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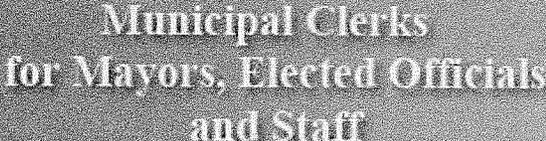
Masser, Michelle

From: Lashway, Lisa
Sent: Friday, December 21, 2012 2:12 PM
To: Canning, Sean; Masser, Michelle
Subject: FW: DLGS New Content

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

From: NJLM to Municipal Officials [mailto:njlm-clerks@cityconnections.com]
Sent: Friday, December 21, 2012 1:19 PM
To: Lashway, Lisa
Subject: DLGS New Content

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



December 21, 2012

Re: New Content on DLGS Web Site

Dear Mayor:

The Division of Local Government Service's has posted the following new content on their website:

Hurricane Sandy Related Items:

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. 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.

Other DLGS Items:

5. 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. Comments are due 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. The League is currently reviewing the regulations and will be submitting comments.

6. PROPOSED 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. Comments are due 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. The League is currently reviewing the regulations and will be submitting comments.

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. 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.

9. 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.

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: [5](http://www.njslom.org/seminar-</p></div><div data-bbox=)

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

Very truly yours,

William G. Dressel, Jr.

Executive Director

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

Please be advised that the information you receive is not legal advice. You must consult your town attorney to make sure that any of

the material you receive is in accordance with current state law and your particular facts and situation.

Please be advised that the New Jersey State League of Municipalities is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the League may be subject to a records request.

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

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