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**Masser, Michelle**

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**From:** Lashway, Lisa  
**Sent:** Monday, February 25, 2013 3:13 PM  
**To:** Masser, Michelle; Canning, Sean  
**Subject:** FW: GovConnect Update: February 25, 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:** Monday, February 25, 2013 2:59 PM  
**To:** Lashway, Lisa  
**Subject:** GovConnect Update: February 25, 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. Financial Disclosure Statements

The Division of Local Government Services is reviewing all forms, processes and work-flows. Our goal is to facilitate efficiency and enhance transparency by using available technology to capture and report data we collect. As part of this review we developed an online process for Local Government Officers (LGOs) to file their financial disclosure statement forms commencing in 2013. Although more specific information will be provided at a later date, in sum, LGOs within your local jurisdiction will use a PIN number to electronically file their financial disclosure statements using the form that will be available on the Division's website. The completed forms will then be uploaded to the Division's website and you will be able to download and maintain the forms as the "original statement" required by N.J.S.A. 40A:9-22.6(b). The public will be able to search the forms from the Division's website "by agency" and/or "by LGO name." We anticipate that the online

form process will "go live" no later than the end of March. Paper forms will not be accepted. Therefore, you are advised that the Local Finance Board temporarily will not be enforcing the provision of N.J.S.A. 40A:9-22.6(b) requiring newly elected/appointed LGOs to file their financial disclosure statements within 30 days of taking office. Instead, newly elected/appointed LGOs who commence their office on and after January 1, 2013, but before the April 30, 2013 deadline, will be required to file their financial disclosure statements using the online process. This will ensure that the financial disclosure statements of all LGOs will be uniformly filed online in 2013. Please share this information with your LGOs.

## 2. CY2013 Municipal Levy Cap Referendum Procedures

For municipal officials considering a referendum to exceed either the 2% levy cap or the 2% appropriations cap, Local Finance Notice 2013-09 ([www.nj.gov/dca/divisions/dlgs/lfns/13/2013-9.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-9.pdf)) provides specific instruction and direction to those municipalities operating on a calendar year. If municipal officials are considering a levy cap referendum, this Notice should be reviewed immediately by those involved in budget preparation or elections.

## 3. State Fiscal Year Municipalities - Best Practices Checklist

Municipalities on a State Fiscal Year budget cycle must return their completed Best Practices Inventory to DLGS by April 1, 2013. The CY2012/SFY2013 Best Practices Inventory may be found on the DLGS website at [www.nj.gov/dca/divisions/dlgs/programs/best\\_practices.html](http://www.nj.gov/dca/divisions/dlgs/programs/best_practices.html). Local Finance Notice 2012-18 ([www.nj.gov/dca/divisions/dlgs/lfns/12/2012-18.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/12/2012-18.pdf)) features instructions as well as the separate certification of governing body review that must be filed by municipal clerks. Completion and filing instructions are included in an Appendix to this LFN. The Best Practices Initiative was authorized through the Fiscal Year 2013 State Budget to determine how much of each municipality's final 5% allocation of CMPTRA and ETR aid will be disbursed. For questions, please send an email to [DLGS@dca.state.nj.us](mailto:DLGS@dca.state.nj.us) with the subject heading "Best Practices Checklist" or call 609-292-6110.

## 4. NJ Recovery Fund - Program Information

Communities and non-profits - as well as collaborations between non-profit groups, individuals, businesses, and municipalities - are being invited to submit a letter of intent to apply for the \$5 million available in grant funds being offered by The NJ Recovery Fund. The group is a 16-partner coalition of grant funders, including the Community Foundation of New Jersey and the Geraldine R. Dodge Foundation. Grants will be focused in five key areas: public media, policy reform, community and regional planning, environmental protection, and the arts. The Fund is seeking to support "catalytic ideas and projects" to help NJ recover from Hurricane Sandy. Full grant guidelines and an online letter of intent are available at [www.grdodge.org/about-us/new-jersey-recovery-fund/guidelines](http://www.grdodge.org/about-us/new-jersey-recovery-fund/guidelines). The Division asks that applicants send a courtesy email to [Jason.Martucci@dca.state.nj.us](mailto:Jason.Martucci@dca.state.nj.us) advising the Division that they are applying.

## 5. EPA Applications - Smart Growth Implementation Assistance

EPA's Smart Growth Implementation Assistance (SGIA) program is accepting applications from tribal, local, regional, and state governments and nonprofit organizations that have partnered with a governmental entity. Applications will be accepted until March 1, 2013. The program aims to help applicants develop solutions to local challenges, such as managing storm water, increasing transit-oriented development, and adapting to climate change, and to share those solutions with other communities. EPA is seeking applications in the following four categories: Community Resilience to Disasters and Climate

Change, Redevelopment for Job Creation, Manufactured and Modular Homes in Sustainable Neighborhood Design and Medical and Social Service Facilities Siting. EPA will provide assistance to three to four communities selected from this round of applications. Find additional information, including the Request for Letters of Interest, at <http://epa.gov/smartgrowth/sgia.htm>. The Division asks that applicants send a courtesy email to [Jason.Martucci@dca.state.nj.us](mailto:Jason.Martucci@dca.state.nj.us) advising the Division that they are applying.

#### 6. List Rentals on Free NJHRC.gov to Help Sandy-Displaced Families

Hundreds of New Jersey families are still in search of short-term and long-term housing. Owners of rental housing - be it furnished or unfurnished, with short-term leases or long-term leases - can help by listing their available rental units on the completely free New Jersey Housing Resource Center at [www.njhrc.gov](http://www.njhrc.gov). The process of listing an available unit takes about 10 minutes, is completely free and can be done online or by calling 877-428-8844. FEMA and relief workers are using [www.njhrc.gov](http://www.njhrc.gov) every day to help Sandy survivors locate housing.

#### 7. 2012 Table of Equalized Valuations as Amended by Tax Court

The Division of Taxation is required by law to distribute copies of the 2012 Table of Equalized Valuations to various officials of each municipality, including Municipal Clerks and the County Tax Administrators of each County Board of Taxation, as per P.L. 1954, Chapter 86, N.J.S.A. 54:1-35.1 and N.J.S.A. 54:51 A-4(c). The Equalization Tables are available online at [www.state.nj.us/treasury/taxation/pdf/lptval/2012TEV\\_All%20NJ.pdf](http://www.state.nj.us/treasury/taxation/pdf/lptval/2012TEV_All%20NJ.pdf). For questions please e-mail [Melissa.Gorman@treas.state.nj.us](mailto:Melissa.Gorman@treas.state.nj.us) or call 609-633-1287.

### CONFERENCES

#### 1. Professional Development Seminar

The New Jersey League of Municipalities will be hosting a "Budget Updates" Professional Development Seminar 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.

#### 2. 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.

### 3. 44th Annual Public Purchasing Educational Forum

Rutgers University will be holding its 44th Annual Public Purchasing Educational Forum on May 1 & 2, 2013 at the Sheraton Atlantic City Convention Center Hotel. The event is co-sponsored with the New Jersey Association of County Purchasing Officials, as well as the Northern and Southern NJ Chapters of the Institute of Governmental Purchasing. The Forum will present sessions of interest to, and continuing education credit contact hours for, QPAs, CMFOs, RMCs, CPWMs and CTCs, as well as RPPOs and RPPSs. There is a 1-day option available for those unable to attend both days. The brochure, including agenda, registration form and additional details is available at: <http://cgs.rutgers.edu/programs/public-purchasing> For additional information, contact Kathi Cupano via email at [cupano@rutgers.edu](mailto:cupano@rutgers.edu).

### 4. 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/lisse/OSH-201.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/lisse/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 / Local 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](mailto:EGG@dca.state.nj.us) or call 609-943-4724.