



BERGEN COUNTY MUNICIPAL CLERKS' ASSOCIATION

OCTOBER MINI EDUCATION CONFERENCE & REGULAR MEMBERSHIP MEETING

DATE: THURSDAY, OCTOBER 16, 2025
TIME: 8:30 AM - 4:00 PM
LOCATION: RAMSEY SENIOR/COMMUNITY CENTER
75 E. OAK ST, RAMSEY, NJ 07446
COST: \$40.00 FOR BCMCA MEMBERS/\$50.00 FOR NON-MEMBERS
COST APPLIES REGARDLESS OF ATTENDANCE FOR HALF DAY OR
FULL DAY.

8:30 - 9:00 AM **BREAKFAST & REGISTRATION**

9:00 - 9:30 AM **BUSINESS MEETING**
RECOGNITION OF RETIREES
ELECTION OF 2026 BCMCA SECRETARY

9:30-10:45 AM **GENERAL ELECTION UPDATES**
BERGEN COUNTY CLERK - JOHN S. HOGAN
ELECTIONS DIVISION SUPERVISOR - SABRINA TARANTO

SUPERINTENDENT OF ELECTIONS - DEBRA M. FRANCICA
DEPUTY SUPERINTENDENT OF ELECTIONS - JAMIE SHEEHAN-WILLIS

BOARD OF ELECTIONS
CHAIRMAN RICHARD MILLER
1.5 CEU'S - RMC: ELECTIONS

11:00 - 12:15 PM **GOVERNMENT WEBSITES AND BEST PRACTICES**
CIVICPLUS - SOLOMON GROVER
1.5 CEU'S - RMC: PROFESSIONAL DEVELOPMENT

12:30 - 1:00 PM **LUNCH**

1:15 - 2:30 PM **AI CHATBOT**
MARC PFEIFFER
1.5 CEU'S - RMC: PROFESSIONAL DEVELOPMENT
SEE NEXT PAGE TO PARTICIPATE IN THIS INTERACTIVE SESSION!

2:45 - 4:00 PM **PREPARING FOR ANNUAL AUDIT-THE CLERK'S OFFICE**
SUPLEE, CLOONEY & COMPANY LLC - JOHN SWISHER, CPA, RMA,
CMFO
1.5 CEU'S - RMC: FINANCE

Kindly return this portion together with Payment/Purchase Order made payable to the Bergen County
Municipal Clerks' Association and remit payment to Jordan Padovano, Municipal Clerk,
Borough of Norwood, NJ, 455 Broadway, Norwood, NJ 07648 by TUESDAY, OCTOBER 7, 2025.

RESERVATIONS ARE BINDING. NO REFUNDS FOR CANCELLATIONS.

NO WALK-INS

NAME/TITLE: _____

MUNICIPALITY: _____

ADDRESS: _____

PHONE/EMAIL: _____

CHECK ONE: ☐ MEMBER ☐ NON-MEMBER

CHECK ONE: ☐ HALF DAY ☐ FULL DAY

AI CHATBOTS: THE NEW ASSISTANT FOR MUNICIPAL CLERKS

MARC PFEIFFER FROM RUTGERS WILL PROVIDE GUIDANCE AND INSTRUCTIONS FOR USING AI CHATBOTS AS AN "ASSISTANT." LIKE HUMAN ASSISTANTS, CHATBOTS ARE REMARKABLE TOOLS WITH PROS AND CONS—LEARN THE DOS AND DON'TS OF EFFECTIVE USAGE.

HE WILL DEMONSTRATE HOW CHATBOTS CAN ASSIST MUNICIPAL CLERKS THROUGH LIVE, UNREHEARSED AUDIENCE DEMONSTRATIONS. SEE REAL-TIME EXAMPLES OF AI CAPABILITIES AND LIMITATIONS.

WANT TO SEE YOUR OWN USE CASE DEMONSTRATED? THINK OF SOMETHING YOU'D ASK AN ASSISTANT TO DO. EXAMPLES CAN INCLUDE ANALYZING CONTRACTS, SUMMARIZING LONG REPORTS, RESEARCHING ISSUES OR PROBLEMS, DRAFTING LETTERS, RESOLUTIONS, ORDINANCES, CREATING PRESS RELEASES, OR SOCIAL MEDIA POSTS.

EMAIL WHAT YOU WANT AN "ASSISTANT" TO DO (ALONG WITH ANY RELATED MATERIAL) TO SUSAN WITKOWSKI AT SWITKOWSKI@TWPOFWASHINGTON.US. MARC WON'T SEE THEM UNTIL SUSAN REVEALS THEM AT THE CONFERENCE. ALL SUBMISSIONS REMAIN CONFIDENTIAL AND WILL NOT BECOME PART OF ANY CHATBOT'S KNOWLEDGE BASE.