

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

MARCH 8, 2007 ADVISORY BOARD MINUTES

TROPICANA HOTEL, ATLANTIC CITY, 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	Nancy Hatten	X	
Burlington	Patricia Hunt	X	
Camden	Nancy Saffos	X	
Cape May	Theresa Tighe		X
Cumberland	Keith Petrosky		X
Essex	(Harold Weiner)	X	
Gloucester	(Debbie Pine)	X	
Hudson	Robert Byrne		X
Hunterdon	Ceil Covino	X	
Mercer	(Michele Auletta)	X	
Middlesex	John Mitch	X	
Monmouth	(Barbara Bascomb)	X	
Morris	Shiela Seifert		X
Ocean	Bette Mastropasqua	X	
Passaic	Jane Williams-Warren	X	
Salem	Maureen Abdill	X	
Somerset	Patricia DiRocco	X	
Sussex	Denise Stagnari	X	
Union	Kathy Wisniewski	X	

Warren	Theresa Tamburro		X
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Quorum was met.

Approval of Minutes

On a motion by Sharon Brienza, seconded by Kathy Wisniewski and carried unanimously by voice vote, the minutes from the January 26, 2007 Advisory Board Meeting were approved.

Treasurer's Report – Vincent Buttiglieri

Treasurer Buttiglieri distributed a summary of accounts showing that as of March 2, 2007 the Association has two CD's with balances of \$50,636 and \$50,624 respectively and the checking/savings account balance is \$117,973.65 for a total balance of \$219,234.10. He also distributed the 2007 budget summary showing the approved budget in the amount of \$110,350 with expenses to date of \$13,913.62. He also distributed a membership report showing 626 members with 64.20 percent of members having paid their dues. The two supporting schedules show the number of members having paid their dues and those who have submitted purchase orders but the payment has not yet been received. He reminded everyone to pay their dues.

On a motion by Bette Mastropasqua, seconded by Nancy Hatten and carried unanimously by voice vote, the Treasurer's Report was accepted.

Secretary's Report – Joanne M. Kwasniewski

Secretary Kwasniewski announced that the next Advisory Board Meeting is on June 29, 2007 at Mastoris in Bordentown. She thanked all those who volunteered as the conveners and supervisors for this conference. Their assistance has been wonderful and is greatly appreciated.

2nd Vice President's Report – Joan Moreland

2nd Vice President Moreland reported that will she be distributing the tickets for the breakfast at the League of Municipalities Conference at the June Advisory Board meeting. She will be giving them to the County Presidents, Advisory Board members or their alternate. She announced that the 2009 Annual Conference will be held during the last week of April.

1st Vice President's Report – Heather Mailander

Ist Vice President Mailander reported that on January 27 she spoke to 70 newly elected governing body members in Rochelle Park as part of a League of Municipalities program. It was very well received. She told them that Municipal Clerks are professionals, well educated and that they should rely on their Municipal Clerk because

that is who makes them look good. Preparations are beginning for the 2008 Annual Conference. She pointed out that the room rates for this year were so low because the date of the conference was changed by the Hotel. Room rates will be higher wherever the conference is held.

Immediate Past President 's Report – Elaine Kennedy

Immediate Past President Kennedy reminded everyone that the Desk Reference CD is available to all 2006 members. If they have not done so, she asked them to please pick up their CD before the break.

President's Report – Barbara Hawk

President Hawk stated that the silent auction is a fundraiser for the Scholarship Fund. It will end at 11:00 a.m. today. She asked that everyone pick up the items by lunchtime. She expressed her appreciation to the retired municipal clerks for their excellent assistance at the registration desk. She commended the Conference Committee for their hard work. She announced that the coolers would be on sale for \$20. She urged everyone to complete the evaluation sheets by the end of the Conference. The Zoning and Redevelopment Session scheduled for 9:15 a.m. has been cancelled. The second session will be held at 11:15 a.m. She continued that she needs an alternate member for the Legal Defense Fund Committee from the central part of the State.

President Hawk reported that she and 2nd Vice President Moreland will be attending the Mayor's Conference on April 12. President Hawk has been invited to participate on the panel and will help the Mayors understand the role of the Municipal Clerk.

Administrative Consultant's Report - L. Manuel Hirshblond

Administrative Consultant Hirshblond indicated that he had no report.

Legal Counsel - Tom Segreto, Esq.

Attorney Segreto reported that he filed the Amended Certification of Incorporation with the IRS satisfying their request pertaining the Association's 501(c)3 application. He expected to hear within the next few weeks whether the Association is going to get the designation or that the IRS needs more information.

He continued that he has been meeting with the Committee on Legislation that Affects the Municipal Clerks. That Committee is hard working and dedicated. Their reports and analysis are on the website. The Committee has prepared resolutions opposing Assembly Bill 3959 which would extend the polling hours for primary and general elections by one hour and Assembly Bill 3899 which would require that minutes would be available to the public within 30 days. Municipal Clerks should bring these bills to the attention of the governing body for their adoption since they affect the operation of municipal government. He has prepared an article for the Quill concerning polling hours.

Upon motion of Allan Susen and a second by Drew Pavlica resolutions opposing A3959 and A3899 were unanimously adopted.

Constitution & By-Laws - Harold Weiner reported that the Committee will be meeting to consider amending the by-laws to provide for five Advisory Board meetings each year; one at the Education Conference, one at the Annual Conference and three to be scheduled at the discretion of the Advisory Board.

Education Committee - Drew Pavlica reported that the Education Committee reviewed the evaluations of the CMC Institute and the MMC Academy held in January and in general the evaluations returned were very good. An MMC program is being arranged for September with Claudia Monte as the presenter. The Committee will be interviewing several instructor candidates at their next meeting.

Education Conference - Joel Popkin stated that he hoped everyone was having a good time. He thanked the members of the Committee who have worked so hard for the past nine months. They met every month and exchanged hundreds of emails. A tremendous amount of work was done.

Mini-Conference (North) – No report.

(Central) - Michele Auletta stated that they will be having a new game show in June in West Windsor Township at which four CEUs in Elections can be earned.

(South) – On behalf of Nancy Saffos, Gail Macera stated that on April 27 Susan Jacobucci will be presenting a seminar in Folsom entitled “Jeopardy for Clerks.” In September Michele Auletta and Sharon Young would be presenting a seminar in Voorhees.

Professional Development - There was no report.

Elections – Jane Williams-Warren stated the Election Committee held a short meeting the other day. They will be working with the Committee on Laws Affecting Municipal Clerks. She spoke to Ms. Koch who will be putting together a schedule of the training that will be done on the Statewide Voter Registration system. Ms. Williams-Warren asked her if the Municipal Clerk’s could be trained on the drop down receipt since it will be the Municipal Clerks who will be called when the poll workers cannot install it. Ms Williams- Warren asked everyone to keep Linda Wanat who is undergoing surgery on her knees in their thoughts.

Past Presidents’ Council - Ms. Williams-Warren reported that President Hawk has charged the Past President’s Council with the task of contacting the past Municipal Clerk of the Year Award recipients asking them if they wish to purchase the pin. A form and letter have been drafted and once the Executive Board approves them, the Past Presidents’ Council will be contacting them.

Fund Raising - Kathy Wisniewski stated they have realized \$1500 so far. She mentioned two sales items. She thanked Jean Cook, Kathy Leonard, Rich Moreland and Bill Hawk for their extraordinary help.

Information Technology/Web Page - Bette Mastropasqua urged everyone to check out www.nj.clerks.org. She stated that if they receive information from the County representatives on seminars or information on mini-conferences or job opportunities the information is posted on the website. She thanked Gregg Hart and Tom Segreto for putting the legislative tracking page on the website. The bills that are on that page directly affect the Municipal Clerk.

Legal Defense Fund - Sharon Brienza reported that they paid out another \$3,000 which is the settlement of a matter at the end of 2006. Twenty-five new members have joined the Legal Defense Fund. She urged everyone to join. Applications are available at the MCANJ booth. The fund has almost \$100,000 but you must be a member to take advantage of it.

Legislative Review - Bette Mastropasqua stated that she was going to prepare a letter to the Mayors on the bill proposing to reduce the fees for copies.

Laws Affecting Municipal Clerks – Sharon Young, Vice-Chair of the Committee stated that they monitor the bills and put together a monthly report which has a narrative about the bill, pending legislation and the legislation that has been enacted.

Manual Review Committee - There was no report.

Membership North – Sandra Jones stated that there has been no activity yet because she has not yet received the report from the Association.

Membership Central - There was no report.

Membership South – Carol Raph thanked the Treasurer for the report that lists unpaid municipalities.

Peer Alliance - There was no report.

Public Relations/Booth - Lydia Magnotti reported that the committee had its first meeting this week. She thanked everyone who helped her learn how to put up the booth. She is looking for coverage for the booth at the League of Municipalities Convention in November.

Quill - Jim Doherty thanked everyone who responded by sending old copies of the Quill for the archives. Nancy Hatten will be giving him many more. He thanked Sharon Brienza for doing such a wonderful job as the People editor. The more information she receives enhances each edition of the Quill. He urged everyone to send information to

the Quill. It may take the next issue to get it in, but the information will appear in the Quill.

Records - There was no report.

Resolution – Vita Mekovetz thanked everyone who has sent her information for this year's resolution. Please continue to send the information to her.

Scholarship -. Bonnie Leonetti reported that the next issue of the Quill will have the scholarship application. There are three \$500 scholarships available; one RMC, one CMC and one MMC. The deadline for filing the application is September 1.

Region II – Allan Susen reported that there are several issues before the Region Directors at this point. One of those issues is the conference in Sydney. He will be taking part in a teleconference today. The Sydney Australia conference is on that agenda. There have been letters sent out voicing opposition to the Sydney conference for a variety of reasons including the costs and a concern that it will not be possible to generate enough income to support headquarters and the education programs. That will be a big part of the teleconference. There has been a movement to try to cancel the Sydney conference and move it somewhere else. He had concerns about canceling the Sydney conference. He thought it was a dangerous precedent to cancel a conference and move it once it has been awarded. It will be a good conference. Australia is a great location although it will be expensive so he recommended everyone start saving money now. He will try to put out a newsletter reporting on the teleconference to keep everyone up to date.

IIMC is searching for a new Executive Director. Chris Shelby has been the interim Executive Director but he has decided not to take on that position for personal reasons. Allan Susen stated that he was the chair of the search committee. A number of applications have been received. The deadline to file an application is March 30.

OTHER BUSINESS

Comments for the Good and the Order – Louise Palagano suggested that the Association pay for the pins for the past Municipal Clerks of the Year. President Hawk stated that the Executive Board will take that suggestion under advisement and discuss it at the next Executive Board meeting. She pointed out that each pin costs between \$300 and \$400 since each pin is 14 carat gold.

County Reports

Atlantic – Carol Raph thanked the committee for a wonderful conference. The topics were excellent.

Bergen – Nancy Hatten reported that Bergen County held its first meeting of the year. The new president is Kathy Coletta of Mahwah. They received CEU's in Ethics at their February meeting.

Burlington - Patricia Hunt reported that they will be reorganizing next Tuesday and will have a session on Elections. She stated that meeting will be the first one without Elaine Kennedy who has moved to Ocean County.

Camden – There was no report.

Cape May – There was no report.

Cumberland - There was no report.

Essex - Harold Weiner reported that Linda Wanat is recovering from knee surgery.

Gloucester – Debbie Pine stated that they reorganized in January and she was the new president. They will have a session next week and CEU's will be earned in licensing. They will have the opportunity to earn additional CEU's in May and in July.

Hudson - There was no report

Hunterdon – Cecilia Covino reported that Hunterdon County reorganized at their last meeting.

Mercer - Michele Auletta reported that they will be able to earn CEU's at their April and June meetings. Anthony Conti, Municipal Clerk of Trenton retired on March 1 after the death of his wife.

MCANJ Advisory Board Meeting March 8, 2007 Page Six

Middlesex – John Mitch reported that Middlesex County has a very active Association. Elaine Jasko is the President. They offer CEU's at every meeting.

Monmouth – Barbara Bascom reported that they had a meeting in January. She thanked Bette Mastropasqua for the job opportunities page on the web site. She commended the conference committee, the people selling merchandise, those in charge of the silent auction and the retirees. They did a fantastic job.

Morris – There was no report.

Ocean - Bette Mastropasqua reported that Ocean County reorganized in January. Most of the Ocean County Executive Board is present. They will be meeting with the Ocean County Clerk on March 15 with CEU's in Election. A licensing seminar will be held on May 11 in Lacey Township.

Passaic - Jane Williams-Warren reported that Kelly Rohde is the President. Judy Tripodi presented a seminar at their February meeting so they earned CEU's in Finance. Kelly Rohde reported that Carol Kehoe retired.

Salem - Maureen Abdill reported that Salem County reorganized and Connie Garton is the new president. They will be giving a scholarship to a high school senior. They distributed a questionnaire at their last meeting to help determine what CEU's their members need.

Somerset – Patricia DiRocco, President of the Somerset County Association reported that they reorganized. At the next three meetings they will have CEU's. She extended kudos to the conference committee. She felt it was one of the best conferences she ever attended.

Sussex - Denise Stagnari reported that they hold quarterly meetings. They have new officers this year.

Union – Doreen Cali, President of the Union County Association reported that they held their reorganization meeting. They have new officers. Rosalie Hellenbrecht retired from Cranford on December 31. Kathy Leonard will be retiring from Clark on April 1 and Val Imbriaco will retiring from Linden on April 1. Tara Rowley is the new Municipal Clerk in Cranford. Michelle Auletta and Sharon Young presented Clerk Extraordinaire which was an exceptional program. They will have another meeting in June and a mini-conference in October.

Warren - There was no report.

President Hawk announced that the next Advisory Board meeting is on June 29 at Mastoris.

ADJOURNMENT

On a motion by Bette Mastropasqua and a second by Allan Susen and carried unanimously by voice vote, the meeting was adjourned at 9:20 a.m.

Respectfully Submitted:

Joanne M. Kwasniewski, CMC/RMC/MMC

Secretary