

ANNUAL BUSINESS MEETING OF THE
MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
APRIL 26, 2017
The Palace at Somerset Park
Somerset, NJ

President Denise Szabo called the meeting to order at 12:00 PM

ROLL CALL OF OFFICERS

Denise Szabo, President; Dina Zawadski, 1st Vice President; Kevin Galland, 2nd Vice President; Diane Pflugfelder, Treasurer; Eileen Gore, Secretary; Keith Kazmark, Immediate Past President

Also Present: Joel Popkin, Executive Director; Michael Herbert, Legal Counsel

SALUTE TO THE FLAG

Executive Director Popkin led the attendees in the Salute to the Flag.

INVOCATION

Andrew Pavlica presented the invocation.

Heavenly Father and Almighty God, during this gathering and time of fellowship and education as we begin our Annual Business Meeting and 90th Anniversary of this Association, we give praise and thanks to you, the author of every good gift. We humbly ask thy Blessing on the Municipal Clerk's Association of New Jersey, its leadership and its members and all those who have traveled far and near across this great State to be with us these few days. Look with favor on our humble efforts to exemplify integrity, to encourage high ethical standards and professionalism, to be educated and to promote local and national peace and understanding. Bless us as to thy service and assist us to improve our knowledge and skills to better service your people. We ask all this with humble and grateful hearts. Amen.

APPROVAL OF MINUTES

President Szabo announced the minutes of the April 26, 2016 Annual Meeting were posted to the website and asked for any corrections or changes to the minutes. Hearing none, the minutes were approved by consent.

TREASURER'S REPORT

Ms. Pflugfelder offered the following Treasurer's Report:

<u>Account Name</u>	<u>Balance (3/22/17)</u>
Operating	\$94,240.01
Scholarship	\$13,688.51
Raffle	\$2,530.00
Legal Defense Fund	\$48,234.68
Operating CD	\$107,567.13
Legal Defense Fund CD #1	\$46,745.86
Legal Defense Fund CD #2	\$41,717.81

RECOGNITION OF 2016-2017 COMMITTEE CHAIRS

President Sabo gave thanks to the members of the Committees for their service and recognized the Committee Chairs:

Constitution and Bylaws: Gene Paladino, Municipal Clerk, Township of Pennsauken

Education: Joanne Kwasniewski, Chair, Retired Municipal Clerk, Borough of Fair Lawn

Education Conference: Heather Mailander, Co-Chair, Municipal Clerk, Village of Ridgewood
John Mitch, Co-Chair, Municipal Clerk, Township of Woodbridge

Elections: Linda Wanat, Chair, Municipal Clerk, Township of Montclair

Fundraising: Doreen Cali, Chair, Retired Municipal Clerk, Borough of Roselle Park and Patty Hunt,
Municipal Clerk, Township of Moorestown

Information Technology/Web Page: Daina Dale, Chair, Municipal Clerk, Borough of Harvey Cedars

Legal Defense Fund: Harold Weiner, Municipal Clerk, Township of Irvington

Legislative Committee for Laws Pertaining to the Municipal Clerk’s Profession: Kim-Marie White, Chair, Municipal Clerk, Township of Eastampton

Manual Review: Deanna Bennett, Editor, Municipal Clerk, Borough of Haddonfield

Membership and Peer Alliance: Michele Reilly, Chair, Municipal Clerk, Township of Jefferson

Past Presidents’ Council: Andrew J. Pavlica, Chair, Municipal Clerk, City of Garfield

Public Relations – MCANJ Booth: Alberto Ca

Quill: Joseph Kostecki, Editor, Municipal Clerk, Borough of S. Toms River

Records: Sharon Young, Chair, Municipal Clerk, Township of West Windsor

Resolutions: Sandra Bohinski, Co-Chair, Municipal Clerk, Borough of Helmetta

Scholarship: Cynthia Brown, Chair, Municipal Clerk, City of East Orange

Historical Report Committee: Andrew J. Pavlica, Municipal Clerk, City of Garfield

ANNOUNCEMENT OF SCHOLARSHIP WINNERS

Cynthia Brown, Municipal Clerk, City of East Orange, announced the following scholarship recipients:

Registered Municipal Clerk (RMC) Ashley Wyatt, Township of Hillside
Denise Kohan, Borough of Hillsdale

Certified Municipal Clerk (CMC) April Claudio, Borough of Belmar

Master Municipal Clerk (MMC) No Applications Received

MCANJ Education Conference Kathleen Hoffman, Township of Washington
Cathy Drummond, Borough of Hampton
Annamarie O’Connor, Borough Edgewater
Sandra Bohinski, Borough of Helmetta
Michelle DeRocco, Borough of Watchung
Kathryn Circulli, Township of Lakewood
Teresa Ann Oswin, Town of Newton
Michele Miller, Borough of Somerdale
Laurie Gompf, Township of Hopewell

Alternates

Julie Martin, Borough of Eatontown
Carla Conner, Township of Clinton
Valerie Tornick-Heilweil, Borough of Keyport
Jaime Evelina

MCANJ Education Conference Marilyn Bojanowski, Borough of Fair Lawn
Need-Based Scholarships Cordelia Staton, City of Trenton
Daneen Fuss, Township of Harrison
Jean Hitchner, City of Millville
Mary Beth Zichelli, Township of Mendham

At the request of President Szabo, Resolutions Committeemember Pam Borek read the Tribute to Retired Members Resolution into the record. A special thank you was extended to Joanne Kwasnewski and Doreen Cali who graciously agreed to stay on the Conference Committee even though they retired.

TRIBUTE TO RETIRED MEMBERS

A motion by John Mitch to adopt the following Resolution of Commendation for Retired Municipal Clerks carried.

WHEREAS, service to others is the best work of life; and

WHEREAS, continued, unselfish service is the backbone of our society and is to be commended and exemplified; and

WHEREAS, as a Municipal Clerk knowing that you have shared in the growth and success of your community and this organization is a purpose fulfilled.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Clerks' Association of New Jersey, Inc., that we commend your dedication to the residents of your community and this organization, and point to it as an example to be exemplified and emulated; and

BE IT FURTHER RESOLVED, that honorary membership is bestowed upon the below-named retired Municipal Clerks in accordance with the MCANJ Constitution and Bylaws; and

BE IT FURTHER RESOLVED, that we extend to you, upon the occasion of your retirement, our gratitude and best wishes for good health, success and prosperity for many years to come to those Municipal Clerks named herein:

Atlantic County

Carol DeGrassi, City of Somers Point
Rhonda Williams, Atlantic City
Janice Callaghan, City of Ventnor
Joan Anderson, Township of Hamilton
Bonnie Yearsley, Township of Weymouth

Bergen County

Debra Ciliento, Borough of Lodi
Joanne Kwasniewski, Borough of Fairlawn

Burlington

Joy Weiler, Township of Florence
Barbara Sheipe, Borough of Palmyra
Donna Ryan, Township of Westampton

Cape May County

Louise Cummiskey, City of Cape May

Cumberland County

Susan Robostello, City of Millville

Hunterdon County

Rose Sollena, Township of Raritan
Judy Allen, Township of Delaware

Mercer County

Linda McDermott, Princeton Township
Richard Kachmar, City of Trenton

Middlesex County

Sharon Doerfler, Township of Monroe
Mike Januszka, Borough of Milltown

Ocean County

Bernadette Park, Township of Stafford

Somerset County

Sharon Brienza, Township of Branchburg
Patricia DeRocco, Township of Warren
Patty Zamorski, Borough of Manville

Union County

Doreen Cali, Borough of Roselle Park

At the request of President Szabo, Sandra Bohinski of the Resolutions Committee read the names of the following deceased members into the record:

TRIBUTE TO DECEASED MEMBERS

A motion by Debra Sopronyi to adopt the following Resolution of Commendation for Retired Municipal Clerks carried.

WHEREAS, the strength and spirit of a community are often reflected in the activities and successes of its employees; and

WHEREAS, throughout their tenure, Municipal Clerks serve their communities with complete professionalism and at all times demonstrate an extraordinary dedication, enthusiasm and community spirit; and

WHEREAS, as a Municipal Clerk, knowing that you have shared in the growth and success of your community and this organization is a purpose fulfilled;

NOW THEREFORE, BE IT RESOLVED, by the Municipal Clerks' Association of New Jersey, Inc., that we commend their dedication to the residents of their respective communities and this organization, and point to it as an example to be exemplified and emulated; and

BE IT FURTHER RESOLVED, that we extend to these individuals a moment of silence dedicated to the memories of those who have left us for a greater service:

Bergen County

Carl Hartmann, Former Clerk of the Borough of Wallington and
Retired Clerk of Bergen County

Essex County

Lillian W. Moore, Retired Clerk of East Orange

Morris County

Donna I. Costello, Retired Municipal Clerk of Denville Township

Passaic County

George Eckhardt, Jr., Retired Clerk of West Milford

Somerset County

Margaret Francisco, Retired Clerk of Bedminster Township

STATE OF THE ASSOCIATION ADDRESS

Denise Szabo, 2016-2017 President of the MCANJ, Municipal Clerk of Bernards Township reported that the state of the association is strong. We have 798 members. Our CPA, Steve Weinstein reports that MCANJ continues to provide programs and initiatives required and expected by our members. MCANJ has raised the necessary revenues in excess of expenditures and has maintained a prudent approach to the administering of its funds. MCANJ remains financially sound. Our Association has seen much turnover this past year with many colleagues and long-time respected friends retiring, while we welcome many new clerks into the Association this year too. At this conference, there are actually 54 first-time attendees. We are glad to welcome you and we hope that you are enjoying the conference.

Having the conference in Somerset this year was a change for our Association and not everybody likes change, but we did conduct a survey and it appeared that the majority of members were ready for change. I do hope that you enjoy this beautiful facility and are happy that so many have attended. I want to thank also the conference committee that I worked with this year; Co-chaired by John Mitch and Heather Mailander and of course, my colleagues on the executive board for their assistance in putting together this conference. A special and big thank you goes to Joel Popkin, our Director. The following conference committee members were recognized for their work by President Szabo: Heather Mailander, John Mitch, Doreen Cali, Daina Dale, Joanne Kwasniewski, Debra Sopronyi, and Kim Marie White.

I would also like to thank all of you that have helped me this year by serving on committees. It really amazes me how many of you are really passionate about being municipal clerks and help by standing up wherever it is needed. Last year when I was sworn into office, I had some goals and initiatives I wanted to accomplish this year as President. My first was records management, which I believe today in large part, has evolved into information technology. Our desk reference guide, also known as the Municipal Clerks manual was in desperate need of repair, especially the records chapter. The other chapters were in pretty good shape, but the records chapter was really in

need of some help. As you know, this guide is not only used as a reference tool back in our office where we refer to it all the time, it is also used as a study guide for individuals preparing for their RMC exam. A small committee consisting of myself, Deanna Bennett (Chair of Manual Review Committee), Steve Goodfellow (ACCSES NJ Services), Laura Flagg (Rutgers University), Sharon Young (Chair of Records Committee), and Kim Marie White (Chair of Legislative Committee & MCANJ Instructor) worked together to bring the guide into the line of the role of the 21st century records manager. Rutgers is now working on a curriculum for our and instructors and with the DCA to update the exam. The updated chapter will be included in the next release of the publication. Our Association also worked with DORES to update the municipal clerks record retention schedule. That updated schedule was published in March on their website as well as ours. I also spent a lot of time with DORES this year, encouraging them to provide us with some definitive and realistic direction regarding email retention and disposal. A small working group consisting of record managers from county and municipal agencies, archivists, the president of GMIS and me as President of MCANJ had our first meeting last week with the Director Fruscione of DORES. I would like to thank the director for listening to MCANJ and sitting down with key players so that we could develop a proposal which we can present to the state records committee on a united front. The makeup of the small group has all disciplines at the same table, and I am really excited for the first time that we might have something good here.

Technology was another area that we continued to make strides on through a partnership with New Jersey Division of Elections and Everyone Counts, we had our first MCANJ webinar in October. This year, we also automated our exhibitor and sponsorships solicitations for the conference. The process was really very successful, and in fact, we had to turn away some exhibitors away. I would like to thank the Website and Technology Committee Chaired by Daina Dale for the work that you did to update our website to accommodate all the ads. It was really great exposure for our exhibitors because people return to that page over several months retrieving their CEU's and we are very excited about that. Also, some changes to the Quill occurred. I hope you are enjoying our new column by Michele Seigfried (Robbinsville Township). I don't know about you, but when I read her column *Just Another Day in the Life of the Municipal Clerk* and you can hear me laughing out loud in my office. She couldn't be with us today, but what a great job she has done. I also hope you've enjoyed the feature writers that we had in each edition. These articles help us broaden our knowledge of local government. Thank you to Joe KostECKi, our Quill Editor for his hard work.

OPRA and OPMA continue to be moving targets. We were invited to meet with Senator Weinberg's staff and members of the press association in December. To discuss her proposed changes to OPRA, but there has been no movement on the bills. At the New Jersey League of Municipalities conference this year, a resolution was adopted calling for a study on the cost and application of OPRA. This is the fifth resolution since 2008 that the League has adopted calling for OPRA reform.

As I said last year, when I was a child, whenever anyone asked me what I wanted to be when I grew up, I never said a municipal clerk. I didn't even know what the municipal clerk was, did you? To my colleagues on the Executive Board, Joel our Executive Director, Steve and Mike our attorneys, thank you for your support. To Keith who is ending his term on the Executive Board, thank you for your service. And to Kim Marie White who will be welcomed as our incoming secretary, I wish you well and look forward to working with you. And to the membership, thank you for allowing me to serve as your president. Getting to know and work with so many you has been an honor and a privilege and quite frankly, a highlight of my career. Thank you very much.

RECOGNITION OF INSTRUCTORS OF MUNICIPAL CLERKS COURSES

Laura Flagg, Associate Program Specialist, Rutgers University recognized the following instructors:

Amy Antonides, Borough of South Plainfield
Jennica Bileci, Township of Mantua
Kathrine Coviello, Township of Mahwah
Elaine Kennedy, Township of Tabernacle
Mary P. Madonna, Borough of Surf City
J. Mark Mutter, Township of Toms River
Lucy Samuelson, City of Somers Point
Robert Sloan, City of Bayonne
Kim-Marie White, Township of Eastampton
Sercan Zoklu, Borough of Cliffside Park

RECOGNITION OF NEWLY ATTAINED CERTIFICATIONS

Joanne Kwasnewski, Chair, Education Committee; Municipal Clerk, Borough of Fair Lawn acknowledged the following recipients for their achievement of Registered Municipal Clerk:

Issa Abbasi	Karen Iuele
Donnelly Amico	Sophia Hee Jang
Dorothy-Jo Ayres	Cindy Kirkpatrick
Jacqueline J. Barnhill	Maureen Lawshe
Kelly Barrett	Juliet Lee
Deborah Brooks	Khaled Madin
Cassie Capparelli	Francesca Maragliano

Marie S. Carrington
Michele Clark
Victoria Coppola
Kelli Danieli
Le Ann DeHart
Barbara Dispoto
Christina K. Fischer
Courtney Fitzpatrick
Laurie Gavin
Sonia Gordon
Joan Herve

Kathleen Marchetti
Suzette McKeithan
Shelby Mollenkopf
Keri-Lyn Pagnoni
Ashley Passafiume
Marie Quinones
Nicolette Riggi
Lois Sahina
Rosanne Sayers
Heather Sparks
Colleen Treusch

Andrew Pavlica, Region II Director of IIMC acknowledged the following recipients for their achievement as Certified Municipal Clerk:

Paula Geletei, City of Atlantic
Joseph Kostecki, Borough of South Toms River
Sherry A. Mason, Borough of Beach Haven
Debra L. Sopronyi, Borough of Hightstown

Mr. Pavlica also recognized the following recipients for their achievement as Master Municipal Clerk:

Eileen A. Gore, Township of Hamilton
Kevin Galland, Borough of Woodland Park

FRIEND OF THE MUNICIPAL CLERK AWARD

President Szabo announced the recipient of the Friend of the Municipal Clerk Award was Laura Flagg, Associate Program Director of Rutgers University. President Szabo lauded her many accomplishments in the rebuilding of the relationship between the MCANJ and Rutgers. Ms. Flagg thanked the Association for the award as she was beyond honored and touched.

L. MANUEL HIRSHBLOND DISTINGUISHED SERVICE AWARD

President Szabo announced the recipient of the L. Manuel Hirshblond Distinguished Service Award was Andrew Pavlica (Region II Director, MCANJ Website Technology Committee, MCANJ Facebook Page, Past President and Executive Board Member). Mr. Pavlica thanked the Association for the award who stated that his work is a labor of love and an honor to give back to the Association.

PRESENTATION OF THE 2017-2018 SLATE OF OFFICERS

President	Dina Zawadski, Municipal Clerk, Township of Deptford
1 st Vice President	Kevin V. Galland, Municipal Clerk, Borough of Woodland Park
2 nd Vice President	Diane M. Plugfelder, Municipal Clerk, Township of Liberty
Treasurer	Eileen Gore, Municipal Clerk, Township of Hamilton
Secretary	Kim Marie White, Municipal Clerk, Township of Eastampton
Immediate Past President	Denise Szabo, Municipal Clerk, Township of Bernards

A motion to accept the 2017-2018 Slate of Officers was made by Richard Phoenix and seconded by Sercan Zoklu; unanimously approved.

At this time, Sercan Zoklu presented a session dealing with Municipal Audits entitled *Exactly What To All Those Numbers Mean?*

PRESENTATION OF THE 2016-2017 MUNICIPAL CLERK OF THE YEAR AWARD

Dina Zawadsk presented the 2016-2017 Municipal Clerk of the Year award to John Mitch, Municipal Clerk, Township of Woodbridge. Joining him were his wife, Laura and children Kelly, Kara and Tommy along with his mom, Dot who were introduced by Mayor John McCormac.

MCANJ 2016-2017 Clerk of the Year
John Mitch

Ms. Heidi Brunt, Municipal Clerk of Middletown Township, Monmouth County addressed the membership about her candidacy for IIMC Region II Director and asked for those individuals who are members of the IIMC to consider casting their ballot for her.

ADJOURNMENT

There being no further business, a motion to adjourn by Keith Kazmark, Municipal Clerk, Borough of Woodland Park carried by voice vote by the membership at 12:05 PM.

Respectfully Submitted,

Eileen Gore, MCANJ Secretary
Approved _____

APPENDIX

Business cards were drawn at the end of the conference to select ten winners for a free 2017-2018 Conference Registration as follows:

Alberto Cabrera, Town of Guttenberg
Karen Carnevale, Township of West Orange
Linda Doyle, Township of Bridgewater
Tammy Brown, City of Neptune
Denean Probasco, Borough of Chester
Tanya Pannucci, Township of Monroe
Patricia Hunt, Township of Moorestown
Debra Sopronyi, Borough of Hightstown
Cathy Reese, Township of Warren
Corinne Dicorcia, Borough of Eatontown

In addition, business cards were drawn at the end of the conference to select five alternate winners for a free 2017-2018 Conference Registration as follows:

- (1) Lorraine Loudenberg, Town of Phillipsburg
- (2) Nancy Bretzger, Borough of North Caldwell
- (3) Michelle DeRocco, Borough of Watchung
- (4) Michele Clark, Borough of Keyport
- (5) Colleen Treusch, Township of Edgewater Park