

CENTER FOR GOVERNMENT SERVICES

# MUNICIPAL ELECTED OFFICIALS CERTIFICATE PROGRAM

**Cosponsored by the New Jersey  
State League of Municipalities**



FALL 2006 COURSE SCHEDULE

Edward J. Bloustein School of Planning and Public Policy  
Rutgers, The State University of New Jersey

## General Description

As governing becomes increasingly complex, elected officials are confronted with challenging issues relating to the financial stability, health, and welfare of their communities. Learning to govern efficiently, ethically, and wisely requires considerable time, effort, and education on the part of the elected official.

Elected officials now have an opportunity to participate in a special certificate program that offers an orientation for elected officials. The program provides advanced training on fundamental issues and those of current interest. Enrollment is open to all elected municipal officials; those newly elected as well as those with experience.

Elected officials who complete the program requirements will receive a certificate from Rutgers University's Center for Government Services. This certificate is evidence of the official's commitment to become a more effective member of the governing body through education, networking, and remaining current on municipal government issues.

Interested citizens and potential candidates are also welcome to register for the courses. However, the certificate will only be issued to those who are duly elected, have attended 80 percent of each course or seminar, and have paid all fees. Intention to complete the certificate program is not a requirement for enrollment. Everyone is welcome to choose among the programs as their needs and interests require.

Certificate program information is distributed in each class. Interested applicants can also receive a certificate application form by calling the Center at 732/932-3640, ext. 644.

The Certificate Program requires completion of the following:

### Overview Course (Required): 15 Hours

- Powers and Duties of the Municipal Governing Body

### Core Seminars (3 Required): 4 Hours Each

- Municipal Finance for Elected Officials
- Ethics for Elected Officials
- Planning and Zoning for Elected Officials

### Elective Seminars (2 Required): 4 Hours Each

- Capital Budgeting and Financing
- Conducting a Successful Meeting
- Labor Relations for Elected Officials
- Local Property Taxation for Elected Officials
- Municipal Budget Process for Elected Officials
- Municipal Government Insurance Issues
- Public Purchasing for Elected Officials
- Public Relations for Elected Officials

Officials who have previously completed the Powers and Duties of the Municipal Governing Body or seminars given by the Center on any of the topics listed may be "grandfathered" into the program. Call the Center at 732/932-3640, ext. 644, for a transcript listing completed courses.

## Registration Information

Please complete the registration form found in this brochure or online ([www.policy.rutgers.edu/cgs](http://www.policy.rutgers.edu/cgs)). Enclose a check, voucher or credit card information with the registration form and mail to the address indicated. Make checks payable to Rutgers, The State University of New Jersey.

If your business or home address has changed since you last registered for a class, please check the appropriate box on the registration form.

Failure to pay for the course will prevent future registrations and result in withholding course certificate. **There is a \$25.00 fee for all returned checks.**

## Withdrawal Policy

CGS will refund the full course fee less a \$25 processing charge to any student who notifies CGS in writing of his/her intent to withdraw. Notices of withdrawal must be submitted at least 48 hours before the course is scheduled to start. Withdrawal notices sent by fax (732/932-3586) will be accepted as well as notices sent by mail. Send withdrawal notice to Elected Officials Program, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.

## Lifetime Learning Tax Reporting Requirements

Since you may be eligible for a tax deduction under the new Lifetime Learning Tax Act, Rutgers records the name, address, and social security number of all continuing education participants.

## Center for Government Services

The Center for Government Services serves governments and communities through research, continuing education and technical assistance. The Center organizes and presents numerous courses specifically designed to assist the municipal employee in obtaining professional certification as a finance officer, municipal clerk, tax collector or tax assessor among others. The Center also publishes research results, course materials and policy reports of interest to government and the public. For more information, or to inquire about other services offered by the Center, call 732/932-3640 or visit [www.policy.rutgers.edu/cgs](http://www.policy.rutgers.edu/cgs).

## The New Jersey State League of Municipalities Supplemental Program

The New Jersey State League of Municipalities has scheduled two presentations of the "Newly Elected and Re-Elected Officials' Seminar." The programs will be held on Saturdays, January 27, 2007 at the Ramada Inn in Rochelle Park and February 10, 2007 at the Holiday Inn in Cherry Hill. The four-hour, fast-paced program is designed to quickly bring newly elected and re-elected officials up to speed on important municipal issues. It will provide an overview of the major areas of responsibility, key contacts and important, up-to-date information.

The League's seminar, which is suitable for all elected officials, supplements the course offerings provided under the Rutgers University program. Together, the programs provide a thorough overview and a comprehensive treatment of the roles and responsibilities of local officials. All municipal officials are strongly encouraged to complete these programs. For additional information, or to register for the seminars, please contact the League at 609/695-3481, ext. 18, by fax 609/695-0151, or via the web at [www.njslom.com](http://www.njslom.com).

## Overview Course: Powers and Duties of the Municipal

### Governing Body (15 Hours)

**\$300.00**

This basic course serves as an orientation for newly elected officials and a refresher for experienced officials. It covers the following topics:

- Forms and Structure of Municipal Government
- The Role of the Governing Body in Municipal Finance
- Organization, Administration and Policy-Making
- Relationship of the Governing Body with the Public, Professional Staff, Boards and Agencies
- The Regulatory and Supervisory Role of the State
- Municipal Purchasing and the Local Public Contracts Law
- The Governing Body and Labor Issues
- Municipal Land Use Planning Process
- Ethical Issues and Civil and Criminal Liability

<b>Course No. 7086A</b> Saturdays 9/30, 10/7, 14	9:15a.m. – 2:00p.m.	<b>Evesham</b> Municipal Building 984 Tuckerton Road	<b>Edward M. Sasdelli</b> Manager Township of Evesham
<b>Course No. 7086B</b> Saturdays 10/14, 21	8:30a.m. – 4:30p.m.	<b>Morris Plains/Parsippany</b> Morris County Fire Fighters & Police Training Academy 500 West Hanover Ave.	<b>Suzanne Veitengruber</b> RMC/CMFO
<b>Course No. 7086C</b> Wednesdays 11/29, 12/6, 13, 20, 1/10/07	7:00p.m. – 10:00p.m.	<b>Paramus</b> East Brook Middle School Room E-2 Spring Valley Road	<b>Robert Shannon</b> Administrator Town of Wyckoff
<b>Course No. 7086D</b> Thursdays/Saturdays* 11/30, 12/2*, 7, 9*, 14	7:00p.m. – 9:30p.m. 9:00a.m. – 12:30p.m.*	<b>Summit</b> City Hall Whitman Community Rm. 2nd Floor 512 Springfield Ave.	<b>Reagan Burkholder</b> Former Administrator City of Summit
<b>Course No. 7086E</b> Wednesdays/Saturdays* 11/29, 12/2*, 6, 9*, 13	7:00p.m. – 10:00p.m. 9:00a.m. – 12noon*	<b>New Brunswick</b> Rutgers University Bloustein School, Rm. 170 33 Livingston Ave.	<b>Gregory Fehrenbach</b> Former Municipal and County Administrator
<b>Course No. 7086F</b> Saturdays 12/2, 9, 16	9:00a.m. – 2:00p.m.	<b>Toms River</b> Intermediate School East 1519 Hooper Ave.	<b>Philip M. Cerria</b> Former Mayor, Councilmember, Municipal Clerk Township of Woodbridge

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## Conducting a Public Meeting (3-1/2 Hours)

**\$85.00**

The elected official is frequently called upon to chair or participate in meetings that require an understanding of parliamentary procedures. This seminar helps the elected official run an effective meeting using correct procedures. Common procedural mistakes are discussed and participants learn how to smoothly control both the agenda, committee members, and the audience.

<b>Course No. 7093A</b> Wednesday December 6	6:00p.m. – 10:00p.m.	<b>Westampton</b> Burlington County Institute of Technology 695 Woodlane Road	<b>Suzanne Veitengruber</b> RMC/CMFO
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## Municipal Budget Process (3-1/2 Hours)

**\$85.00**

This seminar provides the elected official with an overview of the budget cycle, including the development of the budget, the budget review, public hearings, state review, and final adoption of the budget. In addition, the seminar provides an explanation of the budget cap law, budget amendments, and the function of the temporary budget. This seminar deals with the budget process exclusively and in more detail than the Financial Management for Elected Officials seminar.

**Course No. 7087A** 1:00p.m. – 5:00p.m.  
Saturday  
September 30

**Cape May Court House**  
County Administration  
Building, Intermediate  
Meeting Room  
4 Moore Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7087B** 6:00p.m. – 10:00p.m.  
Wednesday  
October 4

**Westampton**  
Burlington County  
Institute of Technology  
695 Woodlane Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7087C** 9:00a.m. – 1:00p.m.  
Saturday  
October 28

**New Brunswick**  
Rutgers University  
Bloustein School, Rm. 490  
33 Livingston Ave.

**Howard Izes**  
Bureau Chief  
Authority Regulations  
Div. Local Gov't.  
Services, NJDCA  
Trenton

## Ethics\* (3-1/2 Hours)

**\$85.00**

The elected official's credibility often hinges on the official's understanding of what can and cannot be done in the eyes of the law. This seminar goes beyond the review of the Ethics Law and the Sunshine Law and covers protecting yourself from ethics violations, reporting campaign contributions and expenditures, and also includes practical examples of how to avoid even the perception of impropriety.

**Course No. 7088A** 9:30a.m. – 1:30p.m.  
Saturday  
October 21

**Evesham**  
Municipal Building  
984 Tuckerton Road

**Edward M. Sasdelli**  
Manager  
Township of Evesham

**Course No. 7088B** 8:30a.m. – 12:30p.m.  
Saturday  
October 28

**Cape May Court House**  
County Administration  
Building, Intermediate  
Meeting Room  
4 Moore Road

**Suzanne  
Veitengruber**  
RMC/CMFO

## Labor Relations\* (3-1/2 Hours)

**\$85.00**

A substantial amount of the municipal budget is tied to labor relations. This occurs through contract negotiation, grievance and interest arbitration, employee discipline and/or litigation before the Public Employment Relations Commission, Office of Administrative Law, or Federal Courts. In addition to these subjects, the seminar also covers interest arbitration law addressing police, fire, and civil service employee discipline, and the impact of state and federal laws on employment.

**Course No. 7091A** 9:30a.m. – 1:30p.m.  
Saturday  
October 28

**Evesham**  
Municipal Building  
984 Tuckerton Road

**Edward M. Sasdelli**  
Manager  
Township of Evesham

**\*Core Seminars; Required for Elected Official Certification**

## Municipal Finance Administration\* (3-1/2 Hours)

**\$85.00**

In these times of fiscal uncertainty, it is especially important for mayors and governing body members to understand municipal finance and the role of the elected official. This seminar gives the official insight into the budget process, taxation issues, capital budgeting, bonding, and understanding the audit.

**Course No. 7089A** 6:00p.m. – 10:00p.m.  
Wednesday  
September 20

**Westampton**  
Burlington County  
Institute of Technology  
695 Woodlane Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7089B** 8:30a.m. – 12:30p.m.  
Saturday  
September 30

**Cape May Court House**  
County Administration  
Building, Intermediate  
Meeting Room  
4 Moore Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7089C** 9:00a.m. – 1:00p.m.  
Saturday  
October 14

**New Brunswick**  
Rutgers University  
Bloustein School, Rm. 490  
33 Livingston Ave

**Howard Izes**  
Bureau Chief  
Authority Regulations  
Div. Local Gov't.  
Services, NJ DCA  
Trenton

## Capital Budgeting & Financing (3-1/2 Hours)

**\$85.00**

This program will concentrate on the capital budgeting aspect of the municipal budget process. Topics of discussion will include review of the local bond law, long term versus short term financing, arbitrage, the role of the bond counsel, the role of the local finance board and the impact of debt issuance on current and future taxes. It will also provide guidance on making applications to the Department of Community Affairs Local Finance Board.

**Course No. 7090A** 9:00a.m. – 1:00p.m.  
Saturday  
September 23

**New Brunswick**  
Rutgers University  
Bloustein School, Rm. 170  
33 Livingston Ave

**Joseph Monzo**  
CFO/Deputy  
Manager  
Twp. Of South  
Brunswick

## Planning & Zoning (3-1/2 Hours)

**\$85.00**

A key power of the municipality is the planning and zoning function, yet it is often the area least understood by elected officials. This seminar examines the Municipal Land Use Law, Master Plans and their revisions and affordable housing issues.

**Course No. 7092A** 1:00p.m. – 5:00p.m.  
Saturday  
October 28

**Cape May Court House**  
County Administration  
Building, Intermediate  
Meeting Room  
4 Moore Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7092B** 6:00p.m. – 10:00p.m.  
Wednesday  
November 1

**Westampton**  
Burlington County  
Institute of Technology  
695 Woodlane Road

**Suzanne  
Veitengruber**  
RMC/CMFO

**Course No. 7092C** 9:00a.m. – 1:00p.m.  
Saturday  
December 2

**New Brunswick**  
Rutgers University  
Bloustein School, Rm. 113  
33 Livingston Ave

**Benjamin S. Bucca, Jr.**  
Attorney at Law  
Bucca and Campisano  
New Brunswick

**\*Core Seminars; Required for Elected Official Certification**

# REGISTRATION FORM

Mail or fax to Elected Officials Program, Center for Government Services, Rutgers, The State University of New Jersey, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901-1979.  
Phone: 732/932-3640, ext. 644. Fax: 732/932-3586. Web Site: [www.policy.rutgers.edu/cgs](http://www.policy.rutgers.edu/cgs).

I wish to register for: \_\_\_\_\_ Course #: \_\_\_\_\_

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I wish to register for: \_\_\_\_\_ Course #: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check, voucher, or credit card information must accompany registration. Make check or voucher payable to Rutgers, The State University of New Jersey. There is a \$25.00 fee for all returned checks.

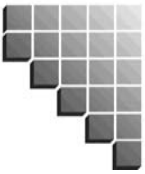
Amount: \$\_\_\_\_\_ Method of Payment (Circle One) Check Voucher VISA Mastercard

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

If your home or business address has changed since your last registration, check here

PLEASE DUPLICATE FOR MULTIPLE REGISTRATIONS.



Center for Government Services  
Edward J. Bloustein School of Planning and Public Policy  
Rutgers, The State University of New Jersey  
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New Brunswick, NJ 08901-1979