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Masser, Michelle

From: Lashway, Lisa
Sent: Thursday, December 20, 2012 4:14 PM
To: Canning, Sean; Masser, Michelle
Subject: FW: GovConnect Update: December 20, 2012

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: Thursday, December 20, 2012 3:09 PM
To: Lashway, Lisa
Subject: GovConnect Update: December 20, 2012

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. 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. RESIDENTIAL RENTAL PROPERTY DEPOSITS

A document has been posted to the Clerk Library which provides important information regarding security deposits for residential rental properties affected by Hurricane Sandy. When a residential rental unit is declared uninhabitable, the landlord is required to return the security deposit to the tenant. Under the Security Deposit Law, the landlord may give the security deposit to the Municipal Clerk to hold, so the tenant can collect it from the clerk. You should contact your municipal attorney if you have any questions concerning specific applications of the Security Deposit Law to landlords and tenants in your municipality. For more general questions, please contact Karen.Schwacha@dca.state.nj.us

2. NJ HOUSING RESOURCE CENTER ASSISTANCE for DISPLACED RESIDENTS

In the wake of Hurricane Sandy, thousands of New Jersey residents have been displaced from their homes and are in need of housing. The New Jersey Housing and Mortgage Finance Agency, an affiliated agency of the New Jersey Department of Community Affairs, has partnered with the non-profit organization Socialserve.com to provide housing location services for Hurricane Sandy survivors. Long-term and short-term housing location assistance is now available through the New Jersey Housing Resource Center (NJHRC) located at www.njhrc.gov. The NJHRC is a free service to assist people in search of housing and to landlords who are looking to provide housing. People without Internet access can call the bilingual toll-free number 1-877-428-8844 for help using this service.

3. SAFETY STANDARDS and PRACTICES for HURRICANE RECOVERY WORKERS

The federal government is providing funds to various public agencies to hire temporary workers to help in New Jersey's cleanup and recovery after Hurricane Sandy. These workers will be assigned to work in public places throughout the state and these temporary workers are considered public employees who are entitled to the same health and safety protections afforded to the rest of New Jersey's public workforce. Details are available online at http://lwd.dol.state.nj.us/labor/forms_pdfs/lsse/SandySafetyAlert.pdf. For more information, contact New Jersey's Public Employee Occupational Safety and Health Program at (800) 624-1644.

4. PROPOSED RULE AMENDMENTS - PROCUREMENT CARDS

The Local Finance Board is proposing amendments to N.J.A.C. 5:30-9A.2 through 5:30-9A.7 with respect to procurement card usage. These proposed amendments eliminate the mandatory per-transaction monetary limit for contracting units with a Qualified Purchasing Agent managing its procurement card program. The amendments also allow procurement card use on the county level for travel, room, and board expenses of defendants, witnesses, or experts required for matters before the courts. These proposed amendments supersede an earlier Local Finance Board proposal published in the June 18, 2012 NJ Register. The full proposal can be viewed online at: www.nj.gov/dca/divisions/dlgs/resources/rules_docs/PRN_2012-172.pdf. Please submit comments by January 18, 2013 to: Patricia McNamara, Executive Secretary - Local Finance Board - Department of Community Affairs - P.O. Box 803 - Trenton, New Jersey 08625-0803

5. PROSOPED NEW RULES - APPROVAL PROCESS for Non-SHBP HEALTH INSURANCE PLANS

The Local Finance Board is proposing rules N.J.A.C. 5:30-18.1 through 18.4 to implement changes to the State Health Benefits Program (SHBP) enacted under P.L. 2011, c.78. These rules will implement the cost comparison requirements for local employers seeking to incorporate a non-SHBP health insurance plan into a collective negotiated agreement. The full proposal can be viewed online at: www.nj.gov/dca/divisions/dlgs/resources/rules_docs/PRN_2012-171.pdf. Please submit comments by January 18, 2013 to: Patricia McNamara, Executive Secretary - Local Finance Board - Department of Community Affairs - P.O. Box 803 - Trenton, New Jersey 08625-0803

6. FY 2013 FIRE DISTRICT BUDGETS

Local Finance Notice 2012-31 (www.nj.gov/dca/divisions/dlgs/lfns/12/2012-31.pdf) reviews the FY 2013 Fire District budget preparation process, forms, and guidance on the steps districts should follow to prepare their budget. Fire District budget documents are now available for downloading on the Division of Local Government Services' web site at:

www.nj.gov/dca/divisions/dlgs/programs/au_budgets.html#3. Bureau of Authority Regulation staff will respond to e-mails (preferred) to dlgs@dca.state.nj.us or calls to (609) 984-0132 with questions or need for assistance.

7. FISCAL REPORTS and 2013 BUDGET FORMS NOW ONLINE

The following forms are now available for download from the DLGS website: The 2013 Appropriation Cap Calculations can be found in the Fiscal Reports section at www.state.nj.us/dca/divisions/dlgs/resources/fiscal_rpts.shtml. The 3 year average equalized valuations for municipalities and counties, Local Examination spreadsheet, 2012 Annual Financial Statement, 2013 Municipal Budget, 2013 Budget Transmittal form, Special Item Checklist, 2013 Levy cap workbook for municipalities, 2013 Solid Waste Budget and annual financial statement sheets, Sample budget publication form, Local examination resolution and Chief Financial Officer certification can be found in the Municipal and County Budgets section at www.nj.gov/dca/divisions/dlgs/programs/mc_budgets.html.

8. REQUEST for PRELIMINARY LOSS ESTIMATES

The Division of Local Government Services asks that MUNICIPAL ASSESSORS and CHIEF FINANCIAL OFFICERS coordinate to provide the Division with preliminary ratable loss estimates as soon as possible. It is critical for the Division to begin analyzing the preliminary data so that we can share the data with the Governor?s Office and other state agencies, and prepare recommendations and procedures that will assist municipalities during the budget preparation and approval process. Please email the preliminary ratable loss data to DLGS@dca.state.nj.us with "Ratable Loss Estimate" typed in the subject line.

9. NEW/EXPANDED SHARED SERVICES AGREEMENTS

One of the impacts of Hurricane Sandy may be that more local governments will choose to deliver basic public services such as police and fire protection, trash collection, and basic administration differently. Local government officials who are finding their resources strained may find it beneficial to consider new shared services or expand existing shared services agreements. If you are interested in exploring opportunities, or if your municipality needs any particular resources, please contact Nancy Malool, Director of Shared Services, at the Division of Local Government Services, Department of Community Affairs by phone at 609-984-7764 or by email to nancy.malool@dca.state.nj.us.

10. ABC NOTICE for LATE-FILED RENEWAL APPLICATIONS

The Division of Alcoholic Beverage Control has mailed a "NOTICE TO CLERKS REGARDING DATES FOR LATE-FILED RENEWAL APPLICATIONS PURSUANT TO N.J.S.A. 33:1-12.18" along with revised procedures to petition for 12.18 relief. Anyone requiring a petition for relief can obtain a copy of the revised instructions on the Division's website at www.nj.gov/oag/abc/index.html. For questions, please contact Joann Frascella at 609-984-2810.

11. 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.

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. For questions, please contact Suzanne Delany at 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 received valuable up-to-date reference materials that will guide them to the answers they seek. To register go to www.njslom.org. For questions, please contact Suzanne Delany at 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. Registration form is available at: www.njslom.org/seminar-documents/Registration-Form-Leadership-Training.pdf.

4. PROFESSIONAL DEVELPMENT 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. For questions, please contact Suzanne Delany at SDelany@njslom.com or 609-695-3481 ext. 111.

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

IF YOUR EMAIL ADDRESS CHANGES: Login to the GovConnect homepage, click the Profile link and update your address to ensure receipt of future email broadcasts. Assistance is available by email to EGG@dca.state.nj.us or call 609-943-4724.