



**PRESIDENT'S
MESSAGE
KEVIN GALLAND**



Page 1

**LEGAL DEFENSE FUND
BY:
HAROLD E. WIENER**



Page 5

**APPLICATION FOR CANDIDACY
FOR MCANJ SECRETARY**



Page 18

**A DAY IN THE LIFE OF A
MUNICIPAL CLERK
BY:
MICHELE SEIGFRIED**



Page 10

President's Message from Kevin Galland

Trust all enjoyed the hot and wet summer and a chance to vacation away from the office without being bothered by emails and text messages, Oh yes, and OPRA requests.

The 2019 MCANJ Education Conference is scheduled for April 29th through May 2, 2019. The venue will be held at the newly renovated Hard Rock Hotel & Casino and the hotel room charge will be \$99.00/night. Our Conference Co-Chairs, Heather Mailander (Ridgewood) and John Mitch (Woodbridge) are working to provide education sessions in all of the required disciplines, including Ethics, and as always working to provide a session for our registrars.

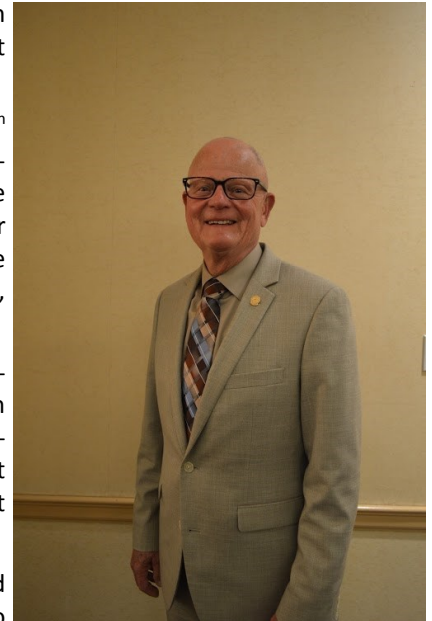
Although the session planning is in its infancy, the Conference Committee is planning to kick-off the conference with a General Session starting at 4 PM on Monday, April 29th; preceded by early conference registration. That evening the President's Reception will start at 6 PM and will be held in the DAER Night Club, which is on-site at the hotel.

Our Key-Note speaker is Matt Booth, a professional speaker and attitude expert. So what is an attitude expert, it is someone who understands that the success or failure of a person's life is secured by their attitude towards it. For those of us who were fortunate enough to attend the IIMC Annual Education Conference in Montreal, we were able to witness Matt's ability to get his message across to his audience.

A word of caution regarding the room temperature in the Hard Rock Hotel's conference center. When the Committee visited this site, the temperature in the conference center was quite chilly. May I suggest that all bring a sweater or jacket to the sessions, need to be comfortable.

Election Day, November 6th is rapidly approaching and again we are faced with changes at the polling locations. Governor Murphy signed into law the requirement that district boards of elections report the number of votes cast every two hours from the opening of the polls at each district and authorizes challengers to request the reported count in that frequency. The cumulative number of votes cast needs to be publicly displayed; updated every two hours; and includes provisional ballots. I know that the Passaic County Board of Elections is currently working with other counties to craft a universal form to report these results and training of the Board Workers will need to follow.

Last year, the MCANJ sponsored an education conference for members of the Legal Defense Fund (LDF). Through the efforts of our Executive Director, Joel Popkin, that conference was an overwhelming success and it will be repeated this year on Wednesday, December 5, 2018, at the Holiday Inn of East Windsor. There is no charge for current LDF members and we will be applying for CEUs.



Article Continued on Page 3

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President's Message by Kevin Galland-Continued

As a reminder, membership in the LDF for new members is \$75.00 and renewal is only \$25.00. This is the best investment that a Clerk can make to help protect themselves when things go-a-muck in the relationship between the Clerk and his/her employer.

Once again the New Jersey League of Municipalities will be sponsoring their Annual Conference in Atlantic City on November 13th through the 15th. MCANJ will be sponsoring three sessions and participating in a fourth.

Tues – November 13th – 10 AM - Legislative Update – Room 402 – PD CEUs

This session will focus on the latest legislative developments and court decisions that impact the day-to-day functions of the Municipal Clerk's Office. Panel presentation with Vincent Buttiglieri (Ocean) representing MCANJ.

Tues – November 13th – 2 PM – Elections – Room 409 – Elections CEUs 2.0

This session is a review of the infrastructure design and security of the Statewide Voter Registration system with ongoing updates.

Wed – November 14th – 9 AM – Licensing – Room 414 – Licensing CEUs 2.0

This session is a synopsis of the New Jersey Legalized Games of Chance from yesterday, today and future changes in the law.

Wed – November 14th – 2 PM – Email Retention – Room 414 – Records CEUs 2.0

This session will cover the new retention schedule; attestation requirements; ARTEMIS updates; email organization/flagging; and how to ensure preservation of email documentation.

1.75 IIMC credits for CMC and MMC have been approved for each of these courses.

On July 27th, Second Vice President Eileen Gore (Hamilton), Secretary Denise Cafone (Fairfield) and I, along with other interested parties met with Senator Weinberg and her staff to further discuss her proposed amendments to the OPRA/OPMA legislation. The Senator was extremely gracious in providing us with the opportunity to express our concerns with the amendments as well as with the current law.

To be blunt, my take on the issue is that the Senator is all-in on the concept of transparency, open government and access to public records; that she sympathizes with the plight of the Clerks who are charged with the responsibility to provide the records, but if not the Clerks, who then would be responsible; and that her proposed amendments are an attempt to make the life of the Clerk more tolerable. For the most part, the issues that we raised at the meeting were pretty much negated by counsel representing the press, who appears to be the driving force.

Once again, the real issue with OPRA is that the courts are rewriting the law relative to what materials should be provided along with the requirements of redaction. Clerks in general are not legally trained, yet we are consistently called upon to make decisions that require that sophistication. At the end of day, Clerks will be calling upon their solicitors, more often than not, to make these decisions, unfortunately at the expense of our tax payers.

Annually the New Jersey League of Municipalities sponsors two training sessions for Newly Elected Officials. These sessions are a great introduction for officials who in most cases have had little or no exposure to the public sector. The first session is scheduled for January 12, 2019 at the Hilton Meadowlands Hotel in East Rutherford, with the second session on January 26, 2019 at the Westin Hotel in Mount Laurel. 2nd Vice President Eileen Gore (Hamilton) and Treasurer Kim Marie White (Eastampton) will be doing a duet at both sessions. Their presentation alone, is worth the price of admission. Please encourage your newly elected officials to attend one of these presentations.

Finally, I wish to thank Harold Wiener, LDF Chairman (Livingston) and Richard Lustgarten, Esq. (Former MCANJ Counsel) for their articles contributing to this edition of the Quill.

See you all at the League's Convention in November, and don't forget to visit the MCANJ booth on the convention floor.

Kevin



Reminder-Don't forget to renew your 2018/2019 MCANJ Membership at njclerks.org



The Legal Defense Fund of the Municipal Clerk's Association of New Jersey, Inc.

By Harold E. Wiener, LFD Committee Chair 2018-2019

Preface

I bet if I asked a group of municipal clerks at any given moment if they had ever had a conflict or disagreement with their elected officials or managerial co-workers nearly everyone would answer in the affirmative. Unfortunately, there can be times when these situations rise to the level of requiring professional legal assistance. This is where the Municipal Clerks' Association of New Jersey's Legal Defense Fund may come into play. Now, often times these situations will quell over time as a result of a change in political climate, employees coming and going and yes, even people coming to their senses. In fact, my experience has shown that just talking to a fellow seasoned colleague who may have gone through a similar experience can get you past the crisis point and avoid the need for legal assistance. So, please call me at 973-399-6664 if you see such a situation arise. However, if you do find a need for assistance from the Legal Defense Fund, please follow the guidelines listed below under the heading of "The requirements to apply for and receive assistance from the LDF".

History of the LDF

The Errors and Omissions Insurance Policy

Prior to the creation of the Legal Defense Fund, the MCANJ offered its members an errors and omissions (O&S) insurance policy at a reduced group rate. An errors and omission policy offers a type of professional liability insurance that protects clients against claims made by clients against them for inadequate work or negligent actions. I recall that it was a separate line item in the annual membership fee invoice, which will tie into the relevance of the current legal defense fund's funding mechanism.

The Creation of the Legal Defense Fund of the Municipal Clerks' Association of New Jersey

The phrase "Legal Defense Fund" often times has a connotation of using funds to defend persons accused of criminal actions. This is much different than the Legal Defense Fund of the Municipal Clerks' Association of New Jersey, which is rather unique. While there are some professional associations that have established a legal defense fund for their membership, they are rather sparse.

Sparked by the late MCANJ's Attorney Michael Pane and executed by the Executive Board of the Municipal Clerks' Association, the Legal Defense Fund was created on September 22, 1995 when the errors and omissions policy either was no longer underwritten by the insurance companies or became cost prohibitive to the membership of the MCANJ. Joe Favaro, MCANJ President at the time, wrote at the time that the LDF was established "for the purpose of providing legal counsel and/or financial support for the controversies involving the discharge by a municipal clerk (or deputy acting as municipal clerk) of her/his statutory duties". We can see here the similarities between the LDF and the O&S policy.

The Legal Defense Fund Committee

First, the requirement to serve on the LDF Committee:

Must be a current member in good standing of MCANJ (membership fees being paid in full).

Must be an active member of the LDF (membership/renewal fee being paid in full).

Must be a tenured municipal clerk.

Must be appointed by the President of MCANJ with the approval of the Executive Board.

The Legal Defense Fund Committee is a four member committee consisting of three voting members from the North, Central and South Zones, if practicable, serving for one year terms, and one alternate voting member serving for a one year term, all appointed by the MCANJ President with the approval of the Executive Board. The MCANJ President also appoints one regular member to serve as Chairperson and one regular member to serve as Vice Chairperson. The MCANJ Executive Director serves in an ex-officio capacity and as such is a non-voting member of the committee. The MCANJ Attorney serves as legal advisor to the committee. The responsibilities of the committee are outlined in the by-laws so I will not go into depth about them here, with the exception of indicating that the Legal Defense Fund treasury is separate and apart from that of the MCANJ and the funds shall not be commingled with MCANJ's funds

Continued on next page



Save the Date: Legal Defense Fund Education Conference for Members will be held on Wed., December 5, 2018.

The Legal Defense Fund of the Municipal Clerk's Association of New Jersey, Inc.

By Harold E. Wiener, LFD Committee Chair 2018-2019-Continued

Changes to the LDF Over the Years

Certainly the LDF has transformed over the years based upon the cases that have been submitted and the issues that transpired as a result of these cases. However, there have been very few significant changes to the by-laws of the LDF over the years, in fact, the \$75.00 initial membership fee has not changed. Shortly after the LDF was established it was determined that the annual renewal fee would be \$25.00, and that has not changed as well, and finally, the \$500.00 deductible has not changed in 23 years! Consider it a cheap premium for a Cadillac policy.

Recently, the membership of the LDF Committee has been amended to provide for one year terms rather than 3 year terms. Also, the membership was reduced from seven regular members and three alternate members to three regular members and one alternate member.

There was the addition of the mission statement to reflect the fact that the LDF, which, as previously stated is financed through personal funds, was to be used essentially as an insurance policy whereby neither the MCANJ nor the Legal Defense Fund Committee could take a stance either way on a matter before the Legal Defense Fund Committee.

There were other amendments throughout the years, but the original by-laws still make up the core of the LDF. Some of those other changes are as follows:

Appointments to the Legal Defense Fund changed from the MCANJ Executive Board to the MCANJ President with approval of the MCANJ Executive Board.

The MCANJ President, rather than the membership of the LDF Committee, appoints the LDF Committee Chair and Co-Chair.

The Executive Director of the MCANJ was added as a non-voting member of the LDF Committee and designated the Treasurer of the LDF.

A few minor budgetary changes were made regarding administrative costs and IRS requirements.

The requirement that the LDF Committee keep an active list of attorneys to be used by its membership in any legal action was removed. My recollection of this change was that the general consensus at the time was that the LDF and/or MCANJ should not be recommending attorneys. Initially, again if my recollection is correct, I believe the LDF's initial pool of attorneys had agreed to a limited hourly rate and were known to the committee members recommending them to be honest and knowledgeable in the applicable laws relative to the duties of the Municipal Clerk. Since the LDF was in its infantile stage at the time, this was done in an effort to keep costs down and have competent professionals represent its membership. Over time these provisions morphed to the current provisions in the LDF by-laws where the applicant has the responsibility of consulting with an attorney of their choice to determine whether the member has a legitimate legal issue and/or complaint. Additionally, the LDF by-laws recommend that a member use an attorney who has experience with public entities, local government employees and the position of the Municipal Clerk.

Some of the language in the retainer agreement between the LDF member and his or her attorney are now mandated in the LDF by-laws, as are the methods of payments and other legalities that have come about over the years as the result of specific cases, as indicated previously.

Applications now can be filed within 20, rather than 10 days from the date of the matter which is the subject of the application and new language was added to allow the application to be filed within 20 days after consulting an attorney who must agree that the matter to which the application pertains is a legitimate legal issue.

Finally, the appeal procedure for a negative recommendation by the LDF was removed from the LDF by-laws after the mission statement was added. The thought here was that there would no longer be the necessity for an appeal given the new mission statement.

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Save the Date: Legal Defense Fund Education Conference for Members will be held on Wed., December 5, 2018.

The requirements to apply for and receive assistance from the LDF

An eligible applicant must:

Hold the title of Municipal Clerk, Acting Municipal Clerk, Deputy Municipal Clerk, Freeholder Clerk or Deputy Freeholder Clerk.

Be a current member in good standing of MCANJ (membership fees being paid in full),

Be a current member in good standing of the LDF (membership/renewal fee being paid in full) for a minimum of 90 days prior to the date of the application for assistance. An applicant should not attempt to circumvent this as the LDF Committee checks this requirement for each application that is filed.

File an application for assistance with the LDF Chairperson within twenty (20) days from the date of the matter which is the subject of the application or within twenty (20) days after consulting an attorney who must acknowledge that the matter to which the application pertains is a legitimate legal issue. The 20 day deadline may be waived by the LDF Committee upon a showing of good cause.

Document the entire matter including the nature of relief which is sought.

An attorney's acknowledgement that he or she will accept the case.

A retainer or separate agreement must be entered into with the applicant's attorney setting forth:

The name of the case.

The amount of the retainer fee, if any.

The hourly rate.

The following mandatory language:

"The member and member's attorney agree that in the event the member is successful in the subject matter of the retainer so that the member is paid legal fees from the member's adverse party by way of settlement or judgment, the member and his/her attorney shall reimburse the LDF to the extent of the amount paid by the LDF. In the event that the member receives reimbursement less than the amount advanced by the LDF, the member shall only be liable to the extent of the amount of the reimbursement."

Any other terms and conditions that are agreed upon between the parties.



The limitations of benefits

There is a \$500.00 mandatory deductible that must be paid by the LDF member. The deductible must be paid prior to any payment being made for legal expenses by the LDF. The most recent LDF by-laws provide that the deductible amount cannot be waived. Please note, however, that the deductible amount has not changed since the inception of the LDF.

The maximum allowable benefit cannot exceed \$7,500.00, subject to the \$500.00 deductible.

What is not covered

Any matter instituted by any member of the LDF against another member of the LDF or member of the MCANJ if the other member of MCANJ is acting in his/her capacity as Municipal Clerk, Acting Municipal Clerk, Deputy Municipal Clerk, Freeholder Clerk or Deputy Freeholder Clerk.

Defense of allegations of criminal actions not covered under N.J.S.A. 40:9-134.1(b).

Defense of actions covered under N.J.S.A. 40A:9-134.1 which states in pertinent part:

"The governing body of a municipality shall provide its municipal clerk with necessary means for the defense of any action or legal proceedings arising out of and directly related to the clerk's lawful exercise of authority in the furtherance of official duties..."

Amendments to the Legal Defense Fund By-Laws

The Legal Defense Committee may make recommendations for amendments to the Legal Defense Committee by-laws to the Executive Board of the MCANJ. Such recommendations must state the reasons for the revisions.

Amendments to the Legal Defense Fund's by-laws may be made unilaterally by the MCANJ's Executive Board by majority vote upon providing a draft copy to the Legal Defense Fund Committee for review and comment at least 30 days prior to the date scheduled for adoption.

2019 IIMC 73rd
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SAVE THE DATE

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GOOFY LAWS, BAD DRAFTING, UNINTENDED CONSEQUENCES AND RULES OF CONSTRUCTION

By:

Richard Lustgarten, Esq.

At times Clerks are asked to draft ordinances on a variety of subjects along with the municipal attorney or CFO. Over the course of years I have drafted many and, depending on the subject, have sometimes had difficulty in conveying the substance of the ordinance without writing a book. It became evident that what was clear to me would not be so clear to the reader. Re-drafting for simplicity and comprehension was essential. In doing a little research on good ordinance and statute drafting, I came across older laws that were either plain silly as to subject matter or frankly do not make a whole lot of sense today.

Here are a few. (I don't totally vouch for their veracity)

Apparently in Alabama, it is illegal to wear a fake mustache in church if it will cause laughter. (Do they have any sense of humor down there?) In Arkansas, it is illegal to mispronounce Arkansaw, Ark Kansas, Ar Kansaws—you get the idea. In Connecticut, it is illegal to call a cucumber a pickle unless it bounces. (Some merchants were passing off unpickled cucumbers as the real thing. Warning—don't try bouncing them at home—you need to develop expertise for this.) In Florida, if an elephant is tied to a parking meter, the fee has to be paid the same as for a motor vehicle. The origin of this is that when the circus was in town years ago, elephants were tied up to parking meters. The town had a new revenue source.

In Iowa, one-armed piano players must play for free. (I'm sure this pre-dates the Americans with Disabilities Act.)

In Nebraska, whale fishing is illegal. (No comment necessary.) But the classic of all time, in my opinion, is the law in Kansas that says if two trains meet on the same track neither shall proceed until the other has passed. (Hope they have a good bar car as it may be a long wait.)

Other than subject matter goofyness (although each law may have had a stellar purpose at the time it was enacted) poor wording can also be problematic.

For instance, if a parking ordinance is not clear, confusion will reign. What does "No parking 6-8 except on Sundays" mean? Is that 6pm to 8am, or 6pm to 8pm, or 6am to 8am? This of course is an extreme example. Reference should be made to other "no parking" regulations to make sure that in enacting one ordinance you are not inadvertently creating an interpretation problem with another. If other ordinances allow parking on Sunday, does this ordinance contradict them by allowing parking on Sunday in other than the restricted time? If the ban is 6-8 (disregard am or pm) can I only park between those hours since the ban excepts Sundays from its prohibition?

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GOOFY LAWS, BAD DRAFTING, UNINTENDED CONSEQUENCES AND RULES OF CONSTRUCTION-Continued

By:

Richard Lustgarten, Esq.

I now live in a community controlled by Homeowner Association (HOA) by-laws and covenants. As first conceived, this development was supposed to be condominiums. Unfortunately, the drafters of the bylaws etc. cut and pasted condo type restrictions and requirements into the documents for this single family non-condo, though partially attached, construction. And, it appears, thorough proof reading, was disregarded. So Rule number one. If you are going to incorporate language from other ordinances or documents, make sure they apply. A few examples from the HOA by-laws which we have now amended. In one section, detailed construction requirements for swimming pools were outlined. In another section, swimming pools were prohibited. Another by-law relating to maintenance ended by saying "...this paragraph 30. " The paragraph was actually 32. (failure to proof read) The by-laws referenced old law relating to satellite dishes ignoring the updated applicable federal law which expanded users rights with respect to them. Incorporating other by-laws language, one section detailed incinerator or common storage and disposal provisions. Our development being single family ownership does not have an incinerator or common disposal. This was eliminated. Other changes were required because the language used was confusing and at times totally inapplicable. Rule number two-make sure that the ordinance language can be easily understood by the average person. I am a firm believer that it is not necessary to reinvent the wheel when drafting an ordinance on a popular subject. "Copy-cat" language simplifies the process especially when you have limited time as most of you do. Nevertheless, make sure that what you are copying does not conflict with state law, covers the subject matter as your governing body wishes it to be covered and has a good chance of being sustained if challenged in Court. (The municipal attorney should review the "legalities" of the ordinance. The policy behind it is, of course, the governing body's prerogative.)

Finally, the following is a brief summary of what a court will look at in determining whether a statute or ordinance will be upheld if challenged.

The ordinance should be internally consistent and not contradict other parts of it. If a particular exception is written into the ordinance, it will be presumed that no other exceptions apply. If legislation and case law conflict, there is a presumption that the legislation controls, unless the legislation is itself unconstitutional. A court will generally apply a common definition to words in the ordinance unless they are specifically defined differently. Ordinances will not be interpreted to produce absurd results and if ambiguous, courts will try to determine what the true intent of the legislation is. Courts will try to uphold the legitimacy of an ordinance unless plainly beyond the authority of the municipality to enact it or it is unconstitutional for other reasons. If an ordinance can be interpreted in different ways, courts will try to interpret it in such a way as to sustain it. Courts will not determine the wisdom of the law, just its legality.

There are other rules of interpretation but these are the main ones. I emphasize again that proofreading the language is an absolute must, and if any amendments are added after the first draft, they must be checked to see that they don't contradict other parts of it or negate what it is trying to accomplish. The ordinance should be in plain language and easily understood so avoid the "25 cent" words when a nickel will do. Remember, if the ordinance doesn't make sense to you when you read it, it won't make sense to someone else. Good luck and happy drafting.

If the English language made any sense, lackadaisical would have something to do with a shortage of flowers.—Doug Larson

Never, ever use repetitive redundancies. Don't use no double negatives. Proofread carefully to see if you any words out.--- William safire (Yeah, I didn't capitalize his last name on purpose to see if you were paying attention.)

I am a writer. If I seem cold, it's because I'm surrounded by drafts.—anon.

Writing is an art and sometimes I feel like I'm out of brushes.--- RAL



The 2019 MCANJ Education Conference is scheduled for April 29th through May 2, 2019 at the newly renovated Hard Rock Hotel & Casino in Atlantic City, NJ.

A Day in the Life of a Municipal Clerk

By Michele Lynn Seigfried *Thankful for My Co-Workers*

I am thankful to have a good set of people to work with. I'm certain that at some point in all of our lives we've experienced a horrible co-worker. We all go through training about what we should and shouldn't be doing on the job, and hopefully, we do know better. But, what if your co-workers acted like your family members or pets? What would work be like for you? I'm certainly thankful that I don't work with some of my family members! I took the liberty of asking a few municipal clerks to tell me something that happened and to replace a family member's or a pet's names with the word "co-worker," and here's what they had to say:

My co-worker won't stop turning the lights on and off.

My coworker runs for cover whenever there is a storm!

My co-worker hid in a corner terrified while the vacuum was running.

My co-worker asks, "Why me?" after everything I ask him to do.

I caught my co-worker biting my shoe.

My co-worker cried because I ate the last donut.

My co-worker danced naked down the hallway.

My co-worker called me a moron.

My co-worker told me my butt was huge.

My co-worker threw herself on the floor and started banging her head when I bought dinner for her because she wanted chicken nuggets instead of pizza.

When I asked my co-worker to hand me a fork, he told me to get up and get it myself.

I spent 30 minutes cleaning up after my co-worker peed on the carpet today.

I spend 30 minutes once a day rubbing steroid cream in my co-worker's hairy ear.

I have to hide pills in cheese and feed them to my co-worker because he won't take his medicine.

My co-worker screams at me from the bathroom to come wipe her butt.

My co-worker asked me to pop a zit on his back.

I think the unanimous feeling is that we are lucky these things don't really happen in the workplace! So, next time you encounter a difficult employee, just think of this list, have a little laugh, and remember--things could always be worse!



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 contact Kim-Marie White, 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.

Municipal Clerk County Association News around the State



The Municipal Clerk's Association of Union County held their 8th Annual Education Seminar at the Galloping Hill Club House in Kenilworth on June 7, 2018. Robert Giles, Director of the New Jersey Division of Elections (pictured above) was one of the many speakers who participated in this event.

Mercer County:

Retiring West Windsor Township Clerk, Sharon Young swearing in the Officers of the Mercer County Municipal Clerks' Association on June 27, 2018 at the Lawrence Township Municipal Building; (L-R) President Debbie Sopronyi (Hightstown), Treasurer Kim Macellaro (Ewing) and Secretary Peggy Riggio (Hightstown). Vice-President Laurie Gompf (Hopewell) not pictured.



MCANJ Membership Summary as of 9/17/2018

Full - Municipal Clerk 335
 Full - Acting Municipal Clerk 10
 Associate - Deputy Municipal Clerk 152
 Associate - Assistant Municipal Clerk 12
 Associate - Deputy County Clerk 1
 Honorary Membership (Retired) 39
 Affiliate - All Others 21
GRAND TOTAL 570

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Save the Date!



MCANJ Education Conference

2019

*Hard Rock Hotel & Casino
Atlantic City, New Jersey*

April 29-May 2, 2019

Plan on joining us for an informative, educational experience you can only obtain from networking with fellow MCANJ members!

Kevin Galland
MCANJ-President



PEOPLE PAGE



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.

CONGRATULATIONS

Burlington County:

Michelle Hack, was granted Tenure with Borough of Riverton on July 17, 2018. She started in Local Government with the Borough of Paulsboro as the Planning Board Secretary. After spending time as a stay at home mom and working in the private sector she returned to public employment as an assistant in the Administration Office for West Deptford Township. In West Deptford, Ms. Hack was appointed Deputy Clerk in addition to serving as the Planning Board Secretary and Zoning Board Secretary for the Township. Ms. Hack became a Registered Municipal Clerk in 2013 and July 2015 she was and appointed Borough Clerk and Local Registrar for the Borough of Riverton. Ms. Hack was re-appointed Borough Clerk in July 2018. In Riverton, she also serves as Planning Board Secretary and Local Registrar. Michelle has also volunteered on the Elections Committee for MCANJ in 2017-2018 under President Zawadski.



Hunterdon County:

During their Duck Race Fundraiser on July 14, 2018, the Clinton Sunrise Rotary Club recognized "Cecilia Covino, Clerk of the Town of Clinton, for her continued support and service to the community".

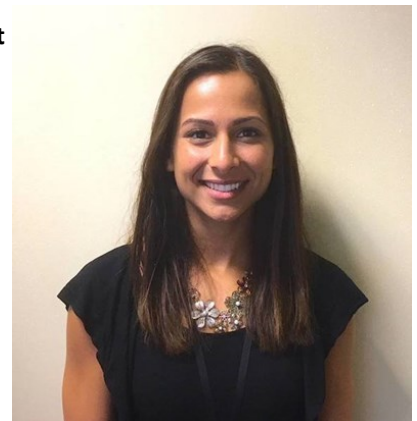
Congratulations Ceil!



Union County:

Nicole Sarna, City of Summit will be succeeding Maria Coppinger as the new Deputy City Clerk. Nicole graduated from Kean University with a degree in Criminal Justice and for the past 10 years Nicole has served as Assistant to the City Administrator, City clerk, and Tax Collector in New Providence Borough.

Congratulations and best of luck!



SOCIAL MEDIA



Like us on Facebook –Municipal Clerk's Association of NJ and visit our website at www.njclerks.org

RETIREMENTS

Middlesex County:

Elaine Jasko, Perth Amboy City Clerk announced her retirement after serving the city 38.5 years on July 27th 2018. She was considered a very eager, helpful, caring, and passionate person for the city. Wish you the very best in retirement!

TRANSITIONS

Bergen County:

Keith Kazmark, Elmwood Park resigned from his post as Borough Clerk and Administrator effective August 31, 2018. Keith served in Elmwood Park for nearly 12 years. Good luck!

Passaic County:

Joan Campbell-Douglas, Paterson resigned as Deputy City Clerk effective July 2, 2018. She was reassigned to the Office of the Municipal Council. Good luck on your future endeavors!

BEST WISHES IN YOUR NEW POSITIONS!



IN OTHER NEWS...



Dina Zawadski, past MCANJ President carrying the New Jersey State Flag (above). This photo was taken on Monday, May 21, 2018 during the Opening Ceremonies of the International Institute of Municipal Clerks Conference held at the Conference Center in Norfolk, Virginia.

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Continued on Page 16

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PEOPLE PAGE-Continued

CONDOLENCES

The Municipal Clerks Association of New Jersey offers the following condolences:

Atlantic County:

Rosemary Adams, the Municipal Clerk of Atlantic City since 2002 passed away on August 21, 2018. She began her employment with Atlantic City in 1978 and worked her way up to Municipal Clerk serving in that capacity for 8 years retiring in 2010. Rosemary was a member of Zonta, the Charity League and Atlantic County Crime Stoppers, the Municipal Clerk's Association of New Jersey and the International Institute of Municipal Clerks. She enjoyed her annual cruises and sailing the Chesapeake Bay. Rosemary was also an avid Phillies fan. Rosemary will be greatly missed.



Mercer County:

Lawrence Township Clerk Kathleen Norcia is very grateful for all the kind gestures that have been made towards her and her family's time of grief with the passing of her husband Anthony Norcia, 85, on August, 19 2018. Anthony Norcia was formerly employed with waste management where he received the 1999 Circle of Excellence Award, Longview waste, National waste, and co-owned Twin County Disposal with his brother John. And through the years became a mentor to many in the industry. He enjoyed traveling in his motorhome to Nascar races and with his brother John, they ran a successful modified stock car the "Black Horse special #81" at various NJ racetracks as well as the tri-State area. When he was no longer able to travel he never missed a race on television. Anthony loved spending time with his family and friends and was an extremely loving father and grandfather. Anthony will be greatly missed.

MCANJ Membership Summary as of September 17, 2018

County	Total # of Municipalities	Total # of Municipalities Paid	% Paid
Atlantic	23	14	61%
Bergen	70	40	57%
Burlington	40	26	65%
Camden	37	14	38%
Cape May	16	12	75%
Cumberland	14	5	36%
Essex	22	12	55%
Gloucester	24	14	58%
Hudson	12	4	33%
Hunterdon	26	20	77%
Mercer	12	8	67%
Middlesex	25	11	44%
Monmouth	53	28	53%
Morris	39	24	62%
Ocean	33	16	48%
Passaic	16	8	50%
Salem	15	8	53%
Somerset	21	10	48%
Sussex	24	10	42%
Union	21	11	52%
Warren	22	13	59%

Reminder-Don't forget to renew your 2018/2019 MCANJ Membership at njclerks.org

MCANJ is now accepting New and Renewal Membership Applications for the FY2019 through our online system.

Regular Membership – Any person holding the office of Municipal Clerk, Acting Municipal Clerk, County Clerk, or Clerk of the Board of Chosen Freeholders of any municipality or county in New Jersey **(\$100 Annual Fee)**

Associate Membership – Any person holding the office of Deputy or Assistant Municipal Clerk, Deputy County Clerk, or Deputy Clerk of the Board of Chosen Freeholders **(\$75 Annual Fee)**

Affiliate Member – Any person holding any governmental or education office of employment, or any person interested in promoting the objectives of the Association who is not eligible for Regular, Associate or Honorary membership. **(\$75 Annual Fee)**

Honorary Membership – Any Regular, Associate or Affiliate Member in good standing upon retirement. **(\$0 Annual Fee)** (Honorary Members must still renew their membership online each year even though there is no annual fee. This is, so we have your most up to date contact information).

The annual membership term is from July 1st to June 30th. Registration online is simple and quick. You do not need to send your PO for our signature, as the confirmation/invoice which is generated from the system has been approved by the Local Finance Board to be acceptable for use by counties and municipalities in the State.

Application for Candidacy -MCANJ Secretary

Article VI Section 1.1. of the current Constitution and Bylaws of the Municipal Clerks' Association of New Jersey, Inc., specifies, "Any individual seeking to be a candidate for Secretary must file with the Secretary not later than January 15 th of the current year of the Annual Business Meeting. No additional applications shall be accepted after this date."

Article VI Section 1.3. specifies the criteria for eligibility to seek office: "All candidates shall have tenure of office, shall have experience and training for that office, shall have received the certification of Registered Municipal Clerk (RMC), and shall be actively employed as a Municipal Clerk."

For anyone seeking the position of Secretary on the Executive Board for the fiscal year 2019 - 2020 the following application must be filed by January 15, 2019 in order to be eligible for consideration by the membership at the Annual Meeting to be held during the Annual Education Conference in the spring. This position shall serve from July 1, 2019 through June 30, 2020.

Name: _____

Address: _____

Municipality Employed by: _____

Position: _____

** Date of Original Appointment: _____

** Date(s) of Reappointment: _____

** RMC Certificate Number: _____ Date Issued: _____

I, _____, hereby certify that I am actively employed by _____ as a Municipal Clerk and am qualified to submit
(Municipality)

my name as a candidate for the office of Secretary of the MCANJ for fiscal year 2017 - 2018.

Signature Date

** Attach certified copies of Resolutions of Appointment and RMC Certificate.

APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2019

AND MUST BE MAILED TO:

Denise Cafone

Township of Fairfield

230 Fairfield Road

Fairfield, NJ 07004

(973) 882-2700 ext. 2003

2018-2019 MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. EXECUTIVE BOARD



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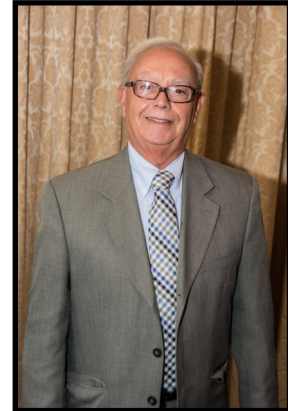
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Dina Zawadski
Immediate Past President
Deptford Twp.



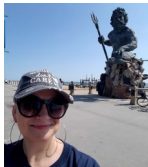
Joel Popkin
Executive Director



Eileen Gore, Kevin Galland, Dina Zawadski

Kim-Marie White, Diane Pflugfelder and Denise Cafone

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DEADLINES FOR NEWSLETTER ITEMS

The deadline for People Page submissions for the January 2019 issue is December 3 ,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 December 11, 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.