



Center for Government Services
Edward J. Bloustein School of Planning & Public Policy
33 Livingston Avenue, Suite 200
New Brunswick, NJ 08901-1979
732/932-3640, ext. 644; Fax: 732/932-3586
www.policy.rutgers.edu/cgs

MUNICIPAL ELECTED OFFICIALS CERTIFICATE PROGRAM COURSE SCHEDULE

FALL 2006

Powers and Duties of the Municipal Governing Body 15 Hours Tuition: \$300.00

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

Seminars – 3-1/2 Hours – Tuition \$98.00

Municipal Budget Process

Course No. 7087A Saturday September 30	1:00p.m. – 5:00p.m.	Cape May Court House Cape May County Administration Building Intermediate Meeting Rm. 4 Moore Road	Suzanne Veitengruber RMC/CMFO
Course No. 7087B Wednesday October 4	6:00p.m. – 10:00p.m.	Westampton Burlington County Institute of Technology 695 Woodlane Road	Suzanne Veitengruber RMC/CMFO
Course No. 7087C Saturday October 28	9:00a.m. – 1:00p.m.	New Brunswick Rutgers University Bloustein School Room 490 33 Livingston Ave.	Howard Izes Bureau Chief Authority Regulations Div. Local Gov't. Services NJ DCA, Trenton

Ethics*

Course No. 7088A Saturday October 21	9:30a.m. – 1:30p.m.	Evesham Municipal Building 984 Tuckerton Road	Edward M. Sasdelli Manager Township of Evesham
Course No. 7088B Saturday October 28	8:30a.m. – 12:30p.m.	Cape May Court House Cape May County Administration Building Intermediate Meeting Rm. 4 Moore Road	Suzanne Veitengruber RMC/CMFO

Municipal Finance Administration*

Course No. 7089A Wednesday September 20	6:00p.m. - 10:00p.m.	Westampton Burlington County Institute of Technology 695 Woodlane Road	Suzanne Veitengruber RMC/CMFO
Course No. 7089B Saturday September 30	8:30a.m. – 12:30p.m.	Cape May Court House Cape May County Administration Building Intermediate Meeting Rm. 4 Moore Road	Suzanne Veitengruber RMC/CMFO
Course No. 7089C Saturday October 14	9:00a.m. – 1:00p.m.	New Brunswick Rutgers University Bloustein School Room 490 33 Livingston Ave	Howard Izes Bureau Chief Authority Regulations Div. Local Gov't. Services NJ DCA, Trenton

Capital Budgeting & Financing

Course No. 7090A Saturday September 23	9:00a.m. – 1:00p.m.	New Brunswick Rutgers University Bloustein School Room 170 33 Livingston Ave	Joseph Monzo CFO/Deputy Manager Twp. Of South Brunswick
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Labor Relations*

Course No. 7091A Saturday October 28	9:30a.m. – 1:30p.m.	Evesham Municipal Building 984 Tuckerton Road	Edward M. Sasdelli Manager Township of Evesham
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Planning & Zoning

Course No. 7092A Saturday October 28	1:00p.m. – 5:00p.m.	Cape May Court House Cape May County Administration Building Intermediate Meeting Rm. 4 Moore Road	Suzanne Veitengruber RMC/CMFO
Course No. 7092B Wednesday November 1	6:00p.m. – 10:00p.m.	Westampton Burlington County Institute of Technology 695 Woodlane Road	Suzanne Veitengruber RMC/CMFO
Course No. 7092C Saturday December 2	9:00a.m. – 1:00p.m.	New Brunswick Rutgers University Bloustein School Room 113 33 Livingston Ave	Benjamin S. Bucca, Jr. Attorney at Law Bucca and Campisano New Brunswick

Conducting a Public Meeting

Course No. 7093A Wednesday December 6	6:00p.m. – 10:00p.m.	Westampton Burlington County Institute of Technology 695 Woodlane Road	Suzanne Veitengruber RMC/CMFO
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***Core Seminars; Required for Elected Official Certification**

ELECTED OFFICIALS REGISTRATION INFORMATION

Please complete registration form found below, in brochure or online: 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.

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

WITHDRAWAL

CGS will refund the full course fee less a \$25.00 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.

RETURNED CHECK

There is a \$25.00 fee for all returned checks.

Failure to pay for the course will prevent future registrations and result in withholding of course certificate.

Elected Officials Program, Center for Government Services; Rutgers, The State University
33 Livingston Avenue; Suite 200; New Brunswick, NJ 08901-1979, 732/932-3640 x 644, fax: 732/932-3586.

I wish to register for: _____ Course # _____

I wish to register for: _____ Course # _____

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.

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

Credit Card Number _____ Exp. Date _____

Signature _____

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