

**MCANJ**  
**EDUCATION CONFERENCE**  
**APRIL 23-26, 2024**



**HARD ROCK HOTEL & CASINO**  
**ATLANTIC CITY, NJ**

# EDUCATION PROGRAM

**Tuesday, April 23, 2024**

9:00 am – 3:00 pm

Seminole III

## **Beyond Fight or Flight-Conflict Resolution from the Inside Out**

Rutgers University Center for Government Services

Facilitated by Dana Lynn Bernstein, PCC, PMP

Fee: \$120/per person (Limited to 30 people) **\*\*Please note there is a separate registration and fee for this class & Lunch is on your own \*\***

2.5 CMC Education Points or 2.5 MMC Advanced Education Points approved with completion of the learning assessment. **NJ DCA** (6.0 contact hours): CMFO/CCFO, office management and ancillary subjects; CTC, general/secondary; CPWM, management; RMC, professional development; QPA, office admin./general duties

How much time do we waste thinking about, avoiding or worrying about conflict and what does that do to your work environment? Conflict does not generally go away unless you actively manage it. The conversations are not always easy, but getting a resolution feels good, especially if you both walk away satisfied. In this workshop, we will explore how to have productive conversations and provide you with a framework where you can be successful in winning a resolution.

1:30 pm – 5:30 pm      **Early Conference Registration and Pick Up Conference Material/Meet with Exhibitors**  
Seminole Ballroom

2:00 pm – 3:30 pm      **Municipal Clerk Campfire Roundtable & MCANJ Conference Welcome**  
Seminole Ballroom

*Contact Hours Pending Approval for: RMC (.5 Finance, 1.0 Election, .5 License), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Mgmt.); QPA (1.0 Procurement Procedures, .5 Office Admin/Gen. Duties); CMC or MMC credits approved, and 1.0 CMR Approved*

Municipal Clerks will sit around tables and talk with one another and the presenter on various topics, problems, concerns ranging from liquor licenses, raffles, election changes, budget questions, new purchasing requirements, etc. Each table will have someone to answer these questions/concerns and then tables will rotate in intervals where Municipal Clerks can choose another topic.

Roundtable Presenters:

- John Mitch, Municipal Clerk of Woodbridge Township-Liquor License Transfers and Application Review
- Susan Jacobucci, Paulsboro Township Administrator/QPA-Purchasing/Budgeting 101
- Joseph Kostecki, Dept. of Labor-Discussion on Sick time upon retirement, comp time rules, overtime, seasonal employees, and certified payroll requirements that become effective Aug 2024 for all Municipalities
- Representatives from ABC-Liquor License Reform
- Tom Decker, PE- Van Cleef Engineering- Stormwater Management Requirements
- Representative from the Division of Legalized Games Chance Control Commission-Raffles
- Dr. Lauren Zyriek Enriquez, Election Security Advisor, CISA Cybersecurity and Infrastructure Security Agency-Election Security- #Protect2024 Election
- Vincent Caffarello, Outreach Manager, Office of Vital Statistics & Tiffany Drennon, State Registrar-Campfire Conversation-Will answer you registrar questions you have
- Bill Hnatiuk-Local Government Manager-NJ Start

3:45 pm – 5:15 pm      **Campfire Ghost Stories with/ Municipal Clerks who also serve as**  
Seminole Ballroom      **Administrators/Managers or Elected Officials**

Are you a Municipal Clerk looking to push yourself to the next level of advancement? Do you currently serve as an Administrator/Manager but need help/advice? Come to this session and learn tricks and tips from some of the leading Administrators in the State and hear from Municipal Clerks who also serve/have served as Elected Officials. Learn how to conduct employee evaluations, hiring/reprimanding/firing an employee, contract negotiations, how to create the perfect workplace atmosphere, how to deal with a toxic workplace/employee, how to create a budget, etc. The panel will be available to answer questions you have.

- Ralph Blaskee, Township Clerk/Administrator-Netcong
- Jane Sharp, Rutgers University
- Greg Bonin-Township Clerk/Administrator-Branchburg Township
- Keith Kazmark- Manager Village of Ridgewood, Former Municipal Clerk/Administrator and Mayor of Woodland Park

*Contact Hours Approved for: RMC (1.0 Records, .5 Prof. Dev.), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Mgmt.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC credits approved.*

6:30 pm – 8:30 pm      **President's Reception**  
Plum Lounge      Plum Lounge, inside the Hard Rock Hotel & Casino

## Wednesday, April 24, 2024-Attire for the Day “Dress up your Plaid”

7:30 am **Conference Registration and Pick Up Conference Materials**

Seminole Ballroom

7:30 am – 8:30 am **Breakfast/Scavenger Hunt with Exhibitors**

Seminole Ballroom

8:15 am – 8:30 am **Opening Remarks**

Seminole Ballroom President Michele Bobrowski

8:30 am – 10:00 am **Dealing with the Wilds of Human Relations**

Seminole Ballroom Bill Ruch, Director of Risk Management for Statewide Insurance  
David Berkenbush, Asst. Dir. of Risk Management for Statewide Insurance  
MCANJ Legal Defense Fund Representatives

*1.5 Contact Hours Pending Approval for: RMC (1.5 Ethics); CMFO/CCFO (1.5 Ethics); CTC (1.5 Ethics); CPWM (1.5 Ethics.); QPA (1.5 Ethics); CMC or MMC (1.25 hours Approved)*

Workplace Harassment, Discrimination, Ethics, and MCANJ Legal Defense Fund Membership Benefits

The wilds of Human Relations can be a scary place, especially if you find you have taken the wrong path. This session will discuss how to stay on the correct path and provide you with the tools to be a strong leader.

10:00 am – 10:15 am **Break** - Visit with Exhibitors

Seminole Ballroom

10:30 am – 12:00 pm **Know No Limits**

Seminole Ballroom Oz Sanchez, Keynote Speaker & Paralympian

*1.5 Contact Hours Approved for: RMC (1.5 Prof. Dev.); CMFO/CCFO (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Mgmt.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC credits approved.*

“Know No Limits” – these three words have grown to eave themselves throughout this individual’s life and have come to define his transformation from a broken man into an elite athlete, mentor, and inspiration, to both “physically challenged: and “able-bodied: people alike. Oz has represented his country in two of the most honorable ways – first as a Marine and now as a 3x paralympic medalist. Achieving successful change inevitably means overcoming obstacles. Oz tells his inspirational story

firsthand of how he faced and successfully overcame adversity. His story is one of success and inspiration.

12:00 pm – 1:00 pm     **Lunch** – Visit with Exhibitors  
Seminole Ballroom

1:00 pm – 2:30 pm     **“Make time for the Great Outdoors”- Special Occasion Events on Preserved Farms**  
Seminole Ballroom

Stefanie Miller, Acquisition Program Manager, State of NJ Ag. Dev. Board  
David Kimmel, Agriculture Resource Specialist, State of NJ Ag. Dev. Board  
Sharon Dragan, Esq- Mason, Griffin & Pierson

*Contact Hours Approved for: RMC (1.5 License), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Mgmt.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC Credits Approved*

In 2023, the State of New Jersey approved a license permit allowing special occasion events under certain circumstances to be held on preserved farmland. Some of these events can be weddings, concerts, etc. but the permitting process is not as easy as it sounds and Municipal Clerks in the Municipalities that have one of the 2600 preserved farms that cover 240,000 acres in the State will see all the steps one needs to know for a preserved farm to host an event. Learn how municipalities permit special events on non-preserved farms and what events are permitted in NJ on these farms as hosting weddings are on the rise. Are they permitted? You need to attend to find out.

2:30 pm – 2:45 pm     **Break** - Visit with Exhibitors  
Seminole Ballroom

2:45 pm – 4:15 pm     **Life is a journey. Make the most of it by camping along the way.**  
Seminole Ballroom

Jon Drill, Esq. of Stickel, Koenig, Sullivan & Drill, LLC  
Bill Spadea- New Jersey’s Top Morning Radio Show Host of 101.5 & Founder of the Commonsense Club

*Contact Hours Pending Approval for: RMC (1.0 Records, .5 Election), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Mgmt.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC Credits Approved*

Attendees will hear from one of the leading Land Use and Affordable Housing Attorney’s in NJ. Mr. Drill is the co-author of the 2015 edition of “Cox and Koenig, New Jersey Zoning and Land Use Administration” (Gann), which is New Jersey’s premier land use and zoning treatise and serves as a practical guide through the intricacies of New Jersey Municipal Land Use Law (MLUL). Mr. Drill will speak about the new legislative affordable housing bills going through State legislation and how these bills will impact the office of the Municipal Clerk with required resolutions, Ordinances, and publication deadline needs that will need to be met under these new bills for municipalities.

Special Panel Guest-Bill Spadea, New Jersey’s Top Morning Radio Show Host of 101.5 and Founder of the Commonsense Club will talk about all things New Jersey along with discussing his “Common Sense Club” polices to help support small businesses and families through smart, fiscally responsible management in government.

4:15 pm – 4:30 pm      **Break** - Final Chance to Visit with Exhibitors  
Seminole Ballroom

4:30 pm – 5:30 pm      **“The S’More the Merrier”**  
Seminole Ballroom      **Karen Romano, Municipal Clerk/Registrar-Lebanon Boro**  
                                         **Lisa Burd, Municipal Clerk/Registrar-Bloomsbury Boro**

Are you smarter than a Registrar? Test your knowledge to see who the ultimate Registrar is!! Will need your cell phone to download an app to answer questions.

*Contact Hours Pending Approval for: RMC (1.0 License), and 1.0 CMR Approved*

You will need a smartphone or tablet for this interactive, multiple-choice presentation. Please download the Mentimeter app (search Mentimeter) or go to Menti.com. You will enter Code **17919390**.

5:30 pm                      **Exhibitors Reception – Hors D’oeuvres & Cash Bar**  
Seminole Ballroom      **Exhibitors’ Prize Drawings, Winners Must be Present!**

*Dinner on your own*

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**Thursday, April 25, 2024-Attire for the Day- County Spirit Day**

7:30 am                      **Conference Registration and Pick Up Conference Materials**  
Seminole Ballroom

7:30 am – 8:30 am      **Breakfast**  
Seminole Ballroom      Visit Tricky Tray and Merchandise Sale at 8:00 am

8:15 am – 8:30 am      **Remarks**  
Seminole Ballroom      President Michele Bobrowski

8:30 am – 10:00 am **You've been Hacked, Phishing doesn't mean fishing!**  
Seminole Ballroom Bill Ruch, Director of Risk Management for Statewide Insurance  
David Berkenbush, Asst. Dir. of Risk Management for Statewide Insurance

Contact Hours approved for: RMC (1.5 IT), CMFO/CCFO, (1.5 IT); CTC (1.5 IT); CPWM (1.5 IT.); QPA (1.5 IT); CMC or MMC Credits Approved

What happens when by accident you click that attachment in a spam email? Do you know what to do if your Municipality is being held ransom due to a cyber-attack? Learn about municipalities who have had to pay ransom for their data or experienced a cyber-attack and how it happened by an employee clicking on the wrong email. Learn how to create an action plan for your office if you click on that wrong email and how to spot phishing emails. Speakers Bill Ruch, Director of Risk Management from Statewide Insurance and Dave Berkenbush, Statewide Insurance and Representatives of the MCANJ Legal Defense Fund.

10:00 am – 10:15 am **Break**-Visit Tricky Tray & Merchandise Table  
Seminole Ballroom

10:15 am – 12:00 pm **Annual Meeting (Agenda will be handed out the day of meeting)**  
Seminole Ballroom

12:00 pm – 1:00 pm **Lunch** - Visit Tricky Tray & Merchandise Sale  
Seminole Ballroom

1:00 pm – 2:30 pm **If you think adventure is dangerous, try working in Legislation**  
Seminole Ballroom Lori Buckelew, Deputy Executive Director, NJLM

Contact Hours approved for: RMC (1.5 Prof. Dev.), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 Legislation); CPWM (1.5 Government.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC Credits Approved

Hear the latest bills that are being considered and have been passed that impact the office of the Municipal Clerk.

2:30 pm – 2:45 pm **Break** - Visit Tricky Tray, Merchandise Sale  
Seminole Ballroom

2:45 pm – 4:15 pm **Keep Calm and Adventure On**  
Seminole Ballroom Richard Cushing, Esq. Gebhardt & Kiefer, PC  
Leslie Parikh, Parker McCay, PA  
John C. Gillespie, PC, Esq.  
Bonnie Brooks, NJ, Division of Local Government Services

Contact Hours Pending Approval for: RMC (1.5 Records), CMFO/CCFO, (1.5 Office Mgmt. & Ancillary); CTC (1.5 General/Secondary); CPWM (1.5 Govt.); QPA (1.5 Office Admin/Gen. Duties); CMC or MMC Credits Approved

Listen to three of the top Attorney's in Employment Law along with Bonnie Brooks from the State of NJ, Dept. of Local Government Services talk about some of the topics you want answers to:

- Tenure, Appointment, Compensation (what are statutory employees obligated to get as far as raises as opposed to other employees)
- Participation in Executive Session
- Rice Notices-Who, What, When, Where & Why
- Governing Body Refusal to Reappoint for Tenure
- Who supervises or directs the Municipal Clerk? Township Committee? DLGS?

4:15 pm – 4:30 pm      **Last chance to visit Tricky Tray**

Seminole Ballroom

6:00 pm – 7:00 pm      **MCANJ Cocktails**

Brighton Ballroom      Tricky Tray Winners Announced

7:00 pm - 10:00 pm      **MCANJ Dinner / Program**

Seminole Ballroom

**Friday, April 26, 2024-Attire for the Day: Camp Hair-Don't Care-It's your last day of the conference, It's Friday, throw your favorite hat on and go!**

***Check Out- PLEASE NOTE: The Hard Rock Hotel & Casino cannot accommodate a late check out today due to the conference ending on a Friday. Make sure you are checked out by 11 AM. You are more than welcome to bring your bags down to our session room and put them in the back if you don't want to head out to your car early in the AM.***

7:30 am – 8:30 am      **Breakfast**

Seminole Ballroom

8:15 am - 8:30 am      **President Closing Remarks-**

Seminole Ballroom      "RV there Yet" with this Conference being over- Almost!!!

8:30 am – 9:45 am      **Leave the Road, Take the Trails-Notary Requirements**

Seminole Ballroom

Maeve E. Cannon, Esq of Stevens & Lee  
Paula Sollami Covello-Mercer County Clerk  
Ryan Kennedy, Esq of Stevens & Lee



Contact Hours Pending Approval for: RMC (1.5 Records), *CMFO/CCFO*, (1.5 Office Mgmt. & Ancillary); *CTC* (1.5 General/Secondary); *CPWM* (1.5 Mgmt.); *QPA* (1.5 Office Admin/Gen. Duties); *CMC* or *MMC* Credits Approved, and 1.5 *CMR* Credits

In this session learn the legal requirements a notary is to comply with, and the new testing requirements needed to renew your notary that began July 2023.

9:45 am – 10:00 am **Break**

Seminole Ballroom

10:00 am – 11:30 am **An Improper Bid Specification Makes Gret Kindling**

Seminole Ballroom Peggy Riggio, RMC/CMR Municipal Clerk

Carmella Roberts, Roberts Engineering Group, LLC

Contact Hours approved for: RMC (1.5 Finance), *CMFO/CCFO*, (1.5 Office Mgmt. & Ancillary); *CTC* (1.5 General/Secondary); *CPWM* (1.5 Mgmt.); *QPA* (1.5 Procurement Procedure); *CMC* or *MMC* Credits Approved.

This session will review the requirements for a formal bid.

- Advertising
- Checklists
- Awarding a bid
- Rejecting bids
- Reminder of when bids can be opened.
- Fair & Open Review, etc.

11:30 am – 11:45 am **Break & 2025 Conference Registration Winners Drawn-Must be present**

Seminole Ballroom **to win!**

11:45 am-1:15 pm **Home is Where You Park It Registrar Roundtable**

Seminole Ballroom Michele Bobrowski, MMC/CMR-Alexandria Township

Karen Romano, RMC/CMR-Lebanon Boro

Contact Hours approved for: RMC (1.5 Records), *CMFO/CCFO*, (1.5 Office Mgmt. & Ancillary); *CTC* (1.5 General/Secondary); *CPWM* (1.5 Mgmt.); *QPA* (1.5 Office Admin/Gen. Duties); *CMC* or *MMC* Credits Approved and 1.5 *CMR* Credits

Registrars will take 45 minutes and rotate tables to experience different scenarios and how to handle them. Each Registrar will take the scenario and their answer they worked with group. After they visit each table, a representative will read what their group came up with as their solution and the moderator will advise if the solution was correct or not. If not correct, the correct solution will be provided to all to take with them.

*Hope you had a great conference experience! Thank you for joining us!*