

## AGENDA

9:00 a.m. – 12:00 p.m. Budgeting, Purchasing, and Labor Topics

12:15 p.m. – 1:15 p.m. Lunch Break

1:15 p.m. – Professional Responsibility, and Ethics Topics

3:30 p.m. Adjournment

New Jersey State League of Municipalities is a voluntary nonpartisan statewide association created to help communities do a better job of self-government through pooling information resources and brainpower. Authorized by state statute since 1915, it has been serving local officials throughout the Garden State. All 565 mayors and 13,000 elected and appointed officials of member municipalities are entitled to all of the services and privileges of the League.

### Orientation Contact Information

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All participants will receive a Certification of Completion.

This program is a requirement of the Local Government Leadership Program. Visit [www.njlm.org/lglp](http://www.njlm.org/lglp) for more information.

*Serving Municipal Government  
in New Jersey Since 1915*



INVITATION TO ATTEND

An Orientation for  
Municipal Officials who are

**Newly Elected,  
ReElected,  
or Experienced**



➔ **Saturday,  
January 9, 2021**

Location: Your Computer

OR

➔ **Saturday,  
January 23, 2021**

Location: Your Computer

➔ **REGISTRATION FEE**

Special Reduced Pricing for 2021

Member: \$90.00\*

Non-Member: \$110.00

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

This orientation for municipal officials who are newly elected, reelected, or experienced is fast paced and designed to quickly bring officials up-to-date on important municipal issues. The newly elected officials will get a thorough overview of their major areas of responsibility, key contact at the State level, and important sources of information and assistance.

Reelected and experienced officials will receive valuable up-to-date reference materials that will guide them to the answers they seek. They will also get the latest information on the most important municipal issues—all while meeting their newly elected peers and the League Staff.

## Seminar Topics & Speakers

9:05 a.m. - 9:30 a.m.

### “A Legislative Overview”

Lori Buckelew, Assistant Executive Director, NJLM (1/9)  
Michael F. Cerra, Executive Director, NJLM (1/23)

9:30 a.m. - 10:15 a.m.

### “Budgeting in the Municipal World”

Melanie Walter, Director, Division of Local Government Services

10:15 a.m. - 11:00 a.m.

### “Understanding Public Purchasing”

Joseph Valenti, Former Chief Bureau of Local Management Services, Division of Local Government Services, Dept. of Community Affairs

11:00 a.m. - 11:15 a.m.

MORNING BREAK

11:15 a.m. - 12:15 p.m.

### “Labor Relations-What You Need to Know”

Jennifer Roselle, Esq, Genova Burns, LLC (1/9)  
Joseph Hannon, Esq, Genova Burns, LLC (1/23)

12:15 p.m. - 1:15 p.m.

LUNCH BREAK

1:15 p.m. - 1:45 p.m.

### “Your Leadership Role and Working with Your Professional Staff”

Alexander McDonald, Administrator, Township of Millburn; Immediate Past President, NJ Municipal Management Association (NJMMA) (1/9)

Raymond Codey, Administrator, Borough of Madison; President, NJ Municipal Management Association (NJMMA) (1/9)

Matthew Cavallo, Township Manager, Township of Verona, Member, Executive Board, NJ Municipal Management Association (NJMMA) (1/23)

Joseph Kostecki, Administrator, Borough of South Toms River, Member, Executive Board, NJ Municipal Management Association (NJMMA) (1/23)

1:45 p.m. - 2:15 p.m.

### “The Importance of Working with Your Clerk”

Representative, Municipal Clerks Association of NJ (MCANJ), Township of Hamilton

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

AFTERNOON BREAK

2:30 p.m. - 3:00 p.m.

### “Open Public Meetings (Sunshine) Law and Access to Public Records”

and

### “Local Government Ethics”

William Kearns, Jr., Esq, League General Counsel

To Register: download the form from our calendar at [njlm.org/seminars](http://njlm.org/seminars)