

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
 JANUARY 23, 2009 ADVISORY BOARD MINUTES
 CROWNE PLAZA HOTEL, JAMESBURG, NJ

President Joan Moreland opened the meeting with a salute to the flag.

ROLL CALL EXECUTIVE BOARD

Members	Present	Absent
President Joan Moreland	X	
1 st Vice President Vincent Buttiglieri	X	
2 nd Vice President Joanne M Kwasniewski	X	
Treasurer Andrew J. Pavlica	X	
Secretary Nancy L. Saffos	X	
Immediate Past President Heather Mailander	X	
Administrative Consultant L. Manuel Hirshblond	X	
Administrative Consultant Trainee Joel Popkin	X	
Legal Counsel Richard Lustgarten	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	Deanna Speck	X	
Cape May	Wanda Gaglione	X	
Cumberland	Susan Robostello	X	
Essex	Harold Weiner	X	
Gloucester	Patricia Frontino		X
Hudson	Robert Byrne		X
Hunterdon	Cecilia Covino	X	
Mercer	Sharon Young		X
Middlesex	John Mitch	X	
Monmouth	Barbara Bascom	X	
Morris	Susan Caljean	X	
Ocean	Bette Mastropasqua	X	
Passaic	Jane Warren-Williams	X	
Salem	Maureen Abdill		X
Somerset	Sharon Brienza	X	
Sussex	Vita Thompson		X
Union	Kathleen Wisniewski		X
Warren	Teresa DeMont		X

Quorum was met.

Moment of Silence

A moment of silence was observed in honor of our troupes.

Approval of Minutes

On a motion by Barbara Hawk, seconded by Deanna Speck and carried unanimously by voice vote, the minutes from the September 19, 2009 Advisory Board Meeting were approved.

**Treasurer's Report – (2008 year end summary)
Joanne Kwasniewski, 2008 Treasurer**

2nd Vice President Kwasniewski distributed the 2008 Budget Summary showing the approved budget in the amount of \$126,100.00 with revenues of \$197,154.92 and expenditures of \$200,212.65. She distributed a summary of all MCANJ accounts indicating a balance of \$255,590.40 as of December 31, 2008. Treasurer Kwasniewski also distributed a MCANJ Membership Summary indicating a total of 811 total paid members as of December 31, 2008.

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

**Treasurer's Report – (current)
Drew Pavlica, 2009 Treasurer**

Treasurer Pavlica distributed the 2009 Budget Summary and reported that the 2009 budget had been approved and adopted by the Executive Board for a total of \$140,500. Treasurer Pavlica noted that as part of the transition, he delivered updated signed signature cards to TD Bank, where our accounts are held. He stated that the dues envelopes had been prepared with mailing labels and stuffed with the President's letter, the LDF form, the membership renewal form and return envelope for dues. He said they were ready to go and would be mailed immediately following this Advisory Board Meeting.

Treasurer Pavlica explained that as part of the transition, he had been at 2nd Vice President Kwasniewski's office the Tuesday past to go over the duties of the Treasurer. He continued saying that they had reviewed much of the information and he and 2nd Vice President Kwasniewski were about to print reports and the Treasurer's laptop computer crashed. He noted that thankfully most of the files had been backed up by 2nd Vice President Kwasniewski. Treasurer Pavlica noted that a new laptop would need to be purchased as soon as possible. He asked for authorization from the Executive Board to purchase same. 2nd Vice President Kwasniewski reported that she solicited a quote from her IT company and would report back to the Executive Board when she receives it. She added that she is confident at least 90% of the files are backed up, therefore she isn't convinced that recovery is necessary especially if it turns out to be very expensive.

On a motion by 2nd Vice President Kwasniewski, seconded by Immediate Past President Mailander and carried unanimously by voice vote, approval to purchase a new laptop with the new version of Quicken for an amount up to \$1,500.00 for computer and software.

Treasurer Pavlica also mentioned that he along with Immediate Past President Mailander and 2nd Vice President Kwasniewski met with Tom Segreto for lunch in December and presented him with a plaque in appreciation of his service to MCANJ.

Secretary's Report – Nancy L. Saffos

Secretary Saffos reported that contracts had been signed by our Administrative and Legal Consultants. She also asked for permission to purchase a new tape recorder for the meetings, as the current one is not operating properly and is not dependable.

President Moreland announced that we would be purchasing a new tape recorder and since it was such a small amount a motion to approve the purchase would not be necessary.

2nd Vice President's Report – Joanne Kwasniewski

2nd Vice President Kwasniewski reported that she would be handling the conference registrations, for which the brochure was scheduled to be mailed in February following the February 16, 2008 Conference Committee Meeting. She said that once those went out to members she would be responsible for receiving registrations.

1st Vice President's Report – Vincent Buttiglieri

1st Vice President Buttiglieri reported on the closing of the 2008 Annual Breakfast Meeting held at the League Conference in November saying that we sold 274 tickets and he is still waiting for payment on 5 tickets. \$8,070.00 has been collected to date. He continued saying that 60 hotel rooms, at the Tropicana Hotel, were allocated and 59 of those were reserved, adding that the Tropicana staff was very accommodating.

1st Vice President Buttiglieri reported that he had attended the IIMC Region II Conference in Annapolis where there were approximately 125 attendees. He stated that a Robert Swift spoke on Parliamentary Procedure and the Art of Minute Taking. He added that Annapolis was a beautiful city and worth visiting. One of the outings was a trolley ride touring the highlights of Annapolis, which was quite enjoyable.

Treasurer Pavlica added that he had spoken to Dan Kaminsky at DLGS and had secured 3 CEUs for Professional Development and 3 CEUs for Records. He said that once he receives the formal approval from DLGS he would mail certificates to those who attended the Region II Conference.

1st Vice President Buttiglieri ended saying that he would be speaking at a League Seminar for Elected Officials, tomorrow, January 24, 2009, as a MCANJ representative, on the role of the Municipal Clerk in local government.

Immediate Past President 's Report – Heather Mailander

Immediate Past President Mailander thanked everyone for all they did last year to get the information out to their county. She said it was a wonderful year and she appreciated all of the support received from all of the members.

President's Report – Joan Moreland

President Moreland asked for a show of hands, of those present who were Advisory Board Representatives, and counted 13 present. She stated that one of her goals is to have a member from each county throughout the state to be represented. She noted that without someone representing each county and bringing information back to the clerks in their county, the various clerks were being shortchanged and were not receiving valuable information. President Moreland said that she would be visiting counties in an effort to increase participation.

President Moreland reported that the association had solicited applications for legal counsel and had received 4 applications by the published deadline and 1 after the deadline. She said the Executive Board conducted intense interviews and the consensus was to secure the services of Richard Lustgarten as our Legal Consultant. President Moreland introduced Mr. Lustgarten saying the association looked forward to working with him.

With regards to the MCANJ website, President Moreland encouraged all of the county representatives to get any information about their county and any activities that they were planning to Bette Mastropasqua, who would post it on our website, thereby giving everyone the opportunity to know what was going on in the different counties and whether there were meetings with CEUs being offered. She said that by doing that counties might be able to increase the attendance at their meetings and making members of the others counties aware of the different CEUs that were being offered everyone could benefit from the shared information. She also stated that the Mini Conferences and the associated CEUs being offered at those will be posted on the website. Likewise when she completes the Advisory Board Representative List and the County President List they will be posted as well.

The conference for 2009 is scheduled for April 27 through April 29 with sessions beginning on Monday afternoon and a desert reception on Monday evening. She said that on February 16th the committee would be putting labels on the registration packets. She urged all Advisory Board Representative to encourage their members to fill out the registration forms as soon as they can and make sure they are filled out completely. She noted that there are so many forms that are returned incomplete each year. She reminded everyone that late registrations would incur a late fee. She advised that badges must be worn at all times throughout the conference and we would be utilizing the scanning system again this year as it worked very well last year.

President Moreland advised that we have an additional position this year, which is Administrative Consultant in Training. She said that Immediate Past President Mailander sent letters to all of the Past Presidents advising them that Manny would be retiring at the end of the year and asked if there was anyone interested in applying for the position of Administrative Consultant. Only one response was received and it was from Joel Popkin. She said that Manny and Joel were working very closely and meeting monthly to go over the many duties of the Administrative Consultant.

President Moreland stated that she will be attending the Mayor's Conference (April 30th - May 1st) She stated that she would be setting up the booth, as she has done with Past President Hawk over the past few years. She said it has proved to be very worthwhile and they have answered many questions of the mayors in attendance.

Administrative Consultant's Report - L. Manuel Hirshblond

Administrative Consultant Hirshblond indicated that he and Joel Popkin have been working very closely and that the storage was paid through November, so that December 1st everything would be moved from Toms River to Neptune City.

Legal Counsel - Richard Lustgarten, Esq.

Attorney Lustgarten spoke briefly on the issue of the Borough of Paramus and the Paramus Clerk.

The case was decided on January 12, 2009. The case, brought by the Borough of Paramus against the Municipal Clerk was specifically related to the clerk's duties under OPRA. The essential issue in this case was whether the clerk was required to inform the borough's attorney, on a mandatory basis, of all non-routine OPRA requests. One of the key issues in this case was the definition of non-routine.

The Borough of Paramus adopted a policy that mandated the clerk turn over all non-routine OPRA requests to the borough's attorney, who then had 24 hours to review same.

The court reviewed the statutes and came out with a decision that was favorable to clerks, however there were some disturbing parts as well. The judge refused to rule in favor of the Borough of Paramus stating that giving a copy of each OPRA request to the attorney for review would impede the process and could ultimately cause a delay in response time, for which the clerk is solely responsible for complying with under OPRA.

Attorney Lustgarten stated that he found two disturbing points in the decision which were: Had the definition of the term non-routine been more clearly defined the court might have made a different decision. The second disturbing point dealt with the court feeling uneasy with the fact that the clerk has the sole authority of whether or not to seek legal advice of the municipal attorney before releasing records.

Immediate Past President Mailander added that the good news is that Municipal Clerks do not have to go to their Municipal Attorneys with each and every OPRA request first whether its routine or not routine, which would largely impact each of us everyday.

Attorney Lustgarten suggested that as clerks we do not want to give anymore than this decision calls for and we should draw a hard line on this issue.

Constitution & By-Laws - No report.

Nancy Hatten asked President Moreland if there were any assignments made.

President Moreland stated that she had asked Barbara Hawk to re-invent a book that she had received many years ago that was for newly elected officials and she thought it was very useful. .

President Moreland received a request from Assemblyman Rice who is working on a bill #S 1027 having to do with the filing and signing of electronic maps, deeds etc. The Assemblyman is looking for MCANJ's support.

President Moreland read parts of Michele Auletta's e-mail on the subject, which said that this bill pertains mostly to County Clerks, however electronic signing of maps would also be much easier for Municipal Clerks as well. It makes sense for many reasons and would be easier for the various municipal officials to access the electronic maps to perform their functions, as well as serve the public.

Harold Weiner stated that we already do everything that is in the bill.

Education Committee – Allan Susen reported that the Education Committee will meet for the first time this year on February 5th and would meet the first Thursday of each month after that. He asked President Moreland to attend the meetings if possible. He stated that the Education Committee would be broken down into sub committees, so that each member of the committee would be clear as to their responsibility. He ended saying that later in this meeting we would be discussion the 2013 IIMC Conference to be held in Atlantic City.

Education Conference - Joel Popkin stated that there is a very hard working committee of about 12 to 13 people. Hopefully on February 16th the registration packets will be mailed out giving clerks about 10 weeks advance notice. He reported that we have a speaker by the name of Bruce Wilkerson, who has come highly recommended and was a speaker at the IIMC Conference a couple of years ago. Also speaking will be a former governor of Pennsylvania who will speak on Wednesday at a general session. We've had successful conferences the past couple of years and hopefully it will be the case this year again.

Allan Susen added that in future years the conference Committee should draft descriptions of the education sessions and submit those to the Education Committee. Unfortunately the Education Committee simply does not have time to do it alone.

Allan Susen added that when he spoke to IIMC in California he suggested scanning for Chicago and it is very possible. He added that there is a possibility of 15 CEUs at the conference.

Mini-Conference (Central) – Patricia Hunt reported that plans had been finalized with Sharon Young for a Mini Conference on March 4, 4009 at the Specials Services School in West Hampton. The conference will include bingo & raffles, a representative from the GRC will be there to speak and there will be a review of legal advertisements . She said she would forward all details to Bette Mastropasqua for a blast e-mail to all clerks.

Mini Conference (South) - No report

Professional Development - No report.

Elections - Barabra Bascom reported that she was honored to speak at a Senate Hearing on the feasibilities of uniform rules and regulations for board workers. Barbara pointed out that rules and regulation already exist and uniform training is what is so badly needed for the board workers. She was very honest with Senators and pointed out that most of the board workers are elderly and many sleep through some of the day. They become unnerved with strong personalities. They typically send voters away instead of using a Provisional Ballot. She reiterated that Uniform Training is badly needed and would improve service on Election Day all around.

She reported that there is some interest in increasing the hours of the polls to 9:00 PM and she explained that it is already a totally exhausting day for everyone. She reported on the progress of the voting machines with the verified paper trail saying that voters will be thinking they are to get a receipt for their vote and they will not. She said it brings with it another job for the elderly board workers; now when the paper runs out they will need to replace it.

Sharon Brienza reported that in South Bound Brook there was a dead heat tie for council and there would be a Special Election on February 6, 2009, when they will use the new voting machines with the verified paper trail.

Jane Warren-Williams mentioned that it would be nice to have one of the new machines at the conference for everyone to see.

Fund Raising – Barbara Hawk reported for Kathy Wisniewski saying that we would be selling V-neck sweaters for men and women; polo shirts – both short and long sleeve; V-neck and Scoop neck. We would also have thumb drives for sale and the committee would like to sell umbrellas.

Information Technology/Web Page – No Report.

Nancy Hatten mentioned that all of the minutes up to date have been posted on the website.

Legal Defense Fund - Sharon Brienza reported renewal applications must be received by April 15, 2009 or clerks would have to apply as a new member

Legislative Review - Bette Mastropasqua reported that the first meeting of the committee will be next week.

Laws Affecting Municipal Clerks – Harold Weiner reported that the committee continues to monitor bills and is updated monthly by Michelle Auletta.

Manual Review Committee – Joel Popkin reported that the committee met earlier in the week. There have been no updates for a few years. They will be meeting with Joe Valenti, who is soon retiring. Joe Valenti advised that he will do whatever he can to help. Joel added that at the February meeting the committee will set up a timeline to avoid open questions as has been the case in the past. He ended saying that updates would not be available for the next class session.

Allan Susen mentioned that a Manual Review Subcommittee of the Education Committee had been set up to follow the progress of the manual revisions and it would be guided by Barbara Bascom & Linda Wanat. He added that Lori should be attending the Education Committee meetings as well.

President Moreland announced that Gretchen McCarthy has resigned from her position in Jamesburg.

Membership North - No report.

Membership Central - No report.

Membership South - No report.

Peer Alliance - No report. .

Past Presidents' Council – Barbara Hawk reported on the book assignment that President Moreland had made mention of earlier in the meeting, She stated that it will be a big job but well worth it, She estimated that it should be ready for review in June and should be ready for distribution at our Annual Business Meeting in November.

Public Relations/Booth – Cecilia Covina reported that the League went well. She mentioned that there were some people looking for the clerks' cookbook.

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 – John Mitch expressed his surprise regarding being the chair of the committee. He stated that Gretchen McCarthy had been on this committee, so there is a vacancy there. He said that they, as a committee, alternate going to the GRC meetings, with each person attending 2 or 3 meetings a year. He said the presence of clerks at the meeting do make an impact and have let the GRC aware that clerks are not reckless. He added that there are many cases where clerks are not responding within 7 days and there is really no excuse at all for that. It makes all of us look badly and doesn't help out cause.

President Moreland thanked John Mitch for accepting the chair position of the Records Committee.

Resolutions – No report

Scholarship - No report.

Region II – Jane Williams-Warren reported that the Region II Conference was well attended. She stated that there is a Region II Director election next year and there has been some discussion about rotating directors in large part because New Jersey has always had a spot because of the large number of members from New Jersey. They have asked the President of each of the 6 state associations to appoint 2 people to be part of a committee to discuss the possibility and idea of rotating the seat.

She stated that the Region II Conference will be held in New Jersey next year, at the Taj Hotel in Atlantic City over Martin Luther King's weekend. With regards to our Spring Conference, Jane asked the Executive Board if they would provide a room for Carolyn Jacobs, the other Region II Director, as the other state associations have done for Jane & Allan when they attend a conference hosted by another state within the region. The hotel and conference fees are the customary comps.

Jane also asked for a list of all Advisory Board Representatives, including those who were not present today, so that she could send them information to help keep them informed. She also mentioned that she distributed various information concerning the IIMC Chicago Conference, which includes an application for a Grant for the Annual Conference. Jane encouraged everyone to visit the IIMC website and asked that they pass that message on to the other clerks in their counties.

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 Hulfish just lost her sister and had also recently lost her brother.

County Reports

Atlantic - No report

Bergen – Nancy Hatten reported that they will be having a Strategic Planning Meeting of the Executive Board next Thursday, January 29, 2009 and the first County meeting of the year is scheduled for February 19, 2009. She stated that they are trying to work on a program for the many new clerks in Bergen County. The program would be a mini workshop that would provide information giving these DLGS to inquire as to whether they could secure CEUs for the workshops.

Burlington - Patricia Hunt reported that they would be having their reorganization meeting in the next couple of weeks.

Camden -. Deanna Speck reported that there has been no reorganization meeting as yet.

Cape May – Wanda Gaglione reported that they will have their first meeting on February 4, 2009. She introduced Connie Mahan, who is the President of their County Association.

Cumberland - Susan Robostello reported that their reorganization meeting in December when new officers were sworn in. They will be having their next meeting February 2, 2009. She invited anyone who wished to attend saying that Susan Jacobucci will be speaking and 2 CEUs will be given. The cost will be \$10.00. She also mentioned a meeting is scheduled for the first Monday in May and there will be a speaker for that meeting as well.

Essex - Harold Weiner reported that they had met and reorganized and he will get the updated contact information for the new president to President Moreland and the secretary. He stated that the Advisory Board representatives remain the same; Linda Wanat, who was unable to attend today, is the representative and he is the alternate. He mentioned that they will be arranging for speakers and CEUs at their future meetings and finalized he will forward the particulars to Bette Mastropasqua for posting on our website.

Gloucester – Pat Frontino, the newly elected president was unable to attend today. It was reported that they had their reorganization meeting last night and there was 1 CEU given for finance after talking about the budget process. Their next meeting will be with the Gloucester County mayors and Pat will have more information at the next Advisory Board meeting,

Hudson - No report

Hunterdon – Karen Sandorse reported that they will have their reorganization meeting on February 2, 2009.

Mercer- Andrea Lea Quinty reported that she was filing in for Sharon Young, who is the Advisory Board representative for Mercer County and reported that their president is Michelle Auletta. Andrea said that they had their holiday party the first week in January and will have their next meeting on February 12, 2009 and there will be credits in records. The meeting will be held at Perkins Pancake House and the meeting begins at about 9:00 AM.

Middlesex –John Mitch reported that their officers are beginning the second year of their two year term and had their annual reorganization meeting in early January. He said they are planning to team with Mercer County in March to have a Tumbling Dice Program similar to the one hosted by Hunterdon County.

Monmouth – Barbara Bascom reported that they will be having their reorganization meeting next Friday and will combine that with a Mayor's dinner. Senator Jennifer Beck has been invited to speak and there will be CEUs in Ethics given.

Morris – Susan Caljean reported that they had their reorganization and swearing in of new officers in December and their next meeting will be held on February 13, 2009 . They plan to offer CEUs however details are still being worked out.

Ocean - Bette Mastropasqua reported that they had their Christmas luncheon in December and had a collection of toys for the children of military personnel and sent many packages over to the National Guard. She said their reorganization meeting is tonight.

Passaic - Jane Williams-Warren reported that they had their Christmas meeting in December. They collected toys and sent them over to Eva's shelter. They will have their reorganization meeting in February

Salem - No report.

Somerset - Sharon Brienza reported that they had their holiday luncheon in December and did their 10th Annual Toys for Tots. They have not yet had their reorganization meeting.

Sussex - No report

Union - No report

Warren - No report.

President Moreland announced that the next advisory Board meeting would be held at the 2009 Spring Conference on Thursday, April 30, 2009 at the Tropicana Hotel.

Allan Susen reported that Chris Wilder's dad passed away and she could not be present for this meeting.

Treasurer Pavlica announced that there was a \$15.00 fee for guests.

ADJOURNMENT

On a motion by Sharon Brienza, seconded by Jane Williams-Warren carried unanimously by voice vote, the meeting was adjourned at 12:05 p.m.

Respectfully Submitted:

Nancy L. Saffos
Secretary