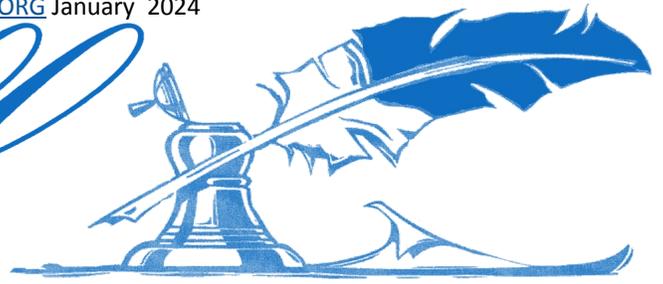


# The Quill



MEET OUR NOMINEES  
FOR SECRETARY FOR  
2024/2025



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Meet our Candidates for Secretary for 2024/2025 for the Executive Board. Both will be running for election at our Annual Meeting on Thursday, April 25<sup>th</sup> at the Hard Rock Hotel & Casino where you can cast your vote for one of these Municipal Clerks with a write in ballot. You can read each of their bios on page 3. I want to thank Edith and Paula for submitting applications for this position. I'm so proud of these two for stepping up to serve on the Executive Board for the Municipal Clerks' Association of NJ. It is a rewarding experience and one I'm grateful for the opportunity to have. On January 30<sup>th</sup> of this year, the Municipal Clerks' Association of NJ will have been in existence for 102 years!!!! 102 years of Municipal Clerks supporting each other and ensuring this organization remains strong for future generations-Michele

**Edith G. Gil, MPA, RMC, CMR**

**Borough of Watchung**



**Paula Geletei, MMC, RMC, CPM**

**City of Atlantic City**



**The 2024 MCANJ Annual Conference is being held from April 23-26th at the Hard Rock Hotel & Casino in Atlantic City. Details are in this edition of the Quill!**



Condolences to the Family and Friends of Retired Neptune Municipal Clerk and Former "Quill" Editor Joseph Bennett who passed away on December 11, 2023. In 1954, Joe became employed in Neptune Township as a Clerk in the Assessing Department and Joe continued to serve in the Assessing Department until his election as Municipal Clerk in 1961. He later served as Business Administrator for Neptune Township for over 12 years. During his tenure as a municipal employee, Joe served as editor of "The Quill", a news and training bulletin for the Municipal Clerks' Association of NJ from 1971-1973 and was one of 13 New Jersey Officials to serve with the NJ County and Municipal Government Study Commission.

# Contact Information for the 2023/2024 MCANJ Executive Board

## President

**Michele Bobrowski**  
Alexandria Township  
Hunterdon County  
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## 1st Vice President

**Deanna Bennett**  
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## 2nd Vice President

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## Secretary

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## Immediate Past President

**Denise Cafone**  
Fairfield Township  
Essex County  
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# MEET YOUR CANDIDATES FOR 2024/2025 SECRETARY

## Edith G. Gil, MPA, RMC, CMR—Borough of Watchung

I joined the public sector in late 2007 when I was first hired by the City of Newark as a part-time Student Assistant. All I did was filing, so once I graduated from Rutgers University, I handed in my 2-weeks' notice and was ready to join the full-time workforce as a Paralegal. However, they counter-offered me and reeled me back in by hiring me full-time!! Little by little, I began to learn what it takes to run a municipality in the Administrator's Office until I made it into the City Clerk's Office. The City Clerk, at the time, gave me the chance to take the RMC courses. I evolved as the Records Manager and I would sometimes get to attend the Essex County Clerks' Association meetings. That was my introduction to the Municipal Clerk's world. After obtaining my RMC, it was only a matter of time before Watchung (Somerset County) would become my new home. Coming from such a large municipality has allowed me to bring new perspectives to Watchung, where I truly feel blessed. I am a firm believer that we should all seek to improve ourselves and grow in both our personal and professional lives. Life is about finding your purpose and inspiring others to grow. I live by Simon Sinek's words "*Leadership is not about being in charge*". "*Leadership is about taking care of those in your charge*". I hope to inspire others to do more along the way, in any way I can. The world would be a much better place if we all did just a little bit more.



## Paula Geletei, MMC, RMC, CPM—City of Atlantic City

Paula Geletei grew up in Sayreville, New Jersey. She is a proud graduate of Pennsylvania State University, having earned a B.S. in Science. As an admirer of Pope John Paul II and his ability to communicate with so many, she developed a strong interest in foreign languages, such as French, Spanish and Italian, which she studied in Florence, Italy. She studied Russian and visited the Soviet Union in the mid-eighties, specifically Moscow, Leningrad and Odessa. She also studied Japanese. Paula has an A.S. in Chemistry, with the emphasis in Organic Chemistry. While attending Penn State, Paula was a member of the Penn State Marching Blue Band, Vice President of East Halls and a member of Alpha Sigma Alpha Sorority. She worked in the pharmacy at Ritenour Health Center on the Penn State Campus, while serving on many philanthropic organizations. She was featured in the half-time show, dancing to "Copacabana" for the televised Penn State-Nebraska football game. In November 1989, Paula was hired on-the-spot to become part of the team to open Trump Taj Mahal Casino Resort. On Valentine's Day 1990, she relocated to Atlantic City. The year 1993 was the birth of Poker in Atlantic City. Paula learned the skill of dealing Poker from the best of the West, then became part of the training team, producing training manuals and the basic rule book for the Taj Mahal's Poker Room. As tournaments began in 1996, Paula was an integral part of the production team. She interviewed and photographed the tournament winners and wrote articles on tournament results as a human interest story, which became very popular. In 2003, Paula was hired by the City of Atlantic City as a Clerk-Typist in the City Clerk's Office, where she quickly familiarized herself with ordinances and development projects. Combining her love of typing with the opportunity to learn, Paula took courses which would lead her to obtain certification as a Registered Municipal Clerk, which she earned in 2008. On October 1, 2016, Paula became City Clerk. She recently earned the designation of Master Municipal Clerk through education and training through the International Institute of Municipal Clerks, and has become an elite member of the Athenian Society. In January 1, 2014, Paula served as the city's Inaugural Mistress of Ceremonies, welcoming new Mayor Don Guardian as Mayor and celebrating Atlantic City's diverse community. She welcomed and wished everyone "Happy New Year" in 10 different languages! Paula has been President of the Municipal Clerks' Association of Atlantic County for the past six years, and has been Secretary/Treasurer to the Atlantic County League of Municipalities since 2016 and has served on the Pastoral Council of the Parish of St. Monica until 2023. She also serves as a Lector and Eucharistic Minister at Saint Nicholas of Tolentine Roman Catholic Church in Atlantic City. For several years, Paula volunteered as a Mediator for Family Mediation, and has been a Medical Reserve Corp Volunteer for fifteen years. Paula was one of the first of the Rutgers's Cohort Team not only to achieve the CPM designation, but to be nominated for the National Askew Award.



# COUNTY ASSOCIATION NEWS

Belmar Borough staff celebrated Halloween as the cast of Little Mermaid and even decorated the office to be Under the Sea.

From left to right:

Flounder - Clerical Assistant Nancy Murray

Sebastian - Mayor's Confidential Aid John Walsh

Scuttle - Water/Sewer Collector Kelly Williams

Ursula - Municipal Clerk April Claudio

Ariel - Clerical Assistant Meghan Hostnik



The Municipal Clerks' Association of Morris County gathered together on December 8, 2023 in the spirit of fellowship and gift giving during its Annual Holiday Luncheon. The MCAMC met at Puleo's Brick Oven in Florham Park. President Elizabeth Osbourne presented outgoing President Michele Reilly with a plaque and roses for her years of service. The 2024 Executive Board Members were then sworn in by Reilly. President Elizabeth Osbourne, Vice President Megan Phillips, Treasurer Tara Pettoni, Recording Secretary Vanessa Nienhouse and Corresponding Secretary Matthew Bansch. Members of the Association gladly brought unwrapped toys which are donated to Toys for Tots on behalf of the County Association.

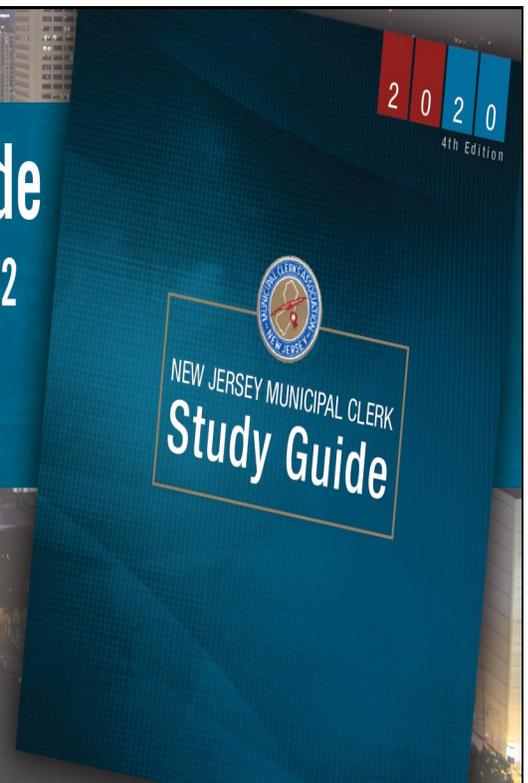


## New Jersey Municipal Clerk Study Guide

New 4th Edition As Amended Through Supp 2 September, 2022

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# People Page

## ARE YOU RETIRING?

### WE WANT YOUR CONTACT INFORMATION SO YOU CAN STAY INFORMED...

Please accept our CONGRATULATIONS on your pending Retirement.

While you will be enjoying the much-deserved rest and relaxation that retirement brings, wouldn't it also be nice to stay informed of all the News and Events from your colleagues and the MCANJ Association as a whole? We also want to keep you informed.

If you wish to keep up to date with all things MCANJ, please provide the following information to [PastPresident@mcanj.us](mailto:PastPresident@mcanj.us) :

- Name
- Position
- Municipality
- Date of Retirement
- Home Address
- Home Telephone Number
- Cell Phone Number
- Home Email

The MCANJ Executive Board wishes you a very happy, healthy and long retirement!!

## RETIREMENTS



Deptford Township Clerk Dina Zawadski, RMC, CMC being honored on her retirement on December 4, 2023. Also pictured Deputy Clerk Tina Helder, RMC, CMC, Patrice D'Ottaviano, longtime Assistant to the Clerk and incoming Deptford Township Clerk, Michelle Hack, RMC. Also pictured is the Township Manager along the Mayor and Council.



Congratulations to the Borough of Clayton Municipal Clerk Naomi Money who retired on July 1, 2023 after 35 years. Enjoy your next chapter!



Congratulations on your retirement Medford Township Manager and Clerk Katherine "Kathy" Burger (pictured above).

Congratulations to Wendi Barry who is set to retire effective February 1, 2024 from the Borough of New Providence. She has worked for the Borough since 1981. Council President Matthew Cumiskey touted her personal qualities and helpfulness throughout her 42-year career.

A unanimous Borough Council and Mayor proclaimed that Dec. 31st would be Jane Dietsche Day in the Borough of Emerson in honor of Borough Clerk Jane Dietsche, (pictured on right) who retired that day after. Congratulations Jane on your next chapter!



Congratulations to Patricia Reid, Township Clerk/Registrar of Monroe Township, Middlesex County who will be retiring on February 1<sup>st</sup>!

# A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

I would like to wish you all a Happy 2024!! By now, we have all survived our Re-Org meetings and the plethora of resolutions that follow them. In my last Quill article, I wrote about how I've been busy as your President and felt like I've been on a roller coaster hoping it would slow down, but my roller coaster ride derailed the weekend prior to the New Year. The Executive Board has found ourselves in uncharted waters without an Executive Director and have begun the New Year by needing to re-structure the Association. We learned over the New Year weekend that our bank accounts were closed and our credit cards cancelled-without authorization. We also discovered several bills were left unpaid that were due by the by the end of the year. With the inability to pay bills and not having access to funds that are needed, we have been working what feels 24/7 to make sure our Association is operating as smoothly as possible.

With the sudden loss of an Assistant Executive Director who had been transitioning to become the Executive Director at the beginning of the year, words cannot describe the mess we are left to clean up. It has made us question past practices and what will be best for the future of the Association when it comes to the position of the Executive Director. The Association paid over \$50,000.00 in salaries for the position of Executive Director and Assistant Executive Director plus ancillary costs such as mileage, phone/internet reimbursement, etc. in 2023 to ensure a smooth transition for this important role in our Association. Since the Executive Board has been overseeing operations at this time, we are seeing that some bills were not paid in 2023, negotiations regarding open contracts not settled, and important transitional deadlines not met. It is very frustrating that as an Executive Board, we were not more involved with the matters being handled on our behalf or have possession of simple items such as insurance policies. We discovered one policy expired the end of the year and another expires in April. Trust me, we are doing everything necessary to get all our Association business in order.

Our Association will only come out stronger from all of this and future Executive Board's and our members will be in a more knowledgeable position of the Association, its transactions, and duties required of each other rather than have someone do it all for them. At this time this is what has/is/will be occurring:

- A forensic audit will be done on all our financial records for at least the last 5 years by an independent auditor. Two firms have been contacted already and we received an estimate from one of them.
- We have reached out to the other State Associations to find out who has an Executive Director, their duties, responsibilities, and what they are paid yearly. The highest salary we have seen is \$15,000.00 a year. We were paying our Executive Director \$32,000.00 plus ancillary costs, and the Asst. Executive Director \$15,000.00 a year plus ancillary costs. This appears to be well above the average for the same responsibilities that other Executive Directors are handling, if not more. Some Executive Directors even handle all the membership/conference registrations in addition to the same responsibilities in our SOP's for less money a year. There are some State Associations such as the Tax Collector & Treasurer Association who are also operating currently without an Executive Director as well. It is not an uncommon occurrence. Most Associations I spoke with were very surprised to learn what we paid for this position, and we will not be paying this salary again once we learned what others are paid for doing the same duties. The salary paid to our Executive Director had been set at that pay rate years prior to the current serving Executive Board. How the salary was derived at that time, we do not know, but it would have been out of range even then from what I have seen from the other State Associations.
- The Executive Board wants to have an Executive Director that lives in the State and is accessible for in-person meetings and events. Though meetings for this year have been via Zoom, that may not be the decision for future Presidents who will want in-person meetings.
- The Executive Board was asked to keep the former Executive Director on as a consultant for a fee of \$4,000.00 in 2024 to assist in the conference. This was not a cost the Executive Board wanted to absorb.
- Our Attorney advised us that we need to hire an Executive Director as an employee not as an independent contractor requiring the Executive Board to pay for a payroll company and a worker's comp policy because this individual would be working for us solely and not for any other organization in the same capacity in which an independent contractor would. This is due to the new Workforce Employment Act. If our Attorney is advising the Executive Board something, then we are going to do what they recommend because they are protecting us and they know what is right.
- Because of the change in employment for the position of Executive Director for 2024 from Independent Contractor to employee, the Executive Board was asked to increase the salary of the Executive Director from \$25,500 for 2024 to \$28,000. Again, that was not another additional cost the Executive Board wanted to absorb with having to pay for a payroll service and a worker's comp policy.
- Due to the Executive Board wanting an Executive Director who lives in NJ without an Assistant Executive Director and not able to agree on a salary, it was decided by both the Executive Board and the Assistant Executive Director to part ways amicably for 2024.

(continued on page 15)

# People Page (continued from page 5)

## News/Updates/Transitions:



Grace Njuguna was sworn in as the new Municipal Clerk in Bridgewater Township on January 4, 2024. Grace succeeds longtime Municipal Clerk Linda Doyle who retired after serving as the Municipal Clerk for Bridgewater for over 20 years. Congratulations Grace!

Christina Rae, daughter of Retired Edgewater Borough Clerk Barbara Rae, was recently sworn-in as Deputy Police Chief of Edgewater. Congratulations to all!



Congratulations to former Manchester Municipal Clerk Jim Gant on his appointment of Borough Administrator in Red Bank.

Lebanon Township Appointed Carolynn Budd as Township Clerk-Congratulations!

Angelese Bermudez Nieves was reappointed as Township Clerk for Montclair, on Tuesday, September 26, 2023.

## Condolences:



Barbara Ann Lane Scharmann, passed away on December 3, 2023. From 1967 to 1983, Barbara worked as the Point Pleasant Borough Administrator's Secretary, then Deputy Borough Clerk, alongside her sister, Esther Winckhofer. Upon Esther's retirement in 1983, she took on the combined roles of Borough Clerk, Tax Collector, and Chief Financial Officer of Point Pleasant Borough. Upon her retirement in 2002, Barbara was one of few to simultaneously hold NJ state certifications in all three areas. Her many contributions were honored when she was named as the '1996 Citizen of the Year' by the local BPO Elks. Barbara's volunteer efforts over the years included Honorary Life Member of the Municipal Clerks' Association.



Raymond Hyde "Ray" originally of Franklin, NJ passed away peacefully on August 14, 2023 at the Lakes of Litchfield Assisted Living in Pawley's Island, SC at the remarkable age of 108. At the time of his death, he was reportedly the 15th oldest male in the United States. He served as Municipal Clerk, Tax Assessor, a member of the Franklin Board of Education, Town Councilman and Mayor of Franklin over his many years as a Franklin resident.

He served his country in World War II, as a member the United States Army, in the Asia Pacific stationed in Yokohama, Japan and was a member of the Franklin branch of the American Legion until his death. Rest in Peace Ray.

Condolences to the Family and Friends of former Ridgfield Park Village Clerk Jeanne M. Spliedt who passed away on December 7, 2023 at age 100. May She Rest in Peace.

Marion Hay, a former Municipal Clerk of Mansfield Township from 1984-2000 passed away on November 30, 2023. Thoughts and prayers to Marion's family and friends.

It is with a heavy heart we learn of retired Wallington (Bergen County) Borough Clerk Lorraine Klamerus passing on November 6, 2023 at the age of 87. Lorraine was the Wallington Borough Clerk for 25 years, retiring 20 years ago.

# People Page (continued from page 7)

## Condolences:

It is with a heavy heart that we share the news that Mary Lou Bergh (*pictured on right*), Evesham Township Clerk (Burlington County), ended her battle with cancer and went home to be with the Lord on September 22, 2023.

Mary Lou served as Deputy Township Clerk and Registrar of Vital Statistics in Medford, Burlington County, from 2004 to 2012. In 2012, she earned her RMC and went on to serve as Township Clerk in Washington Township, Gloucester County. When the opportunity to serve as the Township Clerk/Registrar of Vital Statistics in her hometown of the Township of Evesham, Burlington County presented itself, Mary Lou served in Evesham Township from 2013 until September, 2023. She was a previous member of the Gloucester County Clerks' Association, a current member of the New Jersey Registrars Association, the Burlington County Municipal Clerks' Association and of course, the Municipal Clerks' Association of New Jersey, where she served on the Legal Defense Fund Committee and the Peer Alliance South Committee. Mary Lou had a heart for serving the public and for serving the community.

Mary Lou was not boisterous! She had a beautiful soul and a tender and generous heart. She was benevolent, always giving to charity and those less fortunate. Mary Lou participated in the Annual Light the Night for Leukemia & Lymphoma (LLS) Walk and the Alzheimer's Walk. She was a Christian and had a great love for the Lord. She was a member of and attended faithfully, Marlton Assembly of God Church in Evesham, where she served in various capacities. She had a large number of family and friends in Christ.

Her favorite things were her family, friends, the beach and her puppies, Brandy and Gracie.

Mary Lou was a blessing to those who knew her. She will always be remembered for her beautiful smile and the greatest laugh.



Helen Bradley passed away on September 28, 2023. Helen formerly worked as the Magnolia Borough Clerk and was an elected Councilwoman. May she rest in peace!

Claire Knapp (*pictured right*) passed away on December 4, 2023 at the age of 77. She was the Borough Clerk of High Bridge for 25 years and a news reporter for the Hunterdon Review.



Condolences to the Family and Friends of retired Montague Township Clerk Eileen DeFabiis who passed away, at age 65, on Saturday, January 6, 2024. She had retired as Township Clerk the prior year in June. May she Rest In Peace.



Adelaide Mary (Koster) Searfoss (*Adele is pictured on the left*), 90, of Edison, passed away on October 6, 2023. Adele graduated from Irvington High School in 1951 and continued her education at secretarial school in Newark NJ. She began an illustrious career, first in the private sector for Prudential Insurance in Newark, then transitioned to a career in public service when she accepted a position in 1963 as Administrative Assistant for the Department of Engineering in Edison Township.

Adele remained a highly regarded employee for the Township of Edison for the next 31 years, where she was promoted to the Executive Secretary to the Mayor's Office. In her time in that role from 1970 to 1988, Adele supported five terms of Edison Mayors — Bernard J. Dwyer, Thomas H. Paterniti, and Anthony M. Yelencsics, serving three terms. During that time, Adele also enrolled in the Certified Professional Secretary program, where she received that CPS credential in 1975.

Adele finished her career serving the citizens of Edison as their Township Clerk, where, in 1988, The Star-Ledger newspaper published an article about Adele titled The Kissing Clerk. The journalist received a tip for a human interest story about a Township Clerk who welcomed citizens visiting her office with a big smile and, sometimes, a kiss. After having provided the citizens of Edison with friendly and kind service for so many years in her role in the Mayor's Office, so many people knew her! So when they found her in the Clerk's Office, they often hugged and kissed her — which she happily returned. Adele retired in 1994 after working for Edison Township for 31 years.

# COUNTY ASSOCIATION NEWS-continued from page 4

The Bergen County Municipal Clerks' Association held their Annual Holiday Meeting at the Bacari Grill in Washington Township, New Jersey on December 14th.

MCANJ Clerk of the Year, Heather Mailander, Ridgewood, administered the Oath of Office to 2024 President Yancy Wazirmas of Englewood, Vice-President Kelley Halewicz of Waldwick, Treasurer Laura Lyons of Oradell, and Secretary Jordan Padovano of Norwood.



The Municipal Clerks' Association of Monmouth County held their holiday business meeting and luncheon on December 14th at Huddy's Restaurant in Colts Neck. Trina Lindsey of Colts Neck was nominated to be MCAMC Secretary for 2024.



Every Year Monroe Township invites the residents to go trick or treating from office to office within the Municipal building. This is a day that is full of fun, all offices participate and put on costumes and can't wait to see the residents coming in with their children to trick or treat.

Gomez Adams – Patricia Reid, Township Clerk

Morticia Adams – Christine Robbins, Deputy Township Clerk

Uncle Fester – Tanya Pannucci, Deputy Township Clerk

Wednesday Adams – Lorena Thompson, Office Coordinator



The Gloucester County Municipal Clerks held their Holiday and Farewell Luncheon for County President Dina Zawadski on her retirement from Deptford Township. Effective Jan. 1, 2024.



Recently retired Haworth Deputy Borough Clerk Margaret Celotto and recently retired Haworth Borough Clerk Ann E. Fay are presented engraved clocks and congratulatory retirement resolutions by Bergen County Municipal Clerks' Association Resolutions Committee Member Gail Rulli of Franklin Lakes at their meeting held Thursday, October 19, 2023 at the Bacari Grill in Washington Township, New Jersey. Thank you Margaret and Ann for your decades of dedicated service to your community and profession!



## CONFERENCE KEYNOTE SPEAKER-OZ SANCHEZ



While growing up in the Los Angeles area, Oz's early life was crippled with abuse and family dysfunction. His late teens were riddled with drugs, misdirection and the all too common street life for a youth in the city. In 1996, he opted for a different life and joined the Marine Corps. After six years of service and following two deployments to the Middle-East, Oz decided to make a career of military service. He also decided to transfer branches into the Navy, to serve as a Navy Seal. In 2001, during the period of his transfer, Oz's life took a tragic turn when he became the subject of a hit-and-run accident while riding his motorcycle. He suffered a spinal cord injury that left him with near complete paralysis of the lower extremities. Following the accident, Oz fell into deep depression and had seemingly lost all hope for any version of a fulfilling life. He spent the better part of the next five years in a state of deep depression, simply going through the motions of day-to-day life, and held little faith in being happy again...but the mind is a resilient entity. Following some soul searching, Oz made a choice to redefine himself and began to move forward in life. He enrolled in school, devoted himself to his studies, and earned his Bachelor's Degree in Business Management with a minor in Communications from San Diego State University. He also actively pursued sports and is now a three-time Paralympian. He won a combined total of six medals in the past three games! A 7-time world champion, Kona Ironman

finisher, and now motivational speaker, Oz takes great pride in his role as a mentor for the wounded warrior community and being a source of inspiration for anyone suffering from depression or struggling with life's many challenges. He is of the belief that with passion and purpose, there is no obstacle that can stop us.

His message, ***Know No Limits...***

## CONFERENCE GUEST SPEAKER-BILL SPADEA

Bill Spadea is an entrepreneur, media personality, father, husband and vocal advocate for working and middle class families. Spadea is the top morning drive talk show host in New Jersey on 101.5 FM. For seven years he hosted a successful show on FOX TV, "Chasing News with Bill Spadea". He's done a little bit of everything over his 25-plus year career, serving as a political strategist, analyst, candidate for office and business executive. He also regularly hosts music festivals and comedy shows in the New York/New Jersey area. Before getting into media, he served as an executive in the real estate industry for 18 years, coaching, recruiting and selling. He is currently a licensed broker in several states, including New Jersey, Washington and Massachusetts, working with a national real estate company.

He took on a three-term Democratic House incumbent in New Jersey's 12th Congressional District in 2004. Highlights of the campaign included a 200-mile walk through all 44 towns in the district, knocking on 16,000-plus doors and beating expectations as the top Republican challenger in New Jersey. Most recently, Spadea founded and serves as the head of the "Common Sense Club" which advocates and mobilizes people to support policies which help small businesses and families through smart, fiscally responsible management in government, education that does away with radical political agendas which characterize many public schools today, and support for civil, economic and medical liberty. He graduated from Boston University with a B.A. in history in 1991. Upon graduation he enlisted in the Marines and received an honorable discharge from the United States Marine Corps Reserves after serving eight years. Bill has been married 27 years to his wife Jodi and resides in Princeton, NJ. Their son, Michael, is an honors student at San Diego State University. Their daughter Elizabeth graduated from the University of the Arts in London and has launched a successful career as a producer and brand manager in the UK.



# CAMP MCANJ CONFERENCE INFORMATION

The 2024 MCANJ Education Conference at the Hard Rock Hotel/Casino in Atlantic City is slated to be another successful conference. 22+ CEU's will be available in all disciplines (*including 4 Registrar credits!!*) along with credit approval from IIMC. This action packed 3 ½ day conference will also afford you the opportunity to attend a conflict resolution program through Rutgers University (worth 2.5 IIMC credits). The Conference starts on Tuesday, April 23rd and the President's Reception is that evening where you can catch up with fellow Municipal Clerks. Below are just some of the exciting sessions that are scheduled so far for the 2024 MCANJ Education Conference:

- Round Table Session to kick off the conference with topics such as: raffles, OPRA, Liquor License Reform, Liquor License Applications along with Person to Person/Place to Place Transfers, Budgeting/Purchasing, Affordable Housing, Stormwater Management, etc.
- Listen to Municipal Clerk/Administrators give you tips on being the next successful Township Administrator and learn about the Rutgers Certified Public Manager Program.
- Learn about the legal requirements of being a notary and the new testing requirements to renew your notary seal.
- Get a refresher on RFP's.
- Executive session discussion on minutes, rice notices, tenure, who supervises the Municipal Clerk, etc.
- Listen to the State Agriculture Development Board speak on the new special events permitted on preserved farms.
- Assistant Executive Director/Director of Government Affairs, NJLM, Lori Buckelew will update everyone on the latest information coming out of Trenton.
- How to deal with workplace harassment/discrimination/ethics in government.
- You've been hacked-what do you do? How to detect phishing emails, create an action plan for your office, etc.
- We have a big Presidential Election coming up this year-Are you ready??

On top of attending educational sessions, you will have an opportunity to visit with vendors who can show you the latest and greatest in records retention software, agenda software, forms/office supplies, etc. There will be a tricky tray with AMAZING items to try and win on Thursday, April 25th and you will be able to purchase some MCANJ swag to wear. The MCANJ conference is the only place you can buy MCANJ apparel and accessories. All new products will be available at this conference that you don't want to miss out on. There will be 50/50 raffle opportunities as well! Proceeds from raffles and clothing sales go towards scholarships and free conference registrations that MCANJ offers to MCANJ members.

**\*\*Make sure to bring your business cards for a chance to win prizes from vendors and free 2025 conference registrations!!!!**

**\*\* Those that have passed the RMC in April and October of 2023 will be recognized during the Annual Business Meeting and will receive their RMC pins and a group photo will be taken. We hope all of you can attend this very special meeting. As a new RMC-You don't want to miss this event!**

A frequent question all of us on the Executive Board are asked is, "What do I wear for the conference?" Since this conference is a camping theme we thought it would be fun to dress the part:

Tuesday 4/23-Get Ready for a Hike in the Woods Style (Break out your khaki/tan cargo pants, boots, etc.)

Wednesday 4/24-Dress up your Flannel/Plaid

Thursday 4/25- County Spirit Day

Friday 4/26- Camp Hair-Don't Care-It's your last day of the conference, it's Friday, throw your favorite hat on and get out of your hotel room!

On Thursday evening there is a cocktail party and a dinner reception that attendees do dress up for so plan accordingly.

# Membership News & Updates

The Legal Defense Fund seminar was held in Woodbridge on December 5, 2023, where members learned about cyber security, new laws regarding seasonal employees and comp time, new laws for certified payrolls and public works projects, remote meeting protocol and OPMA.

Thank you to our speakers:

Frank Marshall and Trisha Cecil of the NJLM

Carl Mazzini of eMazzanti Technologies

Peter Basso and Joseph Kostecki of the NJ Dept. of Labor

And thank you to Woodbridge Township Clerk, John Mitch for coordinating the location and food.



## FIRST COUNCIL MEETING IN NEW MUNICIPAL BUILDING IN HIGHLANDS

On November 1, 2023, the Borough of Highlands held its first Council Meeting in its new Municipal Building. This was a special moment for the Borough of Highlands and its residents as the old Borough Hall was demolished due to damages wrought by Super Storm Sandy in 2012. While Administrative offices were housed in a trailer, Council Meetings were held at its Community Center.

The new Municipal Building, located at 151 Navesink Ave., was formally the convent and thrift shop of the Our Lady of Perpetual Help. The Borough purchased the property in 2017. Demolition of the convent and thrift shop began in 2019. Construction finally began in 2022. "We have been waiting for this day for quite some time and are excited to finally see the opening of our Municipal Complex," Mayor Carolyn Broullon stated at the ribbon cutting ceremony on July 7, 2023. The new Municipal Building house Administrative offices, Highland Police Department, and the Municipal Court.

Three Oaths of Office made the November 1<sup>st</sup> Council Meeting even more special. Rebecca Wells was sworn in to for another 5-year term as Housing Authority Commissioner. Officer Ryan Schoellner was sworn in as Sergeant and Officer Stanley Wojdylak, IV, was sworn in as Patrolman.



## MCANJ Summary Report as of 01/14/2024

CATEGORY	TOTAL
Full - Municipal Clerk	443
Full - Acting Municipal Clerk	18
Full - County Clerk	5
Full - Clerk of Commissioner Board	2
Associate - Deputy Municipal Clerk	183
Associate - Assistant Municipal Clerk	24
Associate - Deputy County Clerk	6
Honorary Membership (Retired)	61
Affiliate - All Others	38
<b>GRAND TOTAL</b>	<b>780</b>





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#### MCANJ PAST PRESIDENTS

1975: Alfred A. Reda 2000: Nancy Hatten 2012: Andrew J. Pavlica  
1977: Otto M. Bock 2001: Sharon L. Brienza 2013: Nancy Saffos  
1985: Elizabeth G. Nolan 2003: Allan Susen 2014-15: John M. Mitch  
1987: Lewis N. Thompson 2004: Joel Popkin 2016: Keith Kazmark  
1988: Elaine Wallace 2005: Jane Williams-Warren 2017: Denise Szabo  
1993: John J. Galvin 2006: Elaine B. Kennedy 2018: Dina Zawadski  
1994: Kathleen A. Thorpe 2007: Barbara M. Hawk 2019: Kevin Galland  
1995: Christina N. Wilder 2008: Heather Mailander 2020: Diane M. Pflugfelder  
1996: Joseph C. Favaro 2010: Vincent Buttiglieri 2021: Eileen Gore  
1997: Elizabeth H. Kiss 2011: Joanne M. Kwasniewski 2022: Kim-Marie White  
2023: Denise Cafone

#### IIMC PAST PRESIDENTS

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Joseph V. Valenti, Woodbridge Township Elizabeth H. Kiss, East Brunswick Township  
Christina N. Wilder, Hamilton Township Vincent Buttiglieri, Ocean Township  
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#### MCANJ ADVISORY BOARD MEMBERS FY 2023/2024

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Bergen: Heather Mailander, Village of Ridgewood Monmouth: Heidi Brunt, Middletown Township  
Burlington: Amy Cosnoski, Pemberton Twp Morris: Elizabeth Osborne, Madison Borough  
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Gloucester: Dina Zawadski, Deptford Township Sussex: Amy Lobban, Sandyston Township  
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Hunterdon: Jenn Ader, Tewksbury Township Warren: Donna Zilberfarb, Frelinghuysen Township  
Mercer: Peggy Riggio, Hightstown Borough

#### NEW JERSEY CLERKS' COUNTY ASSOCIATION PRESIDENTS FY 2023/2024

Atlantic: Lisa Tilton, Buena Vista Middlesex: Cheryl Sharkey, Woodbridge Township  
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Burlington: Kim-Marie White, Eastampton Township Morris: Elizabeth Osborne, Madison Borough  
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Cumberland: Lisa Garrison, Greenwich & Woodbine Salem: Melinda Taylor, Oldsman Township  
Essex: Tara Ventola, Glen Ridge Borough Somerset: Christina Fisher, So. Bound Brook  
Gloucester: Dina Zawadski, Deptford Township Sussex: Amy Lobban, Sandyston Township  
Hudson: Junior Maldonado, Hudson County Union: Eileen Birch, Union City  
Hunterdon: Lisa Burd, Borough of Bloomsbury Warren: Diane M. Pflugfelder, Liberty Twp.  
Mercer: Kim Macellaro, Ewing Township

## A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

- The Executive Board has assigned the Past President, President, and Treasurer at this time to open bank accounts on behalf of the Association to be able to pay bills and deposit checks from closed out accounts.
- The Executive Board held an Advisory Board meeting on Thursday, January 25, 2024, with County Presidents, Advisory Board Appointees/Alternates, and Committee/Board Chairs. You can find your County Representative on page 14 in this edition of the Quill who can speak to you about this meeting and provide details that were discussed. Most are addressed in this article. The meeting was called as per the Association's SOP's-which you can find a copy of on the MCANJ website.

As more information is available, I will update you all. As I stated earlier, the Executive Board is working on this matter expeditiously and working ahead of any misinformation that may be circulating. The first order of business for us is to re-open bank accounts, ensure bills are being paid, audit financial records, hold the Annual MCANJ Conference in Atlantic City in April, and then the Executive Board will begin to reevaluate the responsibilities of the Executive Board and the jobs needed to run an efficient Association.

Besides what is going on with the Executive Director position, the Executive Board and the Conference Committee have been working hard in preparing for the annual conference in April. Conference Co-Chairs Kim-Marie White of Eastampton Township and Karen Romano, of Lebanon Borough, 1st VP Deanna Bennett, Past President Denise Cafone, and I have met with Hard Rock representatives to go over the transition of the conference from the Executive Director to the Conference Committee. The conference schedule is packed with over 22 CEU's in ALL disciplines plus 4 CMR credits! The Conference Committee has heard your request for more Registrar credits. There was a survey done after last year's conference as to how many Municipal Clerks were also Registrars. The results revealed that out of 1100+ Registrars in the NJ Registrars Association almost half are Municipal Clerks, so we understand you wanting to obtain Registrar credits as well at the MCANJ conference to minimize your time out of the office. You will find more details about the conference further in the Quill. Hope to see you in AC in April for an amazing conference that the Conference Committee is putting together!

If you have any questions regarding information in this article, please don't hesitate to reach out to any of us on the Executive Board-we are all here for you! A **big** thank you too to some of the Past Presidents and fellow Municipal Clerks that have reached out to me to lend support and offer assistance to the current Executive Board in anyway needed due to our current situation. As our peers, you reaching out has meant a lot and has been greatly appreciated. We all need to work together to make this organization the best it can be!

Michele



### Pampered Chef Online Party

Online now through February 29, 2024

Place an order and be entered in a drawing to win a prize at the end of the party

To make a purchase visit: <https://www.pamperedchef.com/party/clerks2023>

**Thank you for supporting the Municipal Clerks' Association of NJ!!**



## Ensure Your Cyber JIF Application is Accurate

By Carl Mazzanti, eMazzanti Technologies President

Faced with limited options for local governments to obtain cyber insurance, an increasing number of municipalities in New Jersey and elsewhere have banded together to form Cyber Joint Insurance Funds (Cyber JIFs). As a form of shared services for public entities, Cyber JIFs enable municipalities to pool their resources to insure against losses resulting from cyber-attacks. But like other insurance policies, Cyber JIFs must ensure municipalities meet certain Cyber Security requirements to qualify. This means going through a detailed checklist of conditions to ensure Cyber Security practices are up-to-date and in effect. An experienced Cyber Security Managed Services Provider (MSP) can assist in this review.

The specific questions asked by individual Cyber JIFs may vary, but we can highlight the issues that come up most frequently. Questionnaires typically focus on three top-line areas: **Technical Competency**, **Cyber Hygiene**, and **Technology Management**.

In the **Technical Competency** section, Municipal Administrators may be asked if they are doing daily incremental backups, and maintaining at least 14 days of data in a secure, off-network location; engaging in full, weekly backups of all devices, and if their backups include data files of third-party application providers. They will also have to certify that their Cyber Security practices are formalized and documented, and verify that they are actually being followed. Administrators will also be asked if software and other patches, or updates, are being uploaded and applied in a timely manner.

Within this section of the insurance application form, Administrators will have to verify the status of their Defensive Software. For example, have the firewalls that protect your network been enabled? And are all devices protected by anti-virus software; and are your email servers protected with anti-spam and anti-virus filters. Further, do your systems have [anti-virus and anti-malware protection on all of your internet-connected network servers, firewalls on all active ports, and are your unused ports closed](#).

You will also be asked if your network's servers are adequately protected against unauthorized access. Regarding your access privilege controls: are there only limited users with administrative rights, are access rights across all levels periodically reviewed; and do users only have access to the services they absolutely need? You will also likely be asked to verify whether a user's access is removed when no longer needed, or when they separate from your organization. Cyber JIF questionnaires also ask if staff or contractors are available for tech support and if they can respond to security incidents in a timely manner.

The **Cyber Hygiene** section will address such issues as whether a municipality has adopted sound government and internet email use policies, and if they are periodically reviewed and updated; whether PII (personally identifiable information) and PHI (protected health information) are password protected and/or encrypted. Additionally, questions will be asked about whether employees are required to use strong, unique passwords that are changed at least annually.

Other **Cyber Hygiene** questions will focus on employee education, including, for example, if employees undergo annual [training](#) in email and website malware identification; password construction; identification of security incidents, and social engineering attacks. Questions are not limited to the municipality itself. Cyber JIFs often want to determine if a municipality engages in third-party risk management: assessing the security risk and policies of vendors and other third-party partners and adequately managing the contractual relationships from a security standpoint.



The Cyber JIF **Technology Management** segment will seek to verify that your municipality has adopted a basic Cyber Security incident response plan, and has a basic technology practices policy that includes, for example, penetration testing, or ethical hacking that can highlight vulnerabilities and Cyber Security lapses. Municipality Administrators will also be asked to certify that leadership has access to expertise that supports technology decision-making, including risk assessment, planning and budgeting, at the following levels: officials, employees, contractors/consultants, and citizen-volunteers.

Professionally trained specialists from [eMazzanti Technologies](#) are available to help municipalities decipher what is needed and put in to place the right cyber protocols to ensure Cyber JIF compliance. With these and a wide range of other technology issues, an intelligent Managed Services Provider is well worth the investment.

*Carl Mazzanti is President of [eMazzanti Technologies](#) in Hoboken, N.J., providing IT consulting services for businesses ranging from home offices to multinational corporations.*



### **Spirit Mediumship Gallery w/ International Medium Rich Braconi Fundraiser**

Join us for an incredible afternoon of spirit communication with the renowned International Medium, Rich Braconi. This **in-person event** will be held inside the Taylor Pavilion banquet room on the beautiful boardwalk of **Belmar, NJ**. Prepare to be amazed as Rich connects with the spirit world and delivers messages from your loved ones on the other side. Whether you're a believer or a skeptic, this is an experience you won't want to miss. Come with an open mind and heart, and be ready to witness the incredible power of mediumship. Rich will do his best to communicate with as many of your loved ones' spirits as possible, but he can not guarantee that everyone who attends this event will receive a personal message from a loved one in spirit. This session benefits the Municipal Clerks' Association of New Jersey. **To purchase tickets visit: [www.tinyurl.com/MCANJ2024](http://www.tinyurl.com/MCANJ2024).**

**Limited seats available, so book your spot now!**

Saturday, February 17 · 3 - 5pm EST

Cost \$50.00 per person



## MCANJ CONFERENCE INFORMATION

### MCANJ 2024 Annual Conference Registration Fees:

	<u>Early Registrations Before March 20, 2024</u>		<u>Registrations After March 20, 2023</u>	
	<u>Member</u>	<u>Non-Member</u>	<u>Member</u>	<u>Non-Member</u>
Full Conference *	\$425	\$555	\$475	\$605
2 Days - Tuesday and Wednesday	\$365	\$500	\$415	\$565
2 Days - Wednesday and Thursday	\$380	\$515	\$430	\$550

\*Tuesday Evening, Wednesday Thursday, and Friday

Last Day to Register is April 7, 2024! Payments must be received on or before March 22, 2024.

### Please see the following guidelines regarding purchase orders for the Hard Rock Hotel

Accounts Receivable will need to have your Purchase Order signed and returned in time for your check to be received.

**Purchase orders can be emailed to [Jessica.diaz@hrhcac.com](mailto:Jessica.diaz@hrhcac.com)**

Payment needs to be received no later than 30 days before arrival. Accounts Receivable will need to have your check deposited (cleared) and posted to your reservation for a smooth check-in.

**Note: When making initial reservation, you will be charged the first night's room rate plus taxes on the credit card provided. When Hard Rock receives the check for that guest's reservation, you will be refunded at that time.**

### THIS IS A MANDATORY PROCESS.

Following is the address to submit your purchase orders, checks and ST-5 forms:

Hard Rock Hotel & Casino

1000 Boardwalk

Atlantic City, NJ 08401

**ATTN: ACCOUNTS RECEIVABLE/JESSICA DIAZ**

The following is the room night breakdown that is to be paid via Purchase order below:

\$99.00 rm rate

25.00 resort fee

7.00 tourism fee

**\$131.00 per night**

**No checks or purchase orders will be accepted at the Front Desk or after the event!**

### HOTEL INFORMATION

Deadline for Hotel Reservations: April 7, 2024

Booking Website: <https://book.passkey.com/go/GCLR24Z>

Email: Copy/paste the web address into an email to your attendees

Website: Display it on your event website

Social: Display it on any social networks related to the event



# IIMC NEWS

The 2024 IIMC Region II Conference was held from January 10-12th in Dewey Beach, Delaware. The conference was hosted by the Delaware Municipal Clerks and participants earned up to 7.5 education points. There were many professional development opportunities along with networking with fellow Municipal Clerks. The evening hours at the hotel were filled with trivia night and casino night fun. Next years Region II conference will be in Virginia.



## New Jersey's newest CMC & MMC Recipients

Congratulations to Evelyn Rosario of the Borough of Fort Lee for earning her Master Municipal Clerk Certification through IIMC and Vanessa L. Nienhouse of the Borough of Chatham for earning her Certified Municipal Clerk Certification through IIMC..

**Way to go!!!!**



**2024 IIMC Annual Conference Calgary, Alberta, Canada May 19 - May 22**

the *Quill*  
Editor - Michele Bobrowski  
PO Box 77271  
Ewing, NJ 08628



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#### DEADLINE FOR NEWSLETTER ITEMS

Please send General News Articles and People Page Submissions by March 12, 2024 for the April Edition of the *Quill* to either:

Michele Bobrowski, Alexandria Township, via email: [clerk@alexandrianj.gov](mailto:clerk@alexandrianj.gov)

Or

Dale Forde, Cedar Grove, via email: [assteditor@mcanj.us](mailto:assteditor@mcanj.us)

April Claudio for the People Page via email: [peoplepage@mcanj.us](mailto:peoplepage@mcanj.us)

Questions or comments regarding this or any issue of *the Quill* may be directed to the Editor, Michele Bobrowski, by calling (908) 996-7071 ext. 210 or using the contact information shown above.

Or

Contributing Editor: Dale Forde, Twp. of Cedar Grove (973) 239-1410 ext. 204 or using the contact information shown above.

**Articles for submission should be prepared in Microsoft Word, using Calibri 10-point font.**