



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

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PHILIP D. MURPHY
Governor

LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

August 29, 2019

Mr. John W. Milner
PO Box 183
Parlin, NJ 08859

Dear Mr. Milner:

This is in response to the inquiry you made to the Division of Local Government Services wherein you asked questions regarding your municipality.

You have indicated you have experienced delays in responses to your OPRA requests. Please be advised that custodians should fulfill a request as soon as possible, but not later than seven (7) business days after the request is received, provided that the record is currently available and not in storage or archived. Should more time prove necessary to respond, the custodian may request an extension. If the custodian is unable to comply with the request for access, the custodian must indicate the specific reason for denying access on the request form and promptly return a copy to the requestor. For further information, you may visit the following website: <https://www.nj.gov/grc/public/citizens/>, the Citizens' Guide to the Open Public Records Act (OPRA), prepared by the Government Records Council to help the public understand the requirements of the State of New Jersey's Open Public Records Act. This guide is intended to familiarize those who want access to public records of their rights and of the responsibilities of public agencies that hold records, but it does not serve as a legal reference.

You also inquired if elected Town Councilmen, Mayors and Business Administrators receive mandatory state training. The answer is no. However, Rutgers Division of Continuing Studies – Center for Government Services offers a six-hour seminar that covers essential components of the administration of municipal government. You may visit the following website for additional information: <https://cgs.rutgers.edu/programs/elected-officials>.

Elected and appointed officials are also members of the New Jersey League of Municipalities which is a voluntary association that offers Education and Development seminars. For additional information regarding the League of Municipalities visit: <https://www.njlm.org>.



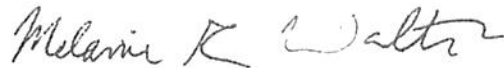
You also questioned the standards for CFO education. Certified Municipal Financial Officers must be certified and must renew their certification every two (2) years by obtaining a minimum of thirty (30) Continuing Education Unit (CEU) credits in six (6) categories: Accounting, Financial and Debt Management, Budgeting, Office Management/Ancillary Subjects, Ethics and Information Technology. For CFO License requirements please visit: https://www.nj.gov/dca/divisions/dlgs/programs/certification_docs/cmforeqs.pdf.

The Division of Local Government Services' Certification Unit provides testing and certifies licenses for a Chief Financial Officer. Approved Continuing Education Unit (CEU) courses and schedules, certification requirements, applications, record keeping forms, CEU sponsor agreements and forms, as well as links to sponsor web sites can be found by visiting: <https://www.nj.gov/dca/divisions/dlgs/programs/certification.html>.

Finally, you requested an explanation of the meaning of 'Pre-Audit and Control'. The duties of the Chief Financial Officer include ensuring that funds for goods received are encumbered, that the correct line-items are being charged, and that the funds are available for payment.

Should you have additional questions or require further information you may contact Tiziana Johnston, of my staff at 609-292-0827 or by e-mail at tiziana.johnston@dca.nj.gov.

Sincerely,

A handwritten signature in cursive script that reads "Melanie R. Walter".

Melanie R. Walter, Director
Division of Local Government Services

TJ/MRW