
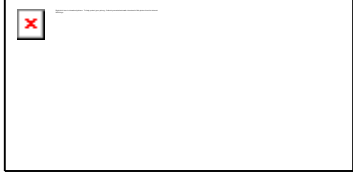



Lashway, Lisa

From: NJLM - Municipal Clerks [njlm-clerks@cityconnections.com]
Sent: Monday, January 25, 2010 3:16 PM
To: Lashway, Lisa
Subject: Four Issues

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LEAGUE ALERT		
Municipal Clerk: Please forward to Mayor and Governing Body.		
January 25, 2010		
Re: I *Morning Session SOLD OUT* NJDARM COMPUTER TRAINING: ARTEMIS RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM		
Re: II Changes to the DLGS Website		
Re: III Hazard Mitigation Grant Funds (HMGP)		
Re: IV Mayors - Take the Pledge to Combat Obesity in your Town – Join the Mayors Wellness Campaign TODAY!		

Re: I. Morning Session SOLD OUT! NJDARM COMPUTER TRAINING: ARTEMIS RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM

Friday, April 30th 2010

Morning Session 8:30 – 12:00p.m. – SOLD OUT

Afternoon Session 12:30 – 4:00 (Limited to 22 registrants)

The Conference Center at Mercer County College

1200 Old Trenton Rd., West Windsor, NJ 08550

NJDARM will launch the ARTEMIS system for the submission of requests and authorization for records disposition. Take this opportunity to receive hands-on training to learn how to use this web based system so you can:

- register with this system
- search retention schedules,
- create disposal requests
- access management reports

NJDARM is going to make the use of the Artemis system mandatory for all local government agencies sometime this fall. Training is not mandatory. These sessions are designed to help representatives from local government agencies transition from the paper disposition forms to this new system.

Morning Session Agenda – SOLD OUT!

8:30 – 9:00 – Registration and networking

9:00 – noon – Hands on training and instructions in computer lab

Afternoon Session Agenda

12:30pm-Registration and Networking

1:00pm-4:00pm-Hands on training and instructions in computer lab

Registration is by voucher. Member \$55.00

Non-Member \$75.00

-Visit www.njslom.org and click on *Services*

-Select *Calendar of Events*, Go to the date you are attending

-Download the registration form, complete and fax it to (609) 695-0151

Questions about registering – contact Suzanne Delany SDelany@njslom.com

or

609-695-3481 ext. 111.

CEU's – CMFO/CCFO-1.5 Office Management and Information Technology; CTC-1.5 General/Secondary and Information Technology; CPWM-1.5 Government and Information Technology; RMC-1.5 for Records and Information Technology; RPPO/RPPS -4.0 Credits for in Office Management/Supervision.

Re: II. Changes to the DLGS Website

Dear Mayor:

The following changes have taken place on the Division of Local Government Services website.

- 1.** The Local Finance Board recently approved the Director's request to modify several statutory budget deadlines in order to accommodate the planned March 16, 2010 presentation of the Governor's budget. The changes modify the statutory dates for introduction and adoption and Mayor/Council Faulkner Act budget transmissions. Details of all extensions, including that of cap referendums are in Local Finance Notice 2010-2 (www.nj.gov/dca/lgs/lfns/10lfns/2010-02.doc).
- 2.** Local Finance Notice 2010-3 (www.nj.gov/dca/lgs/lfns/10lfns/2010-03.doc) provides "Guidance on Current Issues in Local Government and Board of Education Procurement." This Notice contains important information for contracting units operating under the Local Public Contracts Law and the Public School Contracts Law. It should be carefully reviewed by all staff involved in local procurement policies.
- 3.** Local Finance Notice 2010-1 (www.nj.gov/dca/lgs/lfns/10lfns/2010-01.doc) addresses the annual adjustment to Length of Service Award Programs. Similar to the change in budget caps, the Consumer Price Index for LOSAP decreased from 2008 to 2009, resulting in no increase in LOSAP CPI based award amounts for 2009 service.
- 4.** 2010 Limits on Bid Acceptance Dates: The Division of Local Government Services has released Local Finance Notice 2009-28 (<http://www.nj.gov/dca/lgs/lfns/09lfns/2009-28.doc>). This Notice provides guidance on dates when public bids and competitive contracts cannot be accepted and dates when they can be accepted. Please share this information with anyone in your organization that is involved in preparing bids.
- 5.** NJDARM Computer Training: ARTEMIS RECORDS RETENTION AND DISPOSITION MANAGEMENT SYSTEM training will be held on Friday April 30th, 2010 in the Conference Center at Mercer County College, 1200 Old Trenton Rd., West Windsor, NJ 08550. The morning session will be held from 8:30 - noon and the afternoon session from 12:30 - 4:00. Seating is limited to 22 registrants per session. NJDARM will launch the ARTEMIS system and conduct hands-on training for the submission of requests and authorization for records disposition. CEU's have been approved. Details and Registration are available at www.njslom.org/seminars.html.

Very truly yours,

William G. Dressel, Jr.

Executive Director

Re: III. Hazard Mitigation Grant Funds (HMGP)

Dear Mayor:

Because of the November 2009 Nor'easter, the State of New Jersey received a Presidential Disaster Declaration on December 22, 2009. This has created an opportunity for municipalities with approved mitigation plans to apply for Hazard Mitigation Grant Funds (HMGP). These funds promote measures that reduce future loss to life and property, and ultimately, help build disaster resistant communities.

The following Web sites direct officials to policy and program guidelines that are applicable to local interests. Please feel free to share this information with your Office of Emergency Management, Township Engineer, Department of Public Works, County Coordinator, Fire and Rescue Squads, and others:

- [Hazard Mitigation Funding Under Section 406 \(Stafford Act\) PDF](#)
- www.fema.gov/government/grant/hmcp/index.shtm (Hazard Mitigation 404)
- <http://www.state.nj.us/njoem/plan/local-officials.html>
- <http://www.state.nj.us/njoem/law.html>

www.fema.gov is a link to the main FEMA webpage, which includes links to a wide variety of news, information, and multimedia resources. The Web site also offers important information on other FEMA programs including the National Flood Insurance Program.

<http://www.fema.gov/news/event.fema?id=12189> is a link to current New Jersey disaster information.

Very truly yours,

William G. Dressel, Jr.
Executive Director

Re: IV. Mayors - Take the Pledge to Combat Obesity in your Town – Join the Mayors Wellness Campaign TODAY!

Dear Mayor:

I want to inform those of you who recently took the oath of office, and remind those of you who have been in office, about a program that can accomplish a lot of good for your community with little or no public funds.

The **Mayors Wellness Campaign** (MWC) supports mayors as champions of community health. By encouraging mayors to play a leadership role in supporting local opportunities for active, healthy lifestyles, the intent of the MWC is to reduce health care costs and foster active living and healthy lifestyles for all New Jersey citizens. Currently, more than half of the New Jersey's 566 municipalities are participating in the campaign and are working aggressively to increase the overall health of their communities.

If you haven't already done so, please take the time to join the Mayors Wellness Campaign today. It's easy and doesn't cost a thing. Simply visit www.mayorswellnesscampaign.org and click on "Mayors, Sign the Mayors Wellness Campaign Pledge" on the home page. Fill in the form and you will receive information about the program and assistance from the MWC staff.

You can also lend your official support to the MWC by passing a resolution or signing a proclamation. A sample resolution and proclamation can also be found on their website.

I would also encourage you to put a link to the Mayors Wellness Campaign website on your municipal website's homepage. You can do this by following the instructions here:

<http://www.mayorswellnesscampaign.org/news-center/media-kit/>

This year marks the fourth year that the New Jersey State League of Municipalities has joined with the New Jersey Health Care Quality Institute in this innovative effort to fight obesity in our state. I sincerely hope you will join the Mayors Wellness Campaign and promote healthy living in your community. For further information contact Bill Dressel at (609) 695-3481 ext. 122 or bdressel@njslom.com

Very truly yours,

William G. Dressel
Executive Director

NJLM
222 West State Street
Trenton, NJ 08608

