).



January 5, 2012

**Re: I.Division of Local Government Services Issues Guidance on CY 2012 Transitional Aid Process**

Dear Mayor:

The Division of Local Government Services issued Local Finance Notice 2011-39 which explains the criteria and application process for CY 2012 municipalities to be considered for Transitional Aid, which is the only discretionary aid available for CY municipal budgets. Aid will only be available to CY municipalities that anticipate difficulties in making payments towards nondiscretionary or critical obligations including, but not limited to, debt service, contractual obligations and public safety payroll.

Applying for aid under this program is considered by the Division a declaration that the municipality is incapable of meeting its obligations and managing its finances without special state assistance, oversight and intervention.

Receipt of this aid will be condition on the municipality meeting the following requirements:

- Submitting to broad State controls over hiring, procurement, and other matters
- Enacting or strengthening comprehensive pay-to-play ordinances
- Performing reasonable revaluations or reassessments of property as required by law
- Submitting to such additional fiscal control measures as may be directed by the Division of Local Government Services

Applicants that receive Transitional Aid will be required to sign a Memorandum of Understanding (MOU) with the Division acknowledging state controls and committing to compliance with the MOU.

The application, evaluation and award process is rigorous and developed to apply to municipalities that have severe structural financial problems. Only municipalities demonstrating substantial actions to become self-sufficient by increasing revenues or reducing costs will be awarded funds. Labor cost reductions and changes in service delivery are general pre-

conditions for receipt of aid. Applications must show that the municipality has moved beyond planning for operational efficiency and has begun to reduce costs. Maintenance of the “status quo” will not suffice.

The application and introduced budget should reflect only funding for essential services. Budgets must eliminate discretionary spending funded by property taxes, such as discretionary accounts for elected officials, non-essential funding of non-profit agencies, and budgeting for non-essential personnel vacancies.

Additionally, applicants shall demonstrate that user fees have been, or will be, created for appropriate services that reasonably offset the costs of services that are provided.

Any Calendar Year municipality that is not currently receiving Transitional Aid intending to apply for CY 2012 Transitional Aid must notify the Division by e-mailing the information set forth in the “Notice of Intent to Apply” (on page 7 of Local Finance Notice) to [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us) **by noon on January 31, 2012.**

The Mayor or Chief Administrative Officer of each CY municipality who is applying for 2012 aid and is not currently receiving Transitional Aid must attend a mandatory orientation meeting to discuss the application and conditions of award. **The meeting is scheduled for Monday, February 13, 2012, at 1:00 p.m., in Conference Room 129 of the Department of Community Affairs located at 101 South Broad Street, Trenton.**

Orientation meeting attendance is not required for municipalities currently receiving Transitional Aid.

The Division **must receive applications and related material**, including introduced budgets, for CY 2012 budgets **by February 29, 2012.** Budgets must be introduced by the application deadline or no aid will be provided. Awards are expected to be as soon as possible thereafter, so that municipalities may plan for a levy cap referendum if necessary.

Please review Local Finance Notice 2011-39 for the full details on applying for Transitional Aid. The [application can be downloaded](#) from the Division

website. Contact the Division at [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us) with any questions.

Very truly yours,

William G. Dressel, Jr.  
Executive Director

---

**Re: II. Mayors: Help your town stay healthy in the New Year. Join the Mayors Wellness Campaign TODAY!**

Dear Mayor:

The New England Journal of Medicine recently published a study that found most people in the United States gain about a pound between Thanksgiving and New Year's Day. That may not sound like a lot, but if you gain a pound a year over time without losing that weight, you're carrying around a lot of extra pounds! I'd like to remind you of an important resource that will help your community achieve health and wellness goals this year and start the New Year off right.

The **Mayors Wellness Campaign** (MWC) supports mayors as champions of community health. By encouraging mayors to play a leadership role in supporting local opportunities for active, healthy lifestyles, the intent of the MWC is to reduce health care costs and foster active living and healthy lifestyles for all New Jersey citizens. Currently, more than half of the New Jersey's 566 municipalities are participating in the campaign and are working aggressively to increase the overall health of their communities.

MWC was at the New Jersey State League of Municipalities Conference this past November and signed up 20 new mayors for a total of 326 municipalities participating in the program. This was the sixth year MWC attended the conference, at which 4-time New Jersey Olympian Joetta Clark Diggs was honored as MWC's newest spokesperson. Additionally, the town of Pequannock won a \$1,000 wellness grant through a drawing held annually at

the conference.

In other MWC news, three more towns received the highly competitive distinction of “*New Jersey Healthy Town*” in 2011: Bayhead, Belmar and Lincoln Park. This brings the total of New Jersey Healthy Towns to thirteen. Other towns that have received the MWC “Healthy Town” designation are: Bridgewater (2009), Clifton (2008), Fair Lawn (2010), Hamilton Township (Mercer County, 2007), Hillsborough (2010), Madison (2007), Nutley (2010), Parsippany (2009), Upper Saddle River (2010), and Woodbridge (2008.)

MWC was active in towns across the state in 2011. Mayors in Bernards Township, Nutley, Boonton, Woodbridge, and Scotch Plains joined with their community members to lose weight with “Biggest Loser” style contests. Vineland, West Milford, Paterson, Parsippany-Troy Hills, and Woodbridge competed in a smoking cessation program called “Kick Butt.” Two Mayors Healthy Cook-Off competitions were held last year – one in Lincoln Park and one in Woodbridge. In addition, many towns across the state have incorporated wellness into their yearly schedules, including activities such as fitness classes, health fairs, running clubs, walking clubs, and races.

**If you haven’t already done so, please take the time to join the Mayors Wellness Campaign today.** It’s easy and doesn’t cost a thing. Simply visit [www.mayorswellnesscampaign.org](http://www.mayorswellnesscampaign.org) and click on “*Mayors, Sign the Mayors Wellness Campaign Pledge*” on the home page. Fill in the form and you will receive information about the program and assistance from the MWC staff.

If you’ve already joined the Mayors Wellness Campaign, you know how important it is to promote wellness in your community. If you haven’t already signed the MWC pledge, there’s never been a better time to join. Please sign up today, and help your town have a healthy and happy new year!

Very truly yours,

Hon. Arthur R. Ondish  
Mayor, Mount Arlington Township  
President, NJLM

William G. Dressel, Jr.  
Executive Director

---

**Re: III. CEU Tracking System for League Conference Sessions**

Dear Municipal Clerk,

Please send this letter to all licensed officials including:

- **County Municipal Finance Officers (CMFO/CCFO)**
- **Registered Municipal Clerks(RMC)**
- **Tax Collectors (CTC), Public Works Managers (CPWM)**
- **Certified Public Accountants (CPA)**
- **Tax Assessors(CTA)**
- **Recycling Professional's(CRP)**
- **Wastewater Managers (WWW/TCH)**
- **Purchasing( RPPO/RPPS )License holders**
- **Municipal Attorneys(CLE)**
- **Registrars**

As of **MAY 1, 2012** the CEU Tracking System for League Conference Sessions will be **SHUT DOWN**. If you **HAVE NOT** claimed your Continuing Education Credits (CEU's) **PLEASE DO SO BEFORE MAY 1, 2012** by clicking on the link:  
[https://www.compusystems.com/servlet/ar?evt\\_uid=3478](https://www.compusystems.com/servlet/ar?evt_uid=3478)

**This is the list of affected sessions:**

**Tuesday November 15th**

- **League Session:** Clean Communities Funds Relieve Strained Municipal Budgets
- **League Session:** What Are Your Incomplete Streets Costing You?
- **League Session:** How Do We Purchase Energy?
- **League Session:** Balancing Land Use with Green Energy
- **League Session:** Ways to Save Money with Technology
- **League Session:** Crisis Communications Planning-Dealing With Risk,

Facing Responsibility

**Wednesday November 16<sup>th</sup>**

- **League Session:** Commissioners Roundtable-State Plan
- **League Session:** Contracting Out
- **League Session:** Alternative Energy Funding Opportunities
- **League Session:** Social Media and Electronic Communications-The Impact of Technology in the Workplace
- **League Session:** Grant Funding: Impact of 2010 Census
- **League Session:** Ensuring Ethical Government (Part of the Arthur J. Holland Program on Ethics in Government)
- **League Session:** Pilots-Unnecessary Developer Subsidy of Critical Redevelopment Tool?
- **League Session:** Transportation Local Aid Programs in New Jersey
- **League Session:** Government in the Cloud-What You Need to Know about Cloud Based Computing
- **League Session:** Pension Reforms-What Do They Mean?
- **League Session:** Tax Liens, Collections and Financing-Making Abandoned Properties Marketable
- **League Session:** Do's and Don'ts of Local Government Ethics
- **League Session:** Tool Kit Reforms-One Year Later
- **League Session:** Commercial Vehicles and Their Laws in Your Towns
- **League Tandem Session:** Elected Officials Refresher on Ethics, Open Public Meetings and Open Public Records and Civility in Public Discourse – Part 2
- **League Session:** Negotiating the Civil Service System to Meet Your Local Needs
- **League Session:** Reducing Your 2012 and 2013 Worker's Compensation Claims
- **League Session:** Shared Services-The Lakewood Plan-Part 1

**Wednesday November 16<sup>th</sup> Cont**

- **League Session:** Understanding the RFP's and RFQ's in Purchasing
- **League Session:** Shared Services-Part 2
- **League Session:** Issuing Bonds in a Down Economy
- **League Session:** Controlling Workers' Compensation and Liability Claims

**Thursday November 17**

- **League Session:** Affordable Housing Update
- **League Session:** Interest Arbitration Reform-The 2% Cap, Rocket Docket, and More
- **League Session:** Driving While Under the Influence-A Seminar to Make Sure You Dot Your “P”s and Cross Your “T”s
- **League Session:** Cap Law Lessons Learned
- **League Session:** Current Legal Issues That Elected and Appointed Officials Need To Know
- **League Session:** The Impact of Liquor License Reform on NJ Consumers, Economic Development, and Municipal Finance
- **League Session:** A Look at Personnel Manuals, Policies, Procedures, and the Impact of Social Networking
- **League Session:** Water Utilities-A Sustainable Approach for Effective Management, Infrastructure Renewal, and Economic Growth
- **League Joint Session with Municipal Clerks Association of New Jersey:** A Review of the Open Public Records Act (OPRA)
- **League Session:** Health Benefit Reforms-What Do They Mean?
- **League Session:** Legislative and Statewide Policy Update on Sustainable Jersey
- **League Session:** Preventing Sexual Harassment and Other Hostile Behaviors in the Workplace
- **League Joint Session with the NJSLOM, AMANJ, and NJILGA:** Revaluations and Reassessments
- **League Session:** Taking Care of BID-NESS: Accountability/Transparency to Stakeholders

If you have any questions please contact Danielle Holland, Program Specialist at 609-695-3481 ext. 118 or e-mail [dholland@njslom.com](mailto:dholland@njslom.com)

Thank you for assistance in this matter.

Very Truly Yours,

William G. Dressel Jr,  
Executive Director

---

**RE: IV. January grant page posted**

A new featured article has been posted in our Grant Resource Center. This month's article is titled: *The Green Acres Program May Help Improve the Quality of Life in Your Community*.

New featured grant opportunities have also been listed.

Visit our Grant Resource Center at <http://www.njslom.org/grants.html>.

---

**Re: V. Orientation for the Newly Elected, Re-elected, or Experienced**

**Saturday, January 21, 2012**

Crowne Plaza Meadowlands Hotel  
Two Harmon Plaza  
Secaucus, NJ 07904

Or

**Saturday, January 28, 2012**

The Enterprise Center at Burlington County College  
331 Route 38  
Mt. Laurel, NJ 08054

**This orientation for municipal officials who are newly elected, re-elected, or experienced** is fast paced and designed to quickly bring officials up-to-date on important municipal issues. 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. They will also get the latest information on the most important municipal issues, all while meeting their newly elected peers and the League Staff.

The Luncheon is an integral part of the orientation and designed as an opportunity to

informally discuss experiences and share ideas with experienced local officials.

**Schedule:**

8:30a.m. -9:00a.m. -Registration, networking and continental breakfast

9:00a.m.-12:00p.m.-Seminar Topics, Networking and Morning Refresher

12:00p.m.-1:00p.m.-Buffet Luncheon with and Open forum discussion

1:00p.m.-4:00p.m. - Seminar Topics, Networking, and Afternoon Refresher

**REGISTRATION FEE: Member Rate: \$115.00\* Non-Member: \$130.00**

\*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

**TO REGISTER:**

-Visit [www.njslom.org](http://www.njslom.org) and click on *Services*

-Select *Calendar of Events*, Go to the date you are attending

-Download registration form, complete and fax it with your voucher to (609) 695-0151

Questions about registering – contact Suzanne Delany [SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111

\*If you would like to be removed from receiving faxed advisories please contact Shirley Cade at [scade@njslom.com](mailto:scade@njslom.com) or 609-695-3481 ext. 114 with the name of your municipality and fax number. Thank you.

New Jersey League of Municipalities  
222 West State Street, Trenton, NJ 08608  
609-695-3481

Click [here](#) to forward this mailing with your personal message.

This email was sent to: **clerk@mtolivetwp.org**  
This email was sent by: **New Jersey League of Municipalities**  
222 West State Street, Trenton, NJ 08608

Click [here](#) to leave this mailing list.