

MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY
ANNUAL BUSINESS MEETING MINUTES
NOVEMBER 14, 2007

President Barbara Hawk opened the annual business meeting at 8:45 a.m. She welcomed everyone to the meeting and then asked the Secretary to take the roll call of officers.

Officers present were: President Barbara Hawk, 1st Vice President Heather Mailander, 2nd Vice President Joan Moreland, Treasurer Vincent Buttiglieri, Secretary Joanne M. Kwasniewski, Immediate Past President Elaine Kennedy, Administrative Consultant L. Manuel Hirshblond and Legal Counsel Thomas Segreto.

The invocation was given by Reverend David C. Meldrum, Pastor, Laurel Springs Baptist Church.

President Hawk called on MCANJ Administrative Consultant L. Manuel Hirshblond to lead in the salute to the flag.

**INTRODUCTION OF INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS
PRESIDENT:**

President Hawk introduced Charles E. Tokar, President of the IIMC and Village Clerk/Budget Officer, Village of Chicago Ridge, IL. President Tokar congratulated the Association for being in existence for 80 years. It is a tremendous achievement and a tribute to the commitment of New Jersey to its professional education. It is also a testament to great leaders. He presented a small token from the IIMC in appreciation of President Hawk's leadership and outstanding efforts as President. He also presented 1st Vice President Mailander with a gift for the heavy responsibility and tasks she faces as the next President of MCANJ. He commended Region II Director Allan Susen for the great job he has done. He is very well respected on the Board as a voice of reason and for his calming influence on the Board.

He continued that many serious concerns were raised at the IIMC Board meeting about the education process and the CMC and MMC designations with some of the course work not counting. He has established a task force to come up with a middle ground that everyone can agree on. He hopes that they will have a teleconference before the May meeting. He stated that education is preeminent to raise the status of the Municipal Clerks' profession.

He mentioned the Municipal Clerk Education Foundation (MCEF) including Dale Barstow, President, Kathy Thorpe and Linda Wanat who have done an incredible job to support the educational efforts of IIMC. They have over \$1 million invested thanks to the contributions made by IIMC members. They are able to contribute \$50,000 to \$60,000 every year to the educational efforts made by IIMC. He advised that New Jersey would be receiving one of the \$500 scholarships that MCEF gives each year. They will be starting a new program to present two annual scholarships in each Region to the IIMC Conference. One of the scholarships will go to someone who has never gone to an annual conference and the second scholarship will go to someone has not attended in the last five years. He noted that the quality of the education at the Annual IIMC Conference is tremendous. In addition to top quality speakers from all over the country, the opportunities to network are fantastic. He urged everyone to attend the 2008 IIMC Annual Conference in Atlanta. He explained a legacy program that MCEF is starting.

IIMC was able to present a study tour to England in which there were 18 participants. It was a wonderful program that they will try to make available every other year. In 2009 the IIMC Annual conference will be held in Chicago. They are still negotiating with the Clerks from Liverpool, England for 2010. He expects a formal decision to be made within the next four to six weeks. Nashville will host the 2011 conference and Portland, Oregon will be the host in 2012. He encouraged New Jersey to submit a bid for 2013.

APPROVAL OF MINUTES

On a motion by Sharon Brienza, seconded by Bette Mastropasqua and carried unanimously by voice vote the minutes of the Annual Business Meeting of November 15, 2006 were approved.

TREASURER'S REPORT

Treasurer Vincent Buttiglieri reported that membership consists of 508 Municipal Clerks, 16 Acting Municipal Clerks, 275 Deputy Municipal Clerks, 12 Assistant Municipal Clerks, 12 County Clerks and 20 affiliate members for a total of 848 members. Treasurer Buttiglieri congratulated Cape May, Middlesex and Passaic Counties who have 100% of their membership paid. Also, as of November 3, 2007, MCANJ has a balance in all various accounts of \$261,992.33 including \$97,352.97 in the Legal Defense Fund.

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

LEGAL UPDATE

Legal Counsel Thomas Segreto reported on various resolutions adopted by the MCANJ this year including opposing S-2081 and A-4140 decreasing certain public document copying fees, supporting S-2039 and A-172 exempting Municipal Clerks from penalties for OPRA violations under certain circumstances, authorizing amendments to the bylaws of the Legal Defense Fund and establishing protocols and enhanced fiscal controls for MCANJ/LDF funding. A letter was sent to the Assembly Budget Committee opposing a measure to cut \$10 million from the Paris Grant fund to supplement the general fund. He presented an article in the Quill regarding the circumstances and effects of abstentions at public meetings.

He reported that they have obtained their 501(c)3 designation and the State tax exemption certificate and he is in the process of obtaining the raffle license from the State of New Jersey. He is appearing Amicus Curiae in the Hoboken OPRA litigation supporting the premise that claims should be filed within 45 days of the denial of access to public records and in litigation regarding Acting Municipal Clerks and term appointments. He is consulting with private counsel representing Municipal Clerks in private matters that affect the position of Municipal Clerk.

He and the Executive Board are working with the NJ Legalized Games of Chance Control Commission to enhance the education Municipal Clerks receive and to refresh their understanding of raffle applications procedures.

He stated that the Government Records Council website has helpful information regarding what is disclosable and what is exempt from disclosure as well as when it is appropriate to charge a special service fee.

He concluded by thanking the MCANJ for their continued confidence in him.

PRESIDENT'S AWARD

President Hawk stated that each year the President is allowed to give an award to someone outside of the Association who has helped the Association. She stated that Bill Dressel is one of the biggest supporters of the MCANJ. She thanked him for his dedication and presented him with the Friends of the Municipal Clerks Award.

Bill Dressel thanked President Hawk and the Association. No one knows what is happening in local government better than the Municipal Clerks. He accepted the Award on behalf of the League but pointed out that he cannot do his job without the assistance of the MCANJ.

INTRODUCTION OF CANDIDATE FOR 2008 SECRETARY

Secretary Joanne Kwasniewski introduced the candidate for 2008 Secretary, Andrew J. Pavlica (better known as Drew) from the City of Garfield. Mr. Pavlica stated that he has been the City Clerk for the past 20 years. He considered it an honor and a privilege to be a candidate for Secretary. He takes the responsibility this office brings very seriously. He felt the Association must do all it can to promote the position of Municipal Clerk. It is up to the Municipal Clerks to set a high standard of excellence. The Association must continue to give ample opportunities to the membership to fulfill the changing educational needs and requirements. He is extremely proud to be a Municipal Clerk and to be member of MCANJ and pledged to do his best to serve the membership.

PROPOSED CONSTITUTION AND BYLAWS AMENDMENT

President Hawk called on Harold Weiner to explain the Constitution and Bylaws Amendment. Mr. Weiner stated that the proposal is for five Advisory Board meetings: one at the Annual Conference, one at the Education Conference and three others at the discretion of the Executive Board. If the proposed change is accepted, Article 6, Section 1 will be amended to be effective January 1, 2008.

On a motion by Bette Mastropasqua, seconded by Sharon Brienza and carried unanimously by voice vote the proposed change to the by laws was approved and adopted as submitted.

RECOGNITION OF COMMITTEE CHAIRS

President Hawk thanked the following individuals for their service to the Association:

2007 Committee Chairs:

Constitution and Bylaws - Harold Weiner, Municipal Clerk, Irvington Township

Education – Andrew J. Pavlica, Municipal Clerk, Garfield City

Education Conference - Joel Popkin, Co-Chair, Municipal Clerk, Neptune City Borough and Elaine B. Kennedy, Co-Chair, Municipal Clerk, Eagleswood Borough

Finance – Vincent Buttiglieri, Municipal Clerk, South Plainfield Borough

Fundraising - Kathleen Wisniewski, Municipal Clerk, Springfield Township (Union)

Information Technology/Web Page - Elizabeth Mastropasqua, Municipal Clerk, Beachwood Borough

Legal Defense Fund - Sharon Brienza, Municipal Clerk, Branchburg Township

Legislative - Elaine B. Kennedy, Co-Chair, Municipal Clerk, Eagleswood Borough and Lewis Thompson, Municipal Clerk, Millville City

Legislation Affecting Municipal Clerks - Gregory Hart, Municipal Clerk/Administrator, Old Tappan Borough and Michele Auletta, Municipal Clerk, Washington Township (Mercer)

Manuel Review - Lori Buckelew, Municipal Clerk, Lambertville City

Membership North - Sandra Jones, Municipal Clerk, Bernardsville Borough

Membership Central - Gretchen McCarthy, Municipal Clerk, Jamesburg Borough

Membership South - Carol Raph, Municipal Clerk Northfield City

Mini Conference North – Kelley Smith, Municipal Clerk, Harmony Township and Diane Pflugfelder, Municipal Clerk, Bethlehem Township

Mini Conference Central - Sharon Young, Municipal Clerk, West Windsor Township and Michele Auletta, Municipal Clerk Washington Township (Mercer)

Mini Conference South – Nancy L. Saffos, Municipal Clerk, Cherry Hill Township and Patricia A. Frontino, Municipal Clerk, Glassboro Borough

Elections – Linda Wanat, Co-Chair, Municipal Clerk, Montclair Township and Jane E. Williams-Warren, Co-Chair, Municipal Clerk, Paterson City

Peer Alliance for Learning – Cecilia Covino, Municipal Clerk, Clinton Township and Denise Stagnari, Municipal Clerk, Green Township

Professional Development – Mary Madonna, Municipal Clerk, Surf City Borough

Public Relations - MCANJ Booth – Lydia Magnotti, Municipal Clerk, Jefferson Township

Quill - James Doherty, Editor, Municipal Clerk, Wantage Township

Past President's Council - Jane E. Williams-Warren, Municipal Clerk, Paterson City

Records – Denise Szabo, Municipal Clerk, Bernards Township

Resolutions - Vita Mekovetz, Municipal Clerk, Readington Township

Scholarships – Bonnie Leonetti, Municipal Clerk, Long Beach Township

Everyone gave the chairs a well deserved round of applause! President Hawk reiterated her thanks indicating that they all had done a wonderful job.

ANNOUNCEMENT OF SCHOLARSHIP WINNERS

Bonnie Leonetti announced the following recipients of \$500 scholarships: Olga Perez, Deputy Municipal Clerk, Egg Harbor Township (RMC), Gail Macera, Municipal Clerk, Folsom Borough (Peter H. McCleary CMC) and James Doherty, Municipal Clerk, Wantage Township (MMC). All three received a round of applause.

TRIBUTE TO RETIRED MEMBERS

Vita Mekovetz read the Resolution honoring the Municipal Clerks who retired in the past year. On a motion by Allan Susen, seconded by Joel Popkin and carried unanimously by voice vote the Resolution Dedicated to Retired Members was approved.

TRIBUTE TO DECEASED MEMBERS

Vita Mekovetz read the Resolution paying tribute to all Municipal Clerks who passed away during the past year. A moment of silence was observed.

On a motion by Allan Susen, seconded by Neil Grant and carried unanimously by voice vote the Resolution Paying Tribute to Deceased Members was approved.

President Barbara Hawk mentioned Bill Rea of Rutgers who passed away earlier this year and who had worked diligently on the Association's education efforts.

STATE OF THE ASSOCIATION ADDRESS

President Hawk stated that it has been a busy and fast moving year. She cherishes the personal contacts she made this year. She, John Mitch and Jane Williams-Warren met with the legislatures to try to convince them the not to cut funding for the Paris grants. She heard from Municipal Clerks concerning problems they were encountering with their governing bodies including issues relating to tenure, statutory duties, reduction of hours and appointment of Acting Municipal Clerks. She stressed the importance of joining the Legal Defense Fund.

She continued that it was a privilege to represent the Association at the Conference of Mayors. She attended the GFOA Fall Conference that was a great opportunity to network with the Finance Officers. In June she, Jane Williams-Warren, Linda Wanat and Barbara Bascom met with Donna Kelly, Deputy Attorney General. She was advised on November 7, 2007 that they have appropriated funds to meet the mandated costs for the Presidential primary in 2008. The funds will come through the Counties.

Four mini conferences were held throughout the State giving the members additional educational opportunities. She and Karen Perry reviewed the Municipal Clerk's retention schedule. President Hawk has certified it. She thanked the Advisory Board Members and Committee chairs for their efforts this year. She expressed her

appreciation to the Executive Board, Administrative Consultant Hirshblond and Legal Counsel Segreto. She concluded by thanking her husband for his support. President Hawk wished Incoming President Mailander a successful year.

PRESIDENT'S SERVICE AWARD

President Hawk presented the President's Service Award to Joel Popkin who has been instrumental in the planning and organizing the Education Conferences.

RECOGNITION OF CERTIFIED MUNICIPAL CLERKS (CMC) and MASTER MUNICIPAL CLERKS (MMC)

IIMC Region II Director Allan Susen recognized the following Clerks who have completed the CMC requirements:

Lorraine McMackin

Karen Mount-Taylor

Joy M. Wiley

All were standing and received a well deserved round of applause.

He then read the list of Clerks who have earned the designation of Master Municipal Clerk (MMC)

Mary P. Madonna

Veta Mekovitz

Mary Ann O'Neil

Andrew J. Pavlica

Kathy A. Sayers

All were standing and received a well deserved round of applause.

RECOGNITION OF INSTRUCTORS OF MUNICIPAL CLERKS COURSES:

Pamela Morley-Chappelle, Associate Program Specialist for Rutgers University announced the following instructors and thanked them for a job well done:

Barbara Bascom

James Doherty

Gwen Gabbert

Dawn Human

Elaine Kennedy

Mary Madonna

Joel Popkin

Bernadette Standowski

Theresa Tamburro

Linda Wanat

Kevin Yecco

Ms. Morley-Chappelle welcomed Sharon Brienza as the newest instructor who is completing her training.

ANNOUNCEMENTS OF 2007 REGISTERED MUNICIPAL CLERKS' CERTIFICATION RECEIPIENTS:

Andrew J. Pavlica, Municipal Clerk, City of Garfield read the following names:

2006 Registered Municipal Clerks:

Donna J. Burbam

Lois R. Buttner

Denise D. Cafone

Cindy A. Crivaro

Andrea T. DeGolia

Michelle DeRocco

Therasas A. DeVecch

Susan M. Dydek

Diana Francisco

Charles L. Green

Pamela A. Huefner

Jenai L. Johnson

Erin M. Knoedler

Victoria Ann Kupsch

Kathryn Leissler

Patricia A. McKim

Shawn G. Menzies

Joseph M. Mutter

Susan D. Onorato

Christopher F. Parlow

William Senande

Debra L. Sopronyi

Karen E. Stallings

Margaret J. Verga

Yancy N. Wazimas

Kim Marie White

Susan F. Witkowski

2007 Registered Municipal Clerks:

Karen F. Bama

Lisa A. Burd

Patricia A. Clayton

Robin D. Collins

Linda M. Donnelly

Kevin V. Galland

Jenny E. Gleghorn

Dena M. Hrebenak

Keith H. Kazmark

Lauren E. Kirkman

Irene G. McNulty

Dawn M. Pennock

Ursula V. Stryker

PRESENTATION OF THE 2007 MUNICIPAL CLERK OF THE YEAR AWARD

Linda Wanat, 2006 Municipal Clerk of the Year presented the 2007 Municipal Clerk of the Year Award to Nancy Hatten, the Municipal Clerk of the Borough of Tenafly. Ms. Hatten stated that she became the Municipal Clerk in 1987 and she has found it to be challenging and rewarding. She recognized Betty O'Brien of Teaneck and Doris Dukes of Hackensack as her role models. She acknowledged Janet Lynds who had the most influence on her. She set the bar so very high and she just wanted to be like Janet. She thanked everyone for this very prestigious award.

2008 SLATE OF OFFICERS

Secretary Joanne M. Kwasniewski announced the following slate of officers for 2008:

President	Heather Mailander, Village of Ridgewood
1 st Vice President	Joan Moreland, Borough of Haddon Heights
2 nd Vice President	Vincent Buttiglieri, Borough of South Plainfield
Treasurer	Joanne Kwasniewski, Borough of Fair Lawn
Secretary	Andrew J. Pavlica, City of Garfield

On a motion by Secretary Kwasniewski, seconded by Lorraine McMackin and carried unanimously by voice vote the 2008 slate of officers was approved. The new officers received a round of applause from the members.

ADMINISTRATION OF OATH TO OFFICERS

David T. Pfund, Esq., Mayor of the Village of Ridgewood administered the Oath of Office to the Executive Board Members.

Mayor Pfund then stated that they know that Heather Mailander is the best. She brings an experience, knowledge and a skill set to the Village as the Municipal Clerk that is second to none. She has an uncanny ability to guide them in the direction they should be taking to do the right thing. He is impressed with the Association in having the foresight to make sure that Heather became President.

Mayor Pfund administered the Oath of Office to President Heather Mailander.

INTRODUCTION OF GUESTS AND ACKNOWLEDGEMENTS TO PRESIDENT BARBARA HAWK

President Hawk acknowledged her guests that included the Camden County Clerks, her family, her pastor David C. Meldrum, her best friends Carl and Elaine Stephenson and her husband Bill. Incoming President Heather Mailander presented President Hawk with flowers, a ring, Outgoing President's Plaque and a pendant with her grandchildren's birthstones, which was a gift from the Executive Board.

REMARKS BY PRESIDENT-ELECT HEATHER A. MAILANDER

Heather A. Mailander, Municipal Clerk of the Village of Ridgewood expressed her pride in the Association and the leaders who have worked so hard to make New Jersey one of the first States to require certification and one of the few States to have a continuing requirement for education to maintain that certification. Municipal Clerks provide the continuity in government. They write and maintain the history of their municipalities through the minutes they prepare. They administer an impartial and fair election process. She noted the many responsibilities that Municipal Clerks undertake including many that are not statutory but have become the Municipal Clerk's responsibility. The role of the Municipal Clerk has grown and the responsibilities increased dramatically over the last 20 years. They have given up countless hours of personal time for the betterment of their local communities.

She continued that during 2008 she would focus on the fact that that education is the key to their success. She urged everyone to get involved. Together they will do great things for the Association and for the profession.

Kathy Colletta, President of Bergen County Municipal Clerks' Association presented flowers to President-elect Mailander and wished her a successful tenure as President.

President-Elect Mailander introduced her guests including her governing body, Village Manager, Chief Finance Officer, Assistant to the Village Manager, Director of Operations and Ridgewood Water, former Deputy Municipal Clerk and present Deputy Municipal Clerk and the Police Chief. She asked all the members of the Bergen County Municipal Clerks' Association to stand. She introduced her family including her Dad and Stepmother, her Mom and acknowledged her sons who were not present due to school obligations. She concluded by thanking her husband Steve for his support.

2008 CONFERENCE REGISTRATIONS

President Hawk held the drawing for ten (10) free 2008 Conference Registrations. The winners were: Diana Francisco, Wanda Worner, Sheila M. Siefert, Allan Susen, Denise Calfone, Mary Ann Del Mastro, Denise A. Szabo, Cynthia Brown, Juanita M. Joyner and Gloria V. Griffin.

ADJOURNMENT

With no further business to come before the Association, on motion by Lorraine McMackin, seconded by Neil Grant and carried unanimously by voice vote, the meeting was adjourned at 10:30 a.m.

Respectfully submitted by

Joanne M. Kwasniewski, Secretary