



PRESIDENT'S MESSAGE

by

MCANJ President

Keith Kazmark

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I hope each of you had a joyous holiday season. I wish everyone a happy and healthy New Year as we welcome in 2016!

For many of us, with the New Year comes, new governing body members, re-organization meetings, new appointments and a fresh beginning. I have two newly elected Council members who are both in their late 20's and are excited and motivated to help make Elmwood Park a great place! I'm sure some of you are in the same situation with new faces in your local government, and that is why MCANJ will participate in the New Jersey League of Municipalities "Newly Elected Official Seminars" on Saturday, January 9th in Rutherford and on Saturday, January 23 in Mt. Laurel. Both myself, and 2nd Vice President Dina Zawadski (Deptford) will make presentations at these important seminars. Having presented at these sessions in prior years, it is a very helpful meeting for new elected officials and I would encourage you to have any "newbies" attend!

January also takes us to the mid-point of our new MCANJ fiscal year calendar, and to my term as President. We continue to work out the small kinks to the new calendar, but from an operational standpoint the system is working well. I again want to thank Immediate Past President John Mitch (Woodbridge) for his time and effort last year in making this new, well thought out, schedule work.

Over the past six months I have visited nine of the 21 county associations either at their meetings or at mini-conferences organized by the counties. In early December, I drove out to Sussex County to enjoy their holiday luncheon. That leaves me with 12 counties to get to in the next six months! Please feel free to contact me about upcoming meetings or get-togethers, and I will certainly make every effort to attend.

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EDITORIAL STAFF:

EDITOR: Joseph Kostecki, South Toms River Borough (732) 349-0403 E-mail: joseph.kostecki@boroughofsouthtomsriver.com
PEOPLE PAGE: Sharon Brienza, Branchburg Twp. (908) 526-1300 E-mail: Sharon.Brienza@branchburg.nj.us
ADVERTISING: Joel Popkin, MCANJ Executive Director (732) 609-6441 E-mail: joelpopkin@optonline.net

PAST EDITORS:

1954-1959: J. Ford Flagg 1960-1970: John R. Zellweger 1971-1973: Joseph E. Bennett
1974-1982: Harry C. Kates 1983-1993: Janet L. Lynds 1994-1995: Patricia Hullfish and Patricia C. Shuss
1996-2000: Patricia C. Shuss 2001-2005: Nancy Hatten 2006-2015: Jim Doherty

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. EXECUTIVE BOARD 2015-16

President:	Keith Kazmark, Elmwood Park Borough	E-mail: president@njclerks.org
1st Vice President:	Denise Szabo, Bernards Township	E-mail: 1vicepresident@njclerks.org
2nd Vice President:	Dina Zawadski, Deptford Township	E-mail: 2vicepresident@njclerks.org
Treasurer:	Kevin Galland, Woodland Park Borough	E-mail: treasurer@njclerks.org
Secretary:	Diane Pflugfelder, Liberty Township	E-mail: secretary@njclerks.org
Immediate Past President:	John M. Mitch, Woodbridge Township	E-mail: immediatepastpresident@njclerks.org
Executive Director:	Joel Popkin	E-mail: executivedirector@njclerks.org
Legal Counsel:	Richard A. Lustgarten	

MCANJ PAST PRESIDENTS * EX OFFICIO MEMBERS

1974: Joseph V. Valenti	1996: Joseph C. Favaro	2007: Barbara M. Hawk
1975: Alfred A. Reda	1997: Elizabeth H. Kiss	2008: Heather Mailander
1977: Otto M. Bock	1999: Bernadette Dubuss	2009: Joan Moreland
1981: L. Manuel Hirshblond	2000: Nancy Hatten	2010: Vincent Buttiglieri
1985: Elizabeth G. Nolan	2001: Sharon L. Brienza	2011: Joanne M. Kwasniewski
1987: Lewis N. Thompson	2002: Bernadette Standowski	2012: Andrew J. Pavlica
1988: Elaine Wallace	2003: Allan Susen	2013: Nancy Saffos
1993: John J. Galvin	2004: Joel Popkin	2014-15: John Mitch
1994: Kathleen A. Thorpe	2005: Jane Williams-Warren	
1995: Christina N. Wilder	2006: Elaine B. Kennedy	

IIMC PAST PRESIDENTS

Robert Radford, Hasbrouck Heights Borough	Joseph T. Carney, Englewood City
Joseph V. Valenti, Woodbridge Township	Thomas Redanauer, Barrington Borough
Christina N. Wilder, Hamilton Township	Elizabeth H. Kiss, East Brunswick Township

MCANJ ADVISORY BOARD MEMBERS 2015-16

Atlantic:	Carol L. Degrassi, Somers Point City	Middlesex:	Barbara Nyitrai, South Brunswick Township
Bergen:	Heather Mailander, Ridgewood Village	Monmouth:	Jane Marban, Spring Lake Borough
Burlington:	Patricia Hunt, Moorestown Township	Morris:	Michele Reilly, Mountain Lakes
Camden:	Deanna Bennett, Haddonfield Borough	Ocean:	Sherry Mason, Beach Haven
Cape May:	Scott Jett, North Wildwood City	Passaic:	Allan Susen, Haledon Borough
Cumberland:	Susan G. Robostello, Millville City	Salem:	Cynthia Dalessio, Woodstown Borough
Essex:	Linda S. Wanat, Montclair Township	Somerset:	Sharon Brienza, Branchburg Township
Gloucester:	Patricia Frontino, Glassboro Borough	Sussex:	Lauren Kirkman, Vernon Township
Hudson:	Alberto Cabrera, Guttenberg Town	Union:	Doreen Cali, Roselle Park
Hunterdon:	Cecilia Covino, Clinton Town	Warren:	Kelley Smith, Harmony Township
Mercer:	Sharon Young, West Windsor Township		

NEW JERSEY MUNICIPAL CLERK COUNTY ASSOCIATION PRESIDENTS

Atlantic:	Olga Perez, Egg Harbor Township	Middlesex:	Joan Hullings, Highland Park Borough
Bergen:	Christine Demiris, New Milford Borough	Monmouth:	Jane Marban, Spring Lake Borough
Burlington:	Kim-Marie White, Eastampton Township	Morris:	Sheila Williams, Florham Park Borough
Camden:	Bonnie Taft, Oaklyn Borough	Ocean:	Mary Madonna, Surf City Borough
Cape May:	Sheila Cottrell, Ocean City	Passaic:	Paul V. Margiotta, Wayne Township
Cumberland:	Doreen S. Seddon, City of Millville	Salem:	Esther Mitchell, Mannington Township
Essex:	Madeline F. Smith, City of Orange Twp	Somerset:	Ann Marie McCarthy, Franklin Township
Gloucester:	Dina Zawadski, Deptford Township	Sussex:	Amy Lobban, Stillwater Township
Hudson:	N/A	Union:	Doreen Cali, Roselle Park
Hunterdon:	Cynthia Ege, Lambertville City	Warren:	Kelley Smith, Harmony Township
Mercer:	Michele Seigfried, Robbinsville Township		



PRESIDENT'S MESSAGE by MCANJ President Keith Kazmark (continued)

(continued from page 1). I want all our members to know that they have access to their State Association, and I've found that networking with fellow clerks is the first step toward making that a reality.

I would like to congratulate my home county association – the Bergen County Municipal Clerks' Association on their December 10, 2015 Anniversary Gala Luncheon. The BCMCA celebrated 75 years of the association and under the leadership of President Christine Demiris (New Milford), Master of Ceremonies Andrew Pavlica (Garfield) and their committee, they held a wonderful event! Also, it is worth noting that past BCMCA President Ann Fay (Haworth) re-read the speech her Mayor, Dean DeRienzo, gave when she was sworn in as President in 1993. It was so accurate about Municipal Clerks and brought the house down. It's republished on page 6 of this edition of The Quill and is worth reading for a good laugh!

Our membership, as of this report, stands at 724. I would like to thank our Treasurer, Kevin Galland (Woodland Park) for his efforts in reaching out to the Municipal Clerks from around the State who had not joined the association. While this work effort was done through "snail mail," the initiative did serve as a reminder and generated an uptick in membership from clerks who did not join through our online registration process prior to getting the reminder letter. Since the mailing, we now have 56 new members representing 39 municipalities.

Many of our members had the opportunity to network and take advantage of great sessions at the 100th Anniversary of the New Jersey League of Municipalities Conference) in Atlantic City in November. The MCANJ sponsored sessions were well received and provided CEU's in Elections, Licensing, Professional Development, Finance and Records. A special thanks to 1st Vice President Denise Szabo (Bernards) and Education Committee Chair Joanne Kwasniewski (Fair Lawn) for working to organize and facilitate these sessions at the League! Also a BIG thank you to Joel Popkin and all our members and retirees who helped out at the MCANJ Booth on the convention center floor! Your assistance allows us as clerks to reach out to others in the local government community as they peruse the vendors and organizations at the conference.

IIMC Region II Conference Co-Chair Allan Susen (Haledon) and his committee are working hard to organize the education sessions and accommodations to be held at Resorts Hotel and Casino in Atlantic City from January 12 – 14, 2016. The committee has incorporated an Athenian Dialogue, and both CMC and MMC courses through Rutgers's into the conference schedule, along with traditional education sessions.

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PRESIDENT'S MESSAGE by MCANJ President Keith Kazmark (continued)

This is always a great time and provides members the opportunity to meet and network with Municipal Clerks from the entire region!

Our own MCANJ Conference Committee is hard at work planning our 2016 MCANJ Annual Education Conference at the Tropicana Hotel and Casino in Atlantic City from April 24 – 27, 2016! Co-Chairs Sharon Brienza (Branchburg) and Heather Mailander (Ridgewood) along with the entire committee have selected retired Lt. Colonel Kevin Sweeney of the United States Air Force and Air National Guard as our keynote speaker. Lt. Colonel Sweeney spent 23 years serving our country and is the recipient of the US Air Force Distinguished Flying Cross. He is also the author of *Pressure Cooker Confidence* and *Conversations with the Colonel*. Lt. Colonel Sweeney was a keynote speaker at the IIMC Conference a few years back in Nashville, TN, and those of us in attendance were quite impressed with his session regarding high pressure situations. We will be launching our online registration beginning in February for the MCANJ Conference! Be on the lookout for the email blast announcing the start of registration.

Finally regarding conferences, the International Institute of Municipal Clerks (IIMC) 70th Annual Conference will be held from May 22 – May 25, 2016 in Omaha, Nebraska. Just another reminder that our very own Vinny Buttiglieri (Ocean) will be installed as the new President of IIMC at the conference and the Executive Board and I are encouraging New Jersey clerks to attend. We hope you can join us in supporting our good friend Vinny and be part of what is always a great educational opportunity!

On the legislative front, Governor Christie vetoed the Democracy Act which was promoted by the leadership in the Legislature. Senate Bill 2454, known as the DLGS “Streamlining” Bill, updates outdated policies and procedures and is now in effect. Local Finance Notices addressing the various components of this bill have been and will continue to be forthcoming in order to guide local government officials as to the implementation of these changes. The discussion regarding changes to OPRA and OPMA have died down for now, however we have kept open the lines of communication with the League, other stakeholders and members of the Legislature regarding these two topics.

And finally, it is with great sadness that I inform you of the retirement of our longtime legal counsel Richard Lustgarten. Richard has been a tremendous resource to MCANJ and our members. His retirement to Indiana (although he’s told us he will be back in New Jersey frequently) will leave a void that will be difficult to fill. Richard has offered to continue to speak at future CEU sessions, write for The Quill and continue to help MCANJ in any way he can. His departure reflects the same dignity, class and respect that he has shown during his years of service representing MCANJ. Once notified of Richards’s retirement, I asked 1st Vice President Denise Szabo (Bernards) to help prepare an RFP so that we could advertise for our new association attorney. It was advertised in multiple locations and e-mail blasts were sent out so that we could receive letters of interest and resumes from a wide pool of applicants. The RFP’s were received in December and the Executive Board is planning to hold interviews in January. I know the Executive Board joins me in wishing Richard and his wife Ann all the best as they begin a new chapter in their life and enjoy retirement!

Again, I wish all our members a very happy, healthy and prosperous 2016!

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new name...familiar faces
formerly *Brown's River Marotti Co.* **BILL STEWART**
william.stewart@kofile.us

MCANJ MEMBERSHIP REPORT as of December 14, 2015

<u>County</u>	<u>Total # Municipalities</u>	<u># of Municipalities Paid</u>	<u>% Paid</u>
Atlantic	23	16	70%
Bergen	70	51	73%
Burlington	40	22	55%
Camden	37	21	57%
Cape May	16	8	50%
Cumberland	14	8	57%
Essex	22	17	77%
Gloucester	24	16	67%
Hudson	12	5	42%
Hunterdon	26	25	96%
Mercer	13	10	77%
Middlesex	25	23	92%
Monmouth	53	38	72%
Morris	39	29	74%
Ocean	33	22	67%
Passaic	16	10	63%
Salem	15	10	67%
Somerset	21	17	81%
Sussex	24	18	75%
Union	21	19	90%
Warren	22	13	59%

MEMBERSHIP MESSAGE

Any person holding an active membership with MCANJ, whose address or jurisdiction changes during the membership year, may carry the membership with him/her to the end of the membership year upon written notice to the MCANJ Treasurer. The Treasurer will update the information in the membership database to reflect the change in address, municipality or county; however, the membership type will remain the same until the end of that membership year.

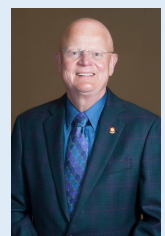


MCANJ, INC. MEMBERSHIP

As Of December 14, 2015

Full —Municipal Clerk	438
Full—Acting Municipal Clerk	6
Full —Clerk of Freeholder Board	1
Full—County Clerk	1
Associate —Assistant Municipal Clerk	19
Associate—Deputy Municipal Clerk	180
Associate—Deputy County Clerk	4
Honorary Membership (Retired)	58
Affiliate—All Other Members	<u>18</u>
Total:	725

Respectfully Submitted,
Kevin Galland
MCANJ Treasurer



ON THE LIGHTER SIDE

Remarks by Mayor John Dean DeRienzo of Haworth on December 9, 1993 at the installation of officers of the Bergen County Municipal Clerks' Association held at White Beeches Golf and Country Club.

This is a very somber and “hysterical” occasion. In thinking about this I tried to envision what Municipal Clerks have in common. They are underpaid, overworked, taken for granted and nobody listens to them. In the Borough of Haworth, as in the rest of Bergen County and on the planet Earth, there is a full moon, which shines 365 days of the year because every kook, weirdo and taxpayer attacks Borough Hall.

Clerks are not allowed to go to the bathroom during the day because they are too busy, they never go to lunch, they don't take sick days because that is a sign of weakness and they never go on vacation because the town would fall apart.

Family members, friends and loved ones are put into a situation where they learn certain things immediately: the day before a council meeting, the day of the council meeting and the day after the council meeting, don't ask for dinner. Secondly, if you ever make the mistake of calling Borough Hall on these days, you will usually get one of two answers: It makes no difference why you called, i.e., the house is burning down), “he or she is away from their desk or I can't talk to you right now, we're in a meeting.”

Borough Clerks are faced with difficult problems—one their council members. Council Members are usually classified three ways: mild irritants, pains in the “arses”, or should have a room at Bergen Pines. Mayors are considered to be egotistical maniacs to be tolerated by Borough Clerks.

I have wondered why Borough Clerks are the way they are. It's simple—it's your education, all the courses you take. You have to take tests and when you pass them, the end results are as follows: A. Every Borough Clerk knows more than the Borough Attorney because he knows nothing about the law.; B. Chief Financial Officers better pay attention because Borough Clerks know more about finance; C. Land Use ordinances and anything about planning and zoning—Borough Clerks know it all. There is really no need for a Borough Council or a Mayor, because you can run the entire show.

Now we get to the situation of how Borough Clerks treat Mayors and Council as people who just pass by, even though they are elected. First of all, they use intimidation. In our Borough office Mrs. Fay has over her desk a flag from the American revolution with a rattlesnake on it which says “Don't Tread On Me”. In addition to that, on her desk, which I brought to show you so you know I am not lying, is a nameplate which reads “A Woman's Place Is In Command”.

Municipal Clerks are taught at an early age that Police Chiefs have no authority whatsoever. If a Police Chief brings anything in writing to a Borough Clerk, it is assumed automatically that policemen do not know how to read or write and certainly don't know grammar. What I've never been able to understand is how they're not afraid of policemen who carry guns—they pay no attention to them.

Mayors are usually relegated to one or two positions. In our particular town, Mrs. Fay is the ventriloquist and I am the dummy and I accept that. However, now and then the Rock of Gibraltar, the piece of the rock known as the Prudential, has a kink in the armor; nerves set in. I was shocked when I went to Borough Hall last week. Here was Mrs. Fay—she was down-trodden, saddened, shaking, quivering like a mass of jelly and there was even a tear in her eye. I made a mistake all Mayors make by asking, “What's wrong?”. I thought that it was something really important like her husband Ed has suffered some major disease; it wasn't. It was because of all of you. She looked at me and said, “how can I be president of the Municipal Clerks' Association, how can I follow in the footsteps of the past presidents, how can I keep creative and innovative programs going for this organization, how can I find the best meeting places with gourmet food with the cheapest prices and will I be able to get the respect that I deserve, (notice, “I deserve”), from my peers?”. That really touched a chord of sympathy; my initial reaction subconsciously was, I hope they chew you up and spit you out. Because that was totally unjust, I did not say that.

But I decided to find a way you would accept her. One, she deserves recognition. (Mayor reads proclamation). Now, that was the first thing to bolster her morale. Then I decided that obviously if I did not bring a gift I would no longer be the Mayor; she would get me. And, I don't want you to think that today is just an Ann E. Fay day. I have talked personally to the mayors of the other officers and asked them to write me a letter or send me a presentation and nobody responded.

So, I decided to get a gift you would instantaneously recognize so that you know when she assumes the mantle of leadership that she is prepared to do this. Ladies and gentlemen, I hope as Mrs. Fay opens the gift and shows you the gift that you will understand that this will help her in her new duties as President. (The gift is a baseball bat).

A fantastic 1994 season to all of you and don't mess with the new President.



**COME ONE
COME ALL
TO OMAHA!!!**



The 2016 International Institute of Municipal Clerks Annual Conference will be held in the heart of the Midwest – OMAHA, NEBRASKA from May 22-25, 2016!

While every IIMC conference is a great educational and networking experience, Omaha promises to be that and a whole lot more. We'll be celebrating the 70th anniversary of this great organization with many "70's"-themed items and events to enjoy. As with every IIMC conference, there will be great educational opportunities to earn valuable CMC, MMC and yes, RMC credits.

If that doesn't excite you and want to make you join me in OMAHA, there is another awesome event that will occur which I'm super excited about. During the Annual Business Meeting in Omaha, I will have the honor of taking the Oath of Office as the 58th President of the International Institute of Municipal Clerks AND the 7th such person from New Jersey!

I cannot begin to tell you how excited and honored I will be to assume this leadership position. The only thing that could make it better is to have all of my New Jersey Clerk family with me on that special day. I hope that you will make every effort to attend. SEE YOU IN OMAHA!!!

Sincerely,
Vinny Buttiglieri
IIMC President Elect



PEOPLE PAGE

CONGRATULATIONS

MASTER MUNICIPAL CLERK

Kathy Norcia, Lawrence Township (Mercer County) has received the prestigious MMC designation. The MMC is an advanced continuing education program that prepares participants to perform more complex municipal duties. The program has an extensive and rigorous educational component, a professional and social contributions component, and a commitment to lifelong learning. The Academy members must demonstrate that they have actively pursued educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

CERTIFIED MUNICIPAL CLERK DESIGNATION

Gay M. Huber, CMC - Deputy Township Clerk (Township of West Windsor, Mercer County) has received the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

RETIREMENTS

On Friday, October 16, a retirement party was held for Donald Kazar, South Bound Brook, (Somerset County). Among the 160 attendees were Senator Christopher (Kip) Bateman and other dignitaries. This writer had the privilege of presenting him with a gift from the MCANJ.

Karen Siano, Borough of Eatontown (Monmouth County), retired July 1 after 20 years of service to the Borough. She previously had 17 years in the Police Department.

Sylvia Vason, Borough Clerk of Lawnside (Camden County) retired January 1st, 2016.

Mary Longbottom, Borough of Riverton (Burlington County) retired on August 1st, 2015, after 25 years.

Lisa Lashway, Mount Olive Township (Morris County) retired on September 30, 2015 after 30 years of service.

Jane Marban, Spring Lake Borough (Monmouth County), retired after several years in government.

Lorenza Bly, Victory Gardens Borough (Morris County) retired on September 26 after serving the Borough for 32 years.

City Clerk Linda MacIntyre, Ocean City (Cape May County), retired on December 31, 2015, after more than four decades working in City Hall. She was appointed City Clerk in 2008.

Congratulations to all and best wishes for a long and happy retirement!

TRANSITIONS

D.J. Ayres was appointed Township Clerk for the Township of Weymouth (Atlantic County) to replace Bonnie Yearsley upon her retirement in June, 2016.

Julie Martin has been appointed Borough Clerk for the Borough of Eatontown (Monmouth County). Julie had been the Borough Clerk in Allentown and the Deputy Borough Clerk in Englishtown (both Monmouth County).

We wish you all the best of luck in your new positions.



Pictured: Sharon Brienza, Branchburg Twp.; Donald Kazar, South Bound Brook.



Pictured: D.J. Ayres & Bonnie Yearsley

PEOPLE PAGE (continued)

OH BABY!!

George and Diane Pflugfelder (Liberty Township, Warren County) welcomed two new grand-babies to the Pflugfelder clan this fall. Amelia Beth and Justin Lee.

WEDDING BELLS

Congratulations to Sharon Young, Township Clerk of West Windsor (Mercer County), on the marriage of her daughter, Danielle, on September 12, 2015 to Brian Rookstool at Windows on the Water in Sea Bright, NJ. Pictured with the bride and groom are Sharon and her husband Jeff, Sharon's son Ryan and his girlfriend Taylor.



JUST FOR THE FUN OF IT

RETIREE NEWS

Phil Petrone, retired, Borough of Manville (Somerset), is staying busy since his retirement and is very involved with the Manville Senior Citizens Club and is set to be the President of the club next year.

A note to retirees: I know a lot of you are keeping very busy in your retirement. Please send me a note (and maybe some pictures) on what's been going on with you since you retired!

COUNTY NEWS

The Morris County Municipal Clerks held their Holiday luncheon on December 4, 2015 at Roots Steakhouse in Morristown. In the picture are Sheila Williams, President, Michele Reilly, Corresponding Secretary and Salvation Army Captain Paul on hand to take the Toys for Tots donation.



The Gloucester County Municipal Clerks held their Holiday Luncheon on Friday, December 4. Each year they select a different charity to assist. This year, they adopted a local family and donated gifts from their "wish list". They also donated to the local Toys for Tots Program.



Pictured: *Greg Bonin* unloading the car at the Food Bank.

The Somerset County Municipal Clerks held their Holiday Luncheon on Friday, December 11 at Rolf's in Warren Township. During the luncheon they also held their 20th Annual Toy Drive along with their 6th Annual Food Drive. Sharon Brienza and Greg Bonin delivered the gifts and food to the staff at the Somerset County Food Bank who were once again thrilled with their generosity. Sharon announced that Linda Doyle, Bridgewater Township Clerk has graciously agreed to carry on the Toy and Food Drive tradition with Sharon's retirement in August.

The Ocean County Municipal Clerks held their December meeting on December 4 at The Cove in Bayville. They collected Toys for Tots and had a fun filled gift exchange, and steal!

The Mercer County Municipal Clerks held their Holiday Christmas Party on December 4 at Stone Terrace by John Henry's.

PEOPLE PAGE (continued)

CONDOLENCES:

Martin Gobbo passed away suddenly at the end of June. Martin had been the Borough Clerk since 2003 and had also been the part-time Borough Clerk in North Arlington, part-time Clerk in Ridgefield and Borough Clerk in Cliffside Park. Mayor James Rotundo, offered grief counselors to employees if needed. "Everybody in the borough is saddened," he said. "I don't think there is anybody who didn't get affected by this."

Condolences to Drew Pavlica, City of Garfield, (Bergen County) on the passing of his Mother, Helene, on October 13, 2015 in Fredon, NJ, after a short illness. She was a past president of the Home and School Association of Christopher Columbus School No. 8 in Garfield, and during the 1970's, she and her family were very active with the Garfield Cadets, the most honored junior drum and bugle corps in the world.

Catherine Clerico Santonastaso, died on Wednesday, October 28, 2015 at the age of 95. Catherine started her employment with the Township of Hillsborough as Clerk to the Board of Health, the Board of Adjustment and the Planning Board and Assistant to the Tax Collector in 1955. When the Township Clerk retired, Catherine successfully ran for the position. She served as the Township Clerk for 17 years, culminating a 32 year career with the Township. She also served on the Board of the Municipal Clerks Association of Somerset County.

Condolences to Patricia DiRocco, Warren Township Clerk, on the recent loss.

Condolences to Fanwood Municipal Clerk Eleanor McGovern on the loss of her husband, John "Jack" who passed away on October 31, 2015. Eleanor and Jack were married for 52 years.

Condolences to Patti Clayton (Springfield Township, Burlington County) on the passing of her mother.

Our thoughts and prayers are with all of you.

MUNICIPAL CLERK SPOTLIGHT AWARD:

Elizabeth Fritzen

For 42 years, Liz Fritzen (Maplewood) has volunteered as an EMT with the Springfield First Aid Squad. She joined the squad in 1972 and "rides" every Thursday night. This family tradition is something Fritzen grew up with as both her mother and father volunteered before her and she was a "squad kid." Liz is the Crew Chief of the Thursday night duty crew and puts in a minimum of 12 hours a week as an EMT. For 22 years she was the Squad Captain and now serves as President.

Liz has said: "I have a skill, a skill that not everyone has and that is that I can save a life. Being a member of the Springfield First Aid Squad has become a way life for me. I have been an active riding member through high school, college, my career with the Township of Maplewood, and raising babies who are now young adults."

Speaking of babies, Liz has delivered two during her time on the First Aid Squad and saved countless lives. That is reason enough to keep doing this public service.

She is another example of a municipal clerk who brings positive attention to our profession.





OPRA SPECIAL SERVICES CHARGES, AND REFLECTIONS by Richard Lustgarten, MCANJ Legal Counsel

It has become quite common for OPRA requests to be overly burdensome and the fine line between searching for records and researching a request is often blurred. What has also become a major time consumer is the request that is voluminous in nature both as to the amount of documents requested and the time frame over which they were created.

OPRA provides a schedule for the cost of duplicating, usually 5 cents for letter size and 7 cents for legal size or larger. If a public agency can demonstrate that its actual costs are higher it may charge the higher amount provided it is reasonable. OPRA further provides that “.... if a request involves an extraordinary expenditure of time and effort to accommodate the request, the public agency may charge, in addition to the actual cost of duplicating the record, a special service charge that shall be reasonable and shall be based on the actual direct cost of providing the copy or copies....” (N.J.S.A. 47:1A-5.c)

Initially there was some confusion as to whether the public agency had to enact an ordinance to reflect the charges relating to this section. An ordinance setting forth specific charges in advance is, of course, counterintuitive to determining the actual cost relating to a specific request. The Law Division in 2002 so determined that the costs relating to a specific request should be made on a case-by-case determination.



The GRC adopted this methodology and has indicated that an ordinance that reflects amounts for “extraordinary time and effort” is not only not required but runs counter to the statute.

Fortunately, the GRC has suggested a list of factors that a custodian should consider in calculating the cost of the “extraordinary” request. While it is significantly detailed, you may find other legitimate items to consider. (A full recitation of what the GRC has recommended can be found in its OPRA Alert released in Nov. 2009, Volume 2 Issue 2.) The following is a highlight of some of them.

1. The volume of government items requested.
2. The period of time over which the records were received or created.
3. Whether they are archived.
4. The amount of time taken to locate, retrieve and assemble the documents.
5. The amount of time, if any required by a public employee to monitor their inspection.
6. The amount of time required to “re-archive” them.

(continued on next page)

OPRA SPECIAL SERVICES CHARGES, AND REFLECTIONS

(continued)

In a challenge before the GRC relating to an expense charge for the “extraordinary” request, the custodian will be required to provide the following information: What records are requested, a general description of the volume requested, the time period covering the records requested, whether or not they are archived, and the size of your work staff. Additionally, how many employees are available to accommodate the request, is redaction required, hourly rate and estimated number of hours required to monitor, fulfill and “re-archive” the request, why the particular level of employee was selected to fulfill the preceding tasks, and what is the availability of information technology and copying capabilities. Finally, an estimate of the hours needed to complete the request and the estimated cost of same.

Each of the above requirements will vary from municipality to municipality for the obvious reason. Also note that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. This is problematic because some time and effort will be expended to determine the estimates involved, but this is the cost of fulfilling the obligations of OPRA and open government. The more detailed you can be, the better off you will be in defending the estimated cost to the requestor or to the GRC or Court if challenged.

I will have retired at the end of 2015 by the time you read this. It has been an honor and a pleasure to serve as counsel and advisor to your Association and to the many of you with whom I have personally interacted. While I conducted a general practice over the years in litigation, real estate, wills, business transactions, criminal defense etc., I devoted a significant amount of time representing public agencies as a prosecutor, municipal and planning board attorney, Boards of Health, and as a First Assistant County Counsel. I have also represented not only your association but other organizations as well. This list is not an attempt to create an epitaph (most prematurely I hope), but rather to give you some insight into my background as I make the following observations about government service in general and municipal clerks in particular. They are not recited in any order of importance.

(continued on next page)

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OPRA SPECIAL SERVICES CHARGES, AND REFLECTIONS (continued)

I believe that most municipally elected officials run for office in an attempt to make things better in their community. Some run because they served on local boards or come from local organizations. Some see local government as a way to “step-up” to higher office. A few run to perpetuate (or commence) a political party. Most, in my view, are inadequately prepared for, or have no idea as to the complexities of local governing nor of the rigorous constraints of the local budget. Great campaign ideas fade rather quickly when faced with the reality of cost mandates or lack of a consensus on the Council. The worst, and fortunately they are few, wish to perpetuate the local campaign on every topic that comes up for consideration. It starts with the appointment of the “professionals” at reorganization and continues throughout the year. I have seen it become nastily personal and actually lead to blows. Fortunately, over time, these individuals don’t get reelected when the public gets fed up with them. Most of you can identify with this type of elected official and I’m sure that the “good folks” on your Council far outnumber them.

Which comes to you. The Municipal Clerk has been statutorily created to be the official focal point of record keeping in the town along with the other mandated responsibilities by law. Unofficially, you are the “chief cook and bottle washer” and the go-to person for historical memory and for the pulse of the community. (All due respect to managers and administrators-but the Clerk’s office is the first line of public contact in non-criminal matters.) You are expected to know everything that’s going on and perhaps venture an opinion about the members of the governing body. A wise clerk will not respond to the latter in any meaningful way.

You may be asked by the Mayor, or a Council member, to do some “secret” research for him/her and not share it with the rest of the members. Don’t. You will be labeled as partisan or playing favorites if you do. Ask the governing body for the adoption of its policy as to when information is to be shared or not. Use common sense as well. You gotta live in the Municipal building. Decide if the elected officials want your input on policy or whether you are there solely in an administrative capacity. A wise Council will seek your input but not always as ego obstructs even the smartest of people. Take criticism from the public or the Council by considering the source but never let anyone attack your ethics or accuse you of criminality without your response being nuclear in nature (respectfully of course.)

Don’t assume that the municipal attorney is overly proficient in municipal law. They are political appointments and may be new to the subject matter. A good attorney will work hand in hand with you. If he/she doesn’t, try and guide them but don’t wind up doing two jobs.
(continued on page 23)

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PICTURES OF OUR PAST



HESS ATLANTIC CITY, N.J.

1975 MCANJ Officers

Left to right, seated: Otto M. Bock, Westville Borough, Second Vice President; Alfred A. Reda, West Paterson Borough, President; Margaret B. Mazurie, Sea Isle City, First Vice President. Standing: Stanley J. Kufel, Oradell Borough, Assistant Secretary; Norma B. Sisco, Sparta Township, Secretary; William E. Hurd, Absecon City, Treasurer. Not pictured: L. Manuel Hirshblond, Dover Township, Assistant Treasurer.



ELIZABETH G. NOLAN

Captain 77

60%



71%

①

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2015-2016**



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Tap the Talent - MCANJ FY2016 Committees Assignments

MCANJ has many talented members who are passionate about being Clerks and who care about the vitality and well being of our profession. Would you consider sharing your talents with MCANJ by serving on a Standing Committee for the 2016 FY starting in July 2016? In addition to Standing Committee positions the President also appoints an Advisory Board Member from each county to share information between our State and County organizations.

Standing Committees and the Advisory Board meet 3-6 times a year on average and are tasked with specific goals as noted below. With technology available to us today, many of these meetings are conducted electronically and you can participate without leaving the comfort of your office. All you need is a willingness to roll up your sleeves, share your talents, and participate in a committee that is a good fit. The rewards are great as you share and learn from other Clerks, while contributing to the overall good of the association.

While it is always great to have experienced Clerks serving on committees, succession planning is equally important to open the door for newer Clerks or Clerks who have not yet served on a committee. I hope to ensure a mix of new and experienced members on our standing committees. Therefore, it is important to realize that service in the past does not necessarily assure reappointment.

I hope to wind up with a dynamic mix of experienced minds and fresh voices. Together, as a team, we can address current as well as future issues that affect our profession.

If you are interested in serving, or continuing to serve on a committee, please complete a Tap the Talent form by [clicking here](#), or go to <http://goo.gl/forms/YcA2NuhgBb>. If you know of another Clerk who would be a good candidate, please email me at 1VP@njclerks.org. As always, if you have any questions, please feel free to call me at 908-204-3014. I thank you in advance for your consideration in volunteering and I look forward to working with you next year.

Below is a description of the various opportunities.

1. The Constitution and Bylaws Committee shall review and recommend to the Executive Board any amendments to the Constitution and Bylaws.
2. The Education Committee & Professional Development, in cooperation with Rutgers University, shall provide the educational opportunities required to achieve the certification and recertification as Registered Municipal Clerks. The Conference Committee, in conjunction with the Education Committee, shall prepare the education program for the Annual Education Conference. The committee also prepares and implements programs addressing the managerial and administrative skills necessary to meet the professional image of Municipal Clerks.
3. The Education Conference(s) Committee shall, in conjunction with the Executive Board, coordinate the programs and events at the Education Conference, or Conferences as the case may be, and shall contact the appropriate committees in such effort.
4. The Elections Committee shall examine and evaluate the statutory requirements governing elections as well as any proposed changes in election law and make appropriate recommendations to the Executive Board regarding same. (continued on the next page)



(continued)

5. The Fundraising Committee shall plan and implement fundraising programs for the benefit of the MCANJ. The use of these funds will be used at the discretion of the Executive Board. By vote of the Executive Board, the MCANJ may advance funds to the Fundraising Committee for fundraising activities with reimbursement to the MCANJ Treasury from the fundraising proceeds, with primary consideration given to the Legal Defense Fund and the Scholarship Fund.
6. The Information Technology Committee shall provide and review information shown on the MCANJ Web Page and other Association authorized social media. In addition, the Information Technology Committee shall advise the Executive Board of other means of technology useful to the Municipal Clerk. This may include, but not be limited to, an Annual Information Technology Expo and/or assisting with soliciting persons versed in technological hardware, software, peripherals, and other technological devices useful to the Municipal Clerk for the Education Conferences.
7. The Legislative Committee for Laws Pertaining to the Municipal Clerks' Profession shall monitor and review all proposed legislation that may directly affect the Municipal Clerks' profession.
8. The Legal Defense Fund is available by private subscription of the membership for their benefit and is established for financial and legal assistance to its participating members. The LDF Committee shall solicit membership and through its own Constitution and Bylaws oversee the operation of said Fund. The financial records of said Fund are maintained by the Executive Director. The Executive Board shall hear appeals sent to it by the LDF pursuant to the LDF bylaws and the Executive Board shall establish rules and procedures for same.
9. The Manual Review Committee shall be charged with the annual review and publication of updates for the Municipal Clerks' Desk Reference Manual.
10. The Membership/Peer Alliance for Learning Committee shall be charged with the duty of securing and maintaining the enrollment of all Municipal Clerks, County Clerks and the Clerks of the Boards of Chosen Freeholders in the State of New Jersey. It may be designated further as Membership-North, Membership-Central and Membership-South, at the discretion of the President and shall be responsible for promoting a mentoring program between newly appointed Municipal Clerks and experienced Registered Municipal Clerks to facilitate the training and education of new members.
11. The Public Relations Committee shall plan and organize the Booth at the Annual League of Municipalities Conference, as well as the information Booth at the Spring Education Conference. Additional duties include hospitality at all MCANJ events.
12. The QUILL Committee, the official newsletter of the MCANJ, which shall publish four (4) times each fiscal year,
13. The Raffles Committee shall conduct such appropriate events, as determined by the Executive Board. At the Transition Meeting of the each year, the Executive Board will determine where the proceeds from the raffles should be directed.
14. The Records Committee shall review pertinent decisions of the Government Records Council regarding the Municipal Clerk's responsibility in complying with the Open Public Records act and amendments and supplements subsequently enacted thereto, and report back to the Executive Board with their findings and recommendations on a regular basis. The Records Committee shall, in addition thereto, offer any practical recommendations to the Executive Board regarding problems that have been encountered or other foreseeable problems that may be expected in order for Municipal Clerks to comply with OPRA, as well as any pertinent issues dealing with records management. The Chairman of the Records Committee shall be the MCANJ representative to the Government Records Council.
15. The Resolutions Committee shall prepare and present at the Annual Meeting, resolutions recognizing those Municipal Clerks who have retired or passed away since the last Annual Meeting, as well as present any resolutions passed by the County Associations requiring action by the membership. It shall also present appropriate resolutions of recognition and service to Associations or individuals. Resolutions to be provided to the Secretary for inclusion in the minutes of the Annual Meeting.
16. The Scholarship Committee shall award financial assistance to deserving member Municipal Clerks and Deputy Municipal Clerks for courses required for certification and recertification as Registered Municipal Clerks.



MCANJ 2015-2016 EXECUTIVE BOARD PHONE LIST

Keith Kazmark
President

Elmwood Park
182 Market St.
Elmwood Park, NJ
(Office) 201 796 1457 x292
(Fax) 201 794 0976
kkazmark@elmwoodparknj.us

Denise Szabo Bernards Township
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1 Collyer Lane
Basking Ridge, NJ 07920
(Office) 908 766 2510
(Fax) 908 204 3015
dszabo@bernards.org

Dina Zawadski Deptford Township
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1011 Cooper St.
Deptford, NJ 08096-3090
(Office) 856 686 2203
(Fax) 856 845 8804
dzawadski@deptford-nj.org

Kevin Galland Woodland Park
Treasurer

5 Brophy Ln.
Woodland Park, NJ 07424
(Office) 973 345 8100 x201
(Fax) 973 345 8194
kgalland@wpnj.us

Diane Pflugfelder Liberty
Secretary

349 Mountain Lake Road
Great Meadows, NJ 07838
(Office) 908 6374579
(Fax) 908 637 6916
clerk@libertytownship.org

John M. Mitch Woodbridge Township
Immediate Past President

1 Main St.
Woodbridge, NJ 07095
(Office) 732 602 6007
(Fax) 732 602 6053
john.mitch@twp.woodbridge.nj.us

Joel Popkin
Executive Director

88 Inskip Ave.
Ocean Grove, NJ 07756
(Cell) 732 609-6441
joelpopkin@optonline.net

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GLOUCESTER:	Patricia Frontino Glassboro Borough 1 So. Main St. Glassboro, NJ 08028 856 881-9230 pfrontino@glassboro.org	Dina Zawadski Deptford Township 1011 Cooper St. Glassboro, NJ 08028 856 845-5300 dzawadski@deptford-nj.org
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HUNTERDON:	Ceil Covino Town of Clinton P.O. Box 5194 Clinton, NJ 08809 908 735-8616 ccovino@clintonnj.gov	Cynthia Ege City of Lambertville 18 York St. Lambertville, NJ 08530 609 397-0110 cityclerk@lambertvillenj.org
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MONMOUTH:	Jane Marban Spring Lake Borough 423 Warren Ave., P.O. Box 638 Spring Lake, NJ 07762-0638 732 449-0800 x615 jmarban@springlakeboro.org	Jane Marban Spring Lake Borough 423 Warren Ave., P.O. Box 638 Spring Lake, NJ 07762-0638 732 449-0800 x615 jmarban@springlakeboro.org



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OCEAN:	Sherry Mason Beach Haven Borough 300 Engleside Ave. Beach Haven, NJ 08008 608 492-0111 boroughclerk@beachhaven-nj.gov	Mary Madonna Surf City Borough 813 Long Beach Blvd. Surf City, NJ 08008 609 494-3064 scclerk@comcast.net
PASSAIC:	Allan Susen Haledon Borough 510 Belmont Ave. Haledon, NJ 07508 973-595-7766 asusen@haledonboronj.com	Paul Margiotta Township of Wayne 475 Valley Rd. Wayne, NJ 07470 973 694-1800 margiottap@waynetownship.com
SALEM:	Cynthia Dalessio Woodstown Borough P.O. Box 286 Woodstown, NJ 08098 856 769-2200 woodstownclerk@comcast.net	Esther Mitchell Mannington Township 491 Route 45 Mannington, NJ 08079 856 935-2359 Mannington@comcast.net
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WARREN:	Kelley Smith Township of Harmony 3003 Belvidere Rd. Phillipsburg, NJ 08865 908-213-1600 x10 harmonyclerk@ptd.net	Kelley Smith Harmony Township 3003 Belvidere Rd. Phillipsburg, NJ 08865 908-213-1600 x10 harmonyclerk@ptd.net

Updated: 11/30/2015

OPRA SPECIAL SERVICES CHARGES, AND REFLECTIONS

by Richard Lustgarten, MCANJ Legal Counsel

(continued from page 13)

In the beginning of my career I was not a big fan of tenure as I felt it kept employed people who were no longer up to the job. I believe now in tenure as I have seen what politics can do to highly skilled and devoted individuals.

Always be of good cheer as it works better than being labeled grumpy or “hard to work with”. Never forget that we who hold these various offices are merely “pass-throughs” to our successors and a good job well done will remain in the historical record even if not acknowledged nor appreciated when accomplished. We know and that counts for something.

I could go on and on, but this is an article and not a book. I know that a Municipal Clerk’s job is difficult and if you had a nickel for every time you were told “you have to do more with less” you’d probably be soaking up the sun in the Caribbean on a well earned retirement. But just remember, to paraphrase a sports axiom, if it were easy anyone could do it. It’s not easy but YOU can do it, and you should be proud.

(Hopefully, even in retirement I can contribute an article to the Quill in the future.)

For all non – Municipal Clerks --

“Oh, you hate your job? Why didn’t you say so. There’s a support group for that. It’s called EVERYBODY, and they meet at the bar.” (Drew Carey)

For all Municipal Clerks—“The best revenge is massive success” (Frank Sinatra)

DEADLINES FOR NEWSLETTER ITEMS

The deadline for People Page submissions for the January 2016 issue is December 1, 2015. Please send People Page news to:

Sharon Brienza, Municipal Clerk, Branchburg Township, 1077 US Highway 202 North, Branchburg, NJ 08876
or via Email at Sharon.Brienza@branchburg.nj.us

The General News Articles deadline is December 8, 2015, and may be sent to:

Joseph Kostecki, Borough of South Toms River, 144 Mill Street, South Toms River, NJ 08757-5105 or via email to:
joseph.kostecki@boroughofsouthtomsriver.com

Questions or comments regarding this or any issue of the *Quill* may be directed to the Editor, Joseph Kostecki,
by calling (732) 349-0403 or using the contact information shown above.

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