

The Quill



Vol. 66, No. 2

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APRIL 2018

PRESIDENT'S MESSAGE

DINA ZAWADSKI



Cover & Pg. 4

FIRST EDITION OF THE QUILL (1954)



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MARIJUANA LEGALIZATION BY DANIEL DAVIDOW, ESQ.



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JUST ANOTHER DAY IN THE LIFE OF A CLERK BY MICHELE SEIGFRIED



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PRESIDENT'S MESSAGE

BY: MCANJ President FY2018 -Dina L. Zawadski, RMC/CMC

Happy Spring! Days are now getting longer and brighter while the temperature should be getting warmer. We've had a couple of Nor Easter's this year and one could possibly come this week (as I'm writing this article). Towns have encountered power outages, closings and debris throughout their communities. It's important to make sure your town has an Emergency Plan in effect.

As we enter this spring season we are also preparing for our Annual MCANJ Educational Conference at Caesar's Hotel and Casino, in Atlantic City from May 1- May 4, 2018. This year we are recognizing and honoring our Past President's, as well as Municipal Clerks, Deputy Clerks, Assistant to the Clerk or staff who have served over 40 years of service. We will have a slide presentation of the History of Municipal Clerks in New Jersey. We are proud to still be in existence, as we are the oldest and one of the most respected positions in government.

I feel it is important to remember, and to learn how Municipal Clerks came about in Municipal government. Understanding the role of Municipal Clerks gives us better knowledge and understanding in our performance of this position.

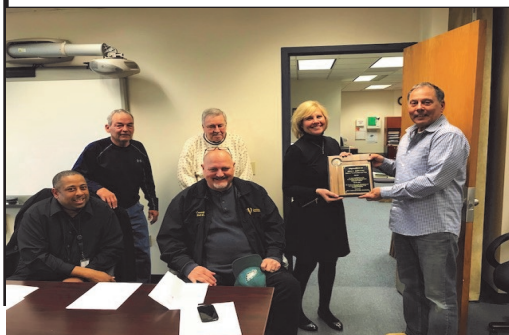
I also want to acknowledge and to honor our Past President's for their dedication and commitment to our association. Our association wouldn't still be in existence if it wasn't for these people to help lead the way.

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On Thursday evening during our Annual Dinner, Missy Gryniewicz, a comedian will entertain us. As Municipal Clerk's we wear many hats and perform many tasks. Laughter is the best medicine, especially in our line of work. We hope you enjoy this portion of the conference, and you are able to take away some of the comedy to incorporate laughter in your daily routine.

I must commend our Education Conference Committee, Pat Frontino, Nancy Saffos, Rayna Harris, Tina Helder, Janet Pizzi, Luis Pastoriza, Eugene Padalino, Deanna Bennet, Scott Jett, Daina Dale, Doreen Cali and the Executive Board who are dedicating their time and commitment to work together to make this conference not only educational, but also memorable.

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President Dina Zawadski receives plaque from Mayor and Council of Deptford Township for recognition of all the work she does for MCANJ as well as MCAGC and Deptford Township.

Left to right:

Councilman Wayne Love, Deputy Mayor Tom, Hufnell, Councilman Bill Lamb, Councilman Joe Scott, Dina & Mayor Paul Medany.

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Hudson:		Union:	Nicole Dirado, Union County
Hunterdon:	Michele Bobrowski, Alexandria Township	Warren:	Kelley Smith, Harmony Township
Mercer:	Debra Sopronyi, Hightstown Borough		

A Day in the Life of a Municipal Clerk

It's a Sign!

By Michele Lynn Seigfried

Who remembers the newspaper articles from when Trenton State College changed their name? The sign out front said "College of New Jersey." How embarrassing for an institute of higher learning! But, let's face it. We are human and we all make mistakes. It's just so much worse when the mistakes are on public signs and reporters publish it for all to see.

I happened to be on my lunch break when I noticed lol-ing on Facebook and people giving creative meanings to the acronym "SOTP." I texted the Township Engineer to ask him if the painted intersection was a joke. It turned out to be no joke to the property owner who paid a good amount of money to have his parking lot painted. Yes, the press noticed and published an amusing article.

Did you know that just a few months ago that even Disney made a mistake with a new sign reading "Epoc?" And in December, Lincolnton, NC officials directed visitors to their city's landmarks with "Cultral Arts Center" signs.

I hear there is (or perhaps was) a comical street sign in North Bergen as well at the Tonnelle Avenue intersection where motorists can turn on to "43th" Street.

If you google parking signs, you'll find a few gems, like the sign that says 2-hour parking from 7 to 8 p.m. Then there's also the no-parking sign in Portland, which was very clear as to not allow parking on "Tuesdays."

And perhaps the funniest of them all: PennDot made a \$1200 mistake when they erected signs for "Epharta" in Lancaster County, PA. The Borough's name is supposed to be Ephrata. Two little letters switched in the spelling and the town became the butt of everyone's jokes (no pun intended).

To all my colleagues reading this article, may all your documents be error free. And I hope the next time you do make a simple spelling error on a resolution or in your meeting minutes, that you will think of these signs and appreciate that your errors are not ending up in the headlines!



SOCIAL MEDIA



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Don't forget to go online at www.njclerks.org to register for your Silent Auction donations.



MESSAGE FROM PRESIDENT (CONT'D)

At this time, I would like to remind you to register for this conference at www.nj.clerks.com. Please remember you must be a member to receive the member rate. Early registration ends April 2, 2018. No registrations will be accepted after April 12, 2018. Rooms are booking fast for this conference, remember to book your stay.

We will begin our conference on Tuesday, May 1, 2018 with a course from Rutgers, for CMC's and MMC's, from 1:00 pm to 5:00 pm. Class will be held at Bally's Casino in Atlantic City, NJ. A President's Reception begins 6:00 pm at Nero's Restaurant located in Caesar's. A live band, "Jimmy and the Parrots" will be the entertainment for you to enjoy. Come out and have some fun, socialize and network with your colleagues. Tropical Attire is appropriate for this reception.

Wednesday, we begin our sessions with our guest speaker Jody Urquhardt. She will speak about "This Would Be Funny if it Wasn't Happening To Me!" Jody will speak again during a break-out session on Wednesday afternoon, which is titled, "I Love My Job; It's the People I Can't Stand!" This is something we as Clerk's can all relate to.

As you review our schedule of sessions you will find we will offer a variety of CEU's. With the extreme devotion from our Education Conference Committee, we are proud to offer CEU's in Elections, Ethics, Finance, Information Technology, Licensing, Professional Development and Records. We have also applied for CMR credits.

At our Annual MCANJ meeting on Thursday, we will congratulate and recognize all the new Registered Municipal Clerks. Additionally we will recognize Certified Municipal Clerks and Master Municipal Clerks. These are truly extraordinary accomplishments that should be recognized.

CARMA AND DORES met on March 8, 2018 in Ewing. Don Cornelius, State Archivist is now the new point of contact for CARMA and Records Management. Archives Executive Director is Joseph Klett.

DORES- RMS is processing Artemis requests as usual, and working with Sunrise Systems to develop the new layout for the email requests. Their next meeting is scheduled for May 1, 2018 at 10:00 am at the State Records Center.

Rutgers Center for Government Services has a total of over 210 students enrolled in the Spring 2018 courses for Municipal Clerks.

Municipal Clerk's Appreciation Week is May 6 -12, 2018. A sample proclamation can be found on the next page. Please share this with your governing body. It's a time to recognize you as the Municipal Clerk.

I look forward to seeing you at this conference. I leave you with this quote from John F. Kennedy:

"We must find time to stop and thank the people who make a difference in our lives".

Enjoy this beautiful season and summer to come.

Dina L. Zawadzki, RMC|CMC

FY2018 MCANJ President

Sample Proclamation for Municipal Clerk's Appreciation Week

May 6-12, 2018

From the Governing Body of _____, New Jersey

PROCLAMATION
Municipal Clerks Week
May 6, 2018 to May 12, 2018

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW THEREFORE, I, _____, Mayor of _____, do recognize the week of May 6th through May 12, 2018 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, _____ and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

In witness whereof we have hereunto set our hands and caused this seal to be affixed.

Reminder for Past President's:

Please forward Dina Zawadski via email dzawadski@deptford-nj.org your "Words of Wisdom" which will be included in the Conference booklet.



The International Institute of Municipal Clerks in conjunction with Rutgers Continuing Studies will be holding a class called, "Serving the Changing Faces of our Communities" during the MCANJ Conference. This course examines statewide and regional population trends. Through lecture, discussion, and activities, this course offers insight into managing and addressing diversity from the Municipal Clerk's perspective both within the office and throughout the community. This session is approved for 2 points towards either a CMC or MMC designation. In addition, the DCA approved this session for 4 RMC Professional Development hours. The class will be held on Tuesday, May 1st from 1:00 PM to 5:00 PM in the "Longwood/Imperial Room" located on the 6th floor in Bally's. The cost is \$150.00. To register online visit: <http://cgs.rutgers.edu> Course ID: MC-4026-SP18-1

Friendly Reminders.....

MCANJ FY2018 COMMITTEES

COME AND JOIN

ONE OF OUR COMMITTEES

AND SHARE YOUR TALENTS

consider getting involved in our Association and join one of our committees. We are always looking for more talents, newer ideas and suggestions to better educate our Clerk's.

If you are interested in becoming a member of one of our committees or staying on as a member please submit your name and contact information to the 1st Vice President, Kevin Galland. If you are unable to commit to a committee then possibly volunteering may be another option to get involved with our Association. Please email: 1VicePresident@njclerks.org



1st Vice President, Kevin Galland



Eileen Gore, Treasurer

MCANJ Retirement Gift

If you or someone from your county is planning on or has retired, please let your MCANJ County Representative know so that the Association can provide a retirement gift on behalf of the MCANJ. County Representatives should contract Eileen Gore, Treasurer @ Treasurer@NJClerks.org. Please be sure to include the individual's name as it should appear on the engraved gift along with an address where it can be mailed. The request will take approximately 3 to 4 weeks to process, so please ensure that you provide as much advance notice as possible so that it can be presented at a retirement party or last town meeting, etc.

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PEOPLE PAGE-Continued



The People Page is an opportunity for the members of our association to celebrate each other's achievements both professionally and personally, as well as to share our condolences during times of sorrow. Additionally, when we as clerks have an opportunity to participate in community events that are afforded to us as a result of our position, it is another example of something to share on the People's Page. Please feel free to share. Send your submissions to pborek@hillsborough-nj.org, along with a picture and caption to be included in future editions of the Quill.

IIMC Congratulates Kathryn Hutchinson of Lakewood Township and Denise D. Caffone of Fairfield Township for earning the prestigious Certified Municipal Clerk designation.



Atlantic County:

Estell Manor City, Linda Kent was appointed Municipal Clerk on October 11, 2017. Congratulations on your new position!

Buena Vista Township, Lisa Tilton (***pictured on right***) was re-appointed as Municipal Clerk. Lisa also serves as Planning and Zoning Board Secretary and is a member of the Town's Master Plan Committee, Development Review Committee and Advisor to Environmental Commission for Sustainable Jersey. Congratulations on your re-appointment!



Pleasantville, Davinna King-Ali (***pictured on left***) replaced Gloria Griffin as City Clerk in June 2017. Good luck in your new position!

Morris County:

Margot G. Kaye, (***pictured on right***) Morristown is the new Town Clerk replacing Kevin Harris. Margot had been the clerk for Mendham since 2015. Congratulations in your new position!

Ocean County:

Linda Martin, Stafford Township was appointed as the Municipal Clerk during the annual reorganization meeting. Congratulations and best of luck!



Somerset County:

Sharon Brienza, retired Branchburg Township Clerk proudly took the Oath of Office to serve on the town's Board of Adjustment in Millville, Delaware. Sharon stated working for Municipal Government is in her blood even in retirement. Congratulations in your new position!

Don't forget to go online at www.njclerks.org to register for your Silent Auction donations.

TRANSITIONS

Cape May County:

Shannon Romano, Sea Isle City was promoted from Deputy City Clerk to Municipal Clerk replacing Cindy Griffith. Shannon has worked for the clerk's office since 2009. Congratulations on your promotion!



Congratulations to Hunterdon County/Tewksbury Township Clerk Roberta Brassard on being recognized by the Raritan Headwaters Association.

Roberta is fourth from the right in the photo.

JUST FOR FUN

Somerset County:

Somerville Administrator/ Clerk Kevin Sluka and Hillsborough Township Clerk Pamela Borek joined Township employees for :



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Sunday, May 20 thru Wednesday May 23, 2018

2018 Annual Conference Education Program

Sunday, May 20, 2018

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The Strategic Planning, Improvement and Realignment Process Darren Fisher Lead Strategist Darren Fisher Consulting New Berlin, WI

Monday, May 21, 2018

Be the Change... Major Mary Jennings Hegar U.S. Air Force Veteran/Executive Coach/Consultant Austin, Texas

Tuesday, May 22, 2018

No Barriers—Only Solutions- Neal Petersen, No Barriers International, LLC Hannahan, South Carolina

POINTS FOR ATTENDING 2018 IIMC CONFERENCE

Attending the ENTIRE IIMC Conference in Norfolk, Virginia, will earn you EIGHT CMC EDUCATION or EXPERIENCE points, or EIGHT MMC ADVANCED EDUCATION or PROFESSIONAL and SOCIAL CONTRIBUTION points. To receive all 8 Points, IIMC will be scanning Delegates prior to each education session.

This conference is offering a discount to all first timer IIMC attendees of \$50.00 and for first timer's for Regions II Members attendees of \$50.00.

MCAGC Mini Conference held on March 16,2018 in Deptford Township, NJ.

Left to right :

Deb Pine, Elk Twp., Kathy VanScoy, President MCAGC, Dina L. Zawadski,RMC,CMC, MCANJ and Diane Malloy, South Harrison NJ.



Skip Reale Esq. Helmet, Conley & Kassel-man



RETIREMENTS:

Atlantic County:

Gloria Griffin, Pleasantville retired on June 27, 2017 ending a 37 year career. Gloria began working with the city in several positions including Deputy City Clerk from 1989-2003 and appointed as City Clerk from 2003 through June 2017. Gloria stated she will begin her first day of retirement by praying and hugging her grandson. She plans to take a cruise and take her grandson to Walt Disney World although she will miss the job and the people. Congratulation and enjoy retirement Gloria!



Gloucester County:

Sharon Wright, Monroe Township retired as Deputy Clerk on December 2017. We wish you well on your retirement!



Tina Helder, Westville Boro retired December 2017 and was awarded a Proclamation for her retirement by Tanya Goodwin, President of MCAGC. Congratulations on your retirement!




Patricia Frontino, Glassboro Township retired February 1, 2018. Patricia was recognized at the Municipal Clerks Association of Gloucester County holiday luncheon. Enjoy retirement Patricia!

Congratulations to Nancy Kearns of South Harrison on her retirement effective April 30, 2018.

Cape May County:

Cindy Griffith, Sea Isle City retired from the Municipal Clerk position. Cindy has been the Municipal Clerk since 2008. She stated it was "completely her honor to serve the city". Good luck and enjoy your retirement!





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A Note from your Quill Editor-Michele Bobrowski

As I roll into my second publication of The Quill I wanted to add some fun facts about The Quill and its origin. The Quill began in 1954 with the first publication being released March of 1954. The name "The Quill" as noted in the first publication was picked for the purpose of "having a head on the first issue as it was for a suitable name." Suggestions were sought for a different name, but the name "The Quill" stuck and continues on to this day. At the Annual Meeting on November 18, 1954 "The Quill" by resolution was adopted as the official publication for our association. The Quill started to be mailed out in 1957. I have enclosed the first publication for your enjoyment and for each edition of future Quill's I will take you back in time with a little snippet from years gone by. As our Executive Board and Education Conference Committee prepares for our Annual MCANJ Education Conference at Caesar's Hotel and Casino in Atlantic City to honor Past President's, Municipal Clerk's, Deputy Clerk's, Assistant's to the Clerk who have served over 40 years of service it's amazing of the history that this Association has and it all began with a first meeting on January 30, 1922 in Trenton City Hall for the "purpose of effecting a permanent organization." Our first MCANJ President was John J. Carroll of Plainfield City.

And as our Education Conference Committee works hard to put on a wonderful conference for all of us to enjoy, we should be very grateful about the entertainment. This year during our Annual Dinner we will be having a comedienne to entertain us. Some of the entertainments in years past were:

- In November 1954-Skits were written by President Fred Toegel who based them on his own experiences and vivid imagination
- In 1955, a burlesque skit of a "slightly irregular meeting" was produced and staged by Edison Township Clerk, Oscar Kaus. The skit was a classic example of how not to conduct public business and it received a hilarious reception
- In the 70's, Municipal County Clerk Associations were asked to entertain. In May of 1970, the Bergen County Municipal Clerk's Association appeared as entertainers.

Remember that The Quill Newsletter is about **YOU!**.....we want to hear about your achievements, what your County Association is doing, etc. During the year many municipal clerks retire, get appointed, receive education certifications of a higher level, have family milestones, etc. The Quill would like to know about such happenings and we need your help to carry on our history.



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The Role of the Municipal Clerk in Public Administration

A Year in Review
The Municipal Clerk's Association of New Jersey, Inc. (MCANJ) was founded in 1922 in Trenton, New Jersey. The organization's purpose is to promote the interests of its members and to advance the public service of the state. The association has a long history of providing education, training, and support to its members. In 2011, the association celebrated its 89th anniversary. The year was marked by several significant events, including the annual conference and the election of a new president. The association's commitment to its members and the public service remains steadfast.



PRESIDENT'S STATEMENT

As I reflect on the past year, I am grateful for the support and dedication of our members and staff. The year has been a challenging one, but we have achieved many milestones. We have successfully completed our annual conference and elected a new president. We have also been able to provide valuable support and resources to our members. I look forward to continuing our work in the coming year and to achieving even greater success for our association.



A YEAR IN REVIEW

The year 2011 was a year of growth and achievement for the MCANJ. We have successfully completed our annual conference and elected a new president. We have also been able to provide valuable support and resources to our members. I look forward to continuing our work in the coming year and to achieving even greater success for our association.



STATE OF THE ASSOCIATION

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LOOKING AHEAD TO 2012

The year 2012 is a year of opportunity and growth for the MCANJ. We have successfully completed our annual conference and elected a new president. We have also been able to provide valuable support and resources to our members. I look forward to continuing our work in the coming year and to achieving even greater success for our association.

The QUILL



Published in the interests of all municipal clerks by the
MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INCORPORATED

Vol. 1, No. 1

Publication Office: 21 South 4th Ave., Highland Park, N. J.

March, 1954

HIGHLIGHTS OF THE ANNUAL MEETING OF THE MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY HELD IN ATLANTIC CITY NOVEMBER 19, 1953

By John J. Daneri, City Clerk, Vineland
Official Observer

The morning session was opened promptly by President Howard J. Bloy at 10:00 a. m., with all those present joining in the salute to the Flag.

The president presented a brief report on the activities of the Executive Committee during the year, all of which have been previously described in last year's news bulletins.

The special committee to study the Optional Charter Laws, headed by Harry Reichenstein of Newark, presented eight recommendations for changes in the laws, known as Chapter 69A, Title 40, of the Revised Statutes of New Jersey. All designed to clarify the act as it concerns the municipal clerks, four of the changes recommended in sections providing for the appointment of a municipal clerk would add the words "provided, however, that nothing in this section shall be construed to permit the appointment of a municipal clerk where the existing municipal clerk of the municipality is protected by a tenure of office law." Two of the recommended changes would eliminate the office of the municipal clerk from assignment to the supervision of any one official, as it is deemed in the best interests of the municipality to have the clerk responsible to the governing body as a whole. One recommendation was to provide for listing in a logical sequence on the ballot the offices to be filled, and the other recommendation would require filing with the municipal clerk, as well as with the other designated officials, a copy of all rules and regulations which might be established for the various departments.

The convention approved all the suggestions, and efforts will be made to have such amendments adopted by the Legislature.

The nominating committee, headed by Mrs. Florence E. Rutan, City Clerk of Nutley, presented a list of nominations for Association offices. There were no nominations from the floor, and the nominations were closed and the Secretary directed to cast one ballot for the nominees presented by the committee. You will find these officers listed on another page.

The president then called on the program committee chairman, Ford Flagg, for introduction of the morning's principal topic. Mr. Flagg then described how the program committee collaborated with the compensation committee headed by Vice President Myron O. Morris, in arranging for a new approach to the subject of proper compensation, using the methods of industry in evaluating executive and production responsibility, under the guidance of one of the top men in that field, Mr. Lawrence W. Muth, Director of Wage and Salary Administration of Johnson & Johnson, the world's largest manufacturer of surgical dressings. Mr. Muth was then introduced and proceeded to hold the assembled clerks spellbound with one of the most interesting and informative talks ever given before our association. After the address many of the clerks present voiced their appreciation of the plan for this kind of study of municipal clerks'

compensation and Mr. Muth was given a rising vote of thanks for his inspiring address.

By actual count there were 336 present at the morning meeting. We cannot say whether or not all were members of our Association, but at least they had an interest in what the clerks are doing.

The afternoon session got under way promptly at 2:00 p. m. at the call of President Bloy. A highly informative description of the advantages of micro-filming public records was given by Mr. Irving H. Golder, president of Certified Microfilm, Inc., of Bogota, N. J. Mr. Golder's talk was illustrated by a series of slides showing how such records are microfilmed, indexed, and readily found.

Mr. William Benedon, Supervisor of Public Records of the Division of State Archives and History, then outlined the statutes relating to the microfilming method of preserving vital records.

The panel discussion of questions on any municipal problems was very ably handled by a panel consisting of staff members of various departments of the state government and members of the municipal clerks' association. Mr. Armour S. Hulsart, of the Division of Local Government, explained thoroughly the changes made in the form of budget for 1954.

The question of amending the State Employees' Retirement System was again presented by John Daneri, City Clerk of Vineland, who proposed that the age for retirement at half pay be set at 55 after 25 years of service, instead of age 60 after 30 years of service. Mr. Daneri stated that other agencies in the State enjoy the benefit of retiring at 55 years of age after 25 years of service, and he can see no reason why the participants in the Retirement System should not enjoy the same privilege. President Bloy assured Mr. Daneri that the matter would be turned over to Fred Toegel, City Clerk of Plainfield, a member of the Retirement System Board, for submission to that body.

By standing for a moment of silent tribute, the convention honored the memory of those municipal clerks who passed on to their eternal reward during the past year.

The new officers were then installed by retiring president Bloy, who turned the meeting over to our new president, Ford Flagg, of Highland Park.

President Flagg expressed his appreciation for the honor conferred on him by the members and pledged his best efforts to continue the high standards of leadership established by his predecessors. He appealed for the full cooperation of the members in support of the Evaluation Committee during the year so that progress may be made in the attempt to secure proper recognition for the responsibilities borne by the municipal clerks.

The meeting then adjourned.

By actual count the attendance at the afternoon session was 316, this being a record-breaking convention with more than 300 present at both sessions.

SUGGESTIONS ON THE BINGO-RAFFLES PROBLEMS THAT MAY ARISE

The "bingo licensing law" (R.S. 5:8-24 to 5:8-49), and the "raffles licensing law" (R.S. 5:8-50 to 5:8-76), will be submitted to the voters in each municipality at a special election to be conducted in conjunction with the primary election April 20th.

This being of a "local option" nature, notice of the submission of these two public questions must be included in your regular notice of election advertisement.

As the bingo and raffles acts do not prescribe the form of advertisement, we refer to the section of the election laws, R.S. 19:12-7, which covers the advertisement of notice of public questions.

The following form is suggested, and should be in addition to that part of your advertisement covering the party primaries for nomination of candidates:

In pursuance of Chapters 5 and 6 of the Laws of 1954 of the State of New Jersey, there will be submitted to the legal voters of this municipality at a special election to be held at the same time as the primary election on April 20, 1954, the following public questions in such manner that every voter qualified to vote at such special election upon said questions may vote for or against each of said questions separately and whether or not he is qualified to vote, or desires to vote, for any candidate on any party ballot to be voted at said primary election:

Shall the "Bingo Licensing Law" (P.L. 1954, c 6) be adopted within this municipality?

Shall the "Raffles Licensing Law" (P.L. 1954, c 5) be adopted within this municipality?

In municipalities using paper ballots, the form of ballot will be prescribed by the county clerks in the respective counties. They will be a special ballot separate from the party primary ballots, and the municipal clerk shall provide a sufficient number of ballots so that every qualified voter who desires to vote on the public questions may do so, whether or not he desires to vote in a party primary.

In municipalities using voting machines the questions will appear on the machine and separate voting "tickets" will be provided for those voters who may not desire to vote in a party primary. In such case, the party candidates will be "locked out" and the voter will be able to vote on the public questions only.

Under R.S. 5:8-1 to R.S. 5:8-23 (P.L. 1954 c. 7), a "legalized games of chance control commission" for the State of New Jersey will be established. This control commission will prescribe rules and regulations under which municipalities adopting the bingo and raffles licensing laws will operate.

Licenses will be issued by the municipal governing bodies in accordance with the rules and regulations so prescribed.

Copies of all local ordinances enacted in pursuance of these laws and regulations must be filed by the municipal clerks with the control commission within 10 days after adoption of the ordinances, and reports will be required by the commission on all local licenses issued in the manner and at the times prescribed by the control commission.

The attention of the municipal clerks is directed to these things because it appears the licensing of bingo and raffles will be patterned along the lines of alcoholic beverage licensing procedure and will undoubtedly add a lot more detail work to the clerk's office.

Until the proper procedure is set out in detail by the control commission, all municipal clerks are advised to get the approval of the municipal counsel before committing himself to any action connected with licensing either bingo or raffles.

Your association officers will do their best to keep you informed on all future developments.

*Beaten paths are only for beaten men.
--Herbert Kaufman.*

There was a man who called a spade a spade...until he stumbled over one in the dark.

IN MEMORIAM

JOHN H. LACHMUND, JR.

*Clerk
Old Tappan Borough*

G. FRANKLIN DISBROW

*Clerk
City of South Amboy*

JAMES J. SMITH

*Executive Director
N. J. State League of Municipalities*

HARRY REICHENSTEIN HONORED BY ESSEX COUNTY GROUP

The Essex County Association surprised City Clerk Harry Reichenstein of Newark last month with a dinner at the home of City Clerk Alice Webster in East Orange in appreciation of his untiring work for the good of all clerks and in celebration of his recent birthday. It was a well deserved tribute to one whose services in behalf of his fellow municipal clerks have been exceptionally valuable.

Clemens Kreuder, Borough Clerk of Verona, is now president of the Essex County group.

THE MIDDLESEX COUNTY GROUP ENJOYS LADIES NIGHT

The Municipal Clerks' Association of Middlesex County held a very enjoyable Ladies' Night and Installation of Officers at The Pines, near Metuchen on February 19th. After dinner entertainment was provided by The Chorbach Trio, a fine musical program, and Nelson Birch, clerk of North Brunswick Township mystified the group with his card tricks and sleight-of-hand. A short business meeting was held and the new officers were installed by state association president Ford Flagg, a past president of the Middlesex County group.

The new officers are: Fred Clayton, clerk of Monroe Township, president; George Bowen, Borough Clerk of South River, vice president; and Elmer C. Hoagland, Borough Clerk of Middlesex, secretary-treasurer.

Please send us news about YOUR County Organization

FROM SOUTH AFRICA

"In the country town it has been the practice that once a Councillor has been elected Mayor he occupies that position indefinitely," said Mr. J. C. M. Els, Town Clerk of the Strand, in his address to the Conference of the Institute of Town Clerks in Durban.

When a Councillor is elected Mayor for a matter of 20 to 25 years in succession he must consider himself indispensable to the community, and will be apt unwittingly to become a dictator.

Mr. Els, describing the lot of the "poor Town Clerk" in the smaller centres, said:

"If he works hard, he is trying to curry favor; if he doesn't, he is lazy.

"If he is young, he is incompetent; if he is old, he is a fossil.

"If he carries out the law he is cheeky; if he doesn't he is weak-kneed.

"If he goes to church, he is sanctimonious and holy; if he doesn't, he is not respectable.

"If he goes out to tea, he wastes the ratepayers' time; if he has it in the office, he wastes the ratepayers' money.

"If he ceases work at the appointed time, he is a time server; if he doesn't he seeks overtime.

"If he asks for an increase in salary he is a Bolshevik; if he doesn't, he doesn't get it.

"It seems to me that to be a successful Town Clerk one must be a middle-aged Archangel."

Contributed by the late Frank Disbrow of South Amboy just before his untimely passing.

WHY THE CITY CLERK

A General Discussion of the City Clerk and the Operation of His Office

By CHESTER E. ROGERS, City Clerk, Easton, Pa.

The city clerk as we know him or her in Pennsylvania is more than just a necessary evil.

While it would be almost impossible to discuss the numerous duties carried on by this municipal official, by reason of local conditions in the respective cities, nevertheless there are some things that can very definitely be said in a general way concerning the city clerk and the operation of his office.

He is more than the official who keeps a record of the action taken during council meetings. It is his responsibility to see that meeting notices are prepared and distributed to the members of council as well as to other city officials who are obliged to attend council meetings. Agendas for all meetings should be prepared by him for distribution to council members. He should also keep an up-to-date list of all unfinished business of the council in order that such items that have not been cleaned up might be brought to the attention of council and eventually disposed of. In some cities the city clerk is responsible for the preparation of legislative bills for council's action after said bills have been reviewed by the city solicitor. Resolutions and ordinances adopted by council should be properly indexed and recorded in city dockets without delay. In some of our cities the clerk is responsible for advertising, notices for bids, etc.

In his position as custodian of the official records of the city council, he is brought in close touch with the operation of almost every department and bureau of the city government. In keeping these official records care must be exercised at all times not only by the clerk but also by those employees under his supervision. They must always be conscious of the possibility of being called upon at some future date to produce these records before local discussion groups or in court cases. The municipality and its citizens may be seriously affected by decisions rendered based on the contents of these records.

Care should be taken to see that all records are properly protected against possible disaster when the office is closed for business. Adequate vault space should be a must for every city clerk. We can recall an incident which happened some years ago where fire broke out in one of our city halls during the lunch hour when the office of the city clerk was closed. Fortunately this clerk had established a policy in the office that all valuable records must be placed in the vault whenever the office was not open. The carrying out of this established policy prevented the loss of valuable records that could possibly never have been replaced. The importance of such a procedure can not be stressed too strongly.

Indexing of records is extremely important with all indexing kept up-to-date. Such a policy makes records readily available for reference on short notice. Of course there are times when the clerk and his employees are rushed which might force the postponement of this important task, but every effort should be made to catch up on this at the earliest possible moment.

Files should be checked annually in order that all records of no future value can be destroyed thus conserving valuable filing space for records that are of a permanent nature. Possibly the best plan would be to assign this task to one particular person who has some knowledge of the type of records that should be preserved. In most offices of the city clerk correspondence is filed by subject as it very often happens that more than one official or bureau is concerned with the same matter. Large cities in some cases use a very intricate coding system for their filing but the subject filing system referred to here appears to be more adaptable to cities of medium or small size.

In many cities, particularly those of medium or small size, he serves in a dual capacity often with possibly three or more municipal functions being

handled through his office. His office could, without fear of contradiction, be classed as the municipal clearing house and for this reason is very definitely an office dispensing services not only to other departments and officials within the framework of the city administration, but also to the higher levels of government and the general public. Generally speaking the city clerk is responsible for the supervision and coordination of all matters affecting the operation of the city government.

As head of the city's service office, he, together with the members of his staff, must at all times be courteous in the treatment of the public and no demand, regardless of its size, made upon his office should be treated lightly. A demand should certainly be followed through to a satisfactory conclusion.

The clerk and his employees should at all times keep in mind the fact that they are public servants and as such should be keenly interested in building up good public relations. J. J. Public is entitled to the best service we can give and the clerk should see that this service is given top priority in the administration of the affairs of his office. Correspondence should be answered promptly, the same day it is received if possible. His treatment of the representatives of the press should be courteous and every effort should be made to see that the real facts are being presented to them for transmission to the public. The withholding of pertinent information only causes suspicion and in the end tends to confuse the public and encourage distrust on the part of the citizen in his governmental officials.

The city clerk should, if time permits, take an active part in civic affairs and thus show the citizens of his community that he is keenly interested in its welfare and its future.

As a "buffer" between city council and other municipal bureaus and employees, he is frequently criticized for some action taken when in reality it is his responsibility, often after consultation with the solicitor, to see that the provisions of state and local laws and ordinances are being carried out in his particular city.

It can be truly said that the city clerk not only shoulders many varied responsibilities but also is the "wearer of many hats."

In most cases the city clerk is a conscientious person, devoting time and thought towards improving the city service.

Striving at all times to keep the administrative affairs of his city on an even keel, he should be encouraged in this through the full cooperation and support of his council members as well as officials and employees of the city administration.

Working with and not against your city clerk will pay dividends in improving governmental service and go a long way towards making your community a better place in which to live, work and play.

This article, "Why the City Clerk," was written for and published in the magazine of The League of Cities of the Third Class in Pennsylvania and sent to us by Harry Reichenstein, of Newark, N. J. Our thanks go to both The League and Harry for the opportunity to bring you this fine article.

ANOTHER NEW FEATURE FOR OUR MEMBERS



Through the initiative of Ruth Sterger, Borough Clerk of Glen Rock, our association emblem is being reproduced on a metal plate to attach to your auto license bracket. Displayed at the meeting in Atlantic City it met instant approval. Delivery of a supply of these emblems now on order is expected in the next few weeks. With an increase in this kind of service to our members we may have to set up a supply and information office.

Pending further arrangements any members who would like to have one of these emblems may send a dollar bill to the editor, J. Ford Flagg, Borough Clerk, Highland Park, N. J., and it will be mailed to you as soon as our stock arrives.

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.

1954 - Executive and Advisory Committees - 1954

OFFICERS AND EXECUTIVE COMMITTEE

President

J. Ford Flagg
Borough Clerk
Highland Park

First Vice President

Myron O. Morris
Borough Clerk
Spring Lake

Second Vice President

Timothy M. Maloney
Town Clerk
Irvington

Secretary

Robert I. Rafford
Borough Clerk
Hasbrouck Heights

Assistant Secretary

George V. Grillo
Borough Clerk
Hawthorne

Treasurer

Stanley E. Brower
Township Clerk
Lakewood

Assistant Treasurer

Charles A. Farley
Town Clerk
Harrison

EXECUTIVE COMMITTEE

The Officers and

Members at Large

Howard J. Bloy
Township Clerk
Hillside

Mrs. Florence E. Rutan
Town Clerk
Nutley

Representative on Legislative Committee of the State League of Municipalities

Irving S. Bennett
Clerk, Wall Township
1112 18th Ave., Belmar

ADVISORY COMMITTEE

Atlantic County

John Schuster, Jr.
City Clerk
Egg Harbor City

Bergen County

John R. Zellweger
Borough Clerk
Dumont

Burlington County

Elmer T. Dechant
Township Clerk
Riverside

Camden County

Cape May County

Stanley C. Schellenger
City Clerk
Cape May City

Cumberland County

John J. Daneri
City Clerk
Vineland

Essex County

Theodore L. Widmayer
Township Clerk
Millburn

Gloucester County

Albert J. Riggins
City Clerk
Woodbury

Hudson County

Donald Allan
Town Clerk
Kearny

Hunterdon County

Bloomfield Appar
Borough Clerk
High Bridge

Mercer County

Frank A. Priest
Township Clerk
Hamilton Township
(P.O.) Trenton 9

Middlesex County

Harry W. Dwyer
City Clerk
New Brunswick

Monmouth County

Mrs. Norma B. Ommundsen
Borough Clerk
Avon-by-the-Sea

Morris County

Homer Finkbeiner
Borough Clerk
Mount Arlington

Ocean County

Raymond Cook
Township Clerk
Jackson Township
R.D. 2, Lakewood

Passaic County

Miss Edith M. Marrior
City Clerk
Clifton

Salem County

Kenneth R. Patrick
Township Clerk
Quinton

Somerset County

Sussex County

Charles G. Bethel
Township Clerk
Sparta

Union County

Fred Toegel
City Clerk
Plainfield

Warren County

Harry R. Carhart
Town Clerk
Phillipsburg

Some folks don't get nothin' out of life,
But when their whines begin,
We often can remind 'em that
They don't put nothin' in.

ABOUT "THE QUILL"

After many weeks of spare time figuring, estimating, trying out this and that, etc., etc., this new format for our Association's news bulletin has been evolved. It is far from perfect, and as improvements can be made, through trial and error, use of aspirin, a dream book, and any other aids we can find, the "editorial staff" will do their best to bring you all the news and information of value that can be picked up here and there for your benefit, with perhaps a chuckle thrown in now and then for good measure.

This is where YOU come in! "Ye editor" can't fill these columns all by himself. We want news about YOU and your neighboring municipal clerks, your county association, items of general interest to clerks you might run across in your reading. In short, anything that interests YOU as a municipal clerk will very likely be of interest to the rest of us.

Please be on the lookout for anything of this type and pass it on to the editor, J. Ford Flagg, Borough Hall, Highland Park, N. J.

When this idea was first mentioned to a few of our active members we immediately received three articles of interest from Harry Reichenstein, of Newark, one of which appears in this issue. That's the kind of cooperation that will make our efforts successful in bringing you something worthwhile. We are grateful to Harry for his always ready cooperation.

Now about the name. "The Quill" was picked as much for the purpose of having a "head" on this first issue as it was for a suitable name. Perhaps you have a better one. We will welcome any suggestion you care to offer, and all of our readers are asked to get into the act. We will publish all names sent in and ask for a decision by the membership as to which one will be the final selection. Then we will have an artist fix up something attractive and begin more or less regular production. All provided, of course, that our members really want a news bulletin of this type.

So let's have your comment and ideas. Thanks.

We extend a hearty welcome to these new members who have joined us since our last annual meeting:

M. R. Bailey, Down Township
Andrew G. Becker, Eatontown Borough
Joseph P. Constantino, Totowa Borough
Raymond Cook, Jackson Township
Charles H. Evold, Freehold Borough
Michael D. Franca, Emerson Borough
Frank L. Gary, Long Beach Township
E. LeRoy Grant, City of Beverly
Mariner P. Griffith, Lavallette Borough
Charles M. Guenther, Galloway Township
W. W. Harding, Byram Township
H. A. Hughes, Milford Borough
Mrs. Charlotte M. S. Kellam, Branchburg Township
George C. Kinney, Frenchtown Borough
Mrs. Lorraine E. Laing, Audubon Park Borough
Mrs. Katherine Lucy, East Newark Borough
Mrs. Elizabeth M. MacKinnon, City of Bordentown
W. P. Mason, Stockton Borough
Flora Olsen, City of Estell Manor
G. Frank Poggioli, Buena Vista Township
Wilbert B. Steward, Woodbury Heights Borough
Carl G. Whritenour, Asst. Clerk, Butler Borough
Henry J. Wirth, Jr., Passaic Township

Marijuana Legalization

It appears increasingly likely New Jersey will legalize the recreational cannabis industry as early as the summer of 2018. As the point of contact for many municipal issues, it is possible Municipal Clerks will be required to administer local licensure of retail, distribution, and manufacturing facilities connected to the recreational marijuana industry. Some towns have already prohibited some aspects of the business, while others seem to embrace the emerging market. Whatever action the State takes in this area, municipalities and Municipal Clerks are certain to play a central role.

Under the letter of the Federal Controlled Substances Act ("CSA"), cannabis is a controlled substance and those participating in any aspect of the industry are violating the law. Under the CSA, the manufacture, distribution, and possession of a Schedule I substance is a felony and can subject a defendant to punishment up to life in prison. While the CSA is still in effect, more than 20 states, including New Jersey, have already passed laws legalizing marijuana for medical and, in some cases, recreational use. In 2013, Deputy Attorney General James Cole issued a memorandum on behalf of the U.S. Department of Justice ("DOJ") entitled "Guidance Regarding Marijuana Enforcement." The "Cole Memo" provides that the DOJ will look to eight "enforcement priorities" in determining whether to prosecute those operating in compliance with state cannabis laws. Generally, where cannabis businesses operate in strict compliance with state law and in a manner consistent with federal enforcement priorities, federal law enforcement, as a matter of discretion, will be unlikely to prosecute those businesses for a CSA violation.

There is no doubt, however, that Federal law continues to prohibit the use, distribution, manufacturing of, and possession of marijuana. The Department of Justice under Attorney General Sessions is not supportive of the recreational marijuana industry, but it is unclear whether the federal government will take any action contrary to prevent the implementation of programs authorized by States. The vague status of federal involvement in State-approved marijuana programs leaves State and local officials, as well as financial institutions, in a very difficult position. As of now, all market participants, including municipal clerks, should seek appropriate legal guidance and proceed with caution to avoid potential criminal liability under the CSA.

There are many proposed approaches to recreational marijuana floating around in the New Jersey Legislature. The current proposals range from simple decriminalization to full scale legalization and regulation of recreational marijuana for use by adults over 21. Some bills have included hard caps on the number of recreational dispensaries in the State, and other bills have not addressed the issue. The common elements among the bills regulating the industry is that they would allow the possession and personal use of small amounts of marijuana for people 21 years old and older.

The law would likely also establish a regulatory framework, including a permitting process and executive branch oversight. The Legislature has the ability to carve out any role for municipalities it sees fit. It is expected that the municipalities will have some control over whether recreational marijuana activities can be conducted in town. The extent of that control is not known. It is unlikely that any town would be forced to participate; however, the exception may be for municipalities that already have medicinal facilities.

The State law eventually enacted, if any, will dictate the role of municipal clerks, and municipalities generally, with respect to the regulation of the recreational marijuana industry. Until then, municipal clerks and governing bodies should consult with their municipal attorneys and State officials to prepare for whatever approach the State may take.

Meet MCANJ's Legal Counsel of Parker McCay, P.A.

Michael W. Herbert is a Shareholder with Parker McCay, P.A. and maintains his practice in the areas of municipal law and land use law and related civil litigation in State and Federal Courts. He is admitted to the bars of New Jersey and the United States District Court for the District of New Jersey. Mr. Herbert is a member of numerous professional organizations and community organizations and has served as the President of the Board of the Mount Carmel Guild of Trenton. He earned his B.A. degree from Rider College and his J.D. degree from Seton Hall University.



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Daniel Davidow is an Associate with Parker McCay, P.A. specializing in municipal and local government law. When representing the interests of the firm's clients, Danny is able to draw upon his extensive experience at both the State and local levels in New Jersey to develop creative solutions for complex problems. For many years, Danny has immersed himself in the issues and opportunities faced by municipal leaders and employees across the State of New Jersey. From governance to zoning to finance and everything in between, Danny has advised on solutions to a wide range of challenges raised on a daily basis.

With a background in policy and process, Danny brings a unique depth of understanding to his client's matters. He is a long term, strategic thinker who can offer analysis along with legal advice.

Prior to joining Parker McCay, Danny was Senior Counsel with the New Jersey Office of Legislative Services. He also represented public entities as a municipal attorney with a southern New Jersey law firm. Danny is a member of both the Burlington and Mercer County Bar Associations. He earned his undergraduate degree from Rutgers University in New Brunswick and his J.D. from Rutgers School of Law-Camden.



The MCANJ created this pin last year to represent the towns throughout the State of New Jersey. Make sure to grab yours at the Annual Conference in May at Caesar's in Atlantic City!!

MCANJ Education Conference Program

Municipal Clerks' Association of New Jersey Inc.
EDUCATION CONFERENCE: MAY 1 THROUGH MAY 4, 2018

Caesar's Atlantic City Hotel & Casino, 2100 Pacific Ave, Atlantic City, NJ

TUESDAY, MAY 1, 2018

3:00 pm - 6:00 pm Conference Sign In and Pick Up Conference Materials

Caesar's Palladium Ballroom, Atlantic City, NJ

6:00 pm - 9:00 pm

President's Welcome Reception with Entertainment by:

Jimmy and the Parrots

Nero's Restaurant at Caesar's.

Please dress "Beach Casual"

WEDNESDAY MAY 2, 2018

7:30 am Conference Sign In and Pick Up Conference Materials -
Caesar's Atlantic City

8:00 am - 8:45 am Breakfast with Exhibitors

8:45 am - 9:00 am Welcome

9:00 am - 10:40 am This Would Be Funny if it Wasn't Happening

To Me!

Jody Urquhardt

10:40 am - 11:00 am Break - Visit with Exhibitors

11:00 am - 12:00 pm IT Course

Provided by Exhibitors (To Be Determined)

12:00 pm - 1:00 pm Lunch

1:00 pm - 2:40 pm How to Respond to an Active Shooter

Ron Koller, Gloucester County Prosecutor's Office

2:40 pm - 3:00 pm Break - Visit with Exhibitors

3:00 pm - 4:40 pm I Love My Job; It's the People I Can't Stand!

Jody Urquhardt

3:00 pm - 4:40 pm Marriage Fraud

Joanne M. Fiorilli, Homeland Security

5:00 pm - 6:00 pm Exhibitor's & Vendor's Reception - Hors D'oeuvres & Cash Bar

Exhibitors' Prize Drawings. Winners must be present



Don't forget to go online at www.njclerks.org to register for your Silent Auction donations.

MCANJ Education Conference Program

THURSDAY, MAY 3, 2018

7:30 am Conference Sign In and Pick Up Conference Materials - Caesar's Atlantic City

8:00 am - 8:45 am Breakfast

8:00 am Silent Auction and Merchandise Sale Opens

8:45 am - 9:00 am Opening Remarks

9:00 am - 10:40 am Every Vote Counts

Brittany Giampola, Natalie Mercado and Mark Harris

10:40 am - 11:00 am Break - Visit Silent Auction and Merchandise Sale

11:00 am - 12:15 pm Annual Meeting

Lori Buckelew, NJSLOM Senior Legislative Analyst - A wrap up of lame duck activity, a review of the new administration, and an update on legislative activity

12:15 pm - 1:15 pm Lunch - Visit Silent Auction and Merchandise Sale

1:20 pm - 3:00 pm Clerks Responsibilities & Critical Financial Deadlines

Michael Cesaro, Bowman & Co.

3:00 pm - 3:20 pm Break - Visit Silent Auction and Merchandise Sale

3:20 pm - 5:00 pm Parliamentary Procedures

Shannon Sun

5:15 pm Silent Auction Closes. Please pick up your items.

6:30 pm - 7:00 pm Cocktail Reception

7:00 pm - 10:00 pm Dinner, Installation of New Officers, History of the Municipal Clerk, and Entertainment

9:00 pm - 10:00 pm Missy Gryniewicz - Comedian

FRIDAY, MAY 4, 2018

8:00 am Conference Sign In and Pick up Conference Materials - Caesar's Atlantic City

CHECK OUT OF HOTEL AND PLACE BAGS IN HOLDING

8:00 am - 8:45 am Breakfast

8:45 am - 9:00 am Opening Remarks

9:00 am - 10:40 am Everything a Clerk Needs to Know About Records

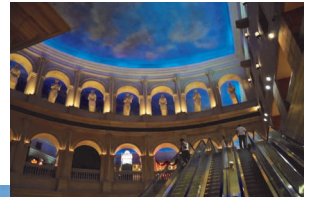
Donald Cornelius and Joseph Klett

10:40 am - 11:00 am Break

11:00 am - 12:40 pm Current ABC Topics

Joann Frascella

Lisa Barata, Esq.



President Zawadski came out and celebrated Dr. Seuss Birthday and read to children at the Deptford Free Public Library on March 1, 2018.



MUNICIPAL CLERKS' ASSOCIATION OF NJ 2018 EDUCATION CONFERENCE - CEU's

SESSION NAME	DATE	DCA COURSE NUMBER	RMC	*CMC	*MMC	CMFO	CPWM	QPA	CTC	CMR
This Would be Funny if it Wasn't Happening to Me!	5/2/2018	14244-1	2.0 PD			2.0 MA	2 M	2 OA/GD	2.0 G. S	
IT Course/How to React to Cyber Attacks	5/2/2018	14244-2	1.0 IT			1.0 IT	1.0 IT	1.0 IT	1.0 IT	
How to Respond to an Active Shooter	5/2/2018	14244-3	2.0 PD			2.0 MA	2.0 M	2 OA/GD	2.0 G. S	
I love My Joy; It's the People I Can't Stand	5/2/2018	14244-4	2.0 PD			2.0 MA			2.0 G. S	
Partnering w/ Municipal Clerks to Prevent Marriage Fraud	5/2/2018	14244-5	2.0 LI							1 CREDIT
Every Vote Counts	5/2/2018	14244-6	2.0 EL							
Legislative Update	5/3/2018	14244-7	2.0 PD			1.5 MA	2.5 G	1.5 OA/GD	1.5 LG	
Clerks' Responsibilities & Critical Financial Deadlines	5/3/2018	14244-8	2.0 F			1.0 B 1.0 A				
Parliamentary Procedures	5/3/2018	14244-9	2.0 PD							
Everything a Clerk Needs to Know about Records	5/4/2018	14244-10	2.0 R							
Current ABC Top8ics	5/4/2018	14244-11	2.0 LI							

MC/MMC 3-5 Education points with completed learning assessment

Education Credit Key			
Abbreviation	Category	Discipline	
A	Accounting	CMFO/CCFO	
B	Budget	CMFO/CCFO	
EL	Elections	RMC	
F	Finance	RMC	
G	Government	CPWM	
G/S	General Secondary	CTC	
H	Hours	IIMC	
IT	Information Technology	All disciplines	
Education Credit Key			
Abbreviation	Category	Discipline	
LG	Legislation	CTC	
LI	Licensing	RMC	
M	Management	CPWM	
M/A	Management/Ancillary Subjects	CMFO/CCFO	
OA/GD	Office Administration/General Duties	QPA	
PD	Professional Development	RMC	
R	Records	RMC	
RG	Registrar	CMR	

MCANJ Secretary Nominee

Hello to my fellow Clerks. Happy Spring! My name is Denise Cafone, the Municipal Clerk and Registrar of Vital Statistics for the Township of Fairfield, Essex County. I am married to my wonderful husband Paul of 27 years, have 4 children and live in the Township of Fairfield. November 2001, I began my career in municipal government when my youngest child began preschool and I was appointed as the Deputy Municipal Clerk under the direction of Patricia Fahy, Municipal Clerk. I received my RMC in 2006 and in February 2007 I was appointed to the position of Municipal Clerk. Right from the beginning of my career as Deputy Clerk I became very active within Essex County Municipal Clerks Association and continue to this day. I have served as a member of the Executive Board from Secretary to President of the County Association. In 2017, I received my CMC through the International Institute of Municipal Clerks and currently working toward my MMC and QPA.

At the start of my career I did not have a true understanding of what was involved in being a Municipal Clerk and working in government. During those early years and taking the courses for RMC I found myself very intrigued on all the facets of the job. I can truly say that I love being a Municipal Clerk. I pride myself on always going the extra mile in providing great customer service in helping the public and the residents of the Township.

Currently, I am a member of the International Institute of Municipal Clerks and Vice-President of the Essex County Registrar Association.



MCANJ, INC. MEMBERSHIP SUMMARY (REPORTED 3/12/2018)

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.



CATEGORY	TOTAL
Full - Municipal Clerk	420
Affiliate - All Others	21
Honorary Membership (Retired)	44
Full - Clerk of Freeholder Board	3
Associate - Assistant Municipal Clerk	19
Associate - Deputy Municipal Clerk	173
Full - Acting Municipal Clerk	17
Associate - Deputy County Clerk	4
GRAND TOTAL	701

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.
EXECUTIVE BOARD
2017-2018



Dina Zawadski
 President
 Deptford Twp.



Kevin Galland
 1st Vice President
 Woodland Park



Diane Pflugfelder
 2nd Vice President
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Eileen Gore
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Kevin Galland, Dina Zawadski, Eileen Gore
 Kim-Marie White, Diane Pflugfelder and Denise Szabo

the *Quill*
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DEADLINES FOR NEWSLETTER ITEMS

The deadline for People Page submissions for the July 2018 issue June 4, 2018. Please send People Page news to:

Pam Borek, Municipal Clerk, Hillsborough Twp.,

379 South Branch Road. Hillsborough, NJ 08844

or via Email at pborek@hillsborough-nj.org

The General News Articles deadline is June 12, 2018, and may be sent to:

Michele Bobrowski, Alexandria Township. 242 Little York-Mt. Pleasant Rd. Milford, NJ 08848 or via email to:

clerk@alexandrianj.gov

Questions or comments regarding this or any issue of *The Quill* may be directed to the Editor, Michele Bobrowski, by calling (908) 996-7071 ext. 210 or using the contact information shown above.

Articles for submission should be prepared in Microsoft Word, using Calibri 10-point font.