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**Masser, Michelle**

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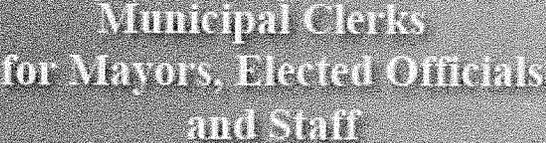
**From:** Lashway, Lisa  
**Sent:** Thursday, January 10, 2013 1:27 PM  
**To:** Masser, Michelle; Canning, Sean  
**Subject:** FW: League Technology Advisory Service

Lisa Lashway  
Mt. Olive Twp. Clerk  
973-691-0900 Ext. 7291  
FAX 973-691-2080  
PO Box 450  
Budd Lake, NJ 07828

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**From:** NJLM to Municipal Officials [mailto:njlm-clerks@cityconnections.com]  
**Sent:** Thursday, January 10, 2013 12:51 PM  
**To:** Lashway, Lisa  
**Subject:** League Technology Advisory Service

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January 10, 2013

**Re: League Technology Advisory Service**

Dear Mayor:

Technology is no longer merely about “computers.” It is part of practically all municipal processes. To provide services to constituents, maintain – or better yet, increase - productivity, and deliver prompt information and documents, you need to effectively invest in and utilize technology – equipment, people, and process.

This is especially true and important in these times of tight budgets and smaller staffs, making “now” the best time to benefit from an impartial expert resource to answer your questions, review your situation, or help you identify opportunities for improvement. This in turn can help you commence or fix projects and problems that have been sitting on your “to-do list.”

The League has teamed with NJIT’s Center for Information Age Technology (CIAT) to provide a Technology Advisory Service to municipalities, so that you can receive advice and answers to a broad range of technology-related questions or concerns. CIAT has assisted hundreds of municipalities, all 21 counties, and dozens of state agencies.

This Technology Advisory Service begins with telephone discussions and, when deemed necessary, an on-site meeting. If so, the meeting would be held with key municipal management in order for Center representatives to hear about your municipalities’ key issues, and facilitate discussion among the participants. Based on the Center’s expertise, awareness of best practices and experience, they will then advise on how to address the problems. Additionally, the municipality can discuss further assistance directly with CIAT.

**Here are some areas you may have questions about:**

- **Am I making the best use of my current hardware and software both on the server, and in each department?**
- **Are there opportunities for efficiencies by data sharing**

**across departments, improved access to software, or via other means?**

- **Is my technical support staff and/or vendor appropriate for my municipality's needs, size and level of technology?**
- **How can I determine what technology shared services might work between my municipality and another one?**
- **Should I upgrade /replace my telephone system - and how?**
- **How do I start or fix a technology project which I have been unable to successfully deal with using only my municipality's staff and resources?**
- **What issues should be considered regarding whether to move applications, data and/or email to the 'cloud'?**
- **In the wake of Hurricane Sandy and other recent storms, how adequate are our backup and disaster recovery processes?**
- **Has our IT equipment reached "end of life" status, where the vendors no longer provide support?**
- **Is the security of our network and other technology-related components satisfactory?**

If you have any questions or would like to make use of this service, please contact Staff Attorney Matthew Weng at 609-695-3481 ext 137 or at [mweng@njslom.com](mailto:mweng@njslom.com).

Very truly yours,

William G. Dressel, Jr.  
Executive Director

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please contact Shirley Cade at [scade@njslom.com](mailto:scade@njslom.com) or 609-695-3481 ext. 114 with the name of your municipality and fax number. Thank you.

Please be advised that the information you receive is not legal advice. You must consult your town attorney to make sure that any of the material you receive is in accordance with current state law and your particular facts and situation.

Please be advised that the New Jersey State League of Municipalities is subject to the New Jersey Open Public Records Act. As such, any email sent or received by the League may be subject to a records request.

New Jersey League of Municipalities  
222 West State Street, Trenton, NJ 08608  
609-695-3481

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**Masser, Michelle**

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**From:** Lashway, Lisa  
**Sent:** Thursday, January 10, 2013 11:56 AM  
**To:** Canning, Sean; Masser, Michelle  
**Subject:** FW: Upcoming League Seminar

Lisa Lashway  
Mt. Olive Twp. Clerk  
973-691-0900 Ext. 7291  
FAX 973-691-2080  
PO Box 450  
Budd Lake, NJ 07828

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**From:** NJLM to Municipal Officials [mailto:njlm-clerks@cityconnections.com]  
**Sent:** Thursday, January 10, 2013 11:30 AM  
**To:** Lashway, Lisa  
**Subject:** Upcoming League Seminar

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**NJLM**  
New Jersey State League  
of Municipalities

**Municipal Clerks  
for Mayors, Elected Officials  
and Staff**

January 10, 2013

**Re: LEAGUE PROFESSIONAL DEVELOPMENT PROGRAM**

**“Ethics, Conflicts of Interest, and Preventing Sexual Harassment**

**Friday, April 5, 2013**

**9:00a.m. – 12:35pm**

**Burlington Twp Community Room**

**Lower Level**

**851 Old York Rd, Burlington Twp, NJ**

It is vitally important for all elected and appointed officials to be aware of the ethics landscape especially given national, state and local developments. This program is appropriate for all municipal officials and employees, experienced or new, as well as Municipal Attorneys who need to advise their clients on ethical conduct and behavior.

The first part of this program will review:

- Ethical Conduct
- Local Government Ethics Law
- Standards of Conduct
- Financial Disclosure
- Penalties
- Disciplinary Action
- Criminal Code
- Case Studies

The Second part of this program will review the protected bases and the areas of protection covered in the law against discrimination. It will identify both types of sexual harassment as identified by the courts and will review the corresponding liabilities for the employer. The discussion on sexual harassment will review immediate and long-term preventive solutions managers and business owners should use to mitigate liability.

**Schedule:**

8:30 a.m. - 9:00 a.m. - Sign-in, coffee & networking

9:00 a.m. - 10:40 a.m. - Ethical Conduct, Local Government Ethics

Law, Standards of Conduct, Financial Disclosure and Criminal Code  
Case Studies

10:40 a.m. - 10:55 a.m. - Morning Break

10:55 a.m. - 12:35 p.m. - Discussion of Discrimination Laws and  
review of Sexual Harassment Liabilities and Policies

**Presiding Mayor:** Mayor Brian Carlin, Mayor of Burlington Township

**Presenters:**

- William Kearns, Jr., Esq., Kearns, Reale & Kearns, League  
General Counsel
- Esther H. Nevarez, Office of the Director, New Jersey Division  
of Civil Rights, State Department of Law and Public Safety

**REGISTRATION FEE: Member Rate: \$55.00\* Non-Member:  
\$75.00**

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

**To Register:**

-Visit [www.njslom.org](http://www.njslom.org) and click on *Services*

-Select *Calendar of Events*, Go to the date you are attending

-Download registration form, complete and fax it with your voucher to  
(609) 695-0151

Questions about registering – contact Suzanne Delany  
[SDelany@njslom.com](mailto:SDelany@njslom.com) or 609-695-3481 ext. 111

**CEU's – CMFO/CCFO-2.0 OFF MGMT, 2.0 ETH; CTC-2.0 GEN/SEC,  
2.0 ETH; CPWM-2.0 MGMT, 2.0 ETH; RMC-2.0 PROF DEVEL, 2.0  
ETH; QPA-2.0 OFF ADMIN, 2.0 ETH; RPPO/RPPS-4.0; CPA- 4.0**

ETH; CRP-3.25; CLE- 4.0 ETH; PACLE-3.5 ETH\*\*

**\*\*Please note, PACLE courses require the attendee to pay a separate fee (not including registration fees) to obtain credits. PACLE credit forms can be downloaded from the League Calendar page: <http://www.njslom.org/seminars.html>**

**IN CASE OF INCLEMENT WEATHER OR CANCELLATION:** We will announce emergency seminar cancellations via recorded announcement on our Weather Hotline: **609-695-3481 ext. 200** and post announcements on our website [www.njslom.org](http://www.njslom.org) after 6:00am on the morning of the meeting.

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