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11/5/14  
See: Admin  
Council

222 West State Street, Trenton, New Jersey 08608  
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EMAIL [league@njslom.com](mailto:league@njslom.com) • [www.njslom.com](http://www.njslom.com)

William G. Dressel, Jr., EXECUTIVE DIRECTOR

Michael J. Darcy, CAE, ASSISTANT EXECUTIVE DIRECTOR

November 3, 2014

Re: Education Opportunities for Newly Elected Officials

PLEASE FORWARD TO YOUR MAYORS AND GOVERNING BODY

Dear Municipal Administrator/Clerk:

After next week's election, in some cases, a new slate of municipal policy makers who will be taking the reigns of government on January, we have a responsibility and obligation to do what we can to help them be better prepared to undertake the awesome responsibility of governing.

We have in the past, I am reaching out to you for your assistance in making sure these officials are prepared to assume their roles as leaders, policy makers and partners in our ongoing efforts to improve the institution of municipal government.

Here are some of the things you might consider doing, to assist these new public servants.

- **PROMOTE** the attendance of the Orientation for Newly Elected, Re-Elected, and Experienced Municipal Officials on Saturday, February 7, 2015 at the Renaissance Meadowlands Hotel in Rutherford or on January 10, 2015 at the Sheraton Hotel in Eatontown, New Jersey. This orientation for municipal officials, who are newly elected, re-elected, or experienced is fast-paced and designed to bring elected officials up-to-date on important municipal issues. The newly elected officials will get a thorough overview of their major areas of responsibility, key contacts at the State level, and important sources of information and assistance. **Time: 8:30 a.m. – 3:30 p.m.** The brochure is forthcoming.
- **ORDER** the **2014-2015 Primer for Elected Officials**. Whether you are a veteran or newly elected mayor or councilmember, the 2014-2015 Edition provides the basic information needed to carry out the responsibility of governing. It contains an updated directory of services provided by the New Jersey State League of Municipalities, a guide to Titles 40 and 40A of the New Jersey Statutes Annotated, and an up-to-the minute listing of State Agencies and the Legislative priorities for the upcoming year. Attached is an order form. Alternatively, contact Becky Wright, at (609) 695-3481, ext. 110 or via email at [bwright@njslom.com](mailto:bwright@njslom.com). The investment for members is \$20.00 and for non-members \$30.00. **It is a necessary guide!**



- over -

- **ENCOURAGE** them to register for the 2015 Annual Mayors' Legislative Day, held on Wednesday, February 4, 2015 at the State House Annex. The Legislative Mayors' Day will be a unique opportunity for the Governor to speak to our state's municipal leaders about his legislative, budgetary and policy priorities for 2015 and beyond. In addition, key legislative leaders will receive an invitation. It will be an important opportunity for the local leaders to interact with the individuals who will control property tax relief funding during the next budget cycle. **Time: 8:30 a.m. – 1:00 p.m. (State House Tours from 1:00 – 2:00 p.m.).** The invitation is forthcoming.

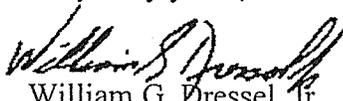
**SUGGEST** to your newly elected official that they may want to consider attending the League Conference in Atlantic City. For additional information click on the link <http://www.njslom.org/99thconf/index.html>. The conference focuses on building relations with the administration and legislature to increase support for issues vital to the growth and maintenance of cities, towns, and villages. In addition, there are innovative programs and strategies, used by municipalities to address crime, fiscal responsibility, education, environmental protection and housing, among other topics. It is an opportunity for local elected officials from across the state to network, learn from their peers, and shape the League's policy agenda in Trenton from the coming year.

- **SUBSCRIBE** to *New Jersey Municipalities Magazine*, designed to keep local government officials informed of the current events, news happenings and available products throughout the State of New Jersey. Each issue is carefully assembled to include news that can be used in urban, suburban and rural municipalities; whether they are located in North, South or Central New Jersey. This publication features testimonials from government officials and suggestions for improving municipalities throughout the State. **NOW ALSO AVAILABLE DIGITALLY**, viewable on tablets, smartphones and computers. Digital magazines are compatible with Android, Apple and Windows devices. This new digital copy contains the same content as our printed magazine, however it also contains active hyperlinks in the editorial content, the ability to bookmark articles, the ability to take and save notes and its content is searchable by keyword. It is also conveniently with you on the go, as long as you have your electronic device and an internet or data connection to view it.

**TO ORDER**, please submit your P.O., voucher or check, payable to NJLM. For more information, visit [www.njslom.org/subscriptions](http://www.njslom.org/subscriptions) for prices and ordering details. To view a sample of our digital magazine to to [www.njmmagazine.org](http://www.njmmagazine.org).

For over 99 years, the League staff has prided itself on providing their time and expertise in assisting to make the State of New Jersey a better place to live, work, and prosper. The League phone number is (609) 695-3481, and my extension is 122. With your help, we continue to do that. For more information, see the League website at [www.njslom.org](http://www.njslom.org)

Very truly yours,

  
William G. Dressel, Jr.  
Executive Director

Enclosure: Publication Order Form

# Publication Order Form



Direct Inquires to Becky Wright (609) 695-3481 Ext. 110

New Jersey State League of Municipalities

## To place an order:

1. For each publication, specify the number that you would like to purchase for each entry.
2. Complete the "Mail to Address" portion of this form.
3. **Send this form WITH PURCHASE ORDER OR CHECK:**

By email: [bwright@njslom.org](mailto:bwright@njslom.org)

By fax: (609) 695-0151

By mail: 222 West State Street, Trenton, NJ 08608

**Orders will not be processed without a Purchase Order.**

|  | Members                            | Non-Members              | Quantity Requested |
|--|------------------------------------|--------------------------|--------------------|
| Guide to Unfunded Mandates (1 <sup>st</sup> Ed.) (2012)  | \$15                               | \$18                     |                    |
| Legislative Roster: At Your Fingertips (2013-2014 Ed.) <i>All contact information for the Governor's cabinet</i>                               | \$15                               | \$25                     |                    |
| Municipal Directory – Desktop reference guide containing contact information and 2010 census populations for NJ's 565 municipalities           | Printed<br>\$25                    | Printed<br>\$40          |                    |
| Municipal Directory  | Electronic (PDF)<br>\$49           | Electronic (PDF)<br>\$59 |                    |
| New Jersey Municipalities magazine – Annual Subscription (9 issues)  | \$20                               | \$25                     |                    |
| NJ Mayors Healthy Cookbook – Healthy Recipes from Elected Officials  | \$10                               | \$10                     |                    |
| Legislative Bulletin (yearly subscription) – Bills signed into law affecting municipalities  | \$7                                | \$12                     |                    |
| Open Public Records Act OPRA – Quick guide- The Right to Know Law  | \$12                               | \$14                     |                    |
| Open Public Meetings Act OPMA – Guide to the Sunshine Law  | \$12                               | \$12                     |                    |
| ***NEW – UPDATED ELECTED OFFICIALS HANDBOOK***<br>Primer for Local Elected Officials (2014-15) – Instructional materials for elected officials | \$20                               | \$30                     |                    |
| A History of Municipal Government – NJ's municipal story and new statutory provisions  | \$12                               | \$14                     |                    |
| Faulkner Act - NJ Optional Charter Law (2012 Ed.)  | \$12                               | \$12                     |                    |
| NJ 5 Traditional Forms of Government – Towns, Villages, Boroughs and Cities (2012 Ed.)   | \$12                               | \$12                     |                    |
| Local Government Ethics Law  | \$12                               | \$14                     |                    |
| Police & Fire Labor Data Service – Tracks trends in police and fire contract settlements and arbitration awards (2014 Ed.)                     | Full Service<br>(8 books)<br>\$299 | DIGITAL ONLY             |                    |
| Police & Fire Labor Data Service   | Police Only (2)<br>\$249           | DIGITAL ONLY             |                    |
| Police & Fire Labor Data Service   | Fire Only (2)<br>\$149             | DIGITAL ONLY             |                    |
| Police & Fire Labor Data Service   | Arbitration Only (4)<br>\$45       | DIGITAL ONLY             |                    |
| Salary Survey – Salaries for selected municipal positions, elected officials and superior police officers (2013 Ed.)                           | \$85                               | \$125                    |                    |
| Municipal Personnel Policy– Samples of selected personnel policy provisions (2012 Ed.)   | \$35                               | \$45                     |                    |
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| LICENSE VOLUME 2 – Alarm and False Alarm Penalties; Landlord Registration  | \$28                               | \$37                     |                    |
| LICENSE VOLUME 3 – Dog & Cat Licensing Fees; Liquor Fees; Garage   | \$40                               | \$56                     |                    |

|  |                                |                                |  |
|--|--------------------------------|--------------------------------|--|
| Sale, Flea Market and Auction Fees   |                                |                                |  |
| LICENSE VOLUME 4 – Municipal Parking Fees and Recreation Fees  | Digital Only \$40              | Digital Only \$55              |  |
| Census Summary for 2010  | \$6                            | \$10                           |  |
| Brownfield Properties (2 <sup>nd</sup> Ed.) – Examines factors that contributed to Brownfield phenomena with federal/state legislation                                 | \$28                           | \$30                           |  |
| Building Economic Development at the Local Level (8 <sup>th</sup> Ed.) – Sustain & build an economic base, while forming an economic development plan                  | \$35                           | \$60                           |  |
| Laws of Interest – Bills enacted into law & information on NJLM's Legislative programs (2013 Edition)  | Printed \$35<br>\$20 - Digital | Printed \$40<br>\$20 - Digital |  |
| Legislative Roster: At Your Fingertips (2013-2014 Ed.) – Biannual publication containing the names, addresses, photos, fax and phone numbers of the Governor's cabinet | \$15                           | \$25                           |  |
| Protecting Your Town's Environment   | \$12                           | \$14                           |  |
| An Electrical Energy Policy Primer – Strong understanding of how the electricity market operates.  | \$40                           | \$45                           |  |
| Local Public Contracts Law Series 1  | \$60                           | \$120                          |  |
| All Prices Include Shipping & Handling   |                                |                                |  |
| <b>TOTAL ORDERED</b>   |                                |                                |  |

**Mail to Address:**

Name & Title \_\_\_\_\_

Municipality \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Vendor**

**Claimant's Certification & Declaration**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials have been furnished or services rendered as stated herein; that no bonus have been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

10/28/2014      21-60000935      *William S. Dersoff*      Executive Director

Date      Federal ID#      Signature      Official Position

**CERTIFICATION BY RECEIVING AGENCY**

I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information

Signature \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Date) \_\_\_\_\_

**CERTIFICATION BY APPROVAL OFFICIAL**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to:

Appropriation Account(s) Charged \_\_\_\_\_  
P.O./Voucher \_\_\_\_\_

Order Amount(s) \$ \_\_\_\_\_

Signature \_\_\_\_\_ (Date) \_\_\_\_\_  
Title (CFO, Finance Director) \_\_\_\_\_