MUNICIPAL CLERKS PROGRAMS AT 2015 NJLM CONVENTION

TUESDAY, NOVEMBER 17, 2015
10:00 a.m. -- 12:00 p.m. -- Room 402 -- Atlantic City Convention Center

WORDS OF WELCOME:
KAMMIE L. VERDOLINA, CTC, President, TCTANJ
JASON GABLOFF, CMFO, President, GFOANJ

LEGISLATIVE UPDATE - JOINT SESSION WITH THE MUNICIPAL CLERKS’ ASSOCIATION, GOVERNMENT FINANCE OFFICERS ASSOCIATION, THE TAX COLLECTORS AND TREASURERS ASSOCIATION AND THE ASSOCIATION OF MUNICIPAL ASSESSORS:
CMFO/CCFO – 2.0 Office Management and Ancillary Subjects; CTC -- 2.0 Legislation; RMC -- 2.0 Professional Development; QPA – 2.0 Office Administration/General Duties; RPPO/RPPS -- 2.0; CPA/RMA -- 2.0 Business Law; CTA – 2.0 Property Administration Credits Pending

Speakers:
BONNIE A. FLEMING, CTC/CMFO, TCTANJ Legislative Chairperson
KEITH A. BONCHI, Esq., TCTANJ Legal Counsel
LORI BUCKELEW, Senior Legislative Analyst, New Jersey State League of Municipalities
KIM-MARIE WHITE, RMC, Municipal Clerk, Eastampton

TUESDAY, NOVEMBER 17, 2015
2:00 p.m. – 3:40 p.m. – Room 414 – Atlantic City Convention Center

ELECTION POTPOURRI
This session will present a unique look at the election process in New Jersey, including incidents commonly occurring in and around the polling places, electioneering, electioneering laws, accessibility issues and poll workers’ duties and responsibilities. Actual experiences, good, bad and sometimes funny, will also be covered.

Contact Hours: RMC 2.0 – Elections

Speakers:
DAVID MILLSTEIN, Assistant Deputy Director, ADA Administration, Department of the Treasury
KEITH KAZMARK, RMC/MMC, Municipal Clerk, Borough of Elmwood Park
RICHARD A. LUSTGARTEN, Esq., MCANJ Legal Counsel

WEDNESDAY, NOVEMBER 18, 2015
9:00 a.m. – 11:00 a.m. – Room 418 – Atlantic City Convention Center

MANAGEMENT/LICENSING/LIABILITIES FOR SPECIAL EVENTS - JOINT SESSION WITH THE MUNICIPAL CLERKS’ ASSOCIATION OF NEW JERSEY AND THE COMMUNITY RECREATION SOCIETY OF NEW JERSEY:
Street fairs, festivals, races etc. are a common occurrence. You must have procedures in place to ensure the health, safety and enjoyment of the participants as well as to protect the municipality. This session will review licensing, risk management including insurance and liabilities, food handling and alcoholic distribution and consumption.

Contact Hours: RMC 2.0 – Licensing; NJRPA 0.2

Moderator:
MATTHEW DOHERTY, Mayor, Belmar Borough

Speakers:
LINDA WANAT, RMC/MMC/CPM, Municipal Clerk, Township of Montclair
FRANK COVELLI, Manager, Public Entities Department, Professional Insurance Associates, Inc., Risk Manager, Borough of Fair Lawn
MATTHEW WYSOKINSKI, Registered Environmental Health Specialist, Monmouth County Health Department
JENNIFER GANDER, Director, Township of Bernards Parks & Recreation

WEDNESDAY, NOVEMBER 18, 2015
2:00 p.m. – 3:40 p.m. – Room 418 – Atlantic City Convention Center

LOCAL GOVERNMENT BUDGETING, FINANCIAL ADMINISTRATION AND OVERSIGHT ACTIVITIES
This session will provide an overview of the role of budgeting, accounting and how a wide range of other financial administration activities play in local government administration. This session will provide attendees with an understanding of why these activities are important to government accountability. The session will also include an overview of the activities undertaken by state agencies to oversee and monitor local government finances.

(Contact Hours: RMC – 2.0 Finance; CMFO/CCFO – 1.0 Budgeting and 1.0 Financial/Debt Management; CTC – 2.0 General/Secondary Duties; CPWM – Government; QPA 2.0 – Office Administration/General Duties)

Moderator:
JOANNE M. KWASNIEWSKI, RMC/MMC, Municipal Clerk/Deputy Manager, Borough of Fair Lawn

Speaker:
MARC PFEIFFER, Assistant Director, Bloustein Local Government Research Center, Bloustein School of Planning and Public Policy

THURSDAY, NOVEMBER 19, 2015
2:00 p.m. – 3:40 p.m. – Room 411 – Atlantic City Convention Center

A REVIEW OF OPEN PUBLIC RECORDS ACT - League Joint Session with Municipal Clerks’ Association of New Jersey
This session will assist local government employees, governing bodies, departments, boards and commissions to better understand the mandatory requirements of the Open Public Records Act, as well as recent rulings by the Government Records Council and New Jersey Superior Court that affect the disclosure of government records.

CMPO – 2.0 Off Mgmt; CFCO – 2.0 Off Mgmt; CTC – 2.0 Gen/Sec; CPWM – 2.0 Govt; RMC – 2.0 Rec; QPA – 2.0 Off Admin; NJCLE – 2.0; CRP – 1.5; RPPO/RPPS – 2.0 M/S; CPA – 2.0 PD; CTA – 1.5 PTA; PACLE – 1.5; PLANNING/ZONING BOARD SECRETARY – 1.5; ZONING OFFICIAL – 1.5; LAND USE ADMINISTRATOR – 1.5.

Presiding:
Keith Kazmark, Mayor, Woodland Park

Speaker:
Dawn R. SanFilippo, Deputy Executive Director, Government Records Council, NJDCA