

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
 JUNE 29, 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	Nancy Hatten		X
Burlington	Patricia Hunt	X	
Camden	Nancy Saffos	X	
Cape May	Theresa Tighe		X
Cumberland	(Susan Robostello)	X	
Essex	Linda Wanat	X	
Gloucester	Debbie Pine		X
Hudson	Robert Byrne		X
Hunterdon	Ceil Covino	X	
Mercer	(Kathleen Norcia)	X	
Middlesex	(Rose Marie Saracino)	X	
Monmouth	(Barbara Bascomb)	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
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Quorum was met.

Moment of Silence

President Hawk asked for a moment of silence for Jim Wagner, father of Debbie Fehre, Administrator/Clerk of Englewood Cliffs and Tom Ferguson, Clerk/Administrator of Spring Lake.

Approval of Minutes

On a motion by Sharon Brienza, seconded by Bette Mastropasqua and carried unanimously by voice vote, the minutes from the March 8, 2007 Advisory Board Meeting were approved.

Treasurer's Report – Vincent Buttiglieri

Treasurer Buttiglieri distributed a summary of accounts showing that as of June 28, 2007 the Association has a CD with a balance of \$100,00 and two CD's with balances of \$20,000 each and the checking/savings account balance is \$23,622.90 for a total balance of \$163,622.90. He also distributed the 2007 budget summary showing the approved budget in the amount of \$110,350 with revenues of \$190,045.22 and expenses to date of \$129,902.04. He also distributed a membership report showing 810 members; 485 Municipal Clerks, 264 Deputy Municipal Clerks, 16 Acting Municipal Clerks, 11 Assistant Municipal Clerks, 10 County Clerks, 4 Deputy County Clerks and 20 Affiliate Members. He sent letters to the chairs of the Membership Committee advising them of those municipalities who have not yet paid their dues.

Treasurer Buttiglieri also distributed the May Reconciliation Report and the Itemized Categories report for the first six months of the year.

Treasurer Buttiglieri stated that the Education Conference line items do not agree with the budget summary because they received some money in 2006 that does not show in the 2007 budget summary and the proceeds from the silent auction and the merchandise sold are on different line items in the summary. The expenses for the Education Conference total \$89,859 with income of \$104,577. Comcast, Verizon and Cablevision still owe a total of \$14,500.

On a motion by Nancy Saffos, seconded by Allan Susen and carried unanimously by voice vote, the Treasurer's Report was accepted.

Secretary's Report – Joanne M. Kwasniewski

Secretary Kwasniewski announced that the deadline for the submission of applications for Secretary is July 17 and applications for Municipal Clerk of the Year are due by July 1. Both application forms appeared in the last issue of the Quill.

Secretary Kwasniewski thanked the Advisory Board members for their assistance in advising the membership about the proposal to submit a bid for the IIMC conference. She has heard from several Counties with a few questions that she was able to answer and from a number of Counties indicating their members supported the proposal.

Secretary Kwasniewski reported that she had sent out a survey concerning the location for the 2011 Education Conference. Unfortunately, she only received 56 responses. She asked if anyone had any comments about staying at the Tropicana in Atlantic City or suggestions for another location to contact her. She is exploring the new conference center in Princeton.

2nd Vice President's Report – Joan Moreland

2nd Vice President Moreland distributed the tickets for the breakfast at the League of Municipalities Conference to those County Representatives present. She continued that the July issue of the Quill will have information about the room reservations for the League of Municipalities Conference.

Immediate Past President's Report – Elaine Kennedy

Immediate Past President Kennedy reported that she was working on the SOP. She will put them on a CD that at the end of the year will be given to the Executive Board.

1st Vice President's Report – Heather Mailander

Ist Vice President Mailander reported that a joint session with the Tax Collectors/Treasurers, Assessors and GFOA will be held on Tuesday of the League of Municipalities Conference which will be a legislative update. A pay to play session and a session entitled Televising Meetings are scheduled for Wednesday afternoon. A panel is scheduled for Thursday on finance, elections and licensing.

She continued that the 2008 Conference Committee had its first meeting. They are working on a theme and speakers for the various education sessions. The conference will be held April 21- 24 at the Tropicana.

President's Report – Barbara Hawk

President Hawk reported that a letter was sent from the MCANJ to the Assembly Appropriations Committee opposing the \$10,000,000 cut from the NJPRA grant program. She, Jane Williams-Warren and John Mitch will meet with Assemblymen Greenawald, Cryan and O'Toole to explain the importance of not eliminating this money. Allan Susen suggested that they solicit support from the County Clerks since it is their fees that support this grant. President Hawk read from Bill Dressel's June 18, 2007 letter to the Mayors on this issue.

President Hawk reported that David Harkness has left the League of Municipalities staff. He will be replaced by Karen E. Venditti

President Hawk thanked all the Municipal Clerks who sent resolutions opposing A-3959 which would extend the polling place hours. She continued that IIMC is offering a Study Abroad – 2007 program in the United Kingdom.

President Hawk reported that they are going out for RFP's for legal counsel for 2008. The RFP will appear on the website. The deadline for submission is August 1 and should be sent to Secretary Kwasniewski.

Administrative Consultant's Report - L. Manuel Hirshblond

Administrative Consultant Hirshblond reported that registration for the 2008 Conference will be in the same location as it was for the 2007 conference.

Legal Counsel - Tom Segreto, Esq.

Attorney Segreto reported that they received their 501(c)3 designation from the IRS. He is processing all the information on the State portion of it as well as for Legalized Games of Chance Control Commission.

He reported on a proposed amendment to the Administrative Code regarding ID theft. It would require an entire new process for computers and retention of information and what happens if someone gets into the system. It is so tedious and expensive that he cannot imagine it being implemented. He has issued an opinion on a Legal Defense Fund matter. He has been working with the Legislative Committee to advise the Association on pending legislation.

Constitution & By-Laws - No report.

Education Committee - Drew Pavlica reported that the Education Committee reviewed the results of the April 2007 RMC exam. Of the 43 participants, 13 passed which is a 30% passing rate. Nine of 27 first time test takers passed which is a 33% passing rate. Four of the 16 repeat test takers passed which is a 25% passing rate. He noted that 57% passed the October 2006 exam. The lowest grade was 41 and the highest grade was 95.

He reported that a government official expressed concern about the passing rate to Bill Dressel who then contacted Stuart Meck, President of Rutgers, Pam Morley-Chappell and Susan Bass Levin. Susan Bass Levin advised him that while his concern was appreciated this was not something he should be involved in.

He continued that an instructors' meeting was held on June 18. The instructors felt it was a fair exam. There will be a pool of questions for the exam which will come from the instructors.

A Master Municipal Clerks Academy program with Claudia Monte will be held in September.

A lengthy discussion ensued concerning the low passing rate, the fact that the peer alliance committee has not been as active as it might be, the fact that there are acting municipal clerks being appointed more often than the statute allows and what, if anything, should be done about these issues. Several reasons such as the lack of experience by some of those taking the test, the possibility that they are not taking the test seriously enough or studying diligently enough and the changing attitudes of those taking the classes were offered. Various suggestions including limiting the number of times a person can take the exam, forming a subcommittee to explore legislative changes to give DCA more enforcement ability, sending letters to a Municipal Clerk who has failed asking if there is something the peer alliance committee could do to help them, sending letters to the Acting Clerks before they even take the test were proffered.

Caution was urged about requesting changes to the legislature concerning the Municipal Clerk's statute. Attorney Segreto pointed out that because of the 501(c) status they have to be careful about proposing legislation because they do not want to be seen as a lobbying group. It was also pointed out that passing a difficult test increases the stature of those who do pass it.

A motion was made to send a letter to all acting clerks when they are appointed to offer the assistance of the MCANJ to help them get through the classes. Language should be included stating that subsequent to taking the

exam, should you not be successful, then please reach out to the MCANJ for assistance. The list should be able to be obtained from the DCA. The motion failed with only five votes in favor and 10 opposed.

President Hawk suggested that the Education Chair should go back to the Education Committee with the concerns expressed at this meeting.

Education Conference – No report.

Mini-Conference (North) – Lydia Magnotti reported that they are working on a mini-conference with Passaic, Sussex and Morris Counties.

(Central) – Bette Mastropasqua reported that on June 14 Chris Christi presented a session at which two CEUs in Ethics was earned. MCANJ, Inc. advanced funds to get the program started. She presented a check for \$300 to repay the MCANJ, Inc. Once all the funds are received, the program will have paid for itself.

(South) – Nancy Saffos reported that they had a very successful program which Gail Macera hosted on April 27 with Susan Jacobucci presenting a seminar entitled "Jeopardy for Clerks." They had hoped to have Michele Auletta and Sharon Young present a seminar in September, but they are charging a fee for their services. President Hawk stated that the Executive Board will not pay other Municipal Clerks. 1st Vice President Mailander explained that she had hoped to have Ms. Auletta and Ms. Young present a seminar at the League of Municipalities Conference but they want to be paid. They had done a seminar at no cost in Middlesex and Mercer County because Ms. Auletta is the President of the Mercer County Association and Ms. Young is an Executive Board member. Following that seminar, they decided that they would have to be paid since when they do programs for AMPM they are paid. After a long discussion, the Executive Board agreed not to pay fellow Municipal Clerks. She had also spoken to the past president of GFOA who said they have never paid other Finance Officers to do programs. Many Municipal Clerks have presented programs at the Conferences and have never even asked to be paid. Sharon Brienza reported that Somerset County did pay their fee. 1st Vice President Mailander indicated that if the County Associations chose to pay the fee, they could do so but MCANJ will not pay the fee.

Professional Development - There was no report.

Elections – Linda Wanat stated that she, Jane Williams-Warren, President Hawk and Barbara Bascom met with Donna Kelly, DGA for Elections. The purpose of the meeting was to share some of the Associations concerns

about current election topics and get some answers from her. She thought the meeting was successful. They had four main concerns: the effectiveness of the Statewide Voter Registration System, the disconnect between the Municipal Clerks and the County Election Officials, the implementation of the paper verified trail which is supposed to be implemented by January 2008, handicap accessibility of the polling places and who will pay for it and the Presidential Primary to be held the first Monday after the first Tuesday in February in 2008. She mentioned bills that had been enacted: A4326 which prohibits holding two elected offices; SCR134 which is a constitutional amendment and A3245 which deals with absentee ballots

Fund Raising – Treasurer Buttiglieri reported that the silent auction raised \$2,716 and the sale of merchandise raised \$2,955.

Information Technology/Web Page - Bette Mastropasqua reported that Bill Dressel's letter concerning the PARIS grants was posted on the MCANJ website.

Legal Defense Fund - Sharon Brienza reported that 36 new members have joined the Legal Defense Fund. The fund has about \$100,000.

Legislative Review - Bette Mastropasqua stated that legislative report is posted on the website. She thought that the ID theft proposal was withdrawn.

Laws Affecting Municipal Clerks – There was no report.

Manual Review Committee - There was no report.

Membership North – There was no report.

Membership Central - There was no report.

Membership South – There was no report.

Peer Alliance - There was no report.

Past Presidents' Council - Jane 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. She has obtained some of the addresses of those who have retired. She sent a list to the past presidents asking them to find the addresses. She has sent out or given out about eight letters but she has not had any response.

Public Relations/Booth - Lydia Magnotti stated that the purpose of the committee is to promote the profession. She suggested a calendar to give out at the booth. Town Planner would do the calendar at \$2.25 each for 3,000. The printing space is on the back and front of the calendar. There is advertising on the calendar which was a concern. The other ideas were a pen or letter openers.

Quill - There was no report.

Records – President Hawk reported that the Records Committee is attending the GRC meetings.

Resolution – There was no report.

Scholarship - There was no report.

Region II – Allan Susen reported that Carol Jacobs of Ocean City, Maryland is the new Director. Director Susen's term expires in May 2008. Historically that has been a New Jersey seat although there is no longer an agreement between the States that it is New Jersey's seat. He continues to reach out to West Virginia since they have not been involved in recent years. He hoped to attend West Virginia's conference in August. He reported that Chris Shelby has accepted the position of Executive Director for IIMC. He reported on the litigation with the previous director Joe Tierney indicating that a mediation session was held this past Wednesday but no settlement was reached. There is some insurance coverage.

Director Susen noted that the 2010 conference will not be held in Sydney due to financial concerns including the high cost of traveling and hotel rooms. Resolutions were passed by some States expressing their concerns and asking that the conference not be held in Sydney. The conference will be held outside North America. Brighton England is being considered. Within the next month or two, the location should be finalized.

He has been working on the Accreditation Committee regarding the CMC and MMC designation. The application to the organization was finally accepted. They will now be looking at the classes.

The mid-year Board meeting will be held in Orlando. The study abroad program for those who are interested in seeing the way Municipal Clerks operate in foreign countries will be held October 19-28.

Kathy Thorpe stated that there is a \$500 grant available to State organizations from MCEF. New Jersey submitted an excellent application

several years ago but the directions were not followed. The grant could be used for education purposes including speakers. She continued that there are scholarships available for distance learning. There is \$300 CMC scholarship and \$500 for the MMC programs. Ms. Thorpe thanked everyone who contributed to the MCEF walk-run.

Director Susen advised that he and Chris Wilder have been talking about submitting a bid to have the 2013 IIMC conference at Atlantic City, New Jersey. They mentioned it at the Region II meeting in New Orleans and received a very positive response from the other States in the region. They met with the Executive Board to discuss the idea in more detail. It is important to obtain the approval of the Advisory Board members. When the application goes to the IIMC, it will have to be very detailed. They hope to get assistance from the tourism bureau and the hotels. He presented a FAQ sheet which he reviewed.

The host committee's responsibilities are extensive, although Ms. Wilder indicated that the bulk of the responsibility for the conference is on the IIMC and their Education and Marketing Committee. Director Susen thought they could raise additional monies through raffles now that they have their 501(c)3 designation. The silent auction proceeds perhaps could go toward the conference instead of all of it going to scholarships. He continued that if they were successful in getting the bid, they would not have a separate education conference in 2013, but would incorporate it in the IIMC conference. It is possible to get all the CEU's at one time. He mentioned various discounts that are available to participants including for first time participants, for members of the region and for one-day registration. He concluded that it is a great deal of work but he felt the Association was up to the challenge.

A motion by Nancy Saffos and a second by Sharon Brienza to move forward with the process of putting the bid together was discussed.

Bernadette Standowski wondered about the cost to the MCANJ. Ms. Wilder was not able to give an exact figure but she advised that after the conference in California, that Association was able to donate \$25,000 to the MCEF. Director Susen indicated that he would not want to see it become a financial burden for the Association. Ms. Wilder stated that they have to submit the bid package in May 2008. Bette Mastropasqua felt that if there was a financial impact to the Association, the entire membership should approve it not just a small group of people. Ms. Wilder suggested that there be an ad hoc committee established which would be responsible for giving a report at every meeting. Some seed money may be needed and she thought \$2000 might be appropriate. Most of the responsibility requires volunteers.

Director Susen indicated that New Jersey would put in the application, but they would look for volunteers and a financial contribution from the other States in the Region.

President Hawk stated that the Advisory Board representatives had been asked to raise the idea to their Associations. Secretary Kwasniewski reported that Bergen County was 100% behind it and several people approached her and/or 1st Vice President Mailander indicating their willingness to help. She also received emails that were in favor of exploring the possibility of submitting a bid. Treasurer Buttiglieri reported Union and Middlesex County were 100% in favor. Essex County was also 100% in favor and had taken a roll call vote at their meeting. Bette Mastropasqua reported that Ocean County had no problems with moving ahead as long as it does not have a negative financial impact on the Association.

President Hawk called the question. A show of hands indicated that all present were in favor with Immediate Past President Kennedy abstaining.

President Hawk indicated that she will appoint the ad hoc committee.

Upon a motion by Nancy Saffos and a second by Sharon Brienza it was agreed to create an ad hoc committee and fund it with \$2,000 for expenses, with all in favor with the exception of Immediate Past President Kennedy who abstained.

OTHER BUSINESS

Comments for the Good and the Order – There were none.

County Reports

Atlantic – Gail Macera reported that they are having difficulty getting speakers for their meetings for CEU's. Suggestions were made i.e. of town auditors for finance, County Clerk or Superintendent of Elections.

Bergen – Treasurer Kwasniewski reported that Bergen County met and received CEU's in finance. They are awarding scholarships for CMC and MMC.

Burlington - Patricia Hunt reported that they met in May and received CEU's in licensing. In September Joe Valenti will be speaking about public contracts law. They held a half day OPRA seminar at which Catherine Starghill from the GRC was the speaker. Ms. Hunt that she forwarded Treasurer Kwasniewski's letter to the Burlington County Clerks. No one objected to the proposal although there was some concern about how much

more it would cost than the usual education conference. She let them know that there are discounts available.

Camden – Nancy Saffos reported that in response to Treasurer Kwasniewski's letter to the County presidents, she sent it to the Camden County Municipal Clerks. She received no responses which she takes as they are in favor of it.

Cape May – There was no report.

Cumberland – Susan Robostello reported that at their recent meeting they had their legislators and Mayors to talk about current issues relative to Cumberland County. The Board of Election hosts the October meeting.

Essex – Linda Wanat reported that they offer CEU's at all their meetings. They are planning a carnival day in September with Legalized Games of Chance.

Gloucester – There was no report.

Hudson - There was no report

Hunterdon – Cecilia Covino reported that Hunterdon County Clerks thought hosting the IIMC conference would be a good opportunity for those who have never been able to attend.

Mercer – Kathleen Norcia reported that at the last meeting the Municipal Clerk's from Mercer County were very excited about hosting the IIMC conference.

Middlesex – Treasurer Buttiglieri reported that they met on June 21 at the Middlesex County Division of Archives and Records Management building in New Brunswick. Margaret Pemberton, Middlesex County Freeholder Clerk was the speaker and took them on a tour of the facilities. He suggested they consider holding an Advisory Board meeting at the facility.

Monmouth – Barbara Bascom reported that at the last meeting Joel Popkin did a financial seminar. They are starting a youth scholarship. She suggested that they give scholarships to the IIMC conference. .

Morris – Sheila Seifert reported that she also sent out Secretary Kwasniewski's letter about the IIMC Conference. She received four responses which were very positive. At their May meeting they had an election seminar.

Ocean - Bette Mastropasqua reported that Ocean County has presented seminars for which they have earned CEU's in elections, records, licensing and ethics. She thanked MCANJ for providing the start up money for the program in Ethics. Chris Christie was the speaker. The revenue generated covered the cost of food. They are planning to hold seminars in information technology and finance toward the end of the year.

Passaic - Jane Williams-Warren reported that they honored Carol Kehoe at their May meeting. She sent out the letter from Secretary Kwasniewski. She did not receive any responses so she is taking the position that they support it. She did hear from retired municipal clerk Lucille Debiak who is very excited and willing to work at the Conference. At the next meeting she hopes to get a verbal response.

Salem - There was no report.

Somerset – Sharon Brienza reported that they held a joint meeting with Hunterdon County at which Sharon Young and Michele Auletta were the speakers. She asked that everyone continue to send her items for the People Page in the Quill. She asked her Assemblyman to do a proclamation for Municipal Clerk's Week. She received one from the Governor which she presented. She suggested that it be displayed at the booth at the League of Municipalities Convention.

Sussex - There was no report.

Union – Treasurer Buttiglieri reported on behalf of Kathy Wisniewski that Union County Association supported the IIMC application. They will be having a meeting in July or August on Elections with Dennis Kovatch, the Union County election official as the speaker. 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 September 21 at Mastoris.

ADJOURNMENT

On a motion by Sharon Brienza and a second by Nancy Saffos and carried unanimously by voice vote, the meeting was adjourned at 12:45 p.m.

Respectfully Submitted:

Joanne M. Kwasniewski, CMC/RMC/MMC

Secretary