

June 10-12, 2020  
9:00 a.m. - 4:15 p.m. #NJLM

## Day 2 – Thursday, June 11

### Schedule of Events

**9:00a.m-10:15.a.m**

#### **How to Reduce the Incidence of Fraud in Municipal Operations**

This session will provide insights on types of occupational fraud to be aware of as well as typical schemes used by fraudsters. We will detail specific internal control procedures to implement to minimize fraud and alert management of anomalies for detection. Cases will review no show jobs; payments where no services were provided; conflicts of interest; related parties; standards of conduct and disclosures; vendor overbilling; vendors ability to get paid twice; tax collector thefts; shared services inequities; missing equipment; misuse on municipal employees services; land and development deals. Discussion on additional contract provisions, audit and approval of completion of work, project oversight, budgets, and reporting. Introduction of increased transparency, segregation of duties, part time consultants.

Speaker:

Mayor Keith S. Balla CPA, PSA, ABV, CFF, CGMA, Partner in Charge on Forensic Litigation Valuation Group, PKF O'Connor Davies, LLP Mayor- Borough of Watchung, NJ

**CEUs: CMFO/CCFO-1.5 ACCT; CTC-1.5 Gen/Sec; RMC-1.5 Fin; QPA-1.5 Off Mgmt/Gen Duties; CPA-1.5 Fin; NJCLE-1.5; CRP-1.5 Classroom ; Planning Board Secretaries-1.25 Admin, Zoning Officials-1.25-Admin, Land Use Administrators-1.25 Admin: RPPO/RPPS-1.5 Management/Supervision**

**11:00 a.m. - 12:15 p.m.**

#### **Green Purchasing – Has It Wilted On The Vine?**

Philosophically most local governments would like to believe in Green Purchasing. The realities and applications of these philosophies may tell a different story. This session will focus on the local realities of Green Purchasing and the small differences local governments can make to help fulfill the global Green Purchasing ideals.

Speaker:

Susan Jacobucci, Esq, Administrator, Boro of Paulsboro

**CEU's: CMFO/CCFO-1.5 Fin/Debt; CPWM-1.5 GOVT; RMC-1.5 Fin QPA-1.5 Green Purchasing, CPA-1.5 Fin; CRP-1.5 Classroom; NJCLE-1.5; RPPO/RPPS-1.5 Public Purchasing**

**1:30 p.m. - 2:45 p.m.**

**Estimated Billing**

This session will discuss Calendar and State Fiscal Year billing including:

- Requirements of Governing Body
- Calculation of permissive Estimated levy
- Mailing of estimated bills
- Calculation of Reconciled bills
- Mailing of reconciled bills
- How estimated rates effect Appeals
- Budget impacts of estimated bills

Speaker:

Danielle C Peacock, CTC, Hamilton Twp Tax Collector

**CEU's: CMFO/CCFO-1.5 Fin/Debt; CTC-1.5 R/B/C; RMC-1.5 Fin; CPA-1.5 Fin; CRP-1.5 Classroom**

**3:00 p.m. - 4:15 p.m.**

**Electronic Procurement and Your Agency: What you Need to Know**

The session will review the range of technologies that can be used in public procurement, examine P.L.2018, c.156, the enabling law that will allow various municipalities to expand their use of electronic procurement practices, walk through the process of accepting bids online, look at how bidders will deal with compliance of various laws, examine issues the Division of Local Government Services will need to address in the forthcoming rules, and the issues local units will need to consider in adopting aspects of electronic procurement.

Speaker:

Marc Pfeiffer, Assistant Director, Bloustein Local Government Research Center, Rutgers University

**CEUS: CMFO/CCFO-1.5 Fin/Debt; CPWM-1.5 GOVT; RMC-1.5 Fin; QPA-1.5 P/P, CPA-1.5 PD; CRP-1.5 Classroom; RPPO/RPPS-1.5 Public Purchasing**

## **Registration**

### **Fees**

Member Rate: \$115 per registrant

Non-Member Rate: \$130 per registrant

### **How do I register?**

Online: Visit the [Mini-Conference Registration](#) web page.

By mail: Download the registration form, complete and fax it with your voucher to 609-695-0151.

### **Registration Questions**

Contact Donna Bijou at [dbijou@njlm.org](mailto:dbijou@njlm.org) or 609-695-3481 extension 111.

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