

“Professionalism in Local Government”

THE TAX COLLECTORS & TREASURERS ASSOCIATION OF NEW JERSEY

Presents the

51st ANNUAL CONFERENCE

**Tropicana Hotel & Casino, Atlantic City, NJ
Tuesday, May 15th through Thursday, May 17th 2018**

Conference Chair and Co-Chairs

Carl Dileo, CTC, Township of Toms River- Chair

Maureen Cosgrove, CTC, Berkeley Township- Co-Chair

Colleen Lapp, CMFO/CTC, Middletown Township, Co-Chair

Day Coordinators

Elizabeth Villano, CTC, Township of Mahwah

Dorothy Siek, CTC, Borough of Wallington

Tyrone A. Young, CTC, City of Asbury Park

PROGRAM

***** ALL CONTACT HOUR CREDITS HAVE BEEN APPLIED FOR *****

***** CPA/RMA/PA CREDITS AVAILABLE *****

*****AND SUBJECT TO CHANGE*****

TUESDAY – MAY 15, 2018

Note: Royal Swan Ballroom is now known as Ballroom

7:30 AM – 10:00AM – then from 12:00PM – 1:15PM – REGISTRATION

Grand Exhibit Hall/South Tower/Fourth Floor

**7:00 AM – 9:30 AM – CONTINENTAL BREAKFAST - BADGES MUST BE SCANNED FOR
ADMITTANCE**

Grand Exhibit Hall/South Tower/Fourth Floor

8:30 AM – ORIENTATION – *SPECIAL CLASS FOR FIRST TIME ATTENDEES*

Crystal Ballroom

8:50 AM – CALL TO ORDER

Ballrooms/North Tower/Fourth Floor

FLAG SALUTE

Paul Lesniak, Sergeant-At-Arms, TCTANJ

WELCOME TO THE CONFERENCE

Michele A. Adams, President, TCTANJ

**LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS
BADGES MUST BE WORN AT ALL SESSIONS AND MEALS**

8:50 AM – 9:45 AM – OPENING COMMENTS OF THE DIRECTOR

**One Contact Hour: CTC - General/Secondary Duties, CMFO - Office Management/Ancillary Subjects,
RMC - Professional Development, QPA - Office Administrative/General Duties,
RPPO/RPPS - Management/Supervision**

PARTICIPANT:

Director, Division of Local Government Services

10:00 AM – 11:50 AM – LEGISLATIVE UPDATE

**Two Contact Hours: CTC- Legislation, CMFO, CCFO- Office Management/Ancillary Subjects,
RMC- Professional Development, QPA – Office Administrative/General Duties,
RPPO/RPPS – Management/ Supervision, CPA/RMA – Personal Development**

PARTICIPANTS:

Lori Buckelew, Senior Legislative Analyst, New Jersey League of Municipalities

Bonnie Fleming, CTC/CMFO – Borough of High Bridge
Marc Pfeiffer, Pfeiffer Gov LLC
Keith Bonchi, Esq., TCTANJ Legal Counsel
Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi & Gill

**12:00 PM – 1:30 PM - LUNCH/BUFFET BEING SERVED CONTINUOUSLY - BADGES MUST BE
SCANNED FOR ADMITTANCE – GRAND EXHIBIT HALL/SOUTH TOWER/FOURTH FLOOR
LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS**

1:40 PM – 2:30 PM – RECORDS MANAGEMENT

**One Contact Hour: CTC – General/Secondary Duties, CMFO, CCFO - Office Management/Ancillary, RMC-
Records, QPA- Office Administrative/General Duties, RPPO/RPPS-Management /Supervision**

PARTICIPANTS:

Heidi R. Brunt, RMC, CMC, Middletown Township

2:40 PM – 3:30 PM – TAX APPEAL PRIMER AND HOW IT EFFECTS THE BUDGET

**One Contact Hour: CTC - Reporting/Billing/Collection, CMFO, CCFO – Budget, CPA/RMA – Accounting,
RMC- Finance**

PARTICIPANT:

Alex Worth, Assistant Tax Assessor, Middletown

**3:30 PM – 4:00 PM – BREAK – HELD IN THE GRAND EXHIBIT HALL - BADGES MUST BE SCANNED
FOR ADMITTANCE**

LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS

**4:10 PM – 5:00 PM – IN REM/INPERSONA FORECLOSURE WHAT LEGAL FEES CAN YOU CHARGE
AND WHEN?**

One Contact Hour: CTC – Enforcement, CMFO, CCFO- Financial/Debt Management, CPA/RMA Taxation

PARTICIPANTS:

Keith Bonchi, Esq

Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi & Gill

Adam Greenberg, Esq

Honig & Greenberg, LLC

Colleen Lapp, CTC/CMFO, Middletown Township

**5:00 PM – 6: 30 PM - SOCIAL NETWORKING – GRAND EXHIBIT HALL - BADGES MUST BE
SCANNED FOR ADMITTANCE**

WEDNESDAY – MAY 16, 2018

Note: Royal Swan Ballroom is now known as Ballroom

7:30 AM – 10:00 AM then from 12:00 PM – 1:15PM – REGISTRATION

Grand Exhibit Hall/South Tower/Fourth Floor

7:30 AM – 9:00 AM – FULL BREAKFAST - BADGES MUST BE SCANNED FOR ADMITTANCE

LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS

9:00 AM – 9:50 AM – MINDING THE GAP ‘THE GREY AREA’

One Contact Hour: CTC, CMFO, CCFO, RMC, QPA, RPPO/RPPS - Ethics, CPA/RMA – Professional Ethics

PARTICIPANT:

Mr. Kenya Rutland, Chief Enthusiast Officer
KJR Consulting

10:00 AM – ASSOCIATE BUSINESS MEMBERS ANNUAL MEETING

10:00 AM – 10:50 AM – **PD65.10 FILING WITH COUNTY AND BOOKING THE ENTRIES IN FINANCE**

One Contact Hour: CTC – Reporting/Billing/Collection, CMFO, CCFO- Accounting, CPA/RMA – Accounting, RMC- Accounting

PARTICIPANTS:

Bill Homa, CTC, CMFO, QPA, RMA, RMC
Township of Cedar Grove

CONCURRENT SESSIONS

LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS

11:00 AM – 11:50 AM – **COMMON TECHNICAL ISSUES**

One Contact Hour: CTC- General/Secondary Duties

PARTICIPANT:

Margaret Saharic, Division of Local Government Services
Gerald A. Vitarello, CTC- Township of Millburn, retired/TCTANJ Past President
Keith Bonchi, Esq., Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi & Gill
Maureen Cosgrove, CTC/CMFO, Berkeley Township

11:00 AM – 11:50 AM – **MANAGING YOUR MUNICIPALITIES SURPLUS**

One Contact Hour: CMFO, CCFO – Financial and Debt Management, RMC- Finance, RMA, CPA - Finance

PARTICIPANT:

Richard J. Gartz, CPA, CMFO – Borough of Freehold

11:50 am – 12:15 AM – **TCTANJ ANNUAL MEETING**

Ballrooms/North Tower/Fourth Floor

***** Note: Lunch will not open until the Annual Business Meeting is completed *****

12:15 PM – 1:30 PM - LUNCH BEING SERVED CONTINUOUSLY - BADGES MUST BE SCANNED FOR ADMITTANCE – GRAND EXHIBIT HALL/SOUTH TOWER/FOURTH FLOOR

SILENT AUCTION GOING ON IN GRAND EXHIBIT HALL

LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS

1:40 PM – 2:30 PM – **Customer Service - Employee Productivity, Morale and Motivation**

One Contact Hour: CTC- General/Secondary, CMFO, CCFO - Office Management/Ancillary Subjects, RMC - Professional Development, QPA - Office Administrative/General Duties, RPPO/RPPS - Management/Supervision

PARTICIPANT:

Mr. Kenya Rutland, Chief Enthusiast Officer
KJR Consulting

CONCURRENT SESSIONS

2:40 PM – 3:30 PM – **DIVISION UPDATES (review of the electronic tax sale/refund policy)**

One Contact Hour: CTC – Enforcement

PARTICIPANT:

Margaret Saharic, Division of Local Government Services

Carl Dileo, CTC, Toms River Township

2:40-3:30- **DIVISION UPDATES /FAST**

One Contact Hour- CMFO, CCFO- Budget, RMC- Finance, CPA, RMA- Accounting , RPPO/RPPS- Management/Supervision

PARTICIPANT:

Maureen Mitchell, CTC/CMFO, Division of Local Government Services

3:40 PM – 4:10 PM – **BREAK – HELD IN THE GRAND EXHIBIT HALL - BADGES MUST BE SCANNED FOR ADMITTANCE**

4:10 PM – 5:00 PM – **BANKRUPTCY STRATEGY WORKING WITH YOUR ATTORNEY AND CFO**

One Contact Hour: CTC – Enforcement, CMFO, CCFO – Financial / Debt Management, CPA/RMA - Taxation

PARTICIPANT:

Francis Ballak, Esq.

Goldenberg, Mackler, Sayegh, Mintz, Pfeffer, Bonchi & Gill

5:00 PM – 6: 30 PM - **SOCIAL NETWORKING – GRAND EXHIBIT HALL – BADGES MUST BE SCANNED FOR ADMITTANCE**

THURSDAY – MAY 17, 2018

7:30 AM – 8:30 AM -**REGISTRATION**

Grand Exhibit Hall/South Tower/Fourth Floor

7:30 AM – 9:00 AM – **FULL BREAKFAST – BADGES MUST BE SCANNED FOR ADMITTANCE**

LATE ADMITTANCE (15 MINUTES) NO CEU CREDITS

8:40 AM – 11:30 AM – **ETHICS, THEFT AND CRIMES IN GOVERNMENT WHAT YOU NEED TO AVOID**

Three Contact Hours: CTC, CMFO, CCFO, RMC, QPA, RPPO/RPPS, Ethics CPA/RMA- Professional Ethics

PARTICIPANTS:

Mitchell A. Little, Chief of Police

Township of Toms River

Detective John Bajcic,

Toms River Police Department

Detective Sergeant Mark Malinowski,

Ocean County Prosecutors Office

ADJOURN

CTC		RMC	
Enforcement.....	3	Finance.....	3
Legislation.....	2	Professional Development	3
Reporting/Billing/Collection.....	2	Ethics	4
General/Secondary Duties	4	Records	1
Ethics.....	4		
CMFO/CCFO		RPPO/RPPS	
Accounting	1	Management/Supervision.....	6
Budgeting	2	Ethics	4
Office Management/Ancillary Subjects	5		
Financial/Debt Management.....	3	CPA/RMA	
Ethics.....	4	Personal Development	3
		Accounting.....	3
QPA		Finance.....	1
Ethics.....	4	Professional Ethics.....	4
Office Administrative/General Duties.....	5	Taxation.....	2
		*License Number CE 01098	

Session Survey – On Monday, May 21, you will receive an e-mail requesting feedback.

Please take a few minutes to give us your feedback on the sessions you attended. Click on the link in the e-mail to complete the survey.

CEU Certificates – You will receive an individual e-mail, approximately two weeks after the close of the event, containing a certificate for each session you attended.