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**Gouveia, Susan**

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**From:** Masser, Michelle  
**Sent:** Wednesday, October 07, 2015 11:27 AM  
**To:** Gouveia, Susan  
**Subject:** FW: GovConnect Update: October 6, 2015

Michelle Masser  
Township Clerk  
PO Box 450  
204 Flanders Drakestown Road  
Budd Lake, NJ 07828  
clerk@mtolivetwp.org

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

From: egg@dca.state.nj.us [mailto:egg@dca.state.nj.us]  
Sent: Tuesday, October 06, 2015 2:33 PM  
To: Masser, Michelle <clerkmichelle@mtolivetwp.org>  
Subject: GovConnect Update: October 6, 2015

Dear Municipal Clerk:

Stay "connected" to recent developments in New Jersey state government and login to 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. Best Practices Submission Deadline & Appeals

The deadline for Best Practices Inventories is Friday, October 16 for Calendar Year and Transition Year municipalities. The Division will not accept Inventories submitted past the close of business October 16 unless an individual appeal is filed with the Director stating good cause as to why the Inventory was submitted late. The entire final aid payment is subject to being withheld unless the Director determines the late submission was for good cause. All appeals, whether related to late submission or Inventory questions, should be submitted to the attention of Jason Martucci via email at [Jason.Martucci@dca.nj.gov](mailto:Jason.Martucci@dca.nj.gov). The Director of the Division of Local Government Services has the ability to exercise discretion and flexibility in scoring the Best Practices Inventory, and reasonable accommodations will be considered where circumstances warrant. Appeals must be submitted no later than Friday October 16, 2015. The Division encourages such appeals to be submitted in conjunction with submission of the Inventory. Save the file using the following naming structure: 2015\_best\_practice\_xxxx and replace xxxx with the municipality's 4-digit municipal code # (it appears in Cell B2

after the municipality's name is chosen). Email the worksheet as an Excel file to: [bestpractices@dca.nj.gov](mailto:bestpractices@dca.nj.gov). Please include in the Subject Line the name of the municipality and the phrase "Best Practice Submission." Please call 609-292-6110 if you have questions concerning the Best Practices worksheet. The CY2015 Best Practices Inventory is available by clicking [http://www.nj.gov/dca/divisions/dlgs/programs/best\\_practices\\_docs/CY2015-SFY%202016%20Best%20Practices%20Inventory.xls](http://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/CY2015-SFY%202016%20Best%20Practices%20Inventory.xls). Local Finance Notice 2015-17 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-17.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-17.pdf)) explains the Best Practices process in detail.

## 2. Local Unit Investment in Municipal Notes

Local Finance Notice 2015-18 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-18.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-18.pdf)) sets forth a more streamlined process for local units to obtain approval to invest in municipal, county and fire district notes (maturing no later than 397 days from date of purchase). This process implements a statutory change to N.J.S.A. 40A:5-15.1(a)(5) that shifts approval authority from the Division of Investments to the Division of Local Government Services.

## 3. Transitional Aid Application Process for SFY Municipalities

The Division has posted Local Finance Notice 2015-19 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-19.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-19.pdf)) concerning the 2016 Transitional Aid Application Process for Fiscal Year municipalities. This aid is only available to address financially distressed communities that have reached a point that without aid they will be unable to pay debt service or the costs of essential services. Fiscal Year municipalities intending to apply for Transitional Aid should carefully review LFN 2015-19 and the SFY 2016 Application. Please note that this application is for FISCAL YEAR municipalities only. The 2016 application for calendar year municipalities will be available early in 2016.

## 4. Adjustment to Bid Threshold

Pursuant to N.J.S.A. 40A:11-3(c) and 18A:18A-3(b), the Governor has exercised his authority to adjust bid thresholds for contracting units subject to the Local Public Contracts Law and Public School Contracts Law. These adjustments became effective July 1, 2015. Local Finance Notice 2015-20 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-20.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-20.pdf)) discusses this topic in further detail. The Local Finance Notice serves as a follow-up from the Division's July 1, 2015 GovConnect notice on the subject.

## 5. Improvement Authorities Fee Survey

DLGS distributed the 2015 Improvement Authorities Fee Survey to all improvement authorities to collect information regarding fees charged by issuers in conjunction with bond and note financings. Responses are due back to DLGS by October 30, 2015.

## 6. 2016 Authority Budget Submission

Local authority budget documents for fiscal years beginning after December 31, 2015 are now available on the Division of Local Government Services website at [www.nj.gov/dca/divisions/dlgs/programs/au\\_budgets.html](http://www.nj.gov/dca/divisions/dlgs/programs/au_budgets.html). Local Finance Notice 2015-15 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-15.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-15.pdf)) describes the budget process authorities must follow. Each local authority must submit its budget on the forms provided by the Division, which are similar to last year's form. If you need assistance completing the forms, the Bureau of Authority Regulation is available to assist you and may be reached at (609)

633-6238 or by e-mail at [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "Authority Budget Submission" or "Housing Authority Budget Submission".

## 7. 2016 Fire District Budget Submission

Fire District budget documents for 2016 are now available on the Division of Local Government Services website at [www.nj.gov/dca/divisions/dlgs/programs/au\\_budgets.html](http://www.nj.gov/dca/divisions/dlgs/programs/au_budgets.html). Local Finance Notice 2015-16 ([www.nj.gov/dca/divisions/dlgs/lfns/15/2015-16.pdf](http://www.nj.gov/dca/divisions/dlgs/lfns/15/2015-16.pdf)) describes the budget process fire districts must follow. Each fire district is required to submit its budget on the forms provided by the Division, which are similar to last year's. If you need assistance completing the forms, the Bureau of Authority Regulation is available to assist you and may be reached at (609) 633-6238 or by e-mail to [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) with the subject heading "Fire District Budget Submission".

## Conferences

### 1. Community Development Block Grants (CDBG) Seminar

The New Jersey League of Municipalities will be holding a seminar on October 8, 2015 titled "Maximize Community Development Block Grants (CDBG) to Get the Most for Your Municipality". The program will run from 8:30am to 12:30pm at the DoubleTree Hotel on 780 Hope Road in Tinton Falls, NJ. This seminar is designed to help municipalities fully participate in the CDBG program. CEUs have been approved by the Division of Local Government Services. The seminar agenda ([www.njslom.org/seminar-documents/2015-1008-cdbg.html](http://www.njslom.org/seminar-documents/2015-1008-cdbg.html)) and registration form ([www.njslom.org/seminar-documents/registration-form-cdbg.pdf](http://www.njslom.org/seminar-documents/registration-form-cdbg.pdf)) are available online. For assistance please contact Danielle Holland-Htut at 609-695-3481 ext. 118 or [dholland@njslom.org](mailto:dholland@njslom.org).

### 2. Preventing Sexual Harassment, Discrimination and Hostile Work Environment

The NJSLOM will be holding two seminars on Friday October 16, 2015 at the Holiday Inn Hotel in Hasbrouck Heights and Thursday, October 22, 2015 at the Deptford Township Municipal Building in Deptford Township. Both programs will run 10:00a.m. - 1:30p.m. These seminars will review the laws against discrimination, types of sexual harassment identified by the courts, and what constitutes a hostile work environment. These seminars will also discuss employer liabilities, prevention and protection against retaliation claims for discrimination, sexual harassment and hostile work environment. CEU's: CMFO/CCFO-4.0 ETH; CTC-4.0 ETH; CPWM-4.0 ETH; RMC-4.0 ETH; QPA-4.0 ETH; CPA-4.0 ETH; RPPO/RPPS-4.0 ETH; NJCLE-4.0 ETH; PACLE-3.5 ETH Registration at: <http://www.njslom.org/seminar-documents/2015-1016-1022-harassment.html>. For questions or assistance please contact Danielle Holland-Htut at 609-695-3481 ext. 118 or [dholland@njslom.org](mailto:dholland@njslom.org)

### 3. Maintaining Municipal General Ledgers Course

The goal of the course is to eliminate general ledger-related audit findings and bring CFO's one step closer to preparing their own Annual Financial Statements. This seminar explains: (a) what the required journal entries are; and (b) where to FIND the information necessary to make the entries. The seminar focuses on the entries required for the Current Fund, Grant Fund, Trust Fund and General Capital Fund. DLGS has approved course for CMFO/CCFO for 5 contact hours in Accounting. CPE credit is available under Rutgers University sponsor number 703. Dates and Locations: October 16 - New Brunswick Rutgers

University - Center for Government Services / October 23 - Morris Plains/Parsippany - Morris County Public Safety Training Academy. All sessions will be held 9:00 a.m. - 3:30 p.m. Online registration at: <https://ce-catalog.rutgers.edu/searchResults.cfm>. For additional information contact Kathi Cupano at 732-932-3640 X632 or [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

If your email address has changed:

Please login to your GovConnect account at <http://Portal.NJ.Gov>

- Click the "Change Profile" link
- Change your address in the e-mail field
- Click the "Update" button