



New Jersey State League of Municipalities

The New Jersey State League of Municipalities

Presents:

The Mini One Day Conference

Friday, June 14, 2019

8:30am-5:00pm

Registration begins at 7:30am

Conference Center at Mercer

1200 Old Trenton RD

West Windsor, NJ

CMFO/CCFO, CTC, CPWM, RMC, QPA, RPPO/RPPS, NJCLE can earn up to 8 CEU Credits in One Day!

CRP's can earn up to 6.5 CEU Credits!

Land Use Administrations and Planning Board Secretaries, Zoning Officials can earn up to 4.25 CEU Credits!

Schedule of Events:

7:30a.m.- Check In Opens for Mini Conference

7:30a.m. -8:30a.m.- Breakfast Buffet and Networking

8:30a.m.-10:15a.m. - Morning Session 1 (Attendees pick one session per time slot)-

A. Me Too in the Workplace: How to Handle Sexual Harassment and Create an Ethical and Safe Workspace for All.

This seminar will review the protected categories under federal law and the New Jersey Law against Discrimination that have been on sexual harassment in the age of the #MeToo movement. The speaker will identify the types of harassment that have been identified by the courts and will review the corresponding liabilities for individuals and for the employer, as well as explore ethical behavior both inside and outside of the workplace. The discussion will include how harassment impacts the workplace, and effective actions employers can take when confronted with a complaint of harassment. In addition, this seminar will discuss the roots of the #MeToo movement, its impact on prevention and redial measures, and discuss current trends and case studies of recent sexual harassment litigation since the beginning of #MeToo.

Speaker:

-Katherine E. Stuart, Esq., Genova Burns LLC

CEUs: CMFO/CCFO-2.0 ETH, CTC 2.0-ETH; CPWM-2.0 ETH; RMC-2.0 ETH; QPA-2.0 ETH; CPA-2.0ETH; RPPO/RPPS-2.0 ETH;PACLE-1.5ETH*; NJCLE-2.0 Eth:CRP-1.75; Planning Board Secretaries-1.75-Admin, Zoning Officials-1.75-Admin, Land Use Administrators-1.75 Admin:Registrar-1.0

B. Forecasting is just not for weather - Budgets Too!

Forecasting for budgets and financial trends is often an underutilized budgeting tool that assists Finance Officers and budget decision makers in analyzing and managing their financial condition and structure. It can be used to assist in implementing proactive steps to prepare for and minimize the impact of unfavorable economic cycles and disruptions. At this session the panelist will discuss the fundamentals and how to of budget and trend forecasting.

Speaker:

-Matthew M. Laracy, CPA, CMFO, Township of Verona

-Chris Battaglia, CMFO, Township of South Orange Village

CMFO/CCFO-2.0 Bud; RMC-2.0 FIN; QPA-2.0 Off Admin/Gen Duties; CPA-2.0 Fin; RPPO/RPPS-2.0 M/S;CRP-1.75

C. Paying Your Employees

Paying your employees is a fundamental task for all municipal employers but is also one of the most challenging facets for any payroll department. State and Federal law create a complex landscape for compensating employees for hours worked, as well as other financial benefits provided to employees for their service. This seminar will address a number of those interrelated laws and requirements. Specifically, this session will review employer obligations relating to pension enrollment, record keeping requirements, FLSA overtime requirements, and the new State minimum wage obligations. This session will also discuss wage discrepancies, including equal pay requirements and the impact these legal requirements have on an employers' obligation to negotiate salary with its employees.

Speaker:

-Jennifer Roselle, Esq, Genova Burns, LLC

CEU's: CMFO/CCFO-2.0 Fin/debt; CPWM-2.0 MGMT; RMC-2.0 FIN; QPA-2.0 Off Admin/Gen Duties; CPA-2.0 Fin; NJCLE-2.0; PACLE-1.5*:RPPO/RPPS-2.0 M/S

D. Last Clerk Standing

Fun is the name of this game! This interactive PowerPoint presentation allows participants to guess the answers to licensing questions with the instructors explaining the correct answer. Topics will include: dog licensing, taxis, solicitors/peddlers/hawkers, raffles, bingos, other legalized games of chance and more. This course is a great overview of licensing and gives information which clerks may have forgotten or weren't aware of. Conducted in a game-show format, participants are welcome to consult with each other while playing along. Come see how much you know, learn something new, and try to be the last clerk standing!

Speakers:

-Michele Seigfried, Municipal Clerk, Robbinsville Township
-Eileen Gore, Municipal Clerk, Hamilton Township

CEUs: RMC-2.0 Lic, PACLE-1.5*; NJCLE-2.0:

10:15a.m.-10:30a.m.- Coffee Break

10:30a.m.-12:15p.m.- Morning Session II

A. Me Too in the Workplace: How to Handle Sexual Harassment and Create an Ethical and Safe Workspace for All(same as Morning Session 1)

B. Forecasting is just not for weather - Budgets Too!(same as AM 1)

C. How to Turn Unpaid Taxes in Money

The session will review the various types of assignment sales, tax sales, and or methods to attract third part investors as well as the special tax sale under the Abandoned Properties Act. The session will also review when a municipality can use the receivership laws to collect rents on tax delinquent properties and go through the in rem foreclosure process.

Speaker:

-Keith Bonchi Esq., Partner, Goldenberg, Mackler, Sayegh, Mintz, Pfeiffer, Bonchi & Gill

CEUs: CMFO/CCFO-2.0 BUD, CTC-2.0 ENF; RMC-2.0 FIN; CPA-2.0 TAX; PACLE-1.5*; NJCLE-2.0

D. Change Site Conditions and other Procurement Topics

This session will review the Change Site Conditions and other items of interest for Procurement Professionals.

Speaker:

-Representative from NJ Division of Local Government Services (DLGS)

CEU's: CMFO/CCFO-2.0 Off Mgmt/Anc;CPWM-2.0MGMT;RMC-2.0 Prof Devel; QPA-2.0 P/P; CPA-2.0 Fin; RPPO/RPPS-2.0 P/P

12:15p.m.-1:15p.m.- Lunch Buffet and Networking Sponsored by Ancero Utility VoIP

1:15p.m.-2:55p.m. -Afternoon Session I (Attendees Pick one session per time slot)

A. Accurate Accounting of Personnel and Payroll Records

The challenges of maintaining accurate accounting personnel and payroll records can be overwhelming! Join us for a session on meeting these challenges head on – from the perspective of two auditing professionals. The session will cover fundamentals that will benefit new finance office personnel and be a refresher for the more experienced attendee.

Topics will include:

- Best practices for payroll accounting and records retention
- Calculating pay rates
- Accounting for payroll tax deductions
- Accounting of accumulated sick, vacation and comp time for local governments will be addressed along with the impact these have on local budgets.
- Personnel and payroll audit implications
- Accounting for Pension and Commonly Asked Questions
- Accounting for GASB Statements Nos. 68 & 75

Speakers:

-Michael D. Cesaro, CPA, RMA, CMFO, Managing Partner, Bowman & Company LLP
-Evan J. Palmer, CPA, RMA, CMFO, Senior Manager, Bowman & Company LLP

CEUs: CMFO/CCFO-2.0 Acct; CPA-2.0 Fin;

B. The Anatomy of a Cyber-Security Attack

Ever wonder what happens if your municipal computer systems were to get attacked? You have seen the headlines about Atlanta and Newark, but that doesn't really tell you much about what really happens behind the scenes and in the moment. The Brick MUA got hit with the Emotet malware in the fall of 2018. Janice Zelnock, the CGCIO of Brick MUA will discuss what happened and what they learned from their experience. The best way to prepare is to learn from those who have been through it, so come hear first-hand and be ready to ask questions during this interactive presentation.

Speaker:

-Janice Zelnock, CGCIO, who is the Supervisor of Information Technology at the Brick Township Municipal Utilities Authority

CEUs: CMFO/CCFO-2.0 IT, CTC-2.0 IT, CPWM-2.0 IT, RMC-2.0 IT, QPA-2.0 IT, CPA-2.0 Tech; RPPO/RPPS-2.0 M/S; CRP-1.5; Planning Board Secretaries-1.0 Admin, Zoning Officials-1.0 Admin, Land Use Administrators-1.0 Admin

C. Current Trends in Document Fraud

This course will assist municipal officials with training that will enhance their ability to recognize and identify the universe of identity-related documents issued by and relied upon by the NJ MVC and other government agencies. With emerging technology it has become increasingly difficult to identify fraudulent documents. Attendees will learn what tools are available to assist them in identifying counterfeit documents by providing training and experience in the recognition of fraud as it pertains to documents such as: driver licenses, redesigned 2017 permanent resident cards, redesigned 2017 employment authorization cards, passports and Social Security cards. Attendees will learn the newest trends in counterfeiting of identity documents by "on-line" manufacturers, which has become increasingly common due to the ease in obtaining access to previously unpublished document security technology.

Speaker:

-Mark S. Cushing, Investigator, Fraudulent Document Training Unit, Investigative Support Services Security, Investigations and Audit Unit, NJ Division of Motor Vehicles

CEUS:-CMFO/CCFO-2.0 Off MGMT: CTC-2.0 Gen/Sec; CPWM-2.0 MGMT: RMC-2.0 Rec: QPA-2.0 Off Admin: CPA-2.0 PD; PACLE 1.5* NJCLE-2.0; RPPO/RPPS-2.0 M/S; CRP-1.5; Planning Board Secretaries-1.0 Admin, Zoning Officials-1.0 Admin, Land Use Administrators-1.0 Admin;Registrar-1.0

D. Annual Report of the Tax Collector

The Tax Collector's Annual Report, is made up of the taxes receivable. This report is required by law, and shall be filed with both the treasurer or Chief Financial Officer and the governing body prior to the 60th day of the close of the preceding fiscal year of the municipality. This report is to include all taxes receipted, added, abated and canceled during the preceding year and the amount of taxes delinquent as of the last day of said year. This session will review the Annual Tax Collector's report, the documents needed to fill out report, and how to fill out the report. Also, the session will go over the different styles used for this report, the correct way to ensure the Annual Report includes the appropriate content.

Speakers:

-Linda Canavan, CTC, Borough of Saddle River, and Ramsey, President, Tax Collectors and Treasurers Association of NJ
-Jodi DeMaio, CTC of the City of Englewood

CEUs : CMFO/CCFO-2.0 Fin/Debt ; CTC-2.0 R/B/C; CPA-2.0 TAX; PACLE-1.5*; NJCLE-2.0;

2:55p.m.-3:10p.m.- Afternoon Break and Networking Sponsored by Unicorn HRO

3:10p.m.-4:50p.m. -Afternoon Session II

A. Elections

CEUs-RMC-2.0 ELEC; PACLE-1.5*: NJCLE-2.0

B. The Anatomy of a Cyber-Security Attack(same PM 1)

C. Changing Environment of Recycling

This session will discuss how the environment of recycling has changed since the Peoples of Republic of China changed their recycling policies and regulation on what materials they will accept to recycle. This session will also discuss how this policy change has affected Municipal Recycling contracts and other trash collection operations.

Speaker:

-Representative from Association of New Jersey Recyclers

CEUS: CPWM-2.0 TECH; QPA-2.0 Green Purchasing; RPP0/RPPS-2.0 P/P;CRP-1.5

D. Discussion of the Religious Land Use and Institutionalized Persons Act

This session will the discuss the Religious Land Use and Institutionalized Persons Act, its relationship with the NJ Municipal Land Use Law, and discuss current case studies

Speaker:

Howard B. Mankoff, Esq Marshall Dennehy Warner Coleman & Goggin

**CEU's: CMFO/CCFO-2.0 Off MGMT; CPWM-2.0 GOVT; RMC-2.0 Prof Devel; CPA-2.0 PD;
PACLE-1.5: NJCLE-2.0; Planning Board Secretaries-1.5 Tech,
Zoning Officials-1.5 Tech, Land Use Administrators-1.5 Tech**

5:00p.m. Adjournment

REGISTRATION FEE:

Member Rate*: **\$115.00(Pre-Registration until June 4, 2019)**
\$130.00 (After June 4, 2019 you must pay at the door)

Non-Member: **\$125.00(Pre-Registration until June 4, 2019)**
\$155.00 (After June 4, 2019 and you must pay at the door)

*Member rate applies to: Municipalities, State, County, and Municipal Utilities & Authorities.

To Register:

-Visit www.njilm.org/seminars

- Download registration form, complete and fax it with your voucher to (609) 695-0151

Questions about registering – contact Donna Bijou, dbijou@njilm.org or

609-695-3481 extn 111

***PA CLE's have been listed on this sheet. Note, to earn PACLE's separate fees apply.**