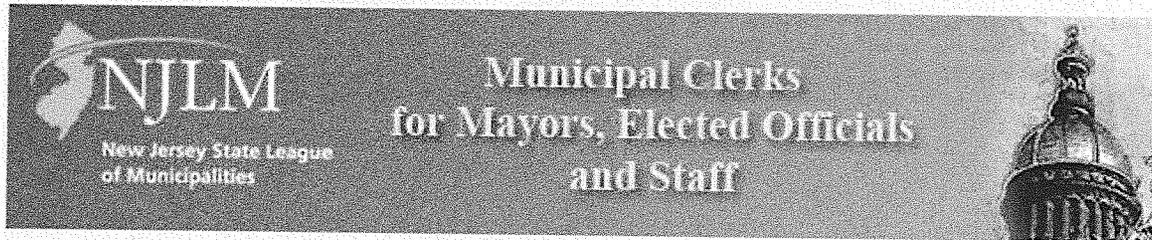


②

Masser, Michelle

From: NJLM to Municipal Officials [njlm-clerks@njslom.org]
Sent: Monday, March 11, 2013 4:04 PM
To: Lashway, Lisa
Subject: New Content on DLGS Web Site



Mayors Advisory

March 11, 2013

Re: New Content on DLGS Web Site

Dear Mayor:

The Division of Local Government Services has posted the following new content on their website:

1. **CY2013/SFY2014 Certification of State Aid:** On February 26, 2013, Governor Christie presented his proposed FY 2014 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 2013 or FY 2014 budget than it received in support of their prior year budget. You are encouraged to thoroughly review Local Finance Notice 2013-11. The CY 2013/SFY 2014 Aid Certification for each municipality can be found on the Division's website at www.nj.gov/dca/divisions/dlgs/resources/stateaidinfo.shtml. 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 2013 budgets. A full spreadsheet of CY 2013 and SFY 2014 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. **Expiration of \$26,000 Bid Threshold:** Pursuant to N.J.A.C. 5:34-5.4, a local contracting unit was permitted to increase its bid threshold to \$26,000 if it had an individual serving as a purchasing agent who did not possess a Qualified Purchasing Agent (QPA) certification but who otherwise met the qualifications to participate in the QPA examination administered by the Division of Local Government Services. Local Finance Notice 2011-27 instructed such contracting units to notify the Division of meeting this requirement by filing a resolution and affidavit. If such individuals did not pass the first QPA exam (June 25, 2012) or second QPA exam (December 12, 2012) the contracting unit must now revert to the statutory bid threshold of \$17,500 without a QPA, or appoint a person who does possess a QPA certification in order to utilize the current maximum bid threshold of \$36,000. PLEASE NOTE: This requirement does not apply to boards of education. For questions, please contact Daniel Kaminski at the Division by phone (609) 292-9757 or e-mail Daniel.Kaminski@dca.state.nj.us.
3. **Mailing of 2012 PTR Applications:** The Division of Taxation has begun mailing of Property Tax Reimbursement (PTR) applications for 2012. Members of the public who need assistance can call the Property Tax Reimbursement Hotline at 800-882-6597.
4. **Employment Opportunity:** The Division of Local Government Services, Transitional Aid Program, is assisting the Town of Harrison to obtain resumes for the position of Superintendent of Public Works to function as Town's Certified Public Works Manager. Salary will be commensurate with experience. Interested parties should e-mail a cover letter and resume to Steven Ponella in the Division of Local Government Services at Steven.Ponella@dca.state.nj.us by end of business on Thursday, March 21, 2013. All submissions will be sent to Harrison for their review and disposition.
5. **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 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.
6. **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. Local Finance Notice 2012-18 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 Local Finance Notice 2012-18. 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 e-mail to DLGS@dca.state.nj.us with the subject heading "Best Practices Checklist" or call 609-292-6110.

CONFERENCES

1. **GPANJ Spring Conference:** The Governmental Purchasing Association of New Jersey will be holding its 1st Annual Conference "A New Era in Purchasing" April 10-12, 2013 at the Taj Mahal Conference Center & Hotel in Atlantic City, NJ. Topics to be covered include Legislation Updates, Green Purchasing, Capital Purchases and Bonding, Pay-to-Play regulations, Use of P-Cards, Websites and Government, Specification Writing, Ethics, State Contracts, Office Organization, and a review of 40A vs. 18A. 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 for QPA, RPPO/RPPS, RMC, CMFO/CCFO, CPWM and CTC. A detailed brochure and registration form are available at www.gpanj.org. For questions, please contact Linda Carpenter via email to conference-registration@gpani.com
2. **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 e-mail at cupano@rutgers.edu.
3. **2013 NJ Historic Preservation Conference:** The New Jersey Historic Trust, an affiliate of the Department of Community Affairs, will co-host the 2013 NJ History and Historic Preservation Conference on June 6 at The Newark Museum. The conference, "Enriching Place", will explore the many ways in which stewardship of our historic places and collections enrich our communities for the future. Educational sessions and workshop will cover topics including disaster planning and recovery, urban archaeology, best practices for historic preservation commissions, riverfront development, GIS planning, tours of Newark's downtown development and historic neighborhoods and more. The full day conference includes educational sessions, field workshops, a vendor exhibit area and an evening reception. The Early Bird Registration rate of \$65 is available until May 1, 2013. For more information, visit www.state.nj.us/dca/preservationconference/ or contact the Historic Trust at (609) 984-0473 or njht@dca.state.nj.us.
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/lse/OSH-201.pdf. For questions, please contact Theresa Kramarz by phone at (609) 984-4738 or by e-mail to tkramarz@dol.state.nj.us.

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
<http://www.njslom.org>

This message was sent to clerk@mtolivetwp.org from:

NJLM to Municipal Officials | 222 West State Street | Trenton, NJ 08608

[Unsubscribe](#) | [Forward To a Friend](#)