

**MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY**  
**ADVISORY BOARD MEETING MINUTES**  
**MARCH 13, 2015**  
**WOODBRIDGE MUNICIPAL BUILDING**  
**WOODBRIDGE, NJ**

**1. CALL TO ORDER**

President Mitch called the meeting to order 10:00 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  
 1<sup>st</sup> Vice President, Keith Kazmark  
 2<sup>nd</sup> Vice President, Denise Szabo  
 Secretary, Kevin Galland  
 Executive Director, Joel Popkin  
 Legal Counsel, Richard Lustgarten, Esq.

**Not In Attendance:**

Treasurer, Dina Zawadski  
 Immediate Past President, Nancy Saffos

**ADVISORY BOARD MEMBERS IN ATTENDANCE:**

<b>COUNTY</b>	<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>CONFERENCE CALL</b>
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 MARBAN		X	
MORRIS	YANCY WAZIRMAS	X		
OCEAN	SHERRY MASON			X
PASSAIC	JANE WILLIAMS WARREN KELLY HALEWICZ	X		
SALEM	CYNTHIA DALESSIO			X
SOMERSET	SHARON BRIENZA	X		
SUSSEX	LAUREN KIRKMAN			X
UNION	DOREEN CALI	X		
WARREN	KELLY SMITH		X	

#### **4. APPROVAL OF MINUTES**

Motion made by Ms. Sharon Brienza, seconded by Mr. Vinnie Buttiglieri, and unanimously passed on voice vote, the minutes of December 12, 2014 Advisory Board Meeting were approved.

#### **5. TREASURER'S REPORT**

Treasurer Zawadski was not in attendance but did submit a report whereby President Mitch reported the following:

MCANJ Account Balances  
Scholarship Account - \$12,141.50  
Raffle Account - \$1,725.00  
Operating Account - \$53,342.67

President Mitch also stated that the General Ledger has been provided by the Treasurer and that Ms. Zawadski is attending a Clerk's Mini Conference this day.

Motion made by Mr. Vincent Buttiglieri, seconded by Ms. Ceil Covino and unanimously passed on voice vote, the Treasurer's Report as of February 26, 2015 was accepted by the Advisory Board.

#### **6. REPORT OF OFFICERS**

##### **a. SECRETARY**

Secretary Galland reported that he had no updates to material previously presented, but did thank those Board Members who provided their reports for inclusion into the meeting minutes.

President Mitch reported the results of the Executive Board applicants and noted that the Association will be having a non-contested election at the Annual Meeting.

##### **b. TREASURER**

Treasurer Zawadski was not in attendance but did submit a report whereby President Mitch reported the following:

As of February 26, 2015, there are 849 members.

CATEGORY	TOTAL
Full – Municipal Clerk	517
Affiliate – All Others	34
Honorary Membership (Retired)	47
Full – Clerk of Freeholder Board	2
Associate – Assistant Municipal Clerk	24
Associate – Deputy Municipal Clerk	200
Full – Acting Municipal Clerk	22
Associate – Deputy County Clerk	1
Full- County Clerk	2
<b>GRAND TOTAL</b>	<b>849</b>

c. 2<sup>ND</sup> VICE PRESIDENT

Second Vice President reported that President Mitch and Ms. Szabo had a conference call with Lori Buckelew and Edward Purcell, Esq. of the NJLM on January 22, 2015, regarding the proposed Records Management rule changes. Overall MCANJ and NJLM are supportive of the proposed amendments which are proposed to advance the development of improved records management practices by State, county and local government agencies. The proposed amendments encourage agencies to leverage automated technology wherever possible, and thus set the stage for addressing the needs of public agencies struggling to cope with burgeoning service demands, dwindling resources and a diverse and ever-evolving array of records technologies.

MCANJ and NJLM will make suggestions concerning clarification of language:

- The regulations provide that: “to the maximum extent possible, public agencies should seek to adopt and use effective and efficient systems, including automated electronic records systems...” Proposed N.J.A.C. 15:3-1.3(b). This language indicates these changes are optional. However, for the sake of clarity, the League requests language to be included that explicitly states that these changes are optional. We request that the following change be made: “to the maximum extent possible, as an optional measure, public agencies should seek to adopt and use effective and efficient systems, including automated electronic records systems...” Proposed N.J.A.C. 15.3-1.3 (b). Given the New Jersey State Constitution’s prohibition of unfunded mandates, we think that this change will provide the necessary clarity that the issue requires. NJ Const. Art. VIII paragraph II.
- Additionally, the League would appreciate a further clarification of proposed N.J.A.C. 15.3-4.6(a)(1), which requires that imaging systems must contain “at least one unaltered version of the public record they contain.” We are unsure of what “unaltered” means in this setting. Unaltered could mean a document free of technical cleanup, but as written, this language is unclear.
- The League would also ask for clarification regarding the annual review of imaging processing systems at proposed N.J.A.C. 15:3-4.7(5)(e). It does not appear that government agencies would be notified that they are up for review, and that consequently, compliance would fall on each government agency to follow through with the review process. The League would respectfully request that this regulation be amended to require that municipalities be notified 60 days before they are required to submit an annual review.

One of the most exciting parts of the rules changes is that long term and permanent documents stored in a certified document imaging system, will no longer need to be microfilmed as a backup before the hard copy is destroyed. You just need to provide an acceptable data migration plan to the State.

Ms. Szabo stated that she believes, for example, that this will save Bernards Township thousands of dollars a year, and will expedite upload and release of records to our certified document imaging system.

d. 1<sup>ST</sup> VICE PRESIDENT

i. Committee Volunteers for 2015-2016

First Vice President Kazmark reported that applications for the various committee positions have been received and are under review.

ii. Review of Scholarship Program

First Vice President Kazmark reported that a conference call with the committee was conducted on February 3, 2015, and that issues have been identified that need further discussion with the Executive Board. The committee has recommended that scholarship opportunities need to be better marketed. In addition to the notification in The Quill, it is requested that a time period be set aside at the Education Conference to announce the opportunities, an added email blast and notification in the various course pamphlets.

e. IMMEDIATE PAST PRESIDENT

Immediate Past President Saffos was not in attendance as she was attending a League meeting representing the Association's President who was here at this meeting. President Mitch reported that all of the Policy Updates are current and up to date and that Ms. Saffos will present the updated policies to the Executive Board prior to the May 8, 2015 Executive Board meeting for approval as amended.

f. PRESIDENT

i. CEU's for IIMC sessions in CT (A. Susen)

Mr. Allen Susen reported that the IIMC Education Specialist, Ashley DiBlasi; sent him a link for the IIMC Conference, which provided him with the information necessary to request CEU's. From this he was able to prepare a spreadsheet listing every education session that will be offered at the Conference. This spreadsheet along with session information has been sent to Dan Kaminski at the Division of Local Government Services for his review and approval.

Every session is listed on the spreadsheet and categorized by CEU type. Tentatively CEU's will be available in Professional Development, Records, Ethics, Finance, and Information Technology.

ii. Region II Dover, DE report

President Mitch reported that he and Treasurer Zawadski attended the conference along with approximately ten additional representatives from New Jersey. The Delaware Delegation did an excellent job and programs were very interactive.

iii. Newly Elected Officials Program (Mitch & Galland)

President Mitch reported that his presentation went well and he fostered a positive relationship between the Municipal Clerks and the Elected Officials. Secretary Galland reported that his presentation went equally well.

iv. Bill Dressel Retirement Dinner – May 7, 2015

President Mitch stated that there will be a dinner honoring Mr. Dressel on May 7, 2015, in East Brunswick, tickets are \$130.00.

Mr. Dressel has also been invited to the Education Conference and plans on attending.

v. RMC Exam Results (October 2014 @27% pass rate)

President Mitch reported that the pass rate from the October test was 27%, down from the previous results. There was a meeting held to discuss and identify potential causes for such a low pass rate. Hopefully, the recommendations made at that meeting will be implemented and the pass rate will increase accordingly. A follow-up meeting has been scheduled for July.

vi. Clerks at 2014 NJLOM (511)

President Mitch reported that there were some 511 Clerks, Deputy Clerks and/or County Clerks registered for the NJLOM Convention this past November. An increase over the year prior, approximately 440, and significantly more than the number of attendees who attended the Annual Meeting when the Annual Meeting was held in conjunction with the November event.

vii. Municipal Clerks Week – 5/3/15 – 5/9/15.

President Mitch encouraged all Municipal Clerks to have their governing bodies pass a resolution dedicating the week of May 3 through the 9<sup>th</sup>, as Municipal Clerk's Week.

viii. Clerk of the Year Award will be announced at the Annual Meeting.

ix. Spot Light Award

President Mitch reported that the nominations are far and few between and that gift cards had been purchased in advance. President Mitch stated that there are sufficient gift cards to be awarded for the months of March through June with five (5) additional cards remaining for lack of nominations. The additional five (5) gift cards have been turned over to the Executive Director to be given to presenters as gifts at the Education Conference.

## **7. EXECUTIVE DIRECTOR**

Executive Director Popkin reported:

a) Legal Defense Fund Issues

That membership in the current year covers the member through June 30, 2015, and that a reminder for membership renewal will be forthcoming.

b) Annual Meeting – Arrangements are set with the Tropicana

c) Conference - Everything is on schedule and a final meeting with the hotel is scheduled for April 13<sup>th</sup> where everything will be finalized.

d) Insurance – The Association currently has: a Liability Policy that has recently been renewed for the time period April 14, 2015 through April 13, 2016; an Errors and Omissions Policy; and now seeking to secure a Crime Coverage Bond for the Executive Board Members.

e) League of Municipalities - Reviewing contract for the Booth in November.

## **8. OTHER REPORTS**

a) **LEGAL COUNSEL** – Legal Counsel Richard Lustgarten reported that the article for the upcoming edition of The Quill has been written and submitted and requested that if anyone has a topic of universal interest and application that should be addressed in future articles, that said topics be forwarded to him. Further he reminded the Board that emails and text messages are subject to OPRA and can be subpoenaed. He also recommended that we remind our elected officials of this fact.

b) **CONSTITUTION & BYLAWS** – Ms. Eileen Gore not in attendance. President Mitch reported that there are proposed changes to the Association's By-Laws that will be voted on at the Annual Meeting. The proposed changes are presented in The Quill for review.

c) **EDUCATION COMMITTEE** – Ms. Joanne Kwasniewski was not in attendance, but provided the following report: The Education Committee created titles and descriptions for the sessions to be held at the MCANJ Annual Education Conference. Volunteers will be asked to be a convener or a scanner at those sessions.

As chair of the Education Committee Ms. Kwasniewski was given the opportunity to attend Rutgers Educational Advisory Committee and Instructors meeting with MCANJ President John Mitch. It was a very productive meeting with a lengthy discussion held concerning the passing rate of the last two RMC exams. The exams were reviewed and several suggestions were made which Dan Kaminski will be working on in the coming months. No mini conferences have been held to date.

d) **EDUCATION CONFERENCE COMMITTEE** – Ms. Sharon Brienza stated that it will be an excellent Education Conference with CEUs in every

category; registration deadline without penalty is April 1; attendees need to make their own hotel reservations; and there is social time with entertainment and networking opportunities.

President Mitch provided an overview of the conference and stated that at this time there are some 193 registrants.

- e) ELECTIONS – Ms. Jane Williams-Warren stated that at the most recent Passaic County Association meeting, the Passaic County County Clerk reviewed the revised legislation regarding the circulation of petitions; that the polls for school board elections will close at 8 pm in lieu of 9 pm (not sure of effective date); and that the committee will be meeting soon.

President Mitch reminded all of the Committee Chairs that an annual report needs to be submitted to Sharon Brienza, with a copy to the President, in time for the Annual Meeting.

- f) FUND RAISING – Ms. Doreen Cali reported that the President's item has been received and the new inventory is ready for sale. Ms. Cali reviewed the list of items to be offered.
- g) INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK – President Mitch thanked Ms. Daina Dale, who was not in attendance, for her efforts regarding the webpage and Mr. Drew Pavlica stated that there are some 391 Likes on the MCANJ Facebook Page with postings on a daily basis.
- h) LEGAL DEFENSE FUND – Ms. Sharon Brienza reported that there isn't much to report as there have not been any new cases submitted. The renewal date will be July 1, 2015 and renewal forms will be sent out via email in June. There is the need to determine the date renewals must be received by and again she requested that an easier process be put in place for the people that miss the deadline rather than having the member believe they are going through the renewal process just to get a letter from the Executive Director telling them they missed the deadline and must join as a new member. If they are going to be accepted as renewals after the deadline, then the deadline needs to be removed.
- i) LEGISLATIVE REVIEW COMMITTEE – Ms. Kim-Marie White provided her report:

The Laws Affecting Municipal Clerks Committee has the responsibility of tracking Bills pending in the legislature that pertain to the duties of the Municipal Clerk. The Committee is currently tracking almost 591 pieces of legislation.

Senate and Assembly Bills that are significant to our duties are brought to the membership's attention by placing them on a monthly report that is posted on the MCANJ website in the months where the legislature is in session.

Bills that are signed by the Governor and passed into law are also placed on the MCANJ website. Currently there 138 bills in route to the Governor and 22 bills on the Governor's desk. The subjects the

committee tracks are Local Government-Municipalities, Initiative & Referendum, Animals, Health & Misc, Motor Vehicle Regulation, Affordable Housing, Contracts, Gambling, Records/Notices/Meetings, Vital Statistics, Pensions, Employees, Officer, Benefits, Land Use, Public Fees, Bonds, Budget, Finance, Hotels, Landlord Tenant, ABC, Ethics, and Elections.

Ms. White cross references the New Jersey Legislative website as well using key words “clerk” and municipal clerk” to ensure they are tracking them properly. She is pleased to announce that they are tracking all of them. What follows is a sampling of some of the bills they are currently monitoring.

The Committee highly recommend that Clerks check the website periodically for updates. Go to: [www.njclerks.org](http://www.njclerks.org), then click on “Legislative Update,” then on “Legislative Tracking.” The date of the last update appears at the top of the page.

The Committee has done a tremendous job so far and continues to strive each month to make sure we stay on top of our reporting each month.

Main Bill Information 2014-2015 Legislative Session	Total records: 3 Page 1 of 1
<u>A487</u>	Exempts <b>Municipal Clerk</b> from penalties for Open Public Records Act violations under certain circumstances.
	Last Session Bill Number: <u>A906</u> <u>S1612</u>
<u>A2718</u>	Requires boil water notices be provided to mayor and <b>Municipal Clerk</b> within one hour.
	Identical Bill Number: <u>S1122</u>
	Last Session Bill Number: <u>S461</u>
<u>S1122</u>	Requires boil water notices be provided to mayor and <b>Municipal Clerk</b> within one hour.
	Identical Bill Number: <u>A2718</u>
	Last Session Bill Number: <u>S461</u>
<u>A487</u>	Exempts municipal <b>Clerk</b> from penalties for Open Public Records Act violations under certain

circumstances.

Last Session Bill  
Number: A906  
S1612

A2718 Requires boil water notices be provided to mayor and municipal **Clerk** within one hour.

Identical Bill  
Number: S1122

Last Session Bill  
Number: S461

A2851 Eliminates requirement that candidates file with county **Clerk** duplicate copy of report of contributions and expenditures; requires each county provide link to ELEC on county Internet site. \*

Identical Bill  
Number: S390  
S621 (SCS)

Last Session Bill  
Number: A4579  
S3122

A3727 Permits county **Clerk** or register of deeds and mortgages to create Gold Star Parent identification card.

Identical Bill  
Number: S2391

A4040 Requires county **Clerk** to set annual compensation of personnel in office of county **Clerk**.

S390 Eliminates requirement that candidates file with county **Clerk** duplicate copy of report of contributions and expenditures; requires each county to provide link to ELEC website on county Internet site.\*

Identical Bill  
Number: A2851  
(1R)

Last Session Bill  
Number: S3122  
A4579

S621      Eliminates requirement that candidate campaign treasurer reports be filed with county **Clerk** for legislative, local and school board candidates.

Last Session Bill  
Number: S482

S1122      Requires boil water notices be provided to mayor and municipal **Clerk** within one hour.

Identical Bill  
Number: A2718

Last Session Bill  
Number: S461

S1666      Allows veteran or personal representative to withdraw honorable discharge papers from county **Clerk**.

Last Session Bill  
Number: S2959  
A2664

S2391      Permits county **Clerk** or register of deeds and mortgages to create Gold Star Parent identification card.

Identical Bill  
Number: A3727

- j) MANUAL REVIEW COMMITTEE – Ms. Deanna Bennett was not in attendance as she was attending the Mini Conference South, but did provide a report.

By May 1st emails will be going out to the members of the Manual Review Committee, Instructors and the Executive Board alerting them to the start of this year's manual review cycle. A short list of items has been created that will need to be reviewed for inclusion in the manual from late last year. The Executive Director supplemented Ms. Bennett's report.

- k) MEMBERSHIP/PEER ALLIANCE NORTH – Mr. Drew Pavlica stated that there is no activity to report.

- l) MEMBERSHIP/PEER ALLIANCE CENTRAL – Ms. Ceil Covino reported that her committee is looking forward to a new cycle of registration and a new year - membership drive; that the on-line registration is so easy; and suggested that a line be added to reinforce that a claimant's certification on the purchase order need not be processed. Second Vice President Szabo stated that there is a sentence that refers registrants to the DCA – Certification, where it is documented that a PO is not required.

- m) MEMBERSHIP/PEER ALLIANCE SOUTH – Ms. Denise Brouse not in attendance.
- n) PAST PRESIDENT'S COUNCIL – Mr. Drew Pavlica stated that he had no report at this time.
- o) PROFESSIONAL DEVELOPMENT/MINI CONFERENCES – Ms. Joanne Kwasniewski not in attendance but reported that the on-line mini conference registration is live, and that the process is user friendly.
- p) PUBLIC RELATIONS/MCANJ BOOTH – Ms. Ceil Covino reported that Ms. Barbara Rae has retired and Ms. Rae will continue to attend the conferences. Mr. Alberto Cabrera and Mr. Vincent Buttiglieri have volunteered to join the committee. That the booth will not be set up at the Education Conference and that a table will be used to distribute the necessary literature.
- q) QUILL – Mr. Jim Doherty and Joseph Kostecki were not in attendance, but Mr. Doherty provided the following report: the April issue of the Quill is going to print, and thanks to all who assisted with submitting articles and proof reading for quality control.
- r) RAFFLES – Ms. Yancy Wazirmas reported that we will be holding a 50/50 raffle at the dinner during the Education Conference.
- s) RECORDS – Mr. Harold Wiener reported that at a recent ceu session on the Open Public Records Act, he introduced himself as Chair Person of the MCANJ's Record's Committee to Dawn SanFilippo, Esq., Deputy Executive Director of the Government Records Council and offered to continue and build on the relationship the Records Committee and our organization have had with that agency over the years. Ms. SanFilippo indicated that the Government Records Council's new Executive Director, Joseph Glover, has encouraged the Government Records Council's staff to do more educational sessions throughout the state. Additional activities of the Committee will be listed in the annual report which will be available at next month's Education Conference. Mr. Robert P. Morasco, City Clerk of Newark, Essex County retired December 31, 2015, and he requested that that information be forwarded to the appropriate member of the Resolutions Committee.
- t) RESOLUTIONS – Ms. Sandy Bohinski and Ms. Marie Elena Macari were not in attendance. President Mitch reported that he keeps this committee informed of events.
- u) SCHOLARSHIPS – President Mitch reported that Ms. Karen Hughes has stepped down and Ms. Cynthia Brown from East Orange City is the new chair.
- v) AD HOC: HISTORICAL REPORT – Mr. Drew Pavlica reported that he and Jim Doherty continue to work on the project.
- w) REGION II – ANDREW J. PAVLICA – Mr. Drew Pavlica reported that the IIMC Conference is scheduled for May 17 through the 20 to be held in

Hartford, CT. Early deadline registration is April 1<sup>st</sup>. He then provided an overview of the conference and reported that two the hotels are already sold out. The Radisson Hotel is the only accommodation available at this time.

- x) IIMC – VINCENT BUTTIGLIERI – Mr. Buttiglieri also reported that the CEU's earned toward New Jersey State Certification, effective January 1, 2015, will count as 47 credits toward your IIMC-CMC. Historically it was only 20 credits, which results in a large discrepancy between clerks who started the program prior to January 1, 2015 and those starting after that date. Mr. Buttiglieri stated that there appears to be resolution to this discrepancy and he will continue to work on the issue.
9. NEW BUSINESS – The Executive Director suggested that we advise our members regarding emails and text messages. Even by forwarding an inappropriate communication can lead to trouble for government employees and elected officials. Ms. Williams Warren supported the Executive Director's comments especially as it comes to elected officials. Mr. Lustgarten added there are issues of free speech that need to be considered, but as government officials we are held to a higher standard.
10. OLD BUSINESS – President Mitch reported regarding OPRA/OPMA changes and the interview he gave for TV regarding data mining requests has resulted in a new supporter, the Atlantic City Press, who wrote an editorial supporting transparency, but not data mining. Regarding OPRA, calls to Senator Weinberg's Chief of Staff remain unreturned.

## 11. REPORTS OF COUNTY ADVISORY BOARD MEMBERS

ATLANTIC – Ms. Carol Degrassi was not in attendance, but did provide a report:

### **Atlantic County Municipal Clerk's Association Report**

#### **Officers for 2015**

Lucy Samuelsen, President (Somers Point)  
Paula Geletei, Vice President (Atlantic City)  
Patricia Gatto, Treasurer (Folsom)  
Vacant, Recording Secretary

[lsamuelsen@spgov.org](mailto:lsamuelsen@spgov.org)  
[pgeletei@cityofatlanticcity.org](mailto:pgeletei@cityofatlanticcity.org)  
[pgatto@folsomborough.com](mailto:pgatto@folsomborough.com)

#### **December 2014 Drawing:**

Winner of December 2014 drawing to win one free ticket to the MCANJ conference - Paula Geletei from Atlantic City.

#### **Upcoming Meetings**

April 10, 2015 at 12:30 p.m. - Meeting held at the Superintendent of Elections Offices in Mays Landing (Luncheon provided). Speaker: Maureen Bugdon, Supt. of Elections. CEU's applied for.

#### **Tri-County Meeting**

Tri-County Meeting (Atlantic, Cape May & Cumberland) being worked on. Date not available yet.

Cape May County Municipal Clerk's Association continues to invite Atlantic County to their meetings offering the opportunity to earn additional CEU's.

**BERGEN** – Ms. Heather Mailander reported that at the February meeting, the Bergen County Municipal Clerks' Association had Neil Grant speak on liquor licensing. As previously mentioned in December, the new President is Christine Demiris of New Milford.

The Association is in the process of planning a group trip to the Bergen County Performing Arts Center in order to give us a chance to socialize with each other outside of our regularly held meetings. The next meeting will be held on April 16, 2015 and CEUs will be offered, and finally, the Bergen County Municipal Clerks' Association continues the planning of the 75<sup>th</sup> Anniversary celebration, which will be held in the fall of 2015, with Joanne Kwasniewski and Wanda Worner as Co-Chairs of the events.

**BURLINGTON** – Ms. Patricia Hunt reported that the BCMCA held its regular annual Elections meeting on February 11 at which representatives from all County Election offices attended and spoke.

The Oath of Office to Newly Elected Officers was given as follows: Kim-Marie White, President; Amy Cosnoski, Vice President; Linda Semus, Corresponding Secretary; Cindy Dye, Recording Secretary; and Mark McIntosh, Treasurer

**Upcoming Events sponsored by BCMCA:** Next regular meeting is on May 14, 2015 at Café' Madison in Riverside; notice will be sent to MCANJ for posting on the website. Mini-conference to be held on September 25, 2015 at the Burlington County Training Center; notice will be sent to MCANJ for posting on the website. Registrar Seminar on October 15, 2015; location to be determined. Finally, BCMCA will be donating 2 baskets for the MCANJ Silent Auction.

**CAMDEN** – Ms. Deanna Bennett was not in attendance as she was attending the Mini Conference South, but did provide a report.

The Association held a meeting on Thursday, March 12<sup>th</sup> in the morning with the Camden County Clerk's Office to review changes to policies and procedures regarding the 2015 elections. Election CEU's were obtained.

**CCMCA** will be donating two baskets for the silent auction at the MCANJ Spring Conference on April 26<sup>th</sup> through 29<sup>th</sup>.

Additionally, Ms. Bennett is working on obtaining donations from Republic Bank for our Conference Bags and will keep you informed.

**CAPE MAY** – Mr. Scott Jett was unable to attend the meeting.

**CUMBERLAND** – Ms. Susan Robostello unable to attend the meeting.

**ESSEX** – Ms. Linda Wanat stated the Essex County Clerk's Association held their quarterly meeting on January 7, 2015. The meeting was hosted by Stephen Berry, Deputy Municipal Clerk of Glen Ridge who "warmly" greeted the group in front of a roaring fire.

The annual election of officers was held with the following individuals elected by unanimous vote: President, Madeline Smith of Orange; Vice President - Christine Gatti of Millburn; Secretary - Juliet Lee of Montclair; and Treasurer - Bonnie Triola of Bloomfield.

The featured speaker was Montclair's Deputy Mayor Robert Russo who spoke about his role of public service and the new "early voting" laws. Plans were announced for the October Educational Conference to be held on October 8, 2015 at the Verona Community Center. The membership will consider awarding scholarships to Essex County High School students in Civics and Government programs and/or other educational opportunities for members of the Essex County Association.

GLOUCESTER - Ms. Patricia Frontino not in attendance, but provided the following report:

Gloucester County Clerks met January 29<sup>th</sup>, and the Speaker was Christine Donahue, an Investigator with Legalized Games of Chance. Christine did a great job presenting an overview of the license and application process, along with a refresher of forgotten facts. Licensing CEU's were approved by the DCA.

The Spring Mini Conference South is being held today, which is why she is unable to attend this meeting. As in the past, this was another huge success, with 82 people registered as of 3/13/15. Our Speakers include Gloucester County Clerk-Jim Hogan, Superintendent of Elections-Stephanie Salvatore and Director of Operations-Mark Harris, County Counsel-Matthew Lyons and Assistant County Counsel-Anthony J. Fiola, Gloucester County Records Manager-Michele Everly, and Gloucester County Network Administrator-John Franchetti.

CEU's were provided in Elections, Professional Development, Records and Information Technology, for Municipal Clerks, in addition to various CEU's for other disciplines.

It has been the practice to offer 2 CEU's in 3 curriculum areas at both the Spring and Fall Mini Conferences, so within each licensing cycle, every Clerk has the opportunity to receive all their required CEU's.

Whenever possible, they try to include topics where the State Registrar will also approve CMR credits. For this Spring Mini Conference, Mr. Arrisi approved 1.5 credits for our Records Session.

Our Fall Mini Conference has been scheduled for September 25, 2015.

HUDSON - Mr. Alberto Cabrera was not in attendance.

HUNTERDON - Ms. Ceil Covino reported that the next meeting of the Hunterdon County Clerks is Wednesday, March 18<sup>th</sup> at the Tewksbury Inn. Social Media is the topic, Keith Kazmark will be a speaker along with Tara St. Angelo, Esq. of Gebhardt & Keifer. Officers are: President, Michelle Bobrowski of Alexandria Township; VP Karen Romano of Lebanon Borough; Mary Mac Connell, Treasurer, of Kingwood; and Ursula Stryker, Secretary, of Franklin Township. All will be sworn in at the referenced meeting.

MERCER - Ms. Sharon Young reported that officers were elected as follows: President - Michele Seigfried, Robbinsville; Vice President - Debra Soproneyi,

Hightstown; Treasurer – Tonya Carter, Lawrenceville; and Secretary – Laurie Compf, Hopewell Township.

Mercer County Board of Elections Seminar was held on Thursday, January 29<sup>th</sup>, at 10:30 a.m. for the discussion of the role of the Municipal Clerk in the Election process 1.5 CEUs were earned in Elections.

The Mercer County Clerks' Association held their Holiday Party on Friday, January 30<sup>th</sup> at the Bog Restaurant located at the Cranbury Golf Course in West Windsor Township.

Mercer County held a Mock Election to assess our new remote counting pilot on Tuesday, February 24<sup>th</sup>. The following is the outline of the process conducted: 2/23 Delivery of Election cartridges and County Clerk's office representative will conduct a connection test; 2/24: 10 AM Municipal Clerks log on and process the cartridges; and 2/25: Representative of the County Clerk's office will pick up the laptops and cartridges.

March 20<sup>th</sup>, the Mercer County Clerk, Paula Sollami Covello, will be hosting a meeting for the County Municipal Clerks. Representatives from SOE Voting Systems will be there to demonstrate their comprehensive reporting website. On that date, they will also go over any notes the Clerks have or concerns regarding our Mock Election of February 24<sup>th</sup>. County IT staff and a Dominion representative will be in attendance. CEUs will be earned in Elections. The work shop will be followed by a Mercer County Clerks' Association Meeting.

MIDDLESEX – Barbara Nyitrai reported that in Middlesex County, Joan Hullings, Highland Park Clerk was sworn in as President on January 9, 2015. The most recent meeting was held on February 19<sup>th</sup> where President Mitch spoke on the ABC's of ABC and CEU's were awarded in licensing. This was a well-attended and well received session. Thank you to President Mitch. Our next meeting is scheduled for March 19<sup>th</sup> in Perth Amboy with Neha Patel of Appruzzese, McDermott, Mastro & Murphy, P.C. speaking on OPRA and CEU's have been applied for .

MONMOUTH – Ms. Jane Marban reported that on February 19th they held their Annual Meeting/Mayor's night at the Jumping Brook Country Club in Neptune. Freeholder Director Gary Rich spoke on the areas available to the municipalities as far as interlocal and assistance from the County. Ms. M. Claire French the Monmouth County Clerk also spoke. She brought us up to date on Election Matters and the success of the County Connection Office which was ironically located right around the corner from us. It allows people in the eastern part of the County easy access to the services provided by the County Clerk - the biggest being the processing of Passports. She also advised that all Deeds are now filed electronically when received. It was a beautiful night and we ended the night honoring Claire on her upcoming retirement by presenting her an engraved vase and bouquet of flowers. CEU's were available.

Another CEU session is being planned, which will probably take place in May -- hoping to have someone from ABC speak on their new system, but was given a flat out no, that they haven't been trained on it yet so we are currently brainstorming to come up with perhaps two speakers in two different areas that we could do a whole morning session. More information to follow.

MORRIS – Yancy Wazirmas reported that their first meeting was held on February 13<sup>th</sup> where two (2) CEU credits were earned in ethics, with the

remaining meeting schedule for 2015 includes: May 13<sup>th</sup>, September 18<sup>th</sup> (Mini Conference); October 6<sup>th</sup>; and December 4<sup>th</sup> (Holiday Party). An invitation is extended to the Morris County Clerk Ann F. Grossi's Second Annual Appreciation Breakfast for Morris County Municipal Clerks to be held on Tuesday, March 31 from 9:30 – 11:30 am at the Morris County School of Technology, Denville, NJ.

OCEAN – Ms. Sherry Mason reported that at the January 2015 meeting of the Ocean County Clerk's Association no members responded to a request for nominees for the Executive Board. The existing officers were re-installed.

- Mary Madonna, President
- Daina Dale, Vice President
- Kathleen Wells, Treasurer
- Diane Ambrosio, Secretary

The membership will be reviewing proposed changes to the bylaws allowing retirees to be eligible to vote on all matters and Association authorization for expenditures over \$500, excluding dinners. Joe Chessare, Field Investigator with Legalized Games of Chance Control Commission was the speaker for the evening, and the next meeting will be Friday, April 24, 2015 in Lakehurst.

PASSAIC – Ms. Kelly Halewicz was not in attendance, but provided the following report: Passaic County voted in a new slate of officers at its December meeting and holiday sing-a-long: Paul Margiotta - President – Wayne; Antoinette Battaglia, Vice President - West Milford; Lori DiBella - Record Secretary – Hawthorne; Cynthia Kraus - Corresponding Secretary - Little Falls; and Amada Curling - Treasurer – Passaic. Ms. Jane Williams Warren reported that the Association has instituted a mentoring program and the President of the Association has prepared a document matching the attributes of the towns. In addition, there will be a mini-conference in 2015.

SALEM – Ms. Cynthia Dalessio was in attendance via conference call and questioned why some Counties are running mini-conferences on their own vs. running the conference through the State Association. President Mitch stated that the guidelines are on the website, and the main reason to running conferences on their own is the potential profit that can be made.

SOMERSET – Ms. Sharon Brienza reported that on December 18 they held their holiday luncheon and short business meeting at Pheasant's Landing in Hillsborough. During the luncheon they also held the 19th Annual Toy Drive along with their 5th Annual Food Drive.

At the meeting, we wished Robin Collins who was the Municipal Clerk/Administrator for Peapack/Gladstone, good luck as she was appointed Municipal Clerk/Administrator for Chester Township. At the same time they welcomed back Hector Herrera, formerly Deputy Clerk in Bridgewater and most recently Deputy County Clerk in Passaic, who took Robin's place in Peapack.

On February 3, officers were installed:

- Ann Marie McCarthy – President  
Michelle DeRocco - Vice President  
Pam Borek - Secretary  
Hector Herrera – Treasurer

They also brought back the Education Committee that consists of Sharon Brienza, Denise Szabo and Sandy Jones from Bernardsville. The first regular meeting will be held March 25 where County Clerk Brett Radi and Election Supervisor Jerry Midgette will be the presenters.

SUSSEX – Ms. Kirkman reported that Sussex County like much of the State has been pummeled by the recent snow storms. Due to the frequency of the storms much of Sussex County had a shortage of salt and grits. While the suppliers were flush with product; physically getting the deliveries to Sussex County proved difficult due to the distance and the extensive lines of trucks waiting at the plants to pick up same.

The Sussex County Clerk's Association will be hosting a CEU seminar on March 19, 2015 commencing at 8:30 am until 3:30 pm at Sandyston Town Hall, 133 Route 645, Sandyston, NJ 973-948-3520 and will feature: LICENSING REVIEW With Scott Steinman, LEGALIZED GAMES OF CHANCE; OPRA – With Dawn SanFilippo, Esq. of GRC; and CERTIFIED MUNICIPAL REGISTRAR'S COURSES with Yamileth Hernandez-Moscoco, State Registrar Office. There is no cost for members for the Sussex County Clerk's Association. Non-members cost is \$20 including breakfast and lunch.

CEU's are approved and will include: RMC CEU's 2-Licensing, 2-Records, 2-Professional Development; CFO 2 Credits-Office Mgt. Tax Collector – General 2 Credits; Public Works Managers in government 2 Credits; and Purchasing Agents in office admin/general duties 2 Credits

Another half day event is planned for May 7, 2015 which will include presentations on elections and ethics. It is in the preliminary planning stages. There were no changes in officers in the Association, and no new clerk's in Sussex County other than herself in March 2014.

UNION – Ms. Doreen Cali reported that the first meeting was held on February 25<sup>th</sup> with a guest speaker reviewing ABC laws and recommended the passing of an ordinance to require employee background checks of all employees in restaurants.

WARREN – Ms. Kelly Smith not able to attend the meeting.

**12. NEXT ADVISORY BOARD MEETING:**

DATE: TBD by 2015-2016 President Keith Kazmark  
LOCATION: TBD

**13. FUTURE DATES**

MCANJ Annual Education Conference: April 26 – 29, 2015  
Annual Meeting, Monday, April 27, 2015 (Atlantic City)  
IIMC Conference: May 17 – 20, 2015, Hartford, CT.  
MCANJ Transition Meeting: Friday, June 19, 2015

**14. ADJOURNMENT**

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

Respectfully submitted by

Kevin Galland, MCANJ Secretary