

Municipal Clerks' Association of New Jersey
Advisory Board Meeting
Friday, January 25, 2008
Neptune City Community Center
117 Third Avenue
Neptune, New Jersey 07753

CALL TO ORDER

President Heather Mailander called the meeting to order to 10:00AM.

FLAG SALUTE

President Mailander led everyone in the Pledge of Allegiance to the Flag.

MOMENT OF SILENCE

President Mailander asked for a Moment of Silence for our Service Men and Women.

ROLL CALL

At call of roll, the following were present: President Heather Mailander, 1st Vice President Joan Moreland, 2nd Vice President Vincent Buttiglieri, Treasurer Joanne M. Kwasniewski, Secretary Andrew J. Pavlica, Immediate Past President Barbara Hawk and Administrative Consultant L. Manuel Hirshblond, as well as several Advisory Board Members. Legal Counsel Thomas Segreto was absent.

APPROVAL OF MINUTES On a motion by Bette Mastropasqua, seconded by Vincent Buttiglieri, and carried by unanimous vote, the Advisory Board minutes of September 23, 2007, were approved.

TREASURER'S REPORT - 2007 (FINAL) 2007 Treasurer Buttiglieri gave a synopsis of the 2007 Budget. He reported that dues for the end of 2007 included 850 total members and 508 Municipal Clerks. He also reported that the counties of Middlesex, Cape May and Passaic had 100% paid membership in 2007. He reported that Revenues in 2007 totaled \$219,897.49 and that Expenditures in 2007 totaled \$178,824.60.

On a motion by John Mitch, seconded by Jane Williams-Warren, and carried by unanimous vote, the Final Treasurer's Report for 2007 was accepted.

2008 TREASURER'S REPORT 2008 Treasurer Kwasniewski reported that Account Balances as of January 22, 2008, included a Certificate of Deposit balance of \$102,685.38; a Checking Account balance of \$26,619.10; a Legal Defense Fund balance of \$98,484.27; and a Scholarship Fund balance of \$7,681.89; for a total Account Balance of \$235,470.64.

The 2008 Budget currently has Revenues of \$4,450.00 and Expenditures of \$22,919.13. The 2008 approved Budget is \$126,100.00. Treasurer Kwasniewski also provided copies of the December Reconciliation Report, Membership Report, Itemized Register Report, as well as Account Balances and the Budget Summary.

On a motion by Sharon Brienza, seconded by John Mitch, and carried by unanimous vote, the Report of the 2008 Treasurer, was accepted.

Treasurer Kwasniewski also reported on the Newly Elected Officials seminar held in Saddle Brook at which she spoke. There were 88 attendees and she was told that this was one of the highest numbers of elected officials to have attended such a seminar. The seminar was held in the northern part of the State and another similar seminar will be held in the southern part of the State in Mount Laurel. She thought that her session went well because the attendees asked a lot of questions and even followed her out into the hall as she was leaving. Her presentation focused on the Core Duties of the Municipal Clerk and education.

SECRETARY'S REPORT Secretary Pavlica reported that he has contact information for the year 2008 for every Officer on the Executive Board. However, he does need information to compile contact information for Alternate Advisory Board Members to complete his list of 2008 Advisory Board Members and 2008 County Presidents.

SECOND VICE PRESIDENT'S REPORT Second Vice President Buttiglieri gave a report on the status of the registrations for the April 21-24, 2008 Education Conference to be held at the Tropicana in Atlantic City.

He reported that there are a number of retired Municipal Clerks who have not received their Gold Cards, so he had Bradshaw provide him with a list of every Gold Card purchased during the past two years. He compared that list to the Resolution honoring retirees at the Annual MCANJ Meeting in November in Atlantic City and discovered about ten retired Clerks who have not received their Gold Cards, but he does not have their addresses. An email blast or notice was suggested to be sent out with the names of these retired Clerks, and if anybody can provide him with addresses for these individuals, to please get that information to him.

FIRST VICE PRESIDENT'S REPORT First Vice President Moreland gave the Final Report concerning the November Annual Meeting. She reported that 289 breakfast meeting tickets were sold, there were 23 comp tickets issued, and 69 rooms were booked at the Tropicana.

IMMEDIATE PAST PRESIDENT'S REPORT Immediate Past President Hawk thanked everybody for all their support last year and she wished the best for President Mailander in 2008.

PRESIDENT'S REPORT President Mailander reported on the requirements for Counties to submit both Local and County Election Expenses to the State for reimbursement of costs associated with the February 5, 2008 New Jersey Presidential Primary. President Mailander reported that her County Clerk in Bergen County, Kathleen Donovan, said that she will not submit municipal bills to the State, only her County bills. Nancy Hatten commented that she spoke to Deputy Attorney General Donna Kelly who told her that the County Clerks have to accept and pass on local bills because local bills will not be accepted by the State unless they have gone through the County. An extended discussion ensued on this matter and President Mailander commented that she plans on sending a letter to Deputy Attorney General Kelly to ask that the State make sure that the Counties are aware of municipal concerns regarding Presidential Primary cost reimbursement.

President Mailander reported that the Education Committee is looking for guidance and asked the Executive Board for suggestions for topics for Mini-Conferences. An extended discussion ensued on this matter and Education Committee Chairman Allan Susen suggested that County Associations coordinate with the Chairs of the Mini-Conferences so as not to duplicate topics.

President Mailander reported on the request that County Associations forward their lists of meeting dates to Secretary Pavlica, including CEU topics and meeting locations, so that they can be posted on the MCANJ Website.

President Mailander reported on the IIMC CMC Institute scheduled to be held March 4 – 7, 2008, for 12 CMC education points, and the MMC Academy scheduled to be held March 6-7, 2008, for 7 MMC education points, with both the CMC Institute and MMC Academy being held at the Middlesex Fire Academy in Sayreville.

President Mailander reported that the Fall 2007 RMC Test Results had a 32% passage rate with two-thirds of those failing having scores in the 30's, 40's and 50's. Division of Local Government Services Certification Manager Daniel Kaminski plans on attending the next RMC Review Course because when he has attended the Review Course for other professional certifications, it seems to have had a positive affect on increasing the passage rate.

President Mailander reported on S-507/A-2730 which would establish an Audit Team to review the accuracy and conduct of Elections held in the State. This will include all Elections, including local Municipal Elections, and it appears that they will perform random audits, maybe effective with the June Primary.

President Mailander reported that she, along with several other New Jersey Clerks, including Allan Susen, Jane Williams-Warren, Bette Mastropasqua, Bernadette Standowski, Pat Frontino and others, attended the IIMC Region II Conference held January 17 – 19, 2008 in Portsmouth, VA. She said that it was a good turnout for New Jersey, it was the first Region II Conference that she attended, it was an excellent

Conference and the next time the Region II Conference will be held in New Jersey will be in two years.

President Mailander reported that she plans on attending the New Jersey Conference of Mayors Annual Conference with Jane Williams-Warren to man the MCANJ Booth on April 10, 2008 at the Taj Mahal in Atlantic City.

President Mailander reported on the 2008 Education Conference to be held April 21 – 24, 2008 at the Tropicana in Atlantic City and went over the schedule of the Conference. She reported on the procedure for the scanning of Name Badges at the Conference thanks to assistance from United Computer. She reported that each Name Badge will have its own bar code on it and that outside of each session will be volunteers with scanners. The scanning of the attendees will create a list, which will eliminate the need for sign-in sheets. Besides the Education Sessions, scanning will be used at Lunch, Dinner and Breakfast. All United Computer has requested in return for implementing this scanning system is, a booth, recognition at the podium, and meals for two people.

On a motion made by Sharon Brienza, seconded by Bette Mastropasqua, and unanimously carried, the proposed terms suggested by United Computer in return for implementing this Badge Scanning System, were approved.

President Mailander reported on the dates and places reserved and topics for CEUs offered in a brochure provided by the New Jersey State League of Municipalities at their Conference in Atlantic City held in November 2007.

OTHER REPORTS

- a. Administrative Consultant L. Manuel Hirshblond reported that he is beginning to receive renewals for the Legal Defense Fund, and so far, he has received 75 renewals and 3 new ones.

He reported that he has received New Jersey State League of Municipalities approval to utilize the Tropicana Hotel for the November Conference.

He and Bette Mastropasqua reported on the retirement of Ocean Township Municipal Clerk Dorothy Horner, effective January 31, 2008, after 47 years of service. Her retirement dinner was held January 11, 2008, and was very well attended with many Ocean County and New Jersey State dignitaries in attendance. It is believed that she was the longest serving Municipal Clerk in New Jersey and Barbara Hawk sent a very nice letter that was read on behalf of the Municipal Clerks' Association of New Jersey.

- b. President Mailander gave the Report of the Legal Counsel and said that Thomas Segreto was no longer in business for himself, that he was now with a Law Firm, so therefore, his time is now billed very strictly. His contract says he will attend two Advisory Board Meetings as well as additional meetings as necessary and the MCANJ is trying to keep a cap on legal expenses.
- c. Constitution and By-Laws - No Report.
- d. Education Committee Chairman Allan Susen reported on the CMC Institute and MMC Academy to be held in March in Sayreville and that there are several hotels in the area, but there is no reserved block of rooms at one hotel for which the Clerks to stay, which would be better for networking and establishing relationships with other Clerks.

He reported that there was a total review of the IIMC Education Guidelines, and during that review, it was determined that there are several things that are supposed to be done by the Education Committee which has probably never been done. Each year, there is supposed to be an annual report sent in to IIMC Headquarters explaining what the Institute has done and what the Education Committee has done and it will be done this year by October.

He reported that because the organizers of the Region II Conference in Portsmouth, VA did not follow the IIMC Guidelines entirely, such as obtaining pre-approval from IIMC, there will be no education points awarded to participants at the Region II Conference. They will receive experience points, but no

education points. Next year's Region II Conference will be held in Annapolis, MD.

He reported on his discussions with Rutgers University Associate Program Specialist Pamela Morley Chappelle concerning the securing of IIMC pre-approval of education credits for the CMC Institute and MMC Academy to be held in March. She advised him that the request had been sent in. At a subsequent Education Committee meeting, Ms. Chappelle had told him that it all had been approved by IIMC.

He also advised her that he wants the certificates that are provided to the successful participants to not only have on them RMC education credits, but also the number of CMC and MMC education points listed.

He reported that those who have taken IIMC education classes prior to January 1, 2007, would fall under the rules of the previous accepted education guidelines for IIMC.

He reported that March 31, 2008, is the deadline for the Early Bird Registration for those attending the annual IIMC Conference in Atlanta, GA in May.

He reported that New Jersey is putting in a bid for the 2013 annual IIMC Conference proposed to be held in Atlantic City. He said that the Committee met with representatives of the Taj Mahal in Atlantic City during the League of Municipalities Conference held in November, and it is proposed that everything concerning the IIMC Annual Conference take place at the Taj Mahal, including the All-Conference Event. There will be another meeting with the staff of the Taj Mahal in February, and if New Jersey is fortunate enough to be awarded the IIMC Conference, it will be the MCANJ Annual Conference that year, too.

He reported that the MCEF has a new grant that they are issuing this year for first-time attendees to the IIMC Conference, or to those who have not attended an IIMC Conference in five years, and two grants will be awarded per Region. The deadline is January 31, 2008.

President Mailander reported that pre-approval of CMC and MMC education credits have been requested from IIMC for the sessions offered at the MCANJ Annual Education Conference to be held April 21 – 24, 2008.

President Mailander reported that incoming IIMC President Dyanne Reese was in attendance at the Region II Conference and that she invited her to the MCANJ Annual Meeting to be held in November in Atlantic City.

- e. Education Conference Committee Co-Chairs Joel Popkin and Sharon Brienza reported that Save the Date cards have gone out and Registration Forms have gone out and are available on-line on the MCANJ Website where the form can be downloaded. The Committee has been in constant communication with the Tropicana and considering the bad publicity that the Tropicana has received recently, they do not want their name to go bad, so they are doing extra things for their customers which the MCANJ may benefit. It was reported that there is a need for more give-aways, and they are needed by 10:00 AM Monday morning, April 21, 2008, and the bags must be put together by the 4:00 PM registration.
- f. Sharon Young reported for Mini-Conference Central and spoke on plans for a half-day seminar involving Division of Local Government Services Director Susan Jacobucci sometime in March in Burlington. She also reported that they are looking to hold a Mini-Conference in the Fall in the Somerset area and a topic has not been selected, yet.

Secretary Pavlica reported that he is in receipt of an email from Pat Frontino who wrote that Mini-Conference South will meet next week to plan their Spring Mini-Conference.

- g. Professional Development – No Report.
- h. Elections Co-Chairs Jane Williams-Warren and Barbara Bascom reported that they will speak to Deputy Attorney General Donna Kelly concerning Schools

being barrier-free and schools objecting to being used as a polling place. They advised that they also want to speak to Deputy Attorney General Kelly about HAVA money being set aside for funding for improvements to comply with the Voting Accessibility for the Elderly and Handicapped Act. They reported that the Drop Down Receipt requirement is currently scheduled to take effect beginning with the June Primary and concern was expressed about the training of Board Workers and how they were going to handle this. Concerns were also expressed regarding how so many huge bags of paper trail materials would be transported to County Election Officials on Election Night and how word needs to get out to the public that they are not leaving with their individual receipt after they vote.

- i. Joel Popkin reported that Kathy Wisniewski is seeking baskets or gifts from every County for the silent auction and that she has ordered the shirts for the clothing sale at the Conference.
- j. Information Technology Chairperson Bette Mastropasqua reported that she is in the process of updating and revamping the MCANJ Website.
- k. Legal Defense Fund Chairperson Sharon Brienza reported that Nancy Hatten had created a separate link on the MCANJ Website for the Legal Defense Fund. She reported that at the end of 2007, there were 275 members with about \$97,000.00 in the Treasury and about 80 renewals now and 3 new members. She reported that in 2007, the maximum payout was increased from \$3,000.00 to \$5,000.00.
- l. Legislative Review – No Report.
- m. Sharon Young reported that in regard to Laws Affecting the Municipal Clerks, there were four new laws concerning Alcoholic Beverage Control and a new law enacted concerning snow removal for handicapped parking spaces and the new laws will be posted on the MCANJ Website. Harold Weiner reported that the Division of Elections has been transferred from the Attorney General's Office back to the Secretary of State's Office.

President Mailander reported that she has spoken to Manual Review Committee Chairperson Lori Buckelew because there was some concern that the Manuals were not updated in a timely manner for instructors and a written schedule of guidelines is now being worked out. The updates have been forwarded to Coded Systems and they will be provided to the Instructors as soon as possible.

- n. Membership North – No Report.
- o. Membership Central – No Report.
- p. Membership South – No Report.
- q. Peer Alliance – No Report.
- r. Jane Williams-Warren of the Past Presidents' Council reported that an Off-Premise Merchandise Raffle License will be obtained for the MCANJ Annual Meeting in November and that attempts are being made to activate the Peer Alliance Program so as to assist new Clerks.
- s. Public Relations/Booth Chairperson Lydia Magnotti reported that attempts are being made to recruit more retired Clerks to man the MCANJ Booth at the New Jersey State League of Municipalities Conference in November in Atlantic City and to implement one hour tours of duty instead of half hour tours of duty manning the Booth.

She reported that the Annual Education Conference is on the MCANJ Website, as is the IIMC Conference to be held in Atlanta in May.

She commented that the Committee would like to publicize any Municipal Clerk receiving any award and she reminded everyone to promote Municipal Clerk's Week in May.

- t. Quill – No Report.

- u. Records Committee Chairperson Denise Szabo reported on the Committee's plan to attend Government Records Council meetings. She reported that Catherine Starghill of the Government Records Council was supposed to email blast the Clerks of significant GRC decisions, but has not done that, yet. She reported that A-266 has been introduced in the Assembly which would exempt Clerks from penalties under the Open Public Records Act. She requested that an additional member be appointed to the Records Committee.
- v. Resolutions – No Report.
- w. Scholarship Committee Chairperson Bonnie Leonetti reported that the number of scholarships were expanded this year and that there will be a total of twelve scholarships awarded this year, with the heaviest increase in the RMC and CMC scholarships.
- x. Region II – No Additional Report.

OTHER BUSINESS

- a. Old Business - None.
- b. New Business - Bette Mastropasqua asked who was tracking Acting Municipal Clerks and she was advised that it was now the responsibility of the Treasurer.

Jane Williams-Warren reported that she has filed an application for IIMC Region II Director.

- c. Reports of the County Advisory Board Members:

Atlantic – No Report.

Bergen – Nancy Hatten reported that Neil Grant of Fort Lee is the new County President and on the third Thursday of February, Scott Steinmann from Legalized Games of Chance will be the guest speaker and 1.5 contact hours will be given in Licensing.

Burlington – No Report.

Camden – Joan Moreland reported that the new County President is Jamie Eggers from Burlington Township.

Cape May – No Report.

Cumberland – No Report.

Essex – Harold Weiner reported that Evelyn Rosario from Nutley is the new County President, and that Marge Smith from South Orange and Nancy O'Hara from West Orange are retiring.

Gloucester – Drew Pavlica read an email from Pat Frontino in which she reported that the Gloucester Clerks met with the Gloucester Board of Elections on Thursday, January 17, 2008, to discuss emergency weather conditions so as to be better prepared on Presidential Primary Day.

Hudson – No Report.

Huntingdon – No Report.

Mercer – Sharon Young reported that Michele Auletta of Robbinsville is the 2008 County President.

Middlesex – John Mitch reported that the new County President is Barbara Nyitrai of South Brunswick and that Pat Hullfish of Plainsboro and Al Seaman of South River will be retiring. He reported that the son of Past MCANJ President Joe Valenti had passed away. He reported that he will be participating on a panel with two others with a Rutgers University Web Conference to be held on February 13, 2008 and one

CEU will be awarded. He concluded by thanking members of the Executive Board who were able to attend the Middlesex County Municipal Clerks' Association After Holiday Party held on January 11, 2008.

Monmouth – Barbara Bascom reported that their County Clerks' Association reorganization meeting will be held February 1, 2008, which will also be their annual Mayor's Night, and Lori Osborn of Allenhurst will be the new County Chairperson of the Clerks' Association. She also reported that Debbie Smith of Ocean Township and Margaret Plummer of Belmar are retiring.

Morris – Lydia Magnotti reported that she is still the County President and that her County Clerks' Association has an Elections Seminar scheduled to be held February 8, 2008, with their County Board of Elections.

Ocean – Bette Mastropasqua reported that she is the County President again in 2008 and that her County Association offered CEUs in every single RMC category last year.

Passaic – Jane Williams-Warren reported that Kelley Rohde of Ringwood is the 2008 County President and that the reorganization meeting was held on January 17, 2008. She reported that an Election Seminar was given by the County Clerk and CEUs were awarded in Elections. She reported that Richard Moran of Clifton is retiring.

Salem – No Report.

Somerset – Ann Marie McCarthy reported that Warren Township Clerk Patricia DeRocco is the 2008 County President.

Sussex – No Report.

Union – No Report.

Warren – No Report.

ADJOURNMENT

At 12:20 PM, there being no further business, on a motion by John Mitch, seconded by Sharon Brienza, and unanimously carried, the meeting was adjourned.

Respectfully Submitted,

Andrew J. Pavlica, RMC/CMC/MMC
MCANJ Secretary