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**Susan Gouveia**

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**From:** Lashway, Lisa  
**Sent:** Monday, March 10, 2014 11:21 AM  
**To:** Canning, Sean  
**Cc:** Susan Gouveia  
**Subject:** FW: GovConnect Update: March 10, 2014

Correspondence

Michelle Masser  
Deputy Clerk

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-----Original Message-----

From: egg@dca.state.nj.us [mailto:egg@dca.state.nj.us]  
Sent: Monday, March 10, 2014 9:42 AM  
To: Lashway, Lisa  
Subject: GovConnect Update: March 10, 2014

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. CY2014/SFY2015 Certification of State Aid

On February 25, 2014, Governor Christie presented his proposed FY 2015 budget to the State Legislature. The budget proposal maintains aid support at its current level. No municipality will receive less State formula aid in support of its CY 2014 or FY 2015 budget than it received in support of their prior year budget. You are encouraged to thoroughly review Local Finance Notice 2014-4 ([www.nj.gov/dca/divisions/dlgs/lfns/14/2014-04.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-04.pdf)), which further discusses CY2014/SFY2015 State Aid. The CY 2014/SFY 2015 Aid Certification for each municipality can be found on the Division's web site by clicking [http://www.nj.gov/dca/divisions/dlgs/resources/muni\\_stateaid.html](http://www.nj.gov/dca/divisions/dlgs/resources/muni_stateaid.html). Local officials must obtain their certifications from the web site as they are not mailed. The certifications show aid allocations for each municipality and are used in

preparing the revenue section of CY 2014 budgets. A full spreadsheet of CY 2014 and SFY 2015 budgeted allocations is also on the web site. While the proposed budget can serve as a guide to SFY municipalities, final SFY certifications are posted once the final budget is adopted in June.

## 2. Snow Emergency Budget and Procurement Issues

Local Finance Notice 2014-5 ([www.nj.gov/dca/divisions/dlgs/lfns/14/2014-05.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-05.pdf)) explains statutory and regulatory parameters for funding extraordinary snow removal costs related to declared snow emergencies. The notice also refreshes your procurement options for addressing any shortages in road salt that you may be experiencing.

## 3. Financial Disclosure Statement Update

The Division of Local Government Services continues to work with an outside vendor to develop an online filing system that will replace last year's financial disclosure statement PDF form. A specific roll-out date is unknown and an extension of the filing deadline will be announced in the coming weeks. This new web based filing process will be similar to "Artemis" the Records Retention and Disposition Management System. An on-screen demonstration of the new filing process will be given at the Municipal Clerk's Association of NJ Conference on March 26, 2014. In addition, the Division is in the process of developing a webinar training schedule that will be hosted by the vendor. Please advise your agency's local government officers, as well as representatives of local government agencies serving your town or county (e.g., fire districts, ethics boards, joint insurance funds, joint meetings) NOT to submit a financial disclosure statement for 2014 until further direction is provided by the Division. We also ask that you take time to carefully review your roster with your municipal attorney and ensure that the roster only identifies municipal officers and employees who correctly satisfy the definition of "local government officer." Completing the roster online will be one of the first steps of the new filing process rather than the last step as in previous years. The roster will play a critical role in authenticating local government officers who log on to file their financial disclosure statements.

## 4. 2013 Delinquent Tax Letter

The Division of Taxation has sent out a memo regarding the Homestead Property Tax Credit Act which requires Tax Collectors to provide the Division of Taxation with a list of property taxpayers in your district who are delinquent in the payment of their property taxes for the preceding year. (N.J.S.A. 54:4-8.64) This list must be SUBMITTED NO LATER THAN MAY 1, 2014. If you have any questions regarding the submission of your delinquency list, please contact the Division's Homestead Benefit Program Analyst, Amy Martin, at (609) 292-8383 or [amy.martin@treas.state.nj.us](mailto:amy.martin@treas.state.nj.us).

## CONFERENCES

### 1. NJLM: Budget, Ethics and Procurement Updates

The New Jersey State League of Municipalities is holding a seminar on the topic of "Budget, Ethics, and Procurement Updates" on March 21, 2014 from 9:00a.m. - 12:30p.m. at the Conference Center at Mercer, 1200 Old Trenton Road in West Windsor, NJ 08550. The speakers for this event will be Division of Local Government Services Director Thomas Neff, Assistant Director Christina Zapicchi, Procurement Specialist Gordon Ball and League General Counsel William Kearns, Jr., Esq. CEUs have been

approved. The registration form is available at [www.njslom.org/seminars.html](http://www.njslom.org/seminars.html) and additional information is available at (609) 695-3481 ext. 111 or by email to [sdelany@njslom.com](mailto:sdelany@njslom.com).

## 2. GPANJ "Best Practices" Conference

The Governmental Purchasing Association of New Jersey will be holding its Annual Conference "Best Practices" April 9-11, 2014 at the Taj Mahal Conference Center & Hotel in Atlantic City, NJ. Topics to be covered include Legislation Updates, Ethics, Competitive Contracting, Handling Emergencies, Specification Requirements, Consent of Surety and Bid Bonds, Preparing for an Audit, State Contracts, Records Management, and Emergency Purchases. Meals are included in the registration fee and one day registration is available for those who cannot attend the entire conference. CEU's have been approved. The brochure is available at [www.gpanj.org](http://www.gpanj.org). For additional information, registrants can contact Linda Carpenter via email at [conference-registration@gpani.com](mailto:conference-registration@gpani.com).

## 3. 45th Annual Rutgers Public Purchasing Educational Forum

Rutgers University is holding its 45th Annual Public Purchasing Educational Forum on April 30 & May 1, 2014 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. This year's event is also held in conjunction with the NIGP Region II Annual Conference. 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/publicpurchasing>. For additional information, contact Kathi Cupano via email at [cupano@rutgers.edu](mailto:cupano@rutgers.edu).

THIS NOTICE 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