

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
ADVISORY BOARD MEETING MINUTES
SEPTEMBER 19, 2014
WOODBRIAGE TOWNSHIP MUNICIPAL BUILDING
WOODBRIAGE, NJ

1. CALL TO ORDER

President Mitch called the meeting to order 10:01 AM.

2. FLAG SALUTE

Those in attendance saluted the flag, and President Mitch asked for a moment of silence to acknowledge our service men and women protecting our freedom.

3. ROLL CALL

Present:

President, John Mitch
 1st Vice President, Keith Kazmark
 2nd Vice President, Denise Szabo
 Treasurer, Dina Zawadski
 Secretary, Kevin Galland
 Executive Director, Joel Popkin
 Legal Counsel, Richard Lustgarten, Esq.

Absent:

Immediate Past President, Nancy Saffos – Attending a meeting in Trenton with Senator Weinberg's Staff regarding OPRA and OPMA.

ADVISORY BOARD MEMBERS IN ATTENDANCE:

COUNTY	NAME	PRESENT	ABSENT	CONFERENCE CALL
ATLANTIC	CAROL DEGRASSI		X	
BERGEN	HEATHER MAILANDER	X		
BURLINGTON	PATRICIA HUNT		X	
CAMDEN	DEANNA BENNETT		X	
CAPE MAY	SCOTT JETT			X
CUMBERLAND	SUSAN ROBOSTELLO		X	
ESSEX	LINDA WANAT			X
GLOUCESTER	PATRICIA FRONTINO	X		
HUDSON	ALBERTO CABRERA		X	
HUNTERDON	CEIL COVINO	X		
MERCER	SHARON YOUNG	X		
MIDDLESEX	BARBARA NYITRAI		X	
MONMOUTH	JANE GILLESPIE		X	
MORRIS	YANCY WAZIRMAS	X		
OCEAN	MARYANN ELLSWORTH		X	
PASSAIC	JANE WILLIAMS-WARREN	X		
SALEM	CYNTHIA DALESSIO		X	
SOMERSET	SHARON BRIENZA	X		
SUSSEX	JAMES DOHERTY			X
UNION	JEFF JOTZ		X	
WARREN	KELLY SMITH		X	

4. APPROVAL OF MINUTES

Motion made by Ms. Sharon Brienza, seconded by Ms. Joanne Kwasniewski, and unanimously passed on voice vote, the minutes of June 13, 2014 Advisory Board Meeting were approved.

5. TREASURER'S REPORT

a. MCANJ Account Balances

Treasurer Zawadski provided the account balances as follows:

Scholarship Account - \$12,141.50

Raffle Account - \$1,725.00

Operating Account - \$64,951.75

b. Profit & Loss Budget

President Mitch stated that copies of the fiscal year budget (July 1, 2014 – June 30, 2015) have been distributed to the committee and reminded the Committee Members that we are no longer working off the Transitional Budget, which covered the first six months of 2014. President asked if there were any questions regarding the budget, hearing none moved onto the next agenda item.

c. TD Bank Signatories Resolution

President Mitch explained to the Committee Members that 2nd Vice President Szabo's name needs to be removed as a signatory on the TD Bank accounts as she is no longer the Treasurer; Treasurer Zawadski's name is already registered as a signatory requiring no action; and that Executive Director Popkin's name needs to be added as a signatory, since he will be assuming responsibility to sign the checks.

A motion was made by Mr. Vincent Buttiglieri, seconded by Ms. Jane Williams-Warren and unanimously passed on voice vote, to remove 2nd Vice President Szabo's name as signatory; to retain Treasurer Zawadski's name on the account; and to add Executive Director Popkin's name as a signatory on the TD Bank accounts.

6. REPORT OF OFFICERS

a. SECRETARY

Secretary Galland reported that the deadline to submit applications for candidacy for MCANJ Executive Board is February 16, 2015 and that the deadline to submit nominations for Municipal Clerk Of The Year is also February 16, 2015.

b. TREASURER

Treasurer Zawadski reported that as of September 18, 2014 there are 779 members. President Mitch stated that numbers reported in the current edition of The Quill are understated due to a recent push to remind unregistered Clerks of the opportunity they are missing. That reminder has resulted in an increase in membership to the number reported in The Quill.

c. 2ND VICE PRESIDENT

Second Vice President Szabo reviewed the new procedures for implementing MCANJ sponsored Mini Conferences. There are four major changes to the procedures from the current: registration will be on-line versus manual; payments will be collected by the MCANJ Treasurer; CEU Certificates will not be issued until payment is made and attendance has been confirmed; and there will be a \$10.00 late fee and a \$10.00 cancellation fee.

President Mitch solicited agreement for the revised policy from the Committee Members and same was secured.

d. 1ST VICE PRESIDENT

First Vice President Kazmark thanked Ms. Kwasniewski and her committee for securing the CEUs for the sessions to be held at the League of Municipalities convention. Further he reviewed the list of sessions to be held.

First Vice President Kazmark stated that he has received an expression of interest from a candidate to assume the role and responsibilities of Editor of The Quill and he will be meeting with President Mitch and Editor Doherty to discuss this opportunity. Results of that discussion will be reported to the Advisory Committee at a future meeting.

As previously reported, the room block for the League of Municipalities has not been reserved this year and Secretary Galland will cover the Round Table Session period at the convention.

e. IMMEDIATE PAST PRESIDENT

Immediate Past President Saffos is unavailable as she is representing our Association in Trenton on a committee invited to discuss pending legislation relative to OPRA and OPMA (S-782 & S-781).

f. PRESIDENT

a. MCANJ Membership Spotlight Recognition- President Mitch reported that he believed the program to have been a great idea and continues to believe it so, but nominations are needed.

b. Request for Freeholder Clerks to join LDF – President Mitch stated that this subject matter was addressed at the most recent Advisory Board meeting and was approved by the Board to permit same.

Executive Director Popkin explained that clarification is still required as to whether or not a Freeholder Clerk who desires to join the LDF is required to have RMC certification. Further are Deputy Freeholder Clerks permitted to join the LDF?

After a lengthy discussion, a motion was made by Ms. Sharon Brienza, seconded by Ms. Patricia Frontino, and unanimously agreed to by voice vote to permit Deputy Freeholder Clerks to join the LDF as long as said Deputies are members, in good standing, of the MCANJ.

Legal Counsel, Richard Lustgarten, Esq. raised the issue of insurance coverage for a LDF member whose term has expired, regardless of reason, and not a current LDF member. The LDF by-laws need to be reviewed to determine and define if a member who was covered by the LDF when an incident occurred, but is no longer in that employment position and thus no longer a member of the LDF, would be covered since they were a member when the incident occurred. This situation could easily be applied to Freeholder Clerks who have a set term; non-tenured Municipal Clerks who are not reappointed; and to Deputy Municipal Clerks. President Mitch acknowledged that this matter requires further discussion.

Second Vice President Szabo raised the issue that if the Association is now allowing Freeholder Clerks and Deputy Freeholder Clerks to join the LDF, should County Clerks be permitted to join? After discussion it was agreed that there appears to be no requests from County Clerks to join the LDF, so the matter needs no further consideration.

President Mitch requested a motion to be made regarding the requirement for Freeholder Clerks to have RMC certification to join the LDF. A motion was made by Ms. Sharon Brienza, seconded by Mr. Vincent Buttiglieri, and unanimously agreed to by voice vote that RMC certification is not a requirement for a Freeholder Clerk to join the LDF.

- c. MCANJ 2015 Annual Education Conference/Annual Meeting, set for Sunday, June 14 through Wednesday June 17th - President Mitch stated that the location is subject to further review and will be discussed at the Education Conference Meeting, which will follow this meeting. Alternate locations, which may result in alternate dates, are being investigated. Location suggestions are welcomed, with the primary concern being the need for some 300+ rooms.
- d. Tax Assessor's Bill (S-2324)/Professional Services Agreement (Kim Marie White/Legislative Review Committee) – President Mitch stated that this legislation permits municipalities to designate newly appointed Tax Assessors as Professional Service Contractors and no longer an employee of the municipality. The Legislative Review Committee will be monitoring this legislation as this legislation may apply to Municipal Clerks under the current bill or future bills.
- e. OPRA (S-782) and OPMA (S-781) Nancy at NJLM Meeting – President Mitch reiterated that Immediate Past President Saffos is in Trenton representing the Association regarding the OPRA and OPMA bills.

- f. Sustainable Jersey's Task Force – Community Information & Citizen Engagement Task Force – President Mitch stated that Mr. Mark Pfeiffer had reached out to him regarding the establishment of this Task Force, which is focused on the use of social media to communicate during crisis periods. Mr. Pfeiffer is looking for Task Force Members. President Mitch sent out an e-blast soliciting volunteers; received an overwhelming positive response from Municipal Clerks across the State; and the list of those willing to participate was forwarded to Mr. Pfeiffer for his consideration.
- g. Advisory Board Members to receive meeting reports via Google Drive – President Mitch reported that the Executive Board has now gone electronic through the efforts of Second Vice President Szabo. The Executive Board now posts its documents on Google Drive which makes the documents available in advance to Board Members eliminating the need for paper copies. It is the intent to now have the Advisory Board members participate in this electronic format. At the appropriate time the Advisory Board members will be notified by email that the meeting documents are ready for review and downloading. The Board member than can access Google Drive to review the documents prior to the meeting eliminating the need for paper copies.
- h. Senate Bill 2309 & Assembly Bill 3390 – President Mitch stated that these two companion bills would permit municipalities to transmit land use ordinances to neighboring communities and to the county planning board electronically. The Legislative Committee is monitoring these bills.

7. EXECUTIVE DIRECTOR

- a. Selection of New Booth – Update – Executive Director distributed a picture of the current work effort and the new booth will be ready for the League of Municipalities Convention. It was agreed that the apostrophe would follow the S in Clerks on the booth. A decision needs to be made on how the Association will dispose of the old booth.
- b. Legal Defense Fund
 - i. Financial Update

Central Jersey Bank:	
Certificates of Deposit	\$87,143.39
Money Market Checking Account	\$39,412.96
Total	\$126,560.35
 - ii. Membership Update – approximately 250 members.
 - iii. Proposed Amendments – previously addressed.
- c. Update on Training for Banking and Quick-Books – Director Popkin stated that Second Vice President Szabo is a great instructor and that through her efforts things are going well.
- d. League of Municipalities
 - i. To Do Pads – Printed and In Storage
 - ii. Booth Schedule – a group of three have been assigned to the booth to assure that at least one person is there at all times.
 - iii. September – Contracts for Tables, Carpet, etc., have been executed.

- iv. Memo from League on CEU Process – posted on the Association’s website, email blast to follow.
- e. Manual Update – revisions have been submitted, being reviewed by Ms. Deanna Bennett, and then will be forwarded to Coded Systems and finalized by November 1 to be forwarded to Rutgers.
- f. 2015 Conference Update – already addressed.
- g. President Mitch raised the issue with Legal Counsel Richard Lustgarten regarding retention schedules for Association documents. Mr. Lustgarten stated that he believed the requirement is seven years, but will review the Association’s by-laws and IRS regulations to confirm the requirements and report back with his findings.

8. OTHER REPORTS

- a) LEGAL COUNSEL – Legal Counsel Richard Lustgarten reported on cases which have been decided at the Trial Level:

The first case was where a requestor requested a summary in lieu of an actual document under OPRA. Request was denied by the municipality as it would require the creation of a document. The courts ordered that this was a legitimate request under OPRA and that the summary was to be provided. Mr. Lustgarten stated that what he believes to be the basis of the Judge’s opinion is that the municipality acknowledged that the summary could easily be created electronically.

The next case involves the New Jersey Civil Rights Act, which was used to recover counsel fees relative to a case where a municipal clerk inappropriately rejected the filing of a petition. This Act was used to recover counsel fees incurred by plaintiff and further this Act may be used going forward to recover counsel fees in what might be termed run of the mill cases. This case is the subject matter of Mr. Lustgarten’s current Quill article that he encouraged all to read.

The final case is where there was a request under OPRA for the names and addresses of dog owners, which such information is on the dog license applications. Response by municipality was that this is a violation of the right of privacy and rejected the request. The court ruled against the municipality in that the right to privacy was overborne by the fact that the document is a public record. The additional factor was that the requestor was representing an animal rights organization. This factor persuaded the court to limit the use of the data only for the good treatment and protection of the animals and determined that the data could not be used for commercial purposes. Legal Counsel stated that the court’s limitation ruling is challenging in that if this data is not a public record, then it need not be provided. If it is a public record then it needs to be provided to all requestors regardless of its intended use. The limitation of the data’s use contradicts the distinction between the two, but it is now current law.

- b) CONSTITUTION & BYLAWS – Ms. Eileen Gore not in attendance.
- c) EDUCATION COMMITTEE – Ms. Joanne Kwasniewski reported that over the summer the Education Committee worked on arranging for three sessions at the League of Municipalities Conference: ABC Exceptions will be held on Tuesday, November 18th at 2pm with DAG Lisa Ellison Barata, 2 CEUs in Licensing; What’s Hot in the World of NJ Elections will be held on Wednesday, November 19th at 9am with Donna Kelly, 2 CEUs in Elections; and The Quest for Government Integrity will be held on Wednesday, November 19th, at 2pm with David Nenzo, 2 CEUs in Ethics. The Education Committee is currently working on ideas for sessions for the 2015 Conference. Working on audio requirements for the scheduled speakers.
- d) EDUCATION CONFERENCE COMMITTEE – Ms. Sharon Brienza and Ms. Heather Mailander stated that they had nothing to report pending the Education Conference Meeting scheduled to follow this meeting.
- e) ELECTIONS – Ms. Jane Williams-Warren stated she is pleased to hear the Ms. Donna Kelly will be presenting. Ms. Williams-Warren is seeking consistency amongst the counties. One issue that needs to be addressed is that per state statute pole workers are only permitted to pick up one set of books, and paid only once for the task. Currently this statute is being followed in Passaic but not in all of the counties.
- f) FUND RAISING – Ms. Doreen Cali not in attendance.
- g) INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK – Mr. Drew Pavlica complimented Mr. Jim Doherty for working together in the development of the Facebook page, and maintaining same in Mr. Pavlica’s absence. Ms. Daina Dale also supported the efforts; many “likes” have been recorded for the Association’s webpage and numerous compliments from people outside the organization.
- h) LEGAL DEFENSE FUND – Ms. Sharon Brienza stated that most of the issues have been covered previously, but there remains a concern over the posting of the cut-off date on the Website to join the LDF, after that date has passed. Ms. Brienza suggested that after the deadline passes, the option to renew needs to be removed. Second Vice President Szabo and Executive Director Popkin explained that the cutoff date remains to advise people that after that date the late fee applies and that applicant would need to sign up as a new member.
- i) LEGISLATIVE REVIEW COMMITTEE – Ms. Kim-Marie White not in attendance.
- j) MANUAL REVIEW COMMITTEE – Executive Director Popkin stated that all issues have been addressed previously.
- k) MEMBERSHIP/PEER ALLIANCE NORTH – Mr. Drew Pavlica reported that he has reached out to those members who have not renewed their membership in the Association. President Mitch penned an email which was sent to 111 former members and within approximately one

week some 40+ responses were received with approximately 10 more recent additional memberships.

- l) MEMBERSHIP/PEER ALLIANCE CENTRAL – Ms. Ceil Covino reported that she has also reached out to those members who are not current.
- m) MEMBERSHIP/PEER ALLIANCE SOUTH – Ms. Denise Brouse not in attendance.
- n) PAST PRESIDENT'S COUNCIL – Mr. Drew Pavlica stated that the current work effort is updating the contact list with accurate addresses and email addresses.
- o) PROFESSIONAL DEVELOPMENT/MINI CONFERENCES – Ms. Joanne Kwasniewski reported that all regions have held a mini conference.
- p) PUBLIC RELATIONS/MCANJ BOOTH – Ms. Ceil Covino stated that all matters have been reported previously during this meeting.
- q) QUILL – Mr. Jim Doherty reported that the October Quill has gone to print, it is posted on the Association's website, and he is looking forward to identifying his replacement. Ms. Covino asked if Mr. Doherty has the pictures for the booth for the League Conference and Mr. Doherty stated yes. President Mitch complemented Mr. Doherty for all of his efforts and his commitment to the Quill through June of next year. Due to personal reasons, Ms. Lauren Vande Vaarst has declined the opportunity to follow Mr. Doherty as Editor and a replacement for Mr. Doherty continues.
- r) RAFFLES – Ms. Yancy Wazirmas stated that she had no report at this time.
- s) RECORDS – Mr. Jeff Jotz not in attendance.
- t) RESOLUTIONS – Ms. Sandy Bohinski and Ms. Marie Elena Macari not in attendance.
- u) SCHOLARSHIPS – Ms. Karen Hughes not in attendance.
- v) AD HOC: HISTORICAL REPORT – Mr. Drew Pavlica reported that he and Jim Doherty continue to work on the historical report of the MCANJ and have provided pictures to the Executive Director and the work effort is approximately one-half completed.
- w) REGION II – ANDREW J. PAVLICA – Mr. Drew Pavlica reported that there was a conference call involving all of the regional directors with numerous items discussed: the IIMC conference to be held in Hartford, CT; Region II Conference to be held January 14 – 16, 2015 in Dover, DE; and that once every three years there is Mid-Year Meeting to be held at the IIMC Headquarters this November.
- x) IIMC – VINCENT BUTTIGLIERI – Mr. Buttiglieri stated that he had raised the topic of establishing an Educational Endowment for New Jersey with

the MCEF at the last meeting and that several questions had arisen, which he committed to return with answers. The proposal is to establish a fund, circa five to ten thousand dollars, that would be used exclusively for educational purposes for New Jersey Clerks; the initial funds would be invested by MCEF; once the return on investment was sufficient to use for this purpose that amount over and above the initial investment would come back to New Jersey to be used for said purpose.

Questions generated at last meeting:

(1) Could the original investment be lost in the market? Answer, yes, but highly unlikely.

(2) In what time frame could we expect sufficient return on the investment to use to fund a scholarship to an IIMC Conference? Answer, we are at the end of 2014, so realistically there would not be a sufficient return until 2016 for that Conference.

(3) What is the return on the investment? Answer, 7 – 10%.

A discussion ensued regarding the 2015 IIMC Conference regarding length, cost and profit. It was observed that moving to a four day conference should result in a reduction in registration fee. Mr. Buttiglieri stated the cost of running the conference is not based on the number of days but rather the number of events. There will be the same number of events conducted during the four day event as compared to a five day event. The potential savings to the registrants is in the number of hotel nights.

A lengthy discussion was had on the merits of the Educational Endowment Fund and the fiscal condition of the Association during our transition to a fiscal year, the need to be conservative. President Mitch expressed his concern with making a contribution before July 1, 2015 due to switching from a calendar year operation to a fiscal year operation with limited revenue coming in between now and then with the brunt of it being membership dues, which will not start coming in until after that date. Second Vice President Denise Szabo requested that before a vote is taken to formally commit the Association to proceeding, that a formal written proposal be provided.

Legal Counsel Richard Lustgarten then proposed that the board could make a motion, which would endorse the concept, while reserving the decision on the amount of money as well as the time frame for funding. He proposed the following motion:

‘The concept of creating an endowment as presented is approved by the Board subject to the Board determining that it be fiscally responsible to fund the endowment’.

A motion was made by Mr. Vincent Buttiglieri, seconded by Ms. Joanne Kwasniewski, to approve the proposed motion. President Mitch clarified that with this motion, the minimum amount to be funded would be \$5,000.00, although it could be higher dependent on the fiscal

condition of the Association at the time of funding. President Mitch then called for a voice vote to approve the motion. Motion carried.

9. NEW BUSINESS - none

10. OLD BUSINESS – none.

11. REPORTS OF COUNTY ADVISORY BOARD MEMBERS

ATLANTIC – Ms. Carol Degrassi not in attendance.

BERGEN – Ms. Heather Mailander reported that there is a meeting scheduled for October 16th with the topic of Elections. The nominating slate for officers for 2015 will be presented and Mr. Drew Pavlica stated that they will be honoring three recent retirees at this meeting.

BURLINGTON – Ms. Patricia Hunt not in attendance but has submitted a written report. BCMCA has scheduled their next meeting for October 16th, where they plan on having speakers covering the topics of Vital Statistics providing recertification credits for CMR (6 CEUs) and CEUs for RMCs have been applied for. At this meeting nominating committee will report their nominations for the Executive Board.

CAMDEN – Ms. Deanna Bennett not in attendance.

CAPE MAY – Mr. Scott Jett participating via conference call reported that there is a scheduled meeting for October with the guest speaker being the CFO from Ocean City; Finance CEUs have been applied for. At that meeting preparation for the annual donation to the Cape May Food Bank will be discussed. Last year approximately \$800.00 was donated in the name of the County Association to this worthy cause.

CUMBERLAND – Ms. Susan Robostello not in attendance.

ESSEX – Ms. Linda Wanat participating via conference call thanked First Vice President Kazmark for agreeing to be a speaker at their upcoming min-conference and deferred the balance of the report to Mr. Harold Wiener. Mr. Wiener reported that the Annual Education Session will be held on October 9th, at the Verona Community Center.

GLOUCESTER – Ms. Patricia Frontino reported that the Gloucester County Clerks met in August for their first Social Networking Event. Due to previous commitments, it was not well attended; however, they are planning another one for later this year. The next Association meeting is scheduled for October 1st at the Board of Elections. Election CEUs will be provided. In December they will be having their Holiday Luncheon, with elections for new officers.

HUDSON – Mr. Alberto Cabrera not in attendance.

HUNTERDON – Ms. Ceil Covino reported that all is well in Hunterdon with nothing specific to report.

MERCER – Ms. Sharon Young reported that a meeting was held on July 9th where new officers were sworn in: President – Michele Seigfried; Vice President – Debra Sopronyi; Treasurer – Tonya Carter; and Secretary – Laurie Gompf. Bids and contracting was presented by Debra Sopronyi, RMC, QPA; CMR, where two CEUs were earned. The next meeting is scheduled for October 1st, with County Elections, Election CEUs will be provided, to be followed by a Mercer County Clerks' Association Meeting.

MIDDLESEX – Barbara Nyitrai not in attendance. President Mitch reported that Middlesex County Clerks had their most recent meeting just the day prior photos have been provided.

MONMOUTH – Ms. Jane Gillespie not in attendance.

MORRIS – Yancy Wazirmas reported that a mini conference is scheduled for October 10th where CEUs will be provided in Licensing, Records, Professional Development and Ethics.

OCEAN – Ms. Maryann Ellsworth not in attendance, but requested a follow-up regarding the issue of noticing adjacent towns relative to land use ordinances.

PASSAIC – Ms. Jane Williams-Warren reported that the next County meeting is scheduled for October 9th, Elections and Election CEUs will be provided. 2015 slate of officers will be nominated at this meeting. President Mitch announced that Ms. Williams-Warren will be retiring this year from the City of Paterson after 48 years of service and that there is a dinner planned at the Brownstone, Paterson, NJ on October 29th to honor her career.

SALEM – Ms. Cynthia Dalessio not in attendance.

SOMERSET – Ms. Sharon Brienza reported that she had nothing to report, as they have not had a meeting since June, but that she has provided her governing body with her two year notice of her retirement, planning on retiring in August 2016.

SUSSEX – Mr. James Doherty reported that Sussex County continues to embrace the social media phenomenon, creating the "Sussex County Schedule Coordination" Facebook page. Every municipal clerk in Sussex County has been given administrator privileges on this page, and the clerks will post the dates, times and locations of the various raffle and bingo events going on in the county. Invitations were sent to as many of the Fire Departments, Schools, Non-profits, Churches, etc., who have a presence on Facebook to let us know of upcoming 5K races, yard sales, church fairs, etc. In this way, the organizations can promote their events, as well as check their proposed dates for future events to avoid conflicts with other already-scheduled events. So far, it has received good response.

UNION – Mr. Jeff Jotz not in attendance.

WARREN – Ms. Kelly Smith not in attendance but had submitted a report in advance of the meeting.

The Warren County Clerks met for a luncheon meeting on June 26th at Skoogy's Restaurant in Harmony Township.

Presentations were made by Kristopher Matlock regarding the Genesis System for Vital Records and by Robin Ennis who spoke about the services the United Way offers to Seniors and Disabled Residents in Warren County.

Those in attendance are interested in holding another class for the Artemis program in the near future at the Warren County College.

There will be a fall Mini-Conference held in Harmony Township sponsored by the Warren County Clerk Association on September 25th, which will take the place of our 3rd quarter meeting.

Information for the League of Municipalities has been received, however, only conference registration forms were received. Questions regarding the hotel options are being asked by several municipalities. Any information would be greatly appreciated.

There have been some “rumblings” in a couple Warren County Municipalities regarding the shared services of the Municipal Clerk. As of now nothing has officially taken place but discussions have been held in a few Townships. This is a great concern since many Warren County Municipalities are very limited in staff and do not have the right infrastructure for the Clerk to do her duties in a satisfactory manner if they are placed in a shared service situation. Many are getting the feeling that Councils/Committees are using this as a ploy to get rid of a clerk when they can't do their job because of being stretched too thin. This will be monitored closely and action will be shared with the Advisory Board in the future if necessary.

The next meeting of the Warren County Clerk's Association is scheduled as the Annual Christmas Luncheon on December 4th at Skoogy's Restaurant in Harmony Township.

12. NEXT ADVISORY BOARD MEETING:

DATE: Friday, December 12, 2014

LOCATION: Ariana's Grand, 800 Rahway Ave., Woodbridge, NJ

13. FUTURE DATES

REGION II January 14th through the 16th, 2015, Dover, Delaware.

Advisory Board Meeting, Friday, March 13, 2015 (Woodbridge)

Annual Meeting, Monday, June 15, 2015 (Atlantic City)

14. ADJOURNMENT

Motion made by Ms. Jane Williams-Warren, seconded by Ms. Sharon Brienza and unanimously passed by voice vote at 12:18 PM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary