

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

JANUARY 26, 2007 ADVISORY BOARD MINUTES

MASTORIS, BORDENTOWN, NJ

President Barbara Hawk opened the meeting with a salute to the flag.

ROLL CALL EXECUTIVE BOARD

Members	Present	Absent
President Barbara Hawk	X	
1 st Vice President Heather Mailander	X	
2 nd Vice President Joan Moreland	X	
Treasurer Vincent Buttiglieri	X	
Secretary Joanne M. Kwasniewski	X	
Immediate Past President Elaine Kennedy		X
Administrative Consultant L. Manuel Hirshblond	X	
Legal Counsel Thomas Segreto	X	

ROLL CALL OF ADVISORY MEMBERS

County	Advisory Board Member	Present	Absent
Atlantic	(Gail Macera)	X	
Bergen	(Joanne M. Kwasniewski alternate)	X	
Burlington	Patricia Hunt	X	
Camden	Nancy Saffos	X	
Cape May	Theresa Tighe		X
Cumberland	Keith Petrosky		X
Essex	Linda Wanat	X	
Gloucester	Dawn Marie Human		X
Hudson	Robert Byrne		X
Hunterdon	Ceil Covino		X
Mercer	(Michele Auletta)	X	
Middlesex	John Mitch		X
Monmouth	(Joel Popkin)	X	
Morris	Shiela Seifert	X	
Ocean	Bette Mastropasqua	X	
Passaic	Jane Williams-Warren	X	
Salem	Maureen Abdill		X
Somerset	(Sharon Brienza)	X	
Sussex	Denise Stagnari		X
Union	Kathy Wisniewski	X	
Warren	Theresa Tamburro		X

Quorum was met.

Moment of Silence

A moment of silence was observed in honor of the late President Gerald Ford.

Approval of Minutes

On a motion by Bette Mastropasqua, seconded by Nancy Saffos and carried unanimously by voice vote, the minutes from the September 22, 2006 Advisory Board Meeting were approved.

Treasurer's Report – Vincent Buttiglieri

Treasurer Buttiglieri distributed the 2007 budget summary showing the approved budget in the amount of \$110,350 with revenue to date of \$10,940 and expenses to date of \$9,015.32. He has received \$900 in membership dues so far. He also distributed a summary of accounts indicating a balance of \$105,819.02 as of December 1, 2006 .

On a motion by Sharon Brienza, seconded by Gail Macera and carried unanimously by voice vote, the Treasurer's Report was accepted.

Secretary's Report – Joanne M. Kwasniewski

Secretary Kwasniewski reported that she received a fax from Vita Mekovitz, Township of Readington asking her to remind the members to let Ms. Mekovitz know when someone retires or dies so that she can prepare the appropriate resolutions for the Annual Meeting in November.

She also reported that a letter was received from the Louisiana Municipal Clerks' Association enclosing a resolution thanking MCANJ for their generous donation to the 2007 IIMC Conference in New Orleans.

A list of meeting dates was distributed. She concluded by thanking those who responded with the information on the County Presidents and Alternate Advisory Board Members.

2nd Vice President's Report – Joan Moreland

2nd Vice President Moreland reported that she had received 115 registrations for the conference so far. After February 12 the cost increases so she urged everyone to send in the registration forms now.

1st Vice President's Report – Heather Mailander

Ist Vice President Mailander reported that she is working on the 2008 Conference. She does not have a signed contract yet but will have more to report at the Advisory Board Meeting in March. She is in the process of putting together a Conference Committee.

Immediate Past President 's Report – Elaine Kennedy

President Hawk reported that Immediate Past President Kennedy just started a new job so she was unable to attend this meeting.

President's Report – Barbara Hawk

President Hawk stated that they are putting the desk reference on the internet. Coded Systems will be doing the discs at a cost of \$2.80 each. They will be distributed to members at the Conference in March. Everyone that is a member will be issued one. She suggested that if they have them for the stuffing date of February 23, they could put them right into the packages.

President Hawk stated she and 2nd Vice President Moreland would be attending the Mayor's Conference on April 12. They will man the booth. Immediate Past President Kennedy spoke last year and she was very well received.

Administrative Consultant's Report - L. Manuel Hirshblond

Administrative Consultant Hirshblond indicated that he is working at the direction of the Executive Board. He looked at the Treasurers report that says \$105,000 and remembered that when he took over as President they had \$9.00.

Legal Counsel - Tom Segreto, Esq.

Attorney Segreto reported that the attorneys representing the Township of Andover has contacted him because they feel it is important for the MCANJ to get involved in this complaint concerning emails on the officials' personal computers. The Municipal Clerk

has control of the documents in the Municipal Building , but how will the Municipal Clerk be in control of the personal emails particularly when the Municipal Clerk does not even know they exist. He recommended that the MCANJ have some involvement in the suit. They need a court decision on emails.

Secretary Kwasniewski mentioned the complaint filed against her for denying a request for the Mayor's personal emails. The GRC ruled that she had to produce them. The matter ended up in Superior Court and a settlement was reached. Sharon Brienza and Michelle Auletta also mentioned similar problems with OPRA.

Attorney Segreto indicated that he would like to talk to the attorneys and get the facts of the case. Perhaps the facts can change the dynamics that they could consider. Gregg Hart pointed out that when Secretary Kwasniewski's complaint was issued she did not have the backing of the MCANJ. Perhaps this case presents the opportunity to change the law. If there is no opportunity to make a difference, then it does not make sense to get involved.

On a motion made by Sharon Brienza, seconded by Harold Weiner and carried unanimously by voice vote, Attorney Segreto was authorized to talk to the attorneys.

Attorney Segreto reported that he is working with the IRS on the Association's 501c(3) application. They have requested two changes that require a Second Amended Certification of Incorporation. The IRS wants the Certificate of Incorporation to reflect the exclusive educational purpose of the MCANJ and the asset disposition upon dissolution of the MCANJ. Both these items appear in the bylaws but the IRS has said they must be in the Certificate of Incorporation. He has presented all the information and he believes they will approve it once they receive the Seconded Amended Certification of Incorporation.

Attorney Segreto reported on the Committee on Laws Affecting the Municipal Clerk indicating that they are doing a good job. There are many new bills that must be followed.

On a motion made by Linda Wanat, seconded by Sharon Brienza and carried unanimously by voice vote, the resolution authorizing the seconded amended certificate of incorporation reflecting the

exclusive educational purpose of the MCANJ and the asset disposition upon dissolution of the MCANJ was adopted.

Constitution & By-Laws - There was no report.

Education Committee- Drew Pavlica reported that the Committee met on January 4. The Committee has several new members. They are working on the Conference getting the conveners and supervisors. They do not have a MMC class scheduled for the Conference this year. He plans to speak to Ms. Morley-Chappel so they can schedule a class in September.

Education Conference - Joel Popkin stated that he anticipated that they will reach over 300 by the deadline. They have a great committee. They will be holding a Conference Committee meeting after this meeting. They are meeting with the Tropicana on February 12 and they will be stuffing packages on February 23. He continued that 810 brochures were mailed using the list from DCA. He urged them to let him know of any one who did not receive the brochure particularly acting clerks or new RMCs.

Secretary Kwasniewski reported that approval has been granted for recertification credits for the Registrars for three sessions and that Dan Kaminsky of the DCA has advised that credits have been approved for all the sessions.

Joel Popkin continued that last year they had 20 vendors. So far they have 12. Last year they raised \$20,000 from sponsors. So far they have raised \$12,500. They need more.

Bette Mastropasqua asked Advisory Board members to let their Counties know that if anyone has moved they should notify DCA.

Mini-Conference (Central) - Michele Auletta stated that she and Sharon Young would be holding a seminar on June 13 in West Windsor Township entitled "Last Clerk Standing" at which four CEUs in Elections can be earned.

(South) - Nancy Saffos stated that in September Michele Auletta and Sharon Young would be presenting a seminar in Voorhees. Susan Jacobucci has been invited to do a late spring seminar closer to the shore area entitled "Jeopardy for Clerks."

Professional Development- There was no report.

Elections- Jane Williams- Warren reported that Co-chair Linda Wanat distributed a report that included a list of elections bills that are of interest to the Municipal Clerks. Ms. Williams-Warren reminded everyone that there will be a Presidential Primary in February 2008 and that there will still be a primary in June 2008. Despite continuing problems, Essex County and Hunterdon County will be using only the Statewide Voter Registration System for the upcoming election.

Linda Wanat added that there are many problems with the SVRS. The list of legislation distributed was printed on January 19. She suggested that everyone look at the list presented by Greg Hart because there are many bills to watch. She mentioned that the bill to consolidate all election legislation in one title is not dead. She has been asked to speak on this issue again on March 1. The Committee will be carefully watching this bill.

Ms. Williams-Warren concluded by stating that last year when people voted in November they were looking for the same machine. The machines being used are different. She suggested that the Municipal Clerks try to educate voters as the machines are delivered.

Fund Raising - Kathy Wisniewski stated that they will be selling jackets that are waterproof. They will be available in black, red or yellow with black pants. The jackets will have the logo. The cost will be \$35 each or \$65 for the set. She had been asked about baseball caps but it was not a good idea. She asked that the County representatives let her know what they will be donating for the Silent Auction. She also suggested that instead of large baskets, they be broken down into two or three smaller ones.

Information Technology/Web Page - Bette Mastropasqua reported that pictures of the new Executive Board are on the website. The Job Opportunities section contains 15 ads. Ads run for 30 days. A version of the conference registration is on the web page. Another section is going to be added for seminars and sessions held by the various Counties. The Committee will be seeking proposals to redesign the website.

Legal Defense Fund - Sharon Brienza reported that several municipalities have changed their political makeup. She began to receive calls after the November election. Most of the calls came from Municipal Clerks who were members of the LDF. One Municipal Clerk had several issues but was not a member of the LDF so there was nothing that could be done to help that particular Municipal Clerk. She has received 83 renewal applications and 10 new applications. She wondered if some of the funds could be used to assist in the OPRA case although she did not know if the Municipal Clerk was even a member. Bette Mastropasqua stated that if the case benefits the entire membership the Legal Defense Fund should be used.

Legislative Review- There was no report.

Laws Affecting Municipal Clerks - Gregory Hart indicated that it was an outstanding committee. Each member has a distinct responsibility. They have held three meetings with five or six more scheduled. The Committee's purpose is to inform and educate Municipal Clerks on pending and recently enacted legislation that impacts the Municipal Clerk and to educate the Executive Board so that they can decide if the MCANJ should reach out to the members of the legislature to educate them on the impact on the Municipal Clerks. They will prepare a monthly tracking report. He distributed the first two months reports. They are able to provide the report efficiently because of the GovNetNJ Legislative tracking system purchased by the MCANJ. They asked that the monthly reports be made available to all Municipal Clerks by posting it on the website. They want to be able to efficiently and effectively notify the Executive Board on urgent legislative matters where MCANJ action might be appropriate.

He mentioned three property tax reform bills that were significant to Municipal Clerks. They prepared an analysis as it affects Municipal Clerks. He mentioned A3899 requires that minutes be prepared 30 days after the meeting. Many of the bills have been sitting in committee for a very long time.

On a motion by Sharon Brienza, seconded by Nancy Saffos and carried unanimously by voice vote, a letter will be sent opposing A3899.

Manual Review Committee - Michele Auletta reported that she is forwarding the new legislation to Lori Buckalew who will make the revisions.

Membership North- There was no report.

Membership Central - There was no report.

Membership South- There was no report.

Peer Alliance- There was no report. President Hawk asked that if anyone knew of any new Municipal Clerks to please notify the Peer Alliance Committee.

Past Presidents' Council - Ms. Williams-Warren reported that she has sent a letter to all the past presidents. They are waiting for the President to give them a task to do.

Public Relations/Booth - Lydia Magnotti reported that she has contacted her committee who will learn how to assemble the booth in March. Administrative Consultant Hirshblond advised that the booth would be put up Monday, March 5 at 10:00 a.m. Ms. Magnotti assured him that she would be there.

Quill - President Hawk mentioned that Jim Doherty was looking for missing issues of the Quill. Bette Mastropasqua indicated that she had given Mr. Doherty about 50 or 60 issues of the Quill.

Records- There was no report.

Scholarship- There was no report.

Region II- Chris Wilder, IIMC Past President stated that the policy of IIMC is that every 10 years Conference must be held out of North America. The 2010 Conference will be held in Australia . She urged everyone to attend. She continued that the mid year

Board Meeting was held in New Orleans at the Marriott at the French Quarter. The Clerks of New Orleans are doing their best to keep the costs down so that people will come. The agenda is very good.

President Hawk advised that the Executive Board is putting money aside each year for the costs of the President to attend that conference. She also stated that there is movement from some of the States to move the 2010 Conference. Past President Wilder noted that there is a particular contingent in the IIMC that do not want it to be an international organization. They will oppose any conference outside the United States . She reminded them that there is a Municipal Clerk in every city of the world and they should encourage the opportunity to share information and learn from others.

A suggestion was made by Bette Mastropasqua that once the Association receives its 501(c)3 status, raffles could be used to offset the costs for sending the President to the IIMC Conference in Australia. Attorney Segreto cautioned that it would be wise to run that past the auditor first.

1st Vice President Mailander pointed out that the 2011 IIMC conference is scheduled for the second week of May, which is problematic because that is when the Municipal elections are held. IIMC Past President Wilder stated that it never the right time for everyone. New Jersey used to have a very high membership in IIMC but unfortunately that is no longer the case.

OTHER BUSINESS

Comments for the Good and the Order - Linda Wanat thanked the Executive and the Association for the honor of being selected Municipal Clerk of the Year. IIMC Past President Wilder reported that that Pat Hullfish just lost her sister and had also recently lost her brother.

County Reports

Atlantic- Gale Macera of Folsom Borough asked President Hawk to mention the IIMC and its importance at the Conference of Mayors since her Council does not allow her to be a member. She

received a scholarship to attend the CMC session, but she had to give it up since the Council would not allow her to attend.

Bergen- Secretary Kwasniewski reported that she is the Alternate Advisory Board Member and advised that a new slate of officers was sworn in at the December meeting. They will be having a session in February on Ethics presented by David Zippen.

Burlington- Patricia Hunt advised that they are in the process of arranging a seminar with GRC.

Camden- Nancy Saffos reported that General Code is sponsoring a seminar on document imaging on January 31.

Cape May - President Hawk reported that Terry Tighe sent her regrets because she is recovering from surgery.

Cumberland- There was no report.

Essex- Harold Weiner reported that they had met and reorganized. Francine Paserchia is the new President. They have scheduled CEU sessions for the remainder of the year. They will post them on the website. He asked if any other County Associations had offered scholarships to High School students regarding civic education. Ocean County has done that. He concluded that they are hoping to have the Secretary of State attend their April meeting.

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Gloucester- There was no report.

Hudson - There was no report

Hunterdon- There was no report.

Mercer - Michele Auletta reported that Mercer and Middlesex County would be holding a joint meeting on February 22 at which CEUs in licensing can be earned.

Middlesex -Treasurer Buttiglieri reported that they held their annual after the holidays party at the Cranbury Inn. There were 60 to 70 people in attendance. They do not charge their members although the guests pay a fee. John Mitch gets donations from Woodbridge Mall. Elaine Jasko is the President and Barbara Nyitria is the Vice President.

Monmouth - Joel Popkin reported that they would be meeting tonight. They will be having a speaker on Ethics and Paris Grants. The Mayors are invited to this meeting. They will be voting on giving scholarships.

Morris - Sheila Seifert reported that Lydia Magnotti is the President. They are planning a mini conference in either the spring or early summer.

Ocean - Bette Mastropasqua reported that they are meeting tonight. She is the president. They will have sessions in Finance in February, in Elections in March and in May a representative from Legalized Games of Chance will attend.

Passaic - Jane Williams-Warren reported that they held their meeting in December at which time they decided on their slate of officers who will be sworn in at their February meeting. Kelly Rhode

will be the new president and alternate advisory board member. Judy Tripodi will speak at their February 8 meeting. Carol Kehoe of Pompton Lakes will be retiring in April.

Salem - There was no report.

Somerset - Sharon Brienza reported that they held their holiday lunch in December and several retirees attended. They held a collection for Toys for Tots that was very successful.

Sussex - There was no report.

Union - Kathy Wisniewski reported that they held their holiday luncheon and election of officers in December.

Warren - There was no report.

President Hawk announced that the next advisory Board meeting would be at the Conference on March 8.

ADJOURNMENT

On a motion by Sharon Brienza, seconded by Nancy Saffos and carried unanimously by voice vote, the meeting was adjourned at 12:20 p.m.

Respectfully Submitted:

Joanne M. Kwasniewski, CMC/RMC/MMC

Secretary