

Municipal Clerks' Association of New Jersey, Inc.
Advisory Board Meeting
Friday, September 19, 2008
Neptune City Community Center
117 Third Avenue
Neptune, New Jersey 07753

CALL TO ORDER

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

ROLL CALL

At call of roll, the following were present: President Heather Mailander, 1st Vice President Joan Moreland, 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.

2nd Vice President Vincent Buttiglieri and Legal Counsel Thomas Segreto were absent.

FLAG SALUTE AND MOMENT OF SILENCE

President Mailander led everyone in the Pledge of Allegiance to the Flag, and then asked for a Moment of Silent Reflection for all the Service Men and Women serving the country overseas.

APPROVAL OF MINUTES

On a motion by Nancy Saffos, seconded by Pat Frontino, and carried by unanimous vote, the Advisory Board Minutes of June 20, 2008, were approved.

SITE REMEDIATION PROGRAM PRESENTATION

President Mailander introduced Karen Kloo, Manager of the New Jersey Department of Environmental Protection Office of Community Relations. Ms. Kloo said that there have been Amendments made to the Brownfield Act (NJSA 58:10B-24.3a & b). She said that the Site Remediation Program for the NJ DEP recently had amendments promulgated to the technical regulations for site remediation. She said that this is the body of law which dictates how remediated parties have to conduct cleanups and in those new amendments, the public notification and outreach requirement have been enhanced. She gave a Powerpoint presentation to provide an overview of those requirements and the role of the Municipal Clerk. She said that written notification must be submitted to the Municipality and the surrounding property owners before remedial work can be performed. She said that homeowner tank cases and emergency response actions are exempted from the new regulations and for anyone interested in reading more about the new regulations, a copy of rule adoption and guidance adoption can be viewed and obtained at www.nj.gov/dep/srp/regs/techrule.

TREASURER'S REPORT

Treasurer Kwasniewski reported that Account Balances, as of September 15, 2008, included a Checking Account balance of \$45,291.02 (including \$12,972.89 for Scholarships); a Certificate of Deposit balance, (3.46% for one year), of \$110,000.00; a smaller Certificate of Deposit balance, (3.06% for one year), of \$30,186.98; a Legal Defense Fund balance (as of August 31st) of \$107,740.90; for a total Account Balance of \$293,218.90.

She provided a short written summary showing the transactions of the Scholarship Fund since it was transferred to the Checking Account.

She provided a written Budget Summary as of September 15, 2008, which showed Revenues of \$184,241.31; and Expenditures of \$148,182.79; for a Budget Balance grand total of \$162,158.52.

She briefly reported on the Reconciliation Report dated September 6, 2008 and the Itemized Category Report.

She reported that she had opened a new account for Raffles which is a requirement of the New Jersey Division of Legalized Games of Chance.

She reported that she mailed the 1099 Form to the Internal Revenue Service in August, as required. She also reported that she mailed out CR300R and Form 990 with a check in the amount of \$60.00 to the New Jersey Division of Consumer Affairs for the charitable registration renewal for the MCANJ.

She reported that she has received the MCANJ written Financial Statement as of December 31, 2007, prepared by the certified public accountant firm of Ferraioli, Wielkotz, Cerullo and Cuva, PA, 401 Wanaque Avenue, Pompton Lakes, NJ 07442.

On motion by 1st Vice President Moreland, seconded by Past President Chris Wilder, and carried by unanimous vote, the Report of the Treasurer, was accepted.

Treasurer Kwasniewski reported on the Membership Summary, as of September 15, 2008, which showed 792 paid members, with 478 as Clerks, 247 as Deputy Clerks, 20 Acting Clerks, 22 Assistant Clerks, 6 County Clerks, 1 Deputy County Clerk, 4 Clerks to the Freeholder Board and 14 Affiliate members. She reported that she has 6 purchase orders and she has been waiting for these people to send their money in, some since January. She reported that the only County that has 100% paid membership is Passaic County. The State paid average is 88.34%. She commented that membership is important if the towns want to be permitted to vote in the MCANJ Election for 2009 Secretary at the Annual Meeting on November 19th.

She commented that in 2011, her Conference Year, she has penciled in April 5 – 7, 2011, at the Taj Mahal in Atlantic City, and she will meet with Robert Kelly of the Taj Mahal at the League of Municipalities Conference to be held November 18 -21, 2008.

SECRETARY'S REPORT

Secretary Pavlica reported that two candidates have filed for MCANJ Secretary for the year 2009 and they are, alphabetically, Pat Frontino of Glassboro, and Nancy Saffos of Cherry Hill Township.

FIRST VICE PRESIDENT'S REPORT

First Vice President Moreland reported that at the New Jersey State League of Municipalities Conference to be held in Atlantic City in November, there will be fifteen sessions where RMCs can receive CEUs and she went over the list of education sessions to be offered.

SECOND VICE PRESIDENT'S REPORT

President Mailander gave the report of the Second Vice President, in the absence of Vincent Buttiglieri. She reported that 52 tickets have been sold, so far, for the Annual Breakfast Meeting to be held Wednesday, November 19, 2008, beginning at 8:30 AM, with the Annual Meeting beginning at 9:30 AM in the Royal Swan Ball Room in the Tropicana. She said that 47 rooms, out of the 60 rooms that were reserved, have been sold at the Tropicana.

IMMEDIATE PAST PRESIDENT'S REPORT

Immediate Past President Hawk said that she had No Report.

PRESIDENT'S REPORT

President Mailander reported that Dyanne C. Reese, of Savannah, Georgia, the President of the International Institute of Municipal Clerks, is scheduled to speak at the Annual Business Meeting of the MCANJ, on Wednesday, November 19, 2008, in Atlantic City.

President Mailander reported on the proposed change to the MCANJ Constitution and By Laws, which concerns distribution of campaign literature at the "Education Conference", rather than referring to it as the "Fall Conference".

She reported that the New Jersey State League of Municipalities Consultant Round Table Period is now Tuesday, instead of the traditional Thursday.

She reported that there was a Request For Proposals which was sent out for Legal Counsel and interviews of the candidates will be conducted on October 17, 2008.

She reported that there will be fifteen scholarships and three alternate scholarships awarded at the November Annual Meeting for the MCANJ's 2009 Education Conference.

She reported that 2008 Committee Chairs should email their annual reports to Sharon Brienza no later than October 13, 2008.

She reported that she was privileged to have met on Monday, September 15, 2008, with IIMC Executive Director Chris Shalby, IIMC Conference Planner Tim Seedon and other IIMC and Atlantic City representatives, concerning the application that Atlantic City, New Jersey, host the 2013 IIMC Conference.

She reported that she will be attending the New Jersey Government Finance Officers Association Fall Conference in Atlantic City next Wednesday, September 24, 2008.

She reported that Lydia Magnotti of Jefferson Township has resigned as Chairperson of the Public Relations Committee, and Barbara Rae of Edgewater and Ceil Covino of Clinton Township are the new Co-Chairs of the Committee.

She reported that the Executive Board has received a letter of retirement from L. Manuel Hirshblond as MCANJ Administrative Consultant, effective December 31, 2009.

She reported that Joel Popkin's Retirement Party will be held Saturday, November 8, 2008, at the Jumping Brook Country Club in Neptune, New Jersey.

She said that she is pleased to announce that Joel Popkin will succeed Manny Hirshblond after he does retire and he will be training next year with Manny and then in 2010, Joel will take over from Manny.

She reported that there is a new policy that the New Jersey Department of Community Affairs and Rutgers University cannot provide home addresses of those who have passed their Registered Municipal Clerk exams. This will create a hardship for the MCANJ because those who passed their RMC exam were sent congratulatory letters in past years from the MCANJ Education Committee Chairman who invited them to the Annual Meeting of the MCANJ to publicly receive their RMC lapel pins. It was proposed that the MCANJ Secretary make a formal Open Public Records Act request to the DCA for names and addresses of those who have recently received their RMC Certification.

President Mailander encouraged everyone to urge their County Association members to attend the November 19, 2008 Annual MCANJ Business Meeting early, as the voting for Secretary will start at the beginning of the meeting, as soon as the Candidates have finished giving their speeches.

OTHER REPORTS

- a. Administrative Consultant L. Manuel Hirshblond reported that he has ordered two voting machines from the Ocean County Election Division for the election to be held for 2009 MCANJ Secretary at the Annual Meeting on November 19, 2008. He also reported that the MCANJ Public Relations Booth Committee will need to set up on Monday, November 17, 2008, in aisle location #706, which is the day before the New Jersey State League of Municipalities Conference commences.
- b. Constitution and By-Laws - Harold Weiner of Irvington reported that the Committee is in total agreement with the proposed Amendment as described by President Mailander.

- c. Education Committee Member Linda Wanat of Montclair reported that there is a need to better publicize various Mini-Conferences. She also reported on the Education Committee brochure to be distributed at the MCANJ Annual Meeting.
- d. Education Conference Committee – Treasurer Kwasniewski reported that the last person, who was registered and had an outstanding bill, has finally paid for the 2008 Education Conference.
- e. Mini – Conferences - President Mailander reported that 42 people have registered, so far, for the Mini – Conference – North to be held September 25th. Patricia Hunt of Moorestown reported for Mini – Conference Central and said that, yesterday, 39 people attended the Jeopardy! Session with Susan Jacobucci and Dan Kaminski at the Sierra Hotel. Pat Frontino of Glassboro reported for Mini – Conference South and said that 25 people have registered, so far, for their Mini – Conference to be held Saturday, October 3, 2008, with 6 one hour speakers offering CEUs in Licensing, Elections, Ethics, Finance, Records and 1 CEU for Registrars.
- f. Professional Development – No Report.
- g. Elections Co-Chair Jane Williams-Warren of Paterson reported that she will be attending the New Jersey Election Officials Conference to be held on Wednesday, September 24th at the Forsgate Country Club in Jamesburg, New Jersey. She said that there are many issues with many School Districts objecting to being used as polling places and in Paterson, the school system is off only a half day, instead of a full day, on Election Day. She reported on the audio aspect of Voting Machines and she reported on State funding of barrier-free improvements for polling places.
- h. Fundraising – No Report.
- i. Information Technology Chairperson Bette Mastropasqua reported that she extends much thanks to Nancy Hatten of Tenafly and Daina Dale of Harvey Cedars, for all their contributions on the Committee this year.
- j. Legal Defense Fund – Administrative Consultant Hirshblond reported that the deadline for renewals was April 15th and yet, he is still getting renewal payments..
- k. Legislative Review – No Report.
- l. Laws Affecting the Municipal Clerks – Harold Weiner reported that the State Legislature is back in session after their Summer Recess and he said that he would like to request from the State Department of Environmental Protection that they send notification in the future to Municipal Clerks when amendments are proposed, such as to the Site Remediation Program.
- m. Manual Review – No Report.
- n. Membership North – No Report.
- o. Membership Central – No Report.
- p. Membership South – No Report.
- q. Peer Alliance for Learning – Patricia Hunt of Moorestown said that LaShawn Barber of Tabernacle and Cynthia Dalessio of Woodstown Borough developed a letter for newly appointed Clerks, welcoming them and letting them know that there is a Peer Alliance Committee available to help them. She said that LaShawn is working on a data base which will include information on the form of government and information on each respective town.
- r. Past Presidents Council - Jane Williams-Warren reported that the Committee has been working on raffles and assisting the Peer Alliance For Learning Committee
- s. Public Relations – No Report.

- t. Quill – No Report.
- v. Records – No additional Report.
- w. Resolutions – President Mailander reported that if anyone knows of any Clerk who has retired or passed away, to please get in contact with Karen Hughes of Westwood or Kathy Norcia of Lawrence Township, so the appropriate resolution can be prepared for the Annual Meeting.
- x. Scholarship Committee – President Mailander reported that Committee Chairperson Bonnie Leonetti of Long Beach Township will meet telephonically with her Committee to discuss proposed scholarship recipients.
- y. Region II – Region II Director Jane Williams-Warren reported that International Institute of Municipal Clerks President Dyanne Reese of Savannah, Georgia recently had surgery, but has returned to work. She reported that she and the other Region II Director, Carol Jacobs, attended the Conference for West Virginia and Pennsylvania Clerks held in Pittsburgh, Pennsylvania, and there was a lot of discussion on their version of the Open Public Records Act. She reported that West Virginia has a very low number of member Clerks in the IIMC and the West Virginia Clerks Association has agreed to give their members a \$1,000 scholarship to pay for conference registration and hotel costs at an IIMC course, in an effort to increase West Virginia participation and membership in the IIMC. She said that Shippensburg University is not complying with IIMC educational requirements, so the IIMC has put out an RFP to relocate to another University and right now, Penn State is hosting CMC and MMC courses. She handed out a flyer concerning an update of the Educational Component for CMC and MMC requirements. She reported that there is a contest being conducted by the IIMC Board of Directors concerning a membership challenge, and she only needs 41 new IIMC memberships in order to reach 425 members. She said that it is a friendly competition among IIMC Region Directors and that the winner receives two complimentary Delegate Registrations for the 2009 IIMC Conference to be held in Chicago, and the contest deadline is March 31, 2009.

IIMC Past President Chris Wilder is the Committee Co-Chair for the MCANJ bid to host the 2013 IIMC Conference in Atlantic City, New Jersey. She reported on the IIMC site visit to the Trump Taj Mahal which took place over a two-day period, September 15 and 16, 2008. In attendance on Day One was Chris Shalby, IIMC Executive Director, and Tim Seeden, IIMC Conference Planner and Allan Susen, MCANJ Past President. Joining them for breakfast was Rosemary Adams, City Clerk of Atlantic City, William Marsh, City Council President and Flo Kelly of the Atlantic City Convention and Visitors Bureau. Representing the Trump Taj Mahal was Wendy Wenal and Robert Kelly of the sales staff, Mark Juliano, Chief Operating Officer of Trump Entertainment and a member of the Board, as well as senior managers of the hotel. MCANJ President Heather Mailander joined the group for dinner. Day One was spent reviewing the hotel's accommodations and meeting space. Also, the IIMC representatives were taken on a tour of Atlantic City and some of the sites the 2013 Committee has recommended for the All-Conference event, the opening reception and spouse/guest one-day tours. On Day Two, Chris joined Allan, Wendy, Robert, Chris and Tim for further discussion. Allan and Chris emphasized the depth of organization of New Jersey's 2013 Committee and the extent to which plans have already been made, should New Jersey be awarded the bid. Wendy and Robert provided menus and food pricing which they guaranteed for 2013. After this discussion, Cape May was toured as another potential event site. Co-Chair Wilder reported that the IIMC personnel left Atlantic City on Wednesday for Hartford, Connecticut, where they conducted another two-day site visit. Chris and Allan believe that the IIMC personnel were rather impressed with the New Jersey hotel, meal prices and event sites. Although they had appeared neutral, it could not be helped to notice their favorable reaction to these matters and to the fact that they were met by so many Atlantic City and Trump VIPs.

OTHER BUSINESS

- a. Old Business - None.

b. New Business – President Mailander reported that the MCANJ Cook Book is moving forward and pre-orders are encouraged, although the price of the book has not been set, yet. She said that the book includes over 100 recipes from every County and will benefit scholarships and is expected to be ready at the MCANJ Annual Meeting in November.

c. Reports of the County Advisory Board Members:

Atlantic – No Report.

Bergen – Joanne Kwasniewski of Fair Lawn reported that the County Association will meet in October with the County Clerk, County Superintendent of Elections and County Chairman of the Board of Elections, and CEUs will be offered in Elections.

Burlington – Patricia Hunt of Moorestown reported that their quarterly County Association meeting was postponed until October 23rd and Attorney Bill Kearns was scheduled to give a Legislative Update.

Camden – Nancy Saffos of Cherry Hill reported that their County Association meeting has been postponed to October 10th and it will be an Elections seminar. The November meeting will be 3 CEUs in Finance.

Cape May – No Report.

Cumberland – No Report.

Essex – Linda Wanat of Montclair reported that their Association will hold an Education Conference on October 9th at the Verona Community Center and offer 2 CEUs in Licensing and 2 CEUs in Professional Development.

Gloucester – Debbie Pine of Elk Township reported that their County Association awarded a \$1,000 scholarship to a graduating high school senior and are now looking for a family for their annual Project Santa project in which they provide a \$1,000 gift card from WalMart. The Association contacts the County annually and gets an anonymous list of families in need with young children for consideration.

Hudson – No Report.

Huntingdon – No Report.

Mercer – No Report.

Middlesex – No Report.

Monmouth – Barbara Bascom of Upper Freehold Township reported that their County Association will host their County Election Officials on October 7th.

Morris – No Report.

Ocean – Bette Mastropasqua of Beachwood reported that their County Association will have a breakfast meeting on October 2nd with their County Clerk, Carl Block, who will provide them with Election updates. She reported that her County was having tremendous difficulty getting members to attend a meeting, and she thought that a joint meeting between the Ocean, Monmouth and Middlesex Clerks Associations might be a good suggestion.

Passaic – Jane Williams-Warren of Paterson reported that their next Clerks Association Meeting is October 9th and that Municipal Clerks have retired in Hawthorne, Wayne and Clifton.

Salem – No Report.

Somerset – No Report.

Sussex – No Report.

Union – No Report.

Warren – No Report.

UPCOMING DATES

President Mailander reported that 2009 MCANJ Advisory Board Meetings will be held at the old Holiday Inn, in Jamesburg.

President Mailander reminded everyone that the MCANJ Annual Meeting will be held on Wednesday, November 19, 2008 at 8:15 AM in the Royal Swan Ballroom at the Tropicana Hotel and Casino in Atlantic City, New Jersey.

ADJOURNMENT

At 12:15 PM, there being no further business, on a motion by Nancy Saffos, seconded by Jane Williams-Warren, and unanimously carried, the meeting was adjourned.

Respectfully Submitted,

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