

**Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
June 14, 2013 @ 10:00A.M.
Neptune City Borough Community Center**

CALL TO ORDER: President, Nancy L. Saffos called the meeting to order at 10:00 A.M.

FLAG SALUTE AND MOMENT OF SILENCE: President Nancy L. Saffos asked for a moment of silence for our deceased members and the men and women of our Armed Forces.

ROLL CALL: Executive Board members present were:

President, Nancy L. Saffos
1st Vice President, John M. Mitch
2nd Vice President, Keith Kazmark
Treasurer, Denise Szabo
Secretary, Dina L. Zawadski
Immediate Past President, Andrew J. Pavlica
Executive Director, Joel Popkin

APPROVAL OF MINUTES:

April 12, 2013 Executive Board Meeting

Motion to approve made by Mitch, second by Kazmark. All in favor.

TREASURER'S REPORT:

2013 MCANJ BUDGET
Update AC 2013 Budget

Motion to accept the Treasurer's Report made by Kazmark, second by Mitch. All in favor.

REPORT OF OFFICERS:

SECRETARY: Dina L. Zawadski

Contact list has been updated.
Applications being accepted for MCANJ Secretary Position and nominees are being accepted for Clerk of the Year.
Sympathy card sent to family of Beatrice Iden.

MCANJ Advisory Board Meeting to be held on June 28, 2013.

TREASURER-Denise Szabo

Szabo reported the on line Membership has been updated.

Membership Report as of 6/9/13

On-Line Membership Registrations

CATEGORY	TOTAL
Full - Municipal Clerk	434
Full - Acting Municipal Clerk	23
Full - County Clerk	3
Full - Clerk of Freeholder Board	4
Associate - Deputy Municipal Clerk	162
Associate - Assistant Municipal Clerk	20
Associate - Deputy County Clerk	1
Associate - Deputy Clerk of Freeholder Board	1
Affiliate - All Others	23
Honorary Membership (Retired)	6
GRAND TOTAL	677

Percent Municipalities Registered

COUNTY	NUMBER OF MUNICIPALITIES	NUMBER PAID	PERCENT PAID
ATLANTIC	23	15	65%
BERGEN	70	69	99%
BURLINGTON	40	28	70%
CAMDEN	37	28	76%
CAPE MAY	16	10	63%
CUMBERLAND	14	8	57%
ESSEX	22	19	86%
GLOUCESTER	24	16	67%
HUDSON	12	8	67%
HUNTERDON	26	25	96%
MERCER	13	10	77%
MIDDLESEX	25	22	88%
MONMOUTH	53	39	74%
MORRIS	39	35	90%
OCEAN	33	28	85%
PASSAIC	16	13	81%
SALEM	15	12	80%
SOMERSET	21	19	90%
SUSSEX	24	20	83%
UNION	21	16	76%
WARREN	22	17	77%
OVERALL	566	457	81%

Motion to accept the Treasurer's Report made by Kazmark and second by Mitch. All in favor.

2nd VICE-PRESIDENT- Keith Kazmark

November 20, 2013 MCANJ Annual Meeting to be held at Trump, Taj Mahal in the Tiara Ballroom on the Conference Floor 1000 Boardwalk @ Virginia Ave. Atlantic City, NJ.

Annual meeting tickets will be handed out at next Advisory Board Meeting on June 28, 2013.

1st VICE-PRESIDENT- John Mitch

Mitch reported the New Jersey League of Municipalities League Conference will begin on Tues., November 19, 2013 @ 10:00a.m. Room 402 (Convention Center). There is a Joint Session with TCTA, GFOA and AMANJ (a/k/a Legislative Update. Past President Joanne Kwasniewski will sit on this panel.

Tues., Nov.19, 2013 @ 2:00 p.m. Room 414 (Convention Center) MCANJ will present Path to Paperless Council meeting. Both MCANJ Past President Sharon Brienza and Franklin Lakes Business Administrator Greg Hart, RMC, will present this session.

Wed., Nov. 20, 2013 @ 8:00 a.m. and during MCANJ's Annual Business Meeting at Trump Taj Mahal, MCANJ Attorney Richard Lustgarten will present a CEU session on Ethics and Finance.

Thurs. Nov. 21, 2013 @ 10:45 a.m. Room 414 (Convention Center) MCANJ will present Get the Facts About ABC Regulations. Speakers are Robert C. Williams, Esq., and John Cocklin, ABC Chief of Investigations.

Thurs., Nov, 2013 @ 2:00 p.m. Room 418 (Convention Center) Joint Session with NJLM entitled a Review of the Open Public Records Act (OPRA). MCANJ 1st Vice President Keith Kazmark is the Presiding Mayor. The only speaker required is being provided by NJLM; it is Brandon D. Minde, GRC Executive Director.

PRESIDENT-Nancy Saffos

Saffos reported Governor Christie appointed Jeffrey Chiesa U.S. Senator and Donna Mullins as Chief of Staff. The mailing address is 1 Russell Courtyard, Washington DC 20510.

The Governor's Orders are to hold a Special Primary Election on August 13, 2013 and Special General Election on October 16, 2013. Kazmark suggests putting an email blast out with pointers and things to think about when holding these elections. Another suggestion was to place a notice in the July Quill referencing the Special Elections.

Saffos reported the State Exam for Registered Municipal Clerks will be rescheduled to Oct. 24, 2013.

The Early Voting Bill S-2364/A-3553 was vetoed.

S-2433/A-1857 Bill provides the President of Municipal Clerk's Association, or his/her designee on the GRC Board. This Bill is on the Governor's desk. The Governor has 45 days to act on this bill. This decision should be by July 16th or at the next Legislation Meeting in November. Pavlica suggest President Saffos to send a letter to the Governor reminding him of this Bill.

S-2511 & s-2512 OPMA/OPRA

Senator Weinberg withdrew S-1451 and S-1452 and replaced with S-2511 amends OPMA and S-2512 amends the OPRA. Both S-2511 and S-2512 are waiting for consideration by full Senate. We expect that it will take place before their summer break or next Senate voting sessions scheduled for June 20th, 24th and 27th, 2013.

A-1548/ S-997 School Used as Polling Locations. This bill prohibits schools to be used as a polling place when classes are in session.

Saffos reports Q-send is not willing to work with us on the website. We will be proceeding to put out RFP's for the website master.

Quill Distribution for retiree's to be considered as honorary members. Notify the Chairperson of the Education Committee. We will discontinue sending the Quill to the State Legislature. A motion was made by Mitch and second by Szabo. All in favor.

Education Committee:

A meeting is set up on July 3, 2013 regarding the impact on our relationship with Rutgers. President Saffos, Executive Director, Joel Popkin and Alan Zalkind are to attend this meeting.

New Financial Disclosure Procedures are now in place. Saffos will send out E-blast to all Clerks' with concerns and issues with Financial Disclosure Forms.

IIMC President's Invitation will be sent out. Mitch will respond to the invite. This meeting will be March 24-27, 2014.

Reimbursements for AC 2013 by Chris Wilder was \$1328.10 and Alan Susen was \$1208.60

Motion to approve made by Mitch, second by Pavlica. All in favor.

Clerk's being excluded from a meeting of the governing body should contact Mr. Lustgarten.

Policies are to be reviewed at the August 16, 2013 meeting. Location of this meeting TBA.

IMMEDIATE PAST PRESIDENT- Andrew J. Pavlica

Pavlica reported he is updating Facebook. Working with Jim Doherty on updating the Past President's contact information.

EXECUTIVE DIRECTOR- Joel Popkin

Popkin reports the IIMC 2013 Financial update is expected by June 21, 2013.

The Legal Defense Fund is down 40 members from last year. Suggests we extend the deadline this year to July 15, 2013. A blast email will be sent out.

Motion made by Mitch, second by Kazmark. All in favor.

NJLOM Annual Meeting date is scheduled for Nov. 20, 2013. The education sessions are being set up. Need room requirements. We will need to send e-mail blast regarding the change of the location of our annual meeting. Need to update portable banner for 2014 Conference.

Updates on the SOP and Constitution Updates are needed.

Rutgers Instructor's Meeting was May 30, 2013 and the preparation for Meeting with Zalkind is scheduled for July 3, 2013. A restructure for the Education Committee is needed.

OTHER BUSINESS:

Pavlica commends Saffos on her commencement at the IIMC/MCANJ 2013 Conference.

ADJOURNMENT:

Motion to adjourn made by Mitch, second by Pavlica. All in favor.

Meeting Adjourned at 1:30PM.

Respectfully submitted:

Dina L. Zawadski, MCANJ Secretary