**Municipal Clerks’ Association**

**of Mercer County**

**2019 Mini Conference**

 Date: Friday, September 13, 2019

 Place: Hightstown Engine Co. #1

 140 N. Main Street, Hightstown, NJ 08520

 Fee: $0/Mercer County Members (Includes light breakfast and lunch)

 $25/Non-members (Includes light breakfast and lunch)

**Checks made payable to Municipal Clerks’ Association of Mercer County**

**CEU’s have been applied for RMC, QPA, CFO, CTC, CPWM**

8:30 – 9:30 Registration (Light Breakfast)

9:30 – 11:30 *Special Agent Garth Weintraub, FBI Newark Division Election Crimes Coordinator*

**Election Fraud** – Election Fraud is a hot topic in society today. This session will cover how to detect election fraud and report suspicions of fraud.

11:30 – 12:15 Lunch

12:15 – 1:45 *Eileen Gore, RMC/MMC, Hamilton Township Municipal Clerk*

**Licensing** – This session will review licensing procedures, rules and regulations and any recent update regarding them.

1:45 – 2:00 Break

2:00 – 3:00 *Carmela Roberts, PE, CME, President of Roberts Engineering Group, LLC*

 *Debra Sopronyi, RMC/CMC, QPA, Borough Administrator/Clerk/QPA, Hightstown*

**Contract Management and Change Orders** – This session will cover the award of a contract and the process for change orders throughout a project, as well as requirements for the close-out of a project.

3:00 – 3:15 Break

3:15 – 4:15 *Susan Jacobucci, Business Administrator, Paulsboro*

**Ethics** - This session will cover Ethics in Local Government and the increasing challenges met by Government employees to assure that they are acting in an ethical manner in and out of their workplace.

**REGISTRATION FORM**

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Hightstown Engine Co. #1

140 N. Main Street, Hightstown, NJ 08520

Name: Title:

Municipality: Phone:

Address:

City, State & Zip:

Email: Voucher/PO#:

**Mercer County Clerk Member** Yes No

**Deadline to register is Friday, September 6, 2019**

**Mail registration and payment to:**

Municipal Clerk’s Association of Mercer County

c/o Ewing Township

Kim Macellaro, RMC

2 Jake Garzio Drive

Ewing, New Jersey 08628

Work: (609)538-7609

kmacellaro@ewingnj.org

**CLAIMANT'S CERTIFICATION AND DECLARATION**

**I do solemnly declare and certify under penalty of law that the within bill is correct in all its particulars, that no bonus has been given or received by any person or persons with the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one. This form has been approved by the Local Finance Board as an approved voucher form. Attach to your voucher as signature of claimant.**

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**Margaret M. Riggio, RMC/CMR**

**Secretary, Municipal Clerk’s Association of Mercer County**