

Municipal Clerks' Association of New Jersey, Inc.

EDUCATION PROGRAM



SUNDAY, APRIL 26, 2015

- 3:00 p.m. - 5:00 p.m. **Registration – General Exhibition Center**
- 4:00 p.m. - 5:15 p.m. **What's Happening in NJ Elections Today**
Mary Melfi, Union County Clerk
Joanne Rajoppi, Hunterdon County Clerk
This session will provide an update of new and proposed legislation that will impact the election process and will touch upon the hot topics of the day.
- 6:00 p.m. - 8:00 p.m. **President's Welcome Reception**
Light fare will be served in Salon 1 and 2

MONDAY, APRIL 27, 2015

- 7:45 a.m. **Registration – General Exhibition Center**
- 7:45 a.m. - 8:30 a.m. **Breakfast – Visit with Vendors**
- 8:30 a.m. - 8:45 a.m. **Welcome**
John M. Mitch, President, MCANJ, Township of Woodbridge
Donald A. Guardian, Mayor, Atlantic City
- 8:45 a.m. - 10:00 a.m. **Can We or Should We**
Armando Riccio, Esq.
This speaker will guide Municipal Clerks through various legal minefields while providing practical solutions to employment issues that can become violations of local government ethics law.
- 10:00 a.m. – 10:20 a.m. **Break - Visit with Vendors**
- 10:20 a.m. – 12:00 p.m. **Annual Meeting**
Say What – The Circulator is not Registered?
Richard Lustgarten, Esq.
MCANJ's attorney will provide a summary on P.L. 2014, c.83 that changes how petitions are certified, the residency requirements of certain petition circulators and the circulator criteria established by this law.
- 12:00 p.m. - 1:00 p.m. **LUNCH – Visit with Vendors**
- 1:00 p.m. - 2:15 p.m. **Breakout Sessions**
- a. **What's in the Future for Municipal Clerks in the World of ABC?**
Lisa Barata, Deputy Attorney General, Division of Alcoholic Beverage Control
Joann Frascella, Executive Assistant, Division of Alcoholic Beverage Control
We all know the basics, but what do you do with those unusual situations that seem to occur. Is a transfer just a transfer? Is there a chance renewals will become electronic? This session will provide you with the answers to these questions and many more.
 - b. **Record Management for the 21st Century**
Irwin Nadel, Division of Revenue and Enterprise Services
Rule changes have been signed that will significantly impact how Record Custodians will handle records in the future. The speaker will discuss how those changes will impact our duties and how DORES can assist us.

EDUCATION PROGRAM CONTINUED...

c. **Taxes, Taxes, Taxes – It’s All About the Numbers**

Kevin Esposito, Tax Assessor, Borough of Elmwood Park

Do you understand tax liens, tax sales, foreclosures and the reserve for uncollected taxes and the impact they have on your municipality? At the end of this session you will!

2:15 p.m. - 2:30 p.m.

Break - Visit with Vendors

2:30 p.m. - 3:45 p.m.

Breakout Sessions Repeated

3:45 p.m. - 5:00 p.m.

Social Adjustment Hour - Hors D’oeuvres & Cash Bar

Vendors Prize Drawing - Winners must be present

Dinner on your own, enjoy the many venues of the Tropicana and Atlantic City.

TUESDAY, APRIL 28, 2015

7:45 a.m. - 8:30 a.m.

Registration – Breakfast

8:00 a.m.

Silent Auction Opens

8:30 a.m. - 8:45 a.m.

Announcements

8:45 a.m. - 10:00 a.m.

Top Computer Tricks to Make a Clerk’s Life Easier

Denise Szabo, RMC/MMC, Municipal Clerk/Assistant Administrator, Township of Bernards

Rhonda Pisano, RMC, Deputy Municipal Clerk, Township of Bernards

Dylan Hansen, IT Supervisor, Village of Ridgewood

A recent sampling of MCANJ members revealed that many would like to learn more about the advanced features in Microsoft Office and Adobe Professional. This panel will provide tips that will help you produce a more professional product and save time and steps off your workflow.

10:00 a.m. - 10:20 a.m.

Break –Visit Silent Auction

10:20 a.m. - 12:00 p.m.

15 Rules for the Road

Deb Sofield, Executive Speech Coach

Fear of public speaking is the number one phobia. Deb’s 15 rules will provide a tool kit and tips for you to keep your audience awake as you make your next presentation to the Council.

12:00 p.m. - 1:00 p.m.

LUNCH – Visit Silent Auction

1:00 p.m. - 2:15 p.m.

Breakout Sessions

a. **Media Savvy Presentations**

Deb Sofield, Executive Speech Coach

With the right tools and a little savvy, Municipal Clerks can master the media and have it work for you and your community. Learn to view the media not as an adversary but as an ally and take your leadership skills to the next level.

b. **Registrar 2015**

Vincent Arrisi, Registrar

This speaker will review the latest legislation, policies and records retention including the V.I.P. program.

c. **Let’s Be Fare – Limousines Are Not Taxicabs**

Richard Stryker, Investigator, Division of Motor Vehicles

Evelyn Trapasso, Investigator, Division of Motor Vehicles

Do you understand the difference between taxi and limousine registration? Learn about the license application requirements including zoning, insurance, registration, vehicle storage, business location, fingerprints, vehicle conformance and identification.

2:15 p.m. - 2:30 p.m.

Break – Visit Silent Auction

2:30 p.m. - 3:45 p.m.

Breakout Sessions Repeated

EDUCATION PROGRAM CONTINUED...

- 3:45 p.m. – 4:00 p.m. **Visit Silent Auction**
4:00 p.m. **Silent Auction Closes - Please Pick Up Your Items**
6:00 p.m. **Dinner**
Announcement of Municipal Clerk of the Year

WEDNESDAY, APRIL 29, 2015

- 7:45 a.m. **Registration**
7:45 a.m. - 8:30 a.m. **Breakfast**
8:30 a.m. - 9:45 a.m. **Tricks for the RMC! A Financial Refresher**
Susan Jacobucci, Manager, Township of Galloway
This session will review the financial tools needed by the RMC to better understand and plan his/her office, as well as present a few tricks to utilize in “presenting” the Municipal Clerk’s office.
9:45 a.m. – 10:00 a.m. **Break**
10:00 a.m. – 11:15 **OPRA: All Bridges Lead to Bridgegate**
Neil Grant, Retired Municipal Clerk, Borough of Fort Lee
This session will cover soup to nuts on handling the massive number of OPRA requests received as well as the numerous requests received at the same time from multiple media outlets during Bridgegate. Among other topics the speaker will discuss how he handled special charges for editing and redacting audio tapes of the actual calls to the dispatchers.

CEUS HAVE BEEN APPLIED FOR RMC – CMC - MMC- CMR - CTC – CMFO – CPWM- QPA

MCANJ WILL PRESENT THREE REGISTRATIONS FOR THE 2016 ANNUAL EDUCATION CONFERENCE FOLLOWING THE LAST SESSION ON WEDNESDAY. A BUSINESS CARD DRAWING WILL BE HELD. MUST BE PRESENT TO WIN.



MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. 2015 CONFERENCE



ENROLLMENT FEES FOR THE 2015 MCANJ CONFERENCE

	<i>Registration on or before <u>April 1, 2015</u></i>		<i>Registration after <u>April 1, 2015</u></i>	
	<u>MCANJ MEMBER</u>	<u>NON MEMBER</u>	<u>MCANJ MEMBER</u>	<u>NON MEMBER</u>
FULL CONFERENCE SUNDAY – WEDNESDAY	\$310.00	\$445.00	\$360.00	\$495.00
3 DAYS MONDAY-TUESDAY-WEDNESDAY	\$280.00	\$415.00	\$330.00	\$465.00
1 DAY MONDAY	\$120.00	\$205.00	\$170.00	\$255.00
1 DAY TUESDAY	\$160.00	\$245.00	\$210.00	\$295.00
1 DAY WEDNESDAY	\$ 85.00	\$170.00	\$135.00	\$220.00

PLEASE ADD \$150 CHARGE FOR ALL GUEST/SPOUSE MEALS

NO REFUNDS - MEALS AND TUITION ARE INCLUDED IN THE ENROLLMENT FEES

ON-LINE REGISTRATION ONLY

www.njclerks.org

**REGISTER EARLY TO TAKE ADVANTAGE OF THE BEST
CONFERENCE PRICING**

**REGISTRATIONS WILL ONLY BE ACCEPTED AT THE DOOR WITH
PAYMENT IN CASH OR BY CHECK.**

**AN ADDITIONAL \$50.00 PROCESSING FEE WILL BE ASSESSED AT THE
DOOR.**

**TROPICANA HOTEL AND CONVENTION CENTER
2801 PACIFIC AVENUE, ATLANTIC CITY, NJ**

Deadline for room reservations: April 1, 2015

*Overnight accommodations are the responsibility of the registrant.

Hotel Registration 800-247-8767

Refer to NJ Municipal Clerks' Association Conference CODE HMCA15

Vouchers for room reservations must be sent to the attention of the Hotel Reservations Department.

Room rates are \$65

Rates **are subject to a** 14% Tax and \$10.00 per night occupancy fee.

Parking Fee of \$10.00 **is not** included in this rate.



**DENISE SZABO, RMC/MMC
2ND VICE PRES. MCANJ
BERNARDS TOWNSHIP
1 COLLYER LANE
BASKING RIDGE, NJ 07920**