

**PRESIDENT'S  
MESSAGE  
KEVIN GALLAND**



Page 3

**LYING IS GENERALLY BAD,  
BUT FOR A MUNICIPAL  
EMPLOYEE IT'S REALLY BAD  
BY:  
RICHARD LUSTGARTEN, ESQ**



Page 5

**PACK YOUR BAGS AND GET  
READY FOR THE MCANJ  
CONFERENCE  
GET THE DETAILS**



Page 9

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



Page 10

## Happenings around the State with our Municipal Clerks!

### *From Volunteering.....*

*Congratulations to Kimberly Krauss (on right), Middle Township Municipal Clerk who ran for the Middle Township School Board this past November and WON!!!*

*Congratulation Kimberly!!!*



### *To celebrating new life.....*

*Linda Semus (left) from Mansfield Township in Burlington County is a new grandmother (Mom-Mom). This is their first grandchild Rylee Elizabeth born 12/19/18 4lbs 9 ounces 2:11 am 17 nti*



*Presentations were made to retiring Jackson Township Clerk Ann Marie Eden and departing Township Council members. Eden served the township for 21 years. She began working for Jackson in April of 1997 and was appointed a year later as Deputy Clerk. She started serving as acting Township Clerk on Jan. 1, 2001. She became Township Clerk in December 2001.*



*And .....moving  
on to the next  
Chapter*

**Check out more from the People Page  
Continued on Page 13**

### EDITORIAL STAFF FY2018 / 2019

EDITOR: Michele Bobrowski (908) 996-7071 ext. 210 E-mail: clerk@alexandrianj.gov  
PEOPLE PAGE: Pam Borek, Hillsborough Twp. (908) 369-4313 E-mail: pborek@hillsborough-nj.org  
ADVERTISING: Joel Popkin, MCANJ Executive Director (732) 609-6441 E-mail: joelpopkin@optonline.net  
DAY IN THE LIFE OF A MUN CLERK: Michele Siegfried, Robbinsville (609) 918-0002 Email: micheles@robbinsville-twp.org

### PAST EDITORS:

1954-1959: J. Ford Flagg 1960-1970: John R. Zellweger 1971-1973: Joseph E. Bennett  
1974-1982: Harry C. Kates 1983-1993: Janet L. Lynds 1994-1995: Patricia Hullfish and Patricia C. Shuss  
1996-2000: Patricia C. Shuss 2001-2005: Nancy Hatten 2006-2015: Jim Doherty  
2015-2017: Joseph Kostecki

### MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. EXECUTIVE BOARD FY2018/2019

President:	Kevin Galland, Woodland Park Borough	E-mail: president@njclerks.org
1st Vice President:	Diane Pflugfelder, Liberty Township	E-mail: lvicepresident@njclerks.org
2nd Vice President:	Eileen Gore, Hamilton Township	E-mail: 2vicepresident@njclerks.org
Treasurer:	Kim-Marie White, Eastampton Township	E-mail: treasurer@njclerks.org
Secretary:	Denise Cafone, Fairfield Township	E-mail: secretary@njclerks.org
Immediate Past President:	Dina Zawadski, Deptford Township	E-mail: immediatepastpresident@njclerks.org
Executive Director:	Joel Popkin	E-mail: executivedirector@njclerks.org
Legal Counsel:	Thomas H. Prol	

### MCANJ PAST PRESIDENTS \* EX OFFICIO MEMBERS

1974: Joseph V. Valenti	1996: Joseph C. Favaro	2007: Barbara M. Hawk
1975: Alfred A. Reda	1997: Elizabeth H. Kiss	2008: Heather Mailander
1977: Otto M. Bock	1999: Bernadette Dubuss	2009: Joan Moreland
1981: L. Manuel Hirshblond	2000: Nancy Hatten	2010: Vincent Buttiglieri
1985: Elizabeth G. Nolan	2001: Sharon L. Brienza	2011: Joanne M. Kwasniewski
1987: Lewis N. Thompson	2002: Bernadette Standowski	2012: Andrew J. Pavlica
1988: Elaine Wallace	2003: Allan Susen	2013: Nancy Saffos
1993: John J. Galvin	2004: Joel Popkin	2014-15: John Mitch
1994: Kathleen A. Thorpe	2005: Jane Williams-Warren	2016: Keith Kazmark
1995: Christina N. Wilder	2006: Elaine B. Kennedy	2017: Denise Szabo

### IIMC PAST PRESIDENTS

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

### MCANJ ADVISORY BOARD MEMBERS FY2018/2019

Atlantic:	Lucy Samuelson Somers Point City	Middlesex:	Susan Jackson, Metuchen Borough
Bergen:	Heather Mailander, Village of Ridgewood	Monmouth:	Cindy Dye, Asbury Park City
Burlington:	Amy Cosnoski, Pemberton Township	Morris:	Elizabeth Osborne, Madison Borough
Camden:	Michele Miller, Somerdale Borough	Ocean:	Joseph Kostecki, South Toms River Borough
Cape May:	Scott Jett, North Wildwood City	Passaic:	Allan Susen, Haledon Borough
Cumberland:	Karen Seifrit, Deerfield Township	Salem:	Melinda Taylor, Oldsman Township
Essex:	Tara Ventola, Glen Ridge Borough	Somerset:	Denise Szabo, Bernards Township
Gloucester:	Jennica Bileci, Mantua Township	Sussex:	Lauren Kirkman, Vernon Township
Hudson:	Alberto Cabrera, Guttenberg Twp.	Union:	Rayna Harris, Rahway City
Hunterdon:	Ceil Covino, Clinton Township	Warren:	Kristin Shipp, Knowlton Township
Mercer:	Debra Sopronyi, Hightstown Borough		

### NEW JERSEY MUNICIPAL CLERK COUNTY ASSOCIATION PRESIDENTS FY2018/2019

Atlantic:	Paula Geletti, Atlantic City	Middlesex:	Joan Hullings, Highland Park Borough
Bergen:	Christine Demiris, New Milford	Monmouth:	Julie Martin, Eatontown
Burlington:	Kim-Marie White, Eastampton Township	Morris:	Greg La Conte, Chatham Township
Camden:	Bonnie Taft, Oaklyn Borough	Ocean:	Daina Dale, Harvey Cedars
Cape May:	W. Scott Jett, North Wildwood	Passaic:	Antoinette Battaglia West Milford Twp.
Cumberland:	Lisa Garrison, Greenwich & Woodbine	Salem:	Melinda Taylor, Oldsman
Essex:	Juliet Lee, Montclair	Somerset:	Pamela Borek, Hillsborough Township
Gloucester:	Kathy Van Scoy, Paulsboro	Sussex:	Amy Lobban, Sandyston Township
Hudson:		Union:	Nicole Dirado, Union County
Hunterdon:	Michele Bobrowski, Alexandria Township	Warren:	Kelley Smith, Harmony Township
Mercer:	Debra Sopronyi, Hightstown Borough		

## President's Message from Kevin Galland

Trust all of our members were able to spend the many holidays relaxing with their loved ones.

Promising news regarding OPRA. On October 15<sup>th</sup>, the Senate Budget and Appropriations Committee was scheduled to consider Senator Weinberg's most recent proposed amendments to the OPRA and OPMA bills. In advance of that date, the Senator's staff reached-out for comment. Obviously, I made every attempt to explain, where appropriate, the negative impact that would result on the Clerk's routine if these amendments were implemented, and likewise, I also searched diligently for positive impact, but found none.

Although the Senator is making an attempt to address our previously identified concerns, the resulting amendments are misguided and only add to the burden of the Clerk. I commented on a number of issues including: legitimizing commercial requests; educating the public; 'Immediate Access'; and abbreviating the response time for a request received prior to noon. My pet peeve remains that the municipality is required to convert records to the medium or format requested. If OPRA was intended to provide public documents, and not information, the record should only need to be provided in the medium or format as maintained by the municipality. There should be no requirement to convert information.

On the date mentioned, Senator Weinberg withdrew her bill referencing the need to further consider and review the amendments.

Now the promising news. As the current President of our Association, I was nominated to serve as a member of the 2018 League of Municipalities Conference Resolutions Committee, which met on November 13<sup>th</sup>. As a member I was requested to review and vote on twenty-one resolutions affecting municipalities. Resolution No. 2018-10 was the high-light of the afternoon. This resolution '...appeals to the Legislature to set up a Commission comprised of Mayors, Municipal Clerks, Attorneys, Police Chiefs, open government advocates, privacy experts, members of the media, and citizens to review and examine the effects of OPRA on local government and what needs are to be fulfilled by the law, and to use the findings of this review to perform a comprehensive reform of OPRA'.

I stood in support of this resolution and encouraged the balance of the members for their support. It passed unanimously. Upon returning to the office I forwarded the resolution to two Senators with whom I am acquainted and asked if they would be willing to support such an initiative. One of those Senators reached back and stated that they were aware of the resolution and that it is time to take on such an initiative. We can only hope that this is the correct mechanism to bring an antiquated law into the current era.

Speaking of the 103<sup>rd</sup> Annual New Jersey State League of Municipalities Conference, a special thank you to First Vice President Diane Pflugfelder (Liberty) and Executive Director Joel Popkin for arranging and providing four excellent education sessions. Also, we need to thank Second Vice President Eileen Gore (Hamilton), Treasurer Kim Marie White (Eastampton) and Secretary Denise Cafone (Fairfield) for moderating these sessions, and those Clerks in attendance at the Licensing Session who stepped up and filled in temporarily until our speaker, caught in traffic, arrived. Also need to thank all of the volunteers who maned the Clerk's table on the convention floor.

At the Association's most recent Executive Board meeting, our Executive Director Joel Popkin noted the current status of our 2018/19 membership registrations. Mr. Popkin reported that out of 565 municipalities, only 376 (66.4%) Municipal Clerks and Acting Municipal Clerks have registered.

In order to encourage membership, Mr. Popkin recommended that the Association hold a membership drive and as an encouragement, the first three (3) counties who achieve eighty-five (85) percent paid membership registration by January 15, 2019 of their Municipal Clerks (including Acting) shall receive one (1) free registration to the 2019 MCANJ Annual Education Conference in the spring of 2019. The free registration shall be awarded to a paid member of the MCANJ from the winning county in a manner determined by that county in a fair and open process of the county's choice. The Executive Board fully endorsed Mr. Popkin's recommendation.

*Continued on next page*



**Reminder-Don't forget to renew your 2018/2019 MCANJ Membership at [njclerks.org](http://njclerks.org)**



## President's Message from Kevin Galland-Continued

Thus,

- 1.) The drive started on October 22<sup>nd</sup> and ends January 15, 2019.
- 2.) Noting that there may be a few circumstances whereby a Municipal Clerk may be serving in that capacity in more than one municipality, the base number of municipalities on which the eighty-five (85) percent participation shall be calculated would be adjusted.
- 3.) One free registration (hotel and travel expenses not included) to the 2019 MCANJ Annual Education Conference shall be awarded to the first three (3) counties who achieve eighty-five (85) percent paid registration prior to January 15, 2019.
- 4.) Membership registration shall be monitored daily through the end of the drive to determine the winners.

This information was sent to the Advisory Board Members and the County Association Presidents with a request to participate in the drive by encouraging those who have yet to join the Association, and pay their dues, to do so.

Now that January 15<sup>th</sup> has passed, the results are in. Fifty-five (55) new memberships were enrolled during the contest period and the first three counties to achieve eighty-five (85) percent participation are Burlington, Passaic and Essex. Congratulations to those winners who will each receive one (1) free registration to the 2019 MCANJ Annual Education Conference in the spring. Acknowledgements extended to Warren and Hunterdon who subsequently achieved the eighty-five (85) percent goal. Kudos to our Executive Director for coming up with such an innovative plan to increase our membership.

On December 5, 2018, we held our Second Annual Free LDF Seminar at the National Conference Center in East Windsor for LDF members. The seminar was free for LDF members and was well attended. The speakers were outstanding. LDF Committee Chairman Harold Winer (Irvington) along with members of the Committee, Debra Sopronyi (Hightstown) and Lori DiBella (Hawthorne) provided an overview of the LDF's criteria for coverage along with the process for filing for financial assistance.

Thomas Prol, Esquire, our Association's Counsel, addressed many issues including Rice Notices, participation in Executive Sessions, and much more; Ursula Leo, Esquire, addressed the issues of harassment, bullying and social media; C.J. Griffin, Esquire, provided the attendees with her "Top 10 OPRA Mistakes and Other Tips For Providing Public Access"; and Jonathan Frodella, Esquire, supplemented C.J.'s information regarding OPRA.

If you missed this session, you missed a great one. Perhaps now is the time to mark your calendar for early next December for the Third Annual Free LDF Education Seminar.

Finally, please mark your calendars for the 2019 MCANJ Education Conference which is scheduled for April 29<sup>th</sup> through May 2<sup>nd</sup>, 2019 at the Hard Rock Hotel & Casino. We kick off the conference at 4 PM on April 29<sup>th</sup> with a General Session followed by the President's Reception at 6 PM.

***Hope to see all of you there!***

***Kevin***



# LYING IS GENERALLY BAD,BUT FOR A MUNICIPAL EMPLOYEE IT'S REALLY BAD

by

Richard A. Lustgarten, Esq.

People lie for all sorts of reasons. To protect themselves, to protect others, to not reveal information that might be “hurtful” and so on. When we were kids we heard that “little white lies” might be okay because they served a greater purpose. As we got older, things got more complicated.

Philosophers, poets, scholars and others have been pondering lies for centuries if not millennia. Societies treat lying with various degrees of harshness from tearing out the tongue, to burning at the stake to imprisonment. Many hours if not years of discussion and debate have taken place as to what is a lie. For example, if you don't know the truth can its contradiction be a lie?

By way of prelude, here are two things to ponder in your spare time. (I know you have none but ponder anyway.) Here are two references that are considered a Liar Paradox. First, “This sentence is false.” “Second, “The following sentence is true. The following sentence is true. The following sentence is true. The first sentence in this sequence is false.” Things to think about when you're retired. Well, hopefully I have your attention as we move forward about lies and the criminal consequences for public employees and how bad it can get.

From biblical times, the Ninth of the Ten Commandments states “Thou shalt not bear false witness against thy neighbor.” Most societies developed legal principles incorporating this general idea and establishing penalties for its violation. There is not enough space to recite the history of ancient to modern laws and statutes relating to false swearing or lying but a recitation of current treatment is enlightening.

Generally speaking violations cover perjury, false statements, destruction of records, obstructing investigations whether in a criminal or civil proceeding, false acknowledgments, and variations of these categories.

The following will be a brief discussion of New Jersey law but remember lying to the Feds is also a big no-no as anyone who watches law and order tv shows can attest. It doesn't matter whether it's the FBI, CIA, ICE or any other of the many acronyms used to describe Federal agencies. Lying to federal agents or a federal grand jury is taken very seriously.

NJSA 2C:28 defines perjury, a crime of the third degree, as making a false statement under oath in any official proceeding or swearing to the truth of a previous statement when the statement is material and the declarant does not believe it to be true. A statement is material if it can affect the outcome of the proceeding. It is not a defense that the declarant thought the statement was not material. It is a defense if the declarant retracts the statement prior to the termination of the proceeding in which it was made without causing significant harm to anyone else.

Sometimes a case can be made without the declarant actually saying something definitive. If you've ever watched the Watergate hearings or other Congressional inquiries, you may remember the declarant who is under oath responding to questions with “ I don't remember” or “I have no recollection of that” or “I can't recall.” It might be legitimate to make that response to an event that occurred many years ago, but is quite suspect when made in response to a recent event.

Let me suggest a more likely scenario involving a municipal clerk. Under NJSA 41:2-1 municipal clerks are authorized to take oaths. The notarial certificate states that the individual who signed the document personally appeared and has satisfactorily identified themselves as the signer of the document. How many times are documents left on your desk by another public official, say the Mayor, who requests that you notarize them and then send them out. Let's say you do this. The document becomes controversial for whatever reason and you are now in a deposition or in Court under oath. You are asked “Did you see Mayor x sign the document.” If you answer yes, you are perjuring yourself because you didn't even if the circumstances strongly suggest that it is the Mayor's signature. If you answer no, you are violating the notary certification. The best practice is to actual see the Mayor, in this example, sign the documents. A second approach, which I do not recommend as a substitute, is to call the Mayor and make reasonable inquiry as to whether he left the documents that purport to contain his signature for you to notarize. Remember, the violation is not solely if you are put under oath to describe the events but the event itself of not following the execution process. Some of you may be thinking that in retirement I have become divorced from real world process, but the law is clear and should be followed.

NJSA 2C:28 defines false swearing similar to perjury. It is a crime of the fourth degree. However a new element is that it is a violation if the declarant has made inconsistent statements under oath, both of which cannot be true. The prosecution doesn't have to prove which statement is false, only that one is and the declarant knew one to be false. A quick example. Suppose there is an OPMA controversy and you state under oath that you did not attend the particular meeting in question. In another proceeding under oath you swear that you did. Both statements of fact can't be true and your presence or not is material to the matter. Whoops!

**Continued on next page**

## LYING IS GENERALLY BAD,BUT FOR A MUNICIPAL EMPLOYEE IT'S REALLY BAD

by

Richard A. Lustgarten, Esq.

NJSA 2C:21 codifies the crime of falsifying or tampering with records. It is a crime of the fourth degree. It is a violation if records are falsified, destroyed, removed or concealed or a record is created which knowingly contains a false statement or information with the purpose to deceive or injure anyone or to conceal any wrongdoing. There are other sections relating to fraudulent financial information but for our purposes let's stick with the other acts. For example, an OPRA request is made and you are advised by a department head that the record doesn't exist when you know it does. Nevertheless, your OPRA response is a bare bones "no such record." Or, alternatively, you are given a response which you know is incomplete and you send it out as the record custodian. Big no-no. Don't do it under any circumstance because, regardless of others' actions you are responsible for your own.

NJSA 2C :29 relates to obstructing the administration of law or other governmental function. It is a violation to prevent a public servant from lawfully performing an official duty by intimidation, force, violence, physical interference or other independently unlawful act. It can be a crime of the fourth degree if the act interferes with the investigation or prosecution of a crime. Otherwise it is a disorderly persons offense. Assuming that you're not going to beat someone up, a violation can occur, for example, if you destroy documents similar to the statute above. It can also occur if you try to unduly influence a colleague to cover-up a misdeed in the office such as failing to file a document timely, or to file misleading documents relating to some unseemly expense or payment. These are only two examples but basically a violation occurs when you don't do what you're suppose to do and take actions to cover it up or take steps to prevent others from finding it out when an investigation occurs. Remember the reference to Watergate above, it wasn't just the burglary it was the President and his colleagues covering it up which led to his resignation in lieu of impeachment or indictment. Similarly, Bill Clinton's denials in the Lewinsky matter were considered an obstruction of justice.

These statutes apply generally to all individuals and not just public officials.

Aside from the moral and ethical implications of lying here are additional reasons why it's really bad for a public official or employee to lie relating to their official duties.

NJSA 2C:30-2 defines what is official misconduct. It is a crime of the second degree (with a presumption of incarceration) if the benefit sought or obtained is more than \$200. Less than that amount is a crime of the third degree. Official misconduct is an action whose purpose is to obtain a benefit for the actor or another or to deprive another of a benefit. It also includes committing an unauthorized act or an authorized act in an unauthorized manner relating to his/her official duties.

Additionally, it is a violation to refrain from performing a duty imposed upon him/her by law or is clearly inherent to the nature of the office. You may recall the clerk in Kentucky who refused to issue same sex marriage licenses. She was jailed for contempt for not performing her official duties. Under Kentucky law her actions were deemed official misconduct for failure to perform her official duties. (Parenthetically, she lost her bid for re-election.)

In addition to potential penalties of fines, community service, probation or incarceration, NJSA 43:1-3 provides for forfeiture of pension benefits if a public employee/official is convicted of a crime that "touches" upon his/her office. "Touches" means that the offense was directly related to the person's performance in, or circumstances flowing from, the specific public office or employment held by that person. A list of 19 offenses are included including perjury, tampering with public records, official misconduct, threats and improper influence etc.

So, in addition to the general penalties that a non-public individual would suffer from a conviction of the underlying offense, a public employee/official faces a tremendous financial loss of a future benefit.

Clearly the structure of these statutes is to punish conduct that undermines the integrity of government in how it operates through the people that hold positions of trust, whether elected or appointed. For the overwhelming number of public employees/officials the line is never crossed for which we can be thankful. For those who transgress and bring dishonor to themselves and who cast a shadow over all others, frankly I have no sympathy. And neither should you.

Peace and serenity in 2019

---

"If you tell the truth you don't have to remember anything." – Mark Twain

"A half truth is often a great lie."—Benjamin Franklin

"A lie told often enough becomes the truth."—Vladimir Lenin

"Always tell the truth even if it hurts someone's feelings. Apologize for hurting their feelings but not for telling the truth."--RAL

2019 IIMC 73<sup>rd</sup>  
 Annual Conference  
 May 19<sup>th</sup> - May 22<sup>nd</sup>  
 in  
 Birmingham, Alabama



International Institute of Municipal Clerks  
 Institute/Academy Session

**Leveraging Strengths for Leadership  
 Excellence**

Based on a 40-year study of human strengths, Gallup created a language of the 34 most common talents and developed the Clifton Strengths Finder assessment to help individuals discover and describe these talents. This interactive session provided attendees with an opportunity to understand core concepts associated with the assessment, identify one's own unique talents and the talents of others, and describe ways in which one could use this shared knowledge to strengthen team engagement and performance. Attendees left this session with the ability to start capitalizing on their natural talents and discover how to leverage individual and group talents to accomplish organizational goals.



October 2018 - Clerks from around the State earning 2.75 credits towards their CMC/MMC at Rutgers in New Brunswick, by learning to leverage their strengths in Leadership. Thank you Laura Flagg for an excellent program!

codification  
*expert*

supplementation  
*reliable*

legal review  
*comprehensive*

electronic service  
*friendly*

nationwide  
*service*

# CODED SYSTEMS

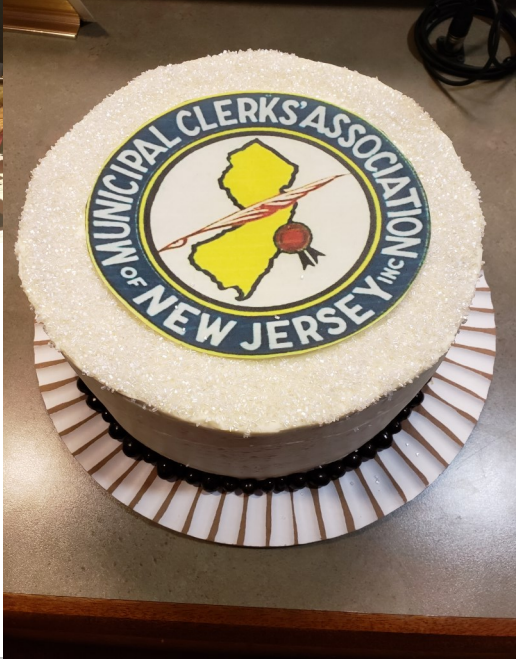
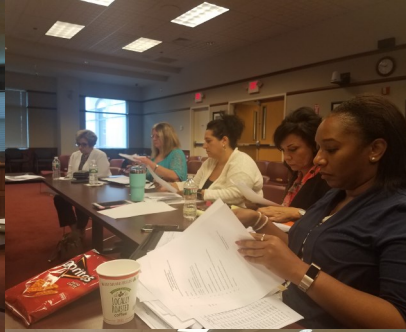
608 Highway 71 ♦ Spring Lake, New Jersey 07762

Tel 732.775.2300

Fax 732.820.2000

www.codedsystems.com ♦ info@codedsystems.com

# EXECUTIVE & CONFERENCE COMMITTEE MEETING –DECEMBER 14, 2018



The Executive Board and the Conference Committee have been working diligently on an awesome conference experience to be held at the Hard Rock Hotel & Casino in Atlantic City.

**Happy Birthday to our  
MCANJ President**

**Kevin Galland!!**

**NJM** Auto Insurance

## NOW AVAILABLE to municipal employees!

**By switching to NJM, you could  
SAVE AN AVERAGE OF 20%\***

With NJM, you'll also enjoy the dividends and nationally acclaimed customer service that we have provided to policyholders for generations.



Get a quote at [NJMmunicipal.com](http://NJMmunicipal.com)  
or call 1.844.804.6897

\*Percentage is based upon a comparison of the average NJM premium with the average statewide premiums as reported by the New Jersey Department of Banking and Insurance.

Coverages and discounts are subject to policy terms, limits, exclusions and deductibles apply. Applicants must meet membership eligibility requirements, which can be found at [www.njm.com](http://www.njm.com). Coverage provided and underwritten by NJM Insurance Company and its affiliates: 301 Sullivan Way, West Trenton, NJ 08628.



# Municipal Clerks' Association of New Jersey Inc.

## EDUCATION CONFERENCE - APRIL 29 TO MAY 2, 2019

### *We Are Mission Control*

Hard Rock Hotel & Casino in Atlantic City

1000 Boardwalk, Atlantic City, NJ 08401



		<b><u>MONDAY, APRIL 29, 2019</u></b>
	3:00 pm - 5:30 pm	Early Conference Sign-in and Pick Up Conference Materials Hard Rock Hotel & Casino in Atlantic City
	4:00 pm - 5:40 pm	ETHICS: SUNSET FOR ETHICS <i>Armando V. Riccio, Esq. - Armando V. Riccio, LLC</i>
	6:00 pm - 8:00 pm	President's Reception Daer Nightclub, Hard Rock Hotel & Casino
<b><u>TUESDAY APRIL 30, 2019</u></b>		
	7:30 am	Conference Sign-In and Pick Up Conference Materials Hard Rock Hotel & Casino in Atlantic City
	8:30 am - 9:30 am	Breakfast with Exhibitors (extended for late arrivals)
	8:30 am - 8:45 am	Opening Remarks <i>President Kevin Galland</i>
	8:45 am - 10:00 am	APOLLO 13 ATTITUDE <i>Matt Booth - Keynote Speaker, Attitude Expert</i>
	10:00 am - 10:20 am	Break - Visit with Exhibitors
	10:20 am - 12:00 pm	ELECTIONS: SPACESHIP TO ELECTIONS' FUTURE <i>Christopher J. Durkin - Essex County Clerk</i>  <i>Christine Valeriano - Representative, Election Systems &amp; Software</i> <i>Nicole DiRado - Administrator, Union County Board of Elections</i> <i>Tara Rowley - Municipal Clerk, Town of Westfield</i>
	12:00 pm - 1:00 pm	Lunch - Visit with Exhibitors
	1:00 pm - 2:15 pm	LICENSING: 3-2-1 ABC LIFTOFF <i>Joann Frascella - Executive Assistant, Division of ABC</i> <i>Kelly Troilo - Executive Assistant, Division of ABC</i> <i>Lisa Ellison Barata, Esq. - Deputy Attorney General, Division of ABC</i>
	2:15 pm - 2:30 PM	Break - Visit with Exhibitors
	2:30 pm - 3:45 pm	APOLLO 13 COMMUNICATIONS <i>Matt Booth - Keynote Speaker, Attitude Expert</i>
	3:45 pm - 4:00 pm	Break - Final Chance to Visit with Exhibitors
	4:00 pm - 5:00 pm	Exhibitor's Reception - Hors D'oeuvres & Cash Bar <i>Exhibitors' Prize Drawings Winners must be present</i>

# Municipal Clerks' Association of New Jersey Inc.

## EDUCATION CONFERENCE - APRIL 29 TO MAY 2, 2019

### *We Are Mission Control*

Hard Rock Hotel & Casino in Atlantic City  
1000 Boardwalk, Atlantic City, NJ 08401



<b><u>WEDNESDAY MAY 1, 2019</u></b>	
7:30 am	Conference Sign-in and Pick Up Conference Materials Hard Rock Hotel & Casino in Atlantic City
7:30 am - 8:30 am	Breakfast
8:00 am	Silent Auction and Merchandise Sale Opens
8:30 am - 8:45 am	Remarks <i>President Kevin Galland</i>
8:45 am - 10:25 am	PROFESSIONAL DEVELOPMENT: MESSAGE FROM THE MOTHERSHIP <i>Lori Buckelew - Senior Legislative Analyst NJLOM</i>
10:25 am - 10:45 am	Break - Visit Silent Auction and Merchandise Sale
10:45 am - 12:30 pm	Annual Meeting FINANCE: ROCKET SPEED FINANCE <i>Joseph P. Monzo, Chief Financial Officer, Township of South Brunswick</i>
12:30 pm - 1:30 pm	Lunch - Visit Silent Auction and Merchandise Sale
1:30 pm - 2:45 pm - Session A	FINANCE: JETTING THROUGH FINANCE <i>Joseph P. Monzo - Chief Financial Officer, Township of South Brunswick</i>
1:30 pm - 2:45 PM - Session B	REGISTRAR: DEATHSTAR <i>Vincent Arrissi - State Registrar of the State of NJ</i>
2:45 pm - 3:00 pm	Break - Visit Silent Auction and Merchandise Sale
3:05 pm	Silent Auction Closes
3:00 pm - 4:45 pm	RECORDS/LICENSING: SPACE AVAILABLE <i>Pam Borek - Municipal Clerk, Township of Hillsborough</i> <i>Glen Belnay Ph.D. - Health Officer, Township of Hillsborough</i> <i>David Kois - Business Advocate/Sustainability Director/Deputy Zoning Official, Township of Hillsborough</i>
4:45 pm	Please Pick Up Your Silent Auction Items
6:30 pm - 7:00 pm	Cocktails - Hors D'oeuvres & Cash Bar
7:00 pm - 10:00 pm	Dinner, Program and Installation of New Officers 50/50 Raffle

<b>THURSDAY MAY 2, 2019</b>	
	Check out of Hotels
7:30 am - 8:30 am	Breakfast
8:30 am - 9:45 am	<b>RECORDS: BACK TO THE FUTURE WITH RECORDS</b> <i>Elaine Kennedy - Municipal Clerk, Retired</i> <i>Michele Siegfried - Municipal Clerk, Township of Robbinsville</i>
9:45 am - 10:00 am	Break
10:00 am - 11:15 am	<b>ETHICS: SUNRISE FOR ETHICS</b> <i>Susan Jackson - Municipal Clerk, Borough of Metuchen</i> <i>William John Kearns, Jr. Esq. - Helmer, Conley &amp; Kasselmann P.A.</i>
11:15 am	Drawing for 2020 Annual Education Conference Registrations Must be Present to Win

**MCANJ WILL GIVE AWAY TEN REGISTRATIONS FOR THE 2020 ANNUAL EDUCATION CONFERENCE FOLLOWING THE LAST SESSION ON THURSDAY. A BUSINESS CARD DRAWING WILL BE HELD. MUST BE PRESENT TO WIN.**

**CEU'S HAVE BEEN APPLIED FOR RMC - CMC - MMC- CMR - CTC - CMFO - CPWM - QPA  
ENROLLMENT FEES FOR THE 2019 MCANJ CONFERENCE**

**Note: There is no onsite registrations. All registrations must be done online by April 1, 2019, with payment received no later than April 12, 2019.**

	Registrations on or before March 18, 2019		Registrations after March 18, 2019 Up To April 1, 2019	
	MCANJ Member Rate	Non Member Rate	MCANJ Member Rate	Non Member Rate
<b>Full Conference</b> Monday Afternoon, Tuesday, Wednesday, Thursday	\$350	\$480	\$400	\$530
<b>2 Day</b> Tuesday and Wednesday	\$305	\$435	\$355	\$485
<b>2 Day</b> Wednesday and Thursday	\$305	\$435	\$355	\$485

**HARDROCK HOTEL & CASINO  
1000 Boardwalk  
Atlantic City, NJ 08401**

MCANJ has reserved a block of rooms at the Hard Rock Hotel & Casino in Atlantic City - Last Day to Book 3/26/19 at the special rate of \$99 per night. [Online Bookings Click Here](#), or call 609-449-1000. **Group Code: GCLERKS**

*Last Day to Book March 26, 2019. Rates are subject to a 15% Tax.*

## A Day in the Life of a Municipal Clerk

*By Michele Lynn Seigfried*

### *No Good Deed.....*

You know the old saying...no good deed goes unpunished. How many times have you felt that way in your job or personal life?

On my way to work, I let one car in front of me in a construction zone. Then, three other cars cut me off. The last of which, broke down, leaving me stuck for 15 minutes. I couldn't stop thinking... had I not let the first car go ahead, I'd be well on my way to work. No good deed...

Arriving at the municipal building, I was asked to help setup the new television video system in the council chambers for a class. I went to plug the laptop the speaker was using into the HDMI cable, and neglected to see her lidless, grande café latte hiding behind the screen. You can guess what happened next. Trying to help just made a huge mess with public works having to replace carpet tiles. No good deed...

At lunchtime, I stopped at the craft store to buy my nephew a one-dollar crochet needle. I know it sounds strange, but he's been pestering me to teach him how to make a blanket. That just enraged my sister because I didn't also buy something for her three other kids. No good deed...

I threw a surprise birthday party for a friend. Booked and paid for a restaurant, mailed out the invites, ordered a cake, and took care of everything. Her cousin got angry with me because it wasn't her weekend with her four kids who couldn't attend, and told me I should've picked a different date. No good deed...

After spending many hours setting up a computer slide show with photos for a retirement party, I was screamed at by someone because I used a photo of the retiree with 40 other people in it. Among the many faces in the photo was this man's ex-wife, so I was wrong to use it. No good deed...

At a former job, I took some initiative and completed a project while my boss was out on sick leave. When she returned to work, she berated me for doing the work behind her back. No good deed...

For Christmas, I picked up a lego set that my daughter had been asking for. My husband got mad at me because I didn't remember that he had already bought the lego set. No good deed...

I offered to run an errand for someone who couldn't make it to the store. Upon leaving the store, I found my 3-day-old car completely smashed in on one side, with no note left behind. No good deed...

It is a shame that sometimes your good deeds will draw you into an unfortunate reaction or situation. So, why do we keep doing good deeds? Because we are Clerks! And the satisfaction of doing something good, being helpful, and contributing, is fulfilling to us, makes our hearts happy, and most of all, gives us something to laugh about!



## **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](mailto: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.

## 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](mailto:pborek@hillsborough-nj.org), along with a picture and caption to be included in future editions of the Quill.



### **Somerset County News:**

Municipal Clerks Association of Somerset County swears in new members for the 2019-2020 year!

Hillsborough Township Clerk, Pamela Borek has been appointed as President, Branchburg Township Clerk, Maggie Schmitt was appointed as Vice President, Bernards Township Clerk, Rhonda Pasino was appointed Secretary, and Raritan Borough Clerk, Eric Colvin appointed as Treasurer.

*Congratulations to all of you!*

From Left to Right: Maggie Schmitt, Pamela Borek, Rhonda Pisano & Eric Colvin

Sarah Brake, Hillsborough Township's Digital Communication Specialist, was appointed Deputy Clerk November 21st 2018.

*Congratulations on your new position!*

Bedminster Township Deputy Clerk, Trina Lindsey achieved her RMC designation.

*Congratulations on your achievement!*



Trina Lindsey and Judy Sullivan



Bernards Township Clerk, Denise Szabo, has announced her retirement which will take effect this year. She has served the township since June 3, 1996 and has worked for the town hall the previous four years as secretary to the Board of Adjustment, the Environmental Commission and the Pool Commission.

*Congratulations and enjoy your retirement!*

## SOCIAL MEDIA



Like us on Facebook –Municipal Clerk's Association of NJ and visit our website at [www.njclerks.org](http://www.njclerks.org)

**Morris County News:**

Mine Hill Township Clerk, Amanda Macchia, her husband Derek, and their daughter Victoria are very excited to welcome Isaiah Macchia as part of their family. Isaiah (right) was born on October 27th, 2015 and came to live with the Macchia family October 5th, 2016. His adoption with the family was finalized on July 11th, 2018. *Congratulations!*



Congratulations to Leslie Miller who was promoted to Parsippany-Troy Hills Deputy Township Clerk! (Below) Deputy Clerk Leslie Miller, Township Clerk Khaled Madin and Former Councilman William Clark (Leslie's Dad)



**Gloucester County News:**



The Swedesboro Family is mourning the loss of Tanya Goodwin, their long time Borough Clerk, who passed away on Monday, October 22, 2018. The Borough is still trying to come to grips with this devastating loss.

Tom Fromm, Mayor of Swedesboro stated that, "Tanya worked in our Borough Hall for the entire time I have been Mayor, so I know better than anyone her work ethic and dedication to Swedesboro. She worked her way up from a general clerk to the most critical position in our Borough Hall, an accomplishment that required years of continuous effort. We were all proud of her achievements and especially proud when we were able to promote her to fill the position of Borough Clerk. Tanya was an amazing mother and wife, and our hearts go out to Bill, Brooke and Bill Jr. as they deal with their sudden loss."

Swedesboro lowered their Borough flags to half-staff to honor Tanya Goodwin.

*May you Rest in Peace Tanya*

Former Lincoln Park Township Clerk, Marilyn Daley passed away in her home residence Saturday, November 10th at age 86. She was born in Tarrytown, N.Y. Marilyn lived in Towaco before moving to Mt. Bethel, PA in 1998. She served as the Town Clerk for Lincoln Park Township part time as well as an Executive Secretary with The General Public's Utilities, Parsippany. She was the cherished wife of Joseph Daley. Mother of Corrine (Paul) Rice, Lee (Jill) Farrel, Ray (Diane) Heslop, Michelle (Tom) Halke, Wendy Heslop and Joseph Daley. Sister of the late Philip, Howard, Jacob and Kenneth Schneider and Elizabeth McShea. Grandmother of 12 grandchildren and great grandmother of 19. Marilyn is survived by many nieces and nephews. Marilyn Daley was also an active volunteer at the Prince of Peace Lutheran Church, Johnsonville, PA.

*Marilyn Daley will be greatly missed.*



*Continued on Page 16*

# MUNICIPAL CLERKS

SOFTWARE SOLUTIONS FOR YOUR OFFICE

FROM MUNIDEX

PETS  
LIQUOR  
MERCANTILE  
CLERK INDEXING  
BINGO AND RAFFLES  
CITIZEN SERVICE ACT  
LANDLORD REGISTRATION  
BOARD AND APPOINTMENTS

# MUNIDEX

174 Rt. 17 N., Rochelle Park, NJ 07862 – Phone: 201-291-1000 – Fax: 201-291-8588  
Email: [munidexinc@aol.com](mailto:munidexinc@aol.com)

# REGISTRARS

YOU HEARD ABOUT IT ~ YOU HEARD ABOUT THE TIME SAVINGS

YOU HEARD HOW IT PRINTS ON THE FORM

YOU HEARD ABOUT THE EASE OF USE

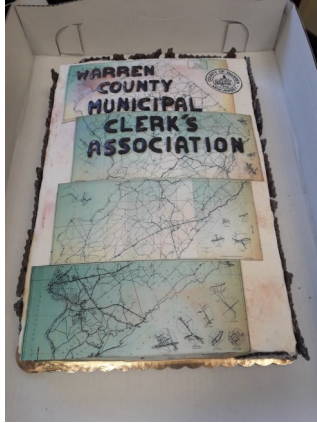
## MUNIDEX VITALS SOLUTION

- MARRIAGE
- CIVIL UNION
- REMARRIAGE
- DOMESTIC PARTNERSHIP

ALL IN ONE PROCESS \* ALL IN ONE PLACE

**PEOPLE PAGE-Continued**

**Warren County News:**



The Warren County Clerks Association (above) held a December meeting where Liberty Township Clerk Diane Pflugfelder had this delicious Chocolate Peanut Butter Map of Warren County made for all to share! Looks amazing!!



**IIMC REGIONAL II CONFERENCE**-January 15-18, 2019 Wilmington, Delaware Hosted by the Delaware Municipal Clerks Association. The New Jersey Clerks in attendance are pictured on the left & Region II attendees on the right.

**Bergen County News:**

Chris Demiris (Bergen County Municipal Clerks' Association President and Municipal Clerk/Administrator of New Milford) lost her mother Leonor A. Maturo, on Saturday, September 22, 2018. Mrs. Maturo passed away in her home at 80 years old surrounded by her loving family. She was born in Jersey City but lived in Bergen County for most of her life. She was a Yankees fan, a word find Champion, and enjoyed holiday baking. She was a beloved Wife, Mother, and Grandmother. Leonor Maturo was much loved by all who knew her and will be greatly missed.

*So sorry for your loss*



ELMWOOD PARK HIRES ERIN DELANEY (ABOVE) AS ACTING BOROUGH CLERK



**Municipal Clerks' Association of New Jersey Inc.**  
**EDUCATION CONFERENCE - APRIL 29 TO MAY 2, 2019**

*We Are Mission Control*

**Hard Rock Hotel & Casino in Atlantic City**  
**1000 Boardwalk, Atlantic City, NJ 08401**



**MCANJ MEMBERSHIP SUMMARY**  
**(REPORTED 01/19/2019)**

CATEGORY	TOTAL
Full - Municipal Clerk	388
Affiliate - All Others	27
Honorary Membership (Retired)	42
Full - Clerk of Freeholder Board	2
Associate - Assistant Municipal Clerk	15
Associate - Deputy Municipal Clerk	165
Full - Acting Municipal Clerk	17
Associate - Deputy County Clerk	3
<b>GRAND TOTAL</b>	<b>660</b>

**Essex County News:**

Township of Nutley Municipal Clerk Eleni Petas was nominated for, and unanimously voted for, as the President of the Essex County Clerks Association. Essex County Clerk Christopher Durkin swore in Petas for her two year term.





**WE CAN  
HELP!**



**Use Code  
HELP19  
for a free  
consultation**

## **State Contract for Imaging, Records Reorganization and Document Destruction**

### **Benefits of choosing ACCSES NJ:**

- No Bid Necessary
- Quick Estimates
- Best of Breed Hardware & Software
- NJDORES Compliant
- Near Instant access to records
- Over 80 years of combined records management experience!
- Partners located State-wide that allows us to provide gap-free services.

### **Contact Us Now!**

**Joanne McKinley**  
**Records Management Consultant**  
**856-443-8132**  
**rms@accsesnj.org**  
**www.accsesnj.org**



### **High Quality Records Management & Secure Document Destruction**

#### **Mobile Shredding & Offsite Shredding**

Records Reorganization • Document Conversion • Data Entry  
Large Format • Blueprints • Board Meeting Services • Tax Maps  
Microfilm • Microfiche

**State Contract T-1818 - #A89099**  
**Available for Cooperative Purchasing**

## People Page-Continued

### Hunterdon County News:



Congratulations to Franklin Township Clerk Ursula Stryker on your retirement after 25 years of service. Ursula was also the secretary for many, many years for the Hunterdon County Municipal Clerks Association.

*Congratulations on your Retirement!*

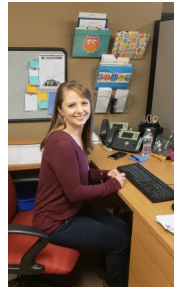


Congratulations to Alexandria Township Clerk Michele Bobrowski on earning her CMC on October 24, 2018.

*Congratulations!*



The Hunterdon County Clerks Association held their quarterly meeting on October 3, 2018 at Alexandria Park where they had a food truck come in to serve lunch. County Clerk Mary Melfi was one of the guest speakers.



Jennifer Houck is a new addition to Alexandria Township taking on the role of Deputy Clerk.

*Welcome Aboard!*

### Burlington County News:



Nikima (Niki) from Mount Holly in Burlington County is newly married. Her and Dave Newsome tied the knot on November 10, 2018.

*Wishing you many years of happiness!*



During the Eastampton Township Council meeting on Monday, December 17, 2018, Kim-Marie White was sworn in as the new Township Manager by Mayor Robert Appar. Ms. White, who was unanimously appointed by the Township Council to the position, effective December 1, took the oath of office with her family by her side.

In addition to serving as Township Manager, Ms. White will continue to serve in her capacity as the Municipal Clerk. Ms. White has distinguished herself as a Municipal Clerk, earning the designation of Master Municipal Clerk from IIMC in 2017.

**GENERAL  
CODE**

# PAPERLESS SOLUTIONS

*... and more!*

Discover new, easy-to-use ways to meet your Document Management needs today

**Laserfiche**  
Authorized Reseller

Toll Free 855 GEN CODE | [GeneralCode.com](http://GeneralCode.com)

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



Kevin Galland  
President  
Woodland Park



Diane Pflugfelder  
1st Vice President  
Liberty Township



Eileen Gore  
2nd Vice President  
Hamilton Twp.



Kim-Marie White  
Treasurer  
Eastampton Twp.



Denise Cafone  
Secretary  
Fairfield Twp.



Dina Zawadski  
Immediate Past President  
Deptford Twp.



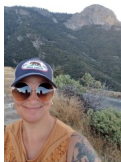
Joel Popkin  
Executive Director



Eileen Gore, Kevin Galland, Dina Zawadski

Kim-Marie White, Diane Pflugfelder and Denise Cafone

the *Quill*  
Editor - Michele Bobrowski  
88 Inskip Avenue  
Ocean Grove, NJ 07756



STD MAIL  
U.S. POSTAGE PAID  
PARAMUS, NJ  
PERMIT NO. 363

### **DEADLINES FOR NEWSLETTER ITEMS**

The deadline for People Page submissions for the April 2019 issue is March 4 ,2019. 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](mailto:pborek@hillsborough-nj.org)

The General News Articles deadline is March 11, 2019, 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](mailto: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.