

**MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.**

***PRESIDENT'S MESSAGE by Heather Mailander***



Fall is my favorite time of the year. The days stay warm, and the nights are cool. Nature explodes with beauty as the leaves turn colors of crimson, gold, and orange. I went to college in New England, and every fall, the President of the college would choose a beautiful, crisp autumn day and ring the bells of the church on campus by 6:45 a.m. to declare Mountain Day. On Mountain Day, all classes were cancelled, the library was locked, and every student was encouraged to go outside and enjoy the New England countryside and experience the beautiful fall weather.

The MCANJ recently received notification from Bill Dressel, Executive Director of the NJ State League of Municipalities, that the State Comptroller has issued recommendations regarding the annual audit, which the League believes will be the basis of legislation. The League has created a task force made up of elected officials and representatives from several affiliate organizations to address these recommendations. The MCANJ will be represented on this League task force.

The MCANJ's first cookbook is in the process of being published, and will be available for ordering sometime in October. Please check the MCANJ's website at [www.njclerks.org](http://www.njclerks.org) for further information. All pre-ordered cookbooks will be available for pick up at the MCANJ booth at the NJ State League of Municipalities Conference in November. Start your holiday buying early, because these cookbooks will make great gifts, and the profits will go towards scholarships for our members.

This year, there are two very qualified candidates running for the office of Secretary of the MCANJ: Patricia Frontino, the Municipal Clerk in Glassboro and Nancy Saffos, the Municipal Clerk in Cherry Hill. Their profiles are featured in this issue of the *Quill*. There will be an election starting at the beginning of the Annual Business meeting on November 19<sup>th</sup>, which is held in the Royal Swan Ballroom of the Tropicana Hotel, so please plan on being at this entire meeting in order to exercise your right to vote for the next member of the MCANJ Executive Board. All dues-paying MCANJ members are entitled to vote, but there is only one vote per municipality. The most recent elections have declared a winner with less than four votes separating the candidates, so your vote really does count!

Also at the MCANJ's Annual Business meeting, Dyanne Reese, the President of IIMC, will speak and the Municipal Clerk of the Year will be revealed. Don't miss the opportunity to cast your vote for the MCANJ Secretary; listen to IIMC President Reese, who is an inspiring speaker; and find out who will be the 2008 Municipal Clerk of the Year.

The ad hoc Committee on the 2013 IIMC Conference in Atlantic City has met several times over this past year with representatives of the Taj Mahal hotel and the Atlantic City Visitors and Convention Bureau to prepare a wonderful package for submittal to IIMC. The choices of location for the 2013 IIMC Conference are Atlantic City or Hartford, Connecticut. We will find out the decision after the IIMC mid-year Board Meeting, which will be held in November. As a reminder, if Atlantic City is chosen as the site for the 2013 IIMC Conference, it will also be the MCANJ's Annual Education Conference for that year. In addition, the candidate elected as Secretary of the MCANJ this year will be the MCANJ's President in 2013, and will work closely with IIMC and the MCANJ Conference Committee to provide a wonderful educational experience not only for IIMC, but for the members of MCANJ as well. This will allow MCANJ members to obtain continuing education credits as well as attend an IIMC conference close to home.

In closing, I encourage you to declare your own Mountain Day. Take a hike in the beauty of nature. Pick some apples; bake a pumpkin pie; enjoy some homemade doughnuts and fresh pressed apple cider; carve a jack o' lantern; light a fire in the fireplace. Share the splendor of this autumn season with the people who mean the most to you. I look forward to seeing each of you in November at the MCANJ's Annual Business meeting and education sessions during the NJ State League of Municipalities Conference.

Jim Doherty, Editor  
973.875.7192 e-mail: [administrator@wantagetwp-nj.org](mailto:administrator@wantagetwp-nj.org)

PAST EDITORS:

J. Ford Flagg, 1954-1959      John R. Zellwenger, 1960-1970  
Joseph E. Bennett, 1971-1973      Harry C. Kates, 1974-1982  
Janet L. Lynds, 1983-1993

Patricia Hullfish and Patricia Shuss, Co-Editors, 1994-1995  
Patricia C. Shuss, 1996-2000      Nancy Hatten, 2001-2005

Contributing Editors:

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MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC.  
EXECUTIVE BOARD 2008

President: Heather A. Mailander, Ridgewood Village  
E-mail: [hmailander@ridgewoodnj.net](mailto:hmailander@ridgewoodnj.net)

First Vice President: Joan Moreland, Haddon Heights Borough  
E-mail: [jmoreland@haddonheightsboro.org](mailto:jmoreland@haddonheightsboro.org)

Second Vice President: Vincent Buttiglieri, Ocean Twp (Monmouth)  
E-mail: [vbuttiglieri@oceantwp.org](mailto:vbuttiglieri@oceantwp.org)

Treasurer: Joanne M. Kwasniewski, Fair Lawn Borough  
E-mail: [muncclerk@fairlawn.org](mailto:muncclerk@fairlawn.org)

Secretary: Drew Pavlica, Garfield City  
E-mail: [garfieldclerk@optonline.net](mailto:garfieldclerk@optonline.net)

Immediate Past President: Barbara M. Hawk, Laurel Springs Borough  
E-mail: [barbarahawk@comcast.net](mailto:barbarahawk@comcast.net)

Administrative Consultant: L. Manuel Hirshblond

Legal Counsel: Thomas A. Segreto

PAST PRESIDENTS\*EX OFFICIO MEMBERS

1974*Joseph V. Valenti	1995*Christina N. Wilder
1975*Alfred A. Reda	1996*Joseph C. Favaro
1977*Otto M. Bock	1997*Elizabeth H. Kiss
1978*Norma B. Sisco	1998*Lynn Stanzlaus
1981*L. Manuel Hirshblond	1999*Bernadette Dubuss
1983*James F. O'Keefe	2000*Nancy Hatten
1985*Elizabeth G. Nolan	2001*Sharon L. Brienza
1987*Lewis N. Thompson	2002*Bernadette Standowski
1988*Elaine Wallace	2003*Allan Susen
1991*Mildred C. Bird	2004*Joel Popkin
1992*Barbara A. Camp	2005*Jane Williams-Warren
1993*John J. Galvin	2006*Elaine B. Kennedy
1994*Kathleen A. Thorpe	2007*Barbara M. Hawk

ADVISORY BOARD MEMBERS

Atlantic:	Carol A. Raph, Northfield City
Bergen:	Nancy Hatten, Tenaflly Borough
Burlington:	Patricia Hunt, Moorestown Township
Camden:	Nancy Saffos, Cherry Hill Township
Cape May:	Theresa Tighe, Sea Isle City
Cumberland:	Susan G. Robostello, Millville City
Essex:	Linda Wanat, Montclair Township
Gloucester:	Debora Pine, Elk Township
Hudson:	Robert Byrne, Jersey City
Hunterdon:	Cecilia Covino, Town of Clinton
Mercer:	Sharon Young, West Windsor Township
Middlesex:	John Mitch, Woodbridge Township
Monmouth:	Barbara L. Bascom, Upper Freehold Township
Morris:	Sheila Seifert, Rockaway Township
Ocean:	Bette Mastropasqua, Beachwood Borough
Passaic:	Jane Williams-Warren, Paterson City
Salem:	Maureen Abdill, Pilesgrove Township
Somerset:	Ann Marie McCarthy, Franklin Township
Sussex:	Lorraine Stark, Hopatcong Borough
Union:	Kathleen Wisniewski, Springfield Township
Warren:	Teresa DeMont, Belvidere Town

**IMPORTANT REMINDERS ABOUT THE EXECUTIVE BOARD ELECTION FOR SECRETARY**

Only Dues-paying Members are eligible to cast a vote in the Election for Secretary to the MCANJ

There is only one vote per municipality. If the Municipal Clerk is not present to vote, then the Deputy or Assistant Clerk may vote, but no more than one "vote per municipality" may be cast in the election. Similarly, in the case of county-level members, only one vote per county may be cast.

The Election will take place at the Annual Business Meeting of the MCANJ on Wednesday, November 19, 2008 at the Royal Swan Ballroom of the Tropicana.

Voting Begins When the Meeting Begins. The election will be one of the first items on the agenda at the Business meeting. Make sure you get to the meeting early, so you do not miss the election. Buffet Breakfast starts at 8:15 a.m.

**PROPOSED CHANGES TO THE CONSTITUTION AND BY LAWS OF THE MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY**

**PROPOSAL: Under Article VI "Elections" Section 3 "Campaigning For Office": ELIMINATE THE REFERENCE TO THE "FALL CONFERENCE OF THE MCANJ" AND REPLACE IT WITH A REFERENCE TO THE "EDUCATION CONFERENCE OF THE MCANJ"; SPECIFY THAT CAMPAIGN LITERATURE MAY BE DISTRIBUTED AFTER THE FILING DEADLINE.**

The existing language is as follows:

"A. The candidate may distribute campaign literature at the Fall Conference of the MCANJ in the form of one (1) typed piece of literature."

The suggested language of the proposed change is:

"A. The candidate may distribute campaign literature at the Education Conference of the MCANJ in the form of one (1) typed piece of literature, should it occur after the filing deadline".

**THIS PROPOSED AMENDMENT SHALL BE VOTED UPON AT THE ANNUAL BUSINESS MEETING OF MCANJ, ON WEDNESDAY MORNING, NOVEMBER 19, 2008 IN THE ROYAL SWAN BALLROOM OF TROPICANA. BUFFET BREAKFAST STARTS AT 8:15 A.M. WITH THE BUSINESS MEETING BEGINNING SHORTLY THEREAFTER. GET THERE EARLY! SEE DETAILS ON PAGE 4—5 OF THIS ISSUE OF THE QUILL.**

**New Jersey League of Municipalities Program of Activities For Clerks  
All Room Numbers Shown are Located in the Atlantic City Convention Center**

**Tuesday, November 18, 2008:**

- 10:00am—Noon: JOINT SESSION WITH THE TAX COLLECTORS AND TREASURERS ASSOCIATION, THE GOVERNMENT FINANCE OFFICERS ASSOCIATION and MUNICIPAL CLERK'S ASSOCIATION: LEGISLATIVE UPDATE. Room 402. 2 Contact Hours for RMC—Professional Development; CTC—Legislation; CFO/CCFO—Office Management/Ancillary Duties.  
Presiding: Jacqueline Do, CFO/CTC, TCTANJ Legislative Chairperson  
Speakers: Keith A. Bonchi, Esq., TCTANJ Legal Counsel; Helen Yeldell, Senior Legislative Analyst, NJ State League of Municipalities; Susan Jacobucci, Director, Division of Local Government Services; Michele Auletta, Municipal Clerk, Robbinsville Township; Michael Barker, CTA, Assessor, Village of Ridgewood
- 2:00—3:40 pm: Budget and Audit Hurdles— Understanding the Process. Room 302. CEU: 2.0 contact hours in RMC—Finance
- 2:00—3:40 pm: Gearing Up For Census 2010. Room 301. 2.0 contact hours in RMC— Records
- 3:45—5:15 pm: Division of Pensions and Benefits Update on Retirement Planning and Employee Benefits and Services. Room 303. 1.0 contact hours in RMC—Finance and 0.5 contact hours in Professional Development
- 3:45—5:15 pm: Current Bidding Issues in Public Contracting. Room 415. 1.5 contact hours in RMC—Finance

**Wednesday November 19, 2008:**

- 9:00—10:40 am: Multi-year and Long Range Financial Planning. Room 320. 1.5 contact hours in RMC—Professional Development
- 9:00—10:40 am: A Practitioner's Approach to Planning and Grant Writing. Room 415. 1.5 contact hours in RMC—Finance
- 10:45 am—Noon: Office of the State Comptroller—Accountability, Transparency, and Efficiency (Arthur J. Holland Program on Ethics In Government, Rutgers University). Rooms 408/409. 1.5 contact hours in RMC—Ethics
- 10:45 a.m.—Noon: Managing E-mail: Tips, Tricks and Traps. Room 414. 1.5 contact hours in RMC—Information Technology
- 2:00 —3:40 pm: Interlocal Cooperation Success Stories Part 1. Room 415. 2.0 contact hours in RMC—Professional Development
- 2:00 —3:40 pm: Overcoming Hurdles To Revitalize Our Centers. Room 419. 2.0 contact hours in RMC—Finance
- 2:00 —3:40 pm: Negotiating Changes in Health Benefits. Room 418. 2.0 contact hours in RMC—Finance
- 3:45—5:15 pm: LEAGUE JOINT SESSION WITH MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY: Pay to Play – 2008 Perspective. Room 411. 1.5 Contact Hours in Ethics for RMC, County Finance Officer, PWM, CMFO.  
Presiding: Chuck Chiarello, Mayor Buena Vista, Member, League Executive Board  
Speakers: Edward J. Buzak, League Assistant Counsel, The Buzak Law Group, LLC; Elaine Kennedy, Municipal Clerk/Administrator, Eagleswood Township; Gerri Popkin, Director of Purchasing, Monmouth County; Susan Jacobucci, Director, Local Government Services
- 3:45—5:15 pm: Creating Opportunity Through Economic Growth—A Meeting of the Urban Enterprise Zone Commission. Room 309. 1.5 contact hours in RMC—Professional Development
- 3:45—5:15 pm: Controlling Workers Compensation Claims. Room 303. 1.5 contact hours in RMC—Finance
- 3:45—5:15 pm: Interlocal Cooperation Success Stories (Part 2 ). Room 415. 1.5 contact hours in RMC—Professional Development

**Thursday, November 20, 2008**

- 9:00—10:40 am: Harassment Issues. Room 419. 2.0 contact hours in RMC—Ethics
- 9:00—10:40 am: Affordable Housing—Turning Point or Turning Back. Room 404. 1.5 contact hours RMC—Professional Development
- 9:00—10:40 am: Issues in Procurement Laws and Regulations. Room 302. 2.0 contact hours in RMC—Professional Development
- 10:00 am—Noon: Licensing & Finance Updates. Room 415. RMC – 1.0 Contact Hour Finance, 1 Contact Hour Licensing; CMFO – 1.0 Contact Hour Financial and Debt Management; PWM – 1.0 Contact Hour Government  
Presiding: Joan D. Moreland, President-Elect, MCANJ; Municipal Clerk, Haddon Heights Borough  
Speakers: Elaine B. Kennedy, Municipal Clerk/Administrator, Eagleswood Township  
Susan Jacobucci, Director, Division of Local Government Services Department of Community Affairs  
Ms. Kennedy, as an experienced Clerk, will be discussing dog/cat licensing, animal census requirements, mercantile licensing, record keeping and limousine licenses. Ms Jacobucci will be providing up-to-date information on financing as well as presenting information on amending municipal budgets required advertisement and filing with the State. There will be a question and answer period.
- 10:45 am—Noon: Techniques To Comply With The New COAH Regulations, Including Interdependency within Municipal Departments. Room 303. 1.5 contact hours in RMC—Professional Development
- 2:00—3:30 pm: LEAGUE JOINT SESSION WITH MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY: OPRA ACT TODAY – AN OVERVIEW. Room 404. RMC 2.0 Contact Hours Records; PWM 2.0 Contact Hours Mgt; CTC 2.0 Contact Hours General/Secondary; CMFO/CCFO 2.0 Contact Hours Mgt & Ancillary Subjects  
Speakers: Elaine Kennedy, Municipal Clerk/Administrator, Eagleswood Township; William Kearns, Jr., Kearns, Vasallo & Kearns, Willingboro, NJ; Karyn Gordon, In-House Counsel

**ANNUAL BUSINESS MEETING AND BREAKFAST OF THE  
MUNICIPAL CLERKS ASSOCIATION OF NEW JERSEY  
WEDNESDAY, NOVEMBER 19, 2008  
8:15 a.m. - Tropicana - Royal Swan Ballroom**

**BUFFET BREAKFAST 8:15 a.m.**

**Call to Order and Welcome:** HEATHER A. MAILANDER, President MCANJ; Municipal Clerk, Village of Ridgewood

**Roll Call of Officers:** ANDREW J. PAVLICA, Secretary; Municipal Clerk, Garfield City

**Invocation:** DAVID C. MELDRUM, Pastor of Laurel Springs Baptist Church

**Flag Salute:** L. MANUEL HIRSHBLOND, MCANJ Administrative Consultant

**Approval of Minutes** - Annual Meeting of November 14, 2007

**Reports:**

**Treasurer:** JOANNE M. KWASNIEWSKI, Municipal Clerk, Fair Lawn Borough

**Legal Update:** THOMAS SEGRETO, Esq., MCANJ Legal Counsel, Scarinci & Hollenbeck, LLC

**Introduction of Candidates for 2009 Secretary** – ANDREW J. PAVLICA, Municipal Clerk, Garfield City

**Election of Candidates:**

• PATRICIA A. FRONTINO, Municipal Clerk, Glassboro Borough

• NANCY L. SAFFOS, Municipal Clerk, Cherry Hill Township

**Recognition of 2008 Committee Chairs:** HEATHER A. MAILANDER, President MCANJ; Municipal Clerk, Village of Ridgewood

**Constitution and Bylaws:** DAVID HUGHES, Municipal Clerk, Summit City

**Education:** ALLAN SUSEN, Municipal Clerk, Haledon Borough

**Education Conference:** JOEL POPKIN, Co-Chair, Municipal Clerk, Neptune City Borough and  
SHARON BRIENZA, Co-Chair, Municipal Clerk, Branchburg Township

**Finance:** JOANNE M. KWASNIEWSKI, Municipal Clerk, Fair Lawn Borough

**Fundraising:** KATHLEEN WISNIEWSKI, Co-Chair, Municipal Clerk, Springfield Township and  
ROSE MARIE SARACINO, Co-Chair, Old Bridge Township

**Information Technology/Web Page:** ELIZABETH MASTROPASQUA, Municipal Clerk, Beachwood Borough

**Legal Defense Fund:** SHARON BRIENZA, Municipal Clerk, Branchburg Township

**Legislative:** ELAINE B. KENNEDY, Co-Chair, Municipal Clerk, Eagleswood Township and  
LEWIS THOMPSON, Co-Chair, Municipal Clerk, Millville City

**Laws Affecting Municipal Clerks:** MICHELE AULETTA, Municipal Clerk, Robbinsville Twp.

**Manual Review:** LORI BUCKELEW, Municipal Clerk, Lambertville City

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**ANNUAL BUSINESS MEETING AND BREAKFAST OF THE  
MUNICIPAL CLERKS ASSOCIATION OF NEW JERSEY  
WEDNESDAY, NOVEMBER 19, 2008, 8:15 a.m. - Tropicana - Royal Swan Ballroom  
(Agenda continued from Page 4)**

**Membership South:** CAROL RAPH, Municipal Clerk, Northfield City

**Mini Conference North:** LAURA GRAHAM, Municipal Clerk, Oradell Borough, and  
DIANE PFLUGFELDER, Municipal Clerk, Bethlehem Township

**Mini Conference Central:** SHARON YOUNG, Municipal Clerk, West Windsor Township and  
PATRICIA HUNT, Municipal Clerk, Moorestown Township

**Mini Conference South:** DEBORA PINE, Municipal Clerk, Elk Township and  
PATRICIA FRONTINO, Municipal Clerk, Glassboro Borough

**Elections:** JANE WILLIAMS-WARREN, Co-Chair, Municipal Clerk, Paterson City and  
BARBARA BASCOM, Municipal Clerk, Upper Freehold Township

**Peer Alliance for Learning North:** CECELIA COVINO, Municipal Clerk, Clinton Township and  
DENISE STAGNARI, Municipal Clerk, Green Township

**Peer Alliance for Learning Central:** KATHLEEN CUNNINGHAM, Municipal Clerk, Cranbury Township and  
LORENE WRIGHT, Municipal Clerk, Allentown Borough

**Peer Alliance for Learning South:** LASHAWN BARBER, Municipal Clerk, Tabernacle Township and  
CYNTHIA DALESSIO, Woodstown Borough

**Public Relations–MCANJ Booth:** LYDIA MAGNOTTI, Municipal Clerk, Jefferson Township

**Quill:** JAMES DOHERTY, Editor, Municipal Clerk, Wantage Township

**Past Presidents' Council:** JANE WILLIAMS-WARREN, Municipal Clerk, Paterson City

**Records:** DENISE SZABO, Municipal Clerk, Bernards Township

**Resolutions:** KAREN HUGHES, Co-Chair, Municipal Clerk, Westwood Borough and  
KATHLEEN NORCIA, Co-Chair, Municipal Clerk, Lawrence Township

**Scholarship:** BONNIE LEONETTI, Municipal Clerk, Long Beach Township

**Announcement of Scholarship Winners:**  
BONNIE LEONETTI, Chair, MCANJ Scholarship Committee; Municipal Clerk, Long Beach Township

**Tribute to Retired Members:** KAREN HUGHES, Municipal Clerk, Westwood Borough

**Tribute to Deceased Members:** KATHLEEN NORCIA, Municipal Clerk, Lawrence Township

**Speaker:** DYANNE C. REESE, IIMC PRESIDENT, Savannah, GA

**State of the Association Address:** HEATHER A. MAILANDER, President, MCANJ

**Recognition of 2008 CMC and Master Municipal Clerk Awards:**  
JANE WILLIAMS-WARREN, IIMC Region II Director; Municipal Clerk, Paterson City

**Recognition of Instructors of Municipal Clerks Courses:**  
PAMELA MORLEY-CHAPPELLE, Associate Program Specialist, Rutgers University

**Announcement of 2008 Registered Municipal Clerks Certification Recipients:**  
ALLAN SUSEN, MCANJ Education Chair; Municipal Clerk, Haledon Borough

**\*(Reminder for RMC/CMC/MMC Recipients to remain after the meeting for pictures and pins)**

**Presentation of the 2008 Municipal Clerk of the Year Award:**  
NANCY HATTEN, "2007 Municipal Clerk of the Year", Municipal Clerk, Tenafly Borough

**Announcement of Election Results**

**2009 Slate of Officers:** ANDREW J. PAVLICA, MCANJ Secretary; Municipal Clerk, Garfield City

**Motion to Cast Ballot for Slate of Officers:**

<b>President:</b>	<b>JOAN D. MORELAND, Haddon Heights Borough</b>
<b>1<sup>st</sup> Vice President:</b>	<b>VINCENT BUTTIGLIERI, Ocean Township</b>
<b>2<sup>nd</sup> Vice President:</b>	<b>JOANNE M. KWASNIEWSKI, Fair Lawn Borough</b>
<b>Treasurer:</b>	<b>ANDREW J. PAVLICA, Garfield City</b>
<b>Secretary:</b>	

**Immediate Past President:** Heather A. Mailander, Ridgewood Village

**Administration of Oath to Officers:**  
HONORABLE RICHARD F. WELLS, Judge, Superior Court of NJ, former Mayor of Haddon Heights Borough

**Introduction of President's Guests:** HEATHER A. MAILANDER, President, MCANJ; Municipal Clerk, Ridgewood Village

**Acknowledgements to President:**  
JOAN D. MORELAND, President-Elect, MCANJ; Municipal Clerk, Haddon Heights Borough

**Remarks by President-Elect:** JOAN D. MORELAND, President-Elect, MCANJ; Municipal Clerk, Haddon Heights Borough

**Introduction of President-Elect's Guests:**  
JOAN D. MORELAND, President-Elect, MCANJ; Municipal Clerk, Haddon Heights Borough

**Acknowledgements to President-Elect:**  
HEATHER A. MAILANDER, President, MCANJ; Municipal Clerk, Ridgewood Village

**Adjournment**

## PEOPLE PAGE *by Sharon Brienza*

### RETIREMENTS

Dorothy Gooditis retired on June 30, 2008, from Raritan Township (Hunterdon County) after 25 years of service. Dottie was a long time Hunterdon County Advisory Board member for MCANJ as well as the Treasurer and President of the Hunterdon County Clerk's Association. She also served as the Treasurer of the Hunterdon County Municipal Officers Association for 20 years. Dottie was a tremendous help to many new Municipal Clerks and everyone wishes her a very well deserved and happy retirement!

### TRANSITIONS

Replacing Dottie in Raritan Township, Rosary Sollena has been appointed Municipal Clerk as of July 1, 2008. Rose has been her Deputy Clerk for years, joining the Township in 1987.

**Mercer County Municipal Clerks Association of Mercer County**, elected the following officers at their reorganization meeting on July 10, 2008:

President: Michele Auletta, Robbinsville Twp. Clerk  
Vice President: Kathy Norcia, Lawrenceville Twp. Clerk  
Secretary: Eileen Gore, Hamilton Twp. Deputy Clerk  
Treasurer: Leona Baylor, Hightstown Borough Deputy Clerk

### CONDOLENCES

To Dorothea Simonelli, retired Municipal Clerk from Lawrence Township (Mercer County) on the passing of her husband Michael Simonelli.

### CONGRATULATIONS TO:

**John Mitch**, Township Clerk, Woodbridge (Middlesex County) was honored on June 17, 2008 for his work with the Prodigal Foundation, Inc. The Prodigal Foundation reaches out to children with cancer to help enhance their quality of life. Congratulations, John – what an honor!

**Dana Tyler**, Deputy Clerk in Upper Freehold Township and her husband Eric who works for Evesham Township on the arrival of their daughter Gracie Ann on July 8, 2008, shown here with sister Caitlyn who is three (3) years old.



### CONGRATULATIONS CONTINUED, TO:

**Mary Ann Ellsworth**, Point Pleasant Beach (Ocean County) who was featured for her volunteerism in the Ocean Star, the local newspaper of Point Pleasant Beach. The article centered on her active involvement with the community and charitable organizations. Mary Ann was instrumental in creating traditions and programs still in place today while participating in the G. Harold Antrim School's Parent Teacher Organization.



Mary Ann has also been involved with the Municipal Alliance Committee, the PTO bowling league she helped to create, choreographer to school plays, coordinator for her Alma Mater's 40th class reunion, a Mother's Day plant sale, the local chapter of Deborah Hospital auxiliary and the school's lunch with Santa program. Mary Ann is described as someone who is extremely civic-minded and hard working, and who always managed to complete everything with ease and with a smile on her face. Even with all her community activities and full time job as Municipal Clerk, Mary Ann always finds time to spend with her family, whether it be creating a scrapbook, riding a roller coaster, sitting on the back of a motorcycle (see picture below) or climbing the winding staircases of a lighthouse. She has climbed every lighthouse in New Jersey and hopes to check out Maryland's lighthouses next. Mary Ann is quoted "I just love this community, it's a wonderful place and I'm so glad to call it home." After reading the complete article, Mary Ann, we think everyone in Point Pleasant Beach is also glad that you call it home!

### A SAD NOTE

Former MCANJ President Millie Bird has been diagnosed with cancer and unfortunately, the doctors are not able to anything more for her. Millie is aware and has come to terms with the diagnosis. Millie has always been a visible presence at meetings and offers advice from time to time. Cards and phone calls would be appreciated. Her contact information is: 43 Rafkind Road, Bloomingdale, NJ 07403, (973) 838-3205

**RETIREE NEWS**

Retired North Haledon (Passaic County) Municipal Clerk Lucille Debiak recently hosted a mini-reunion for retired Passaic County Municipal Clerks in her new home in Cape Coral, Florida. Attending were Carol Kehoe, Pompton Lakes, Tina Fiorellino, City of Passaic and Kathy Cenicola, Ringwood. Of course their glasses are filled with fresh Florida orange juice. Those smiles certainly show how they feel about retirement!



Seated: Lucille; Standing, from left to right: Carol, Tina & Kathy



**SEMINAR NEWS**

The Sussex County Municipal Clerk's Association sponsored an ethics seminar on "The Face of Corruption in New Jersey: A Guide for Local Government Employees to Recognize Corruption and Know How to Fight It." Speakers included Executive Assistant U.S. Attorney Jeffrey S. Chiesa, Sussex County Prosecutor David Weaver, Attorney Michael Garafalo of Laddey, Clark and Ryan Law Offices and Jim Doherty, the Administrator/Clerk of Wantage Township. Over 50 municipal employees from around the state attended.

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## Meet Your Candidates for 2009 MCANJ Secretary

### **Patricia A. Frontino, RMC/CMC, Municipal Clerk, Borough of Glassboro**



I was born in Paterson, NJ, raised in Hawthorne, and later moved to Bergen County. Fifteen years ago when my husband was offered a position in South Jersey, we chose to move to Gloucester County, while I continued to work in Glen Rock. In 1997, an opportunity became

available and I accepted a position as Revenue Clerk in the Tax Collector's Office for the Borough of Glassboro. Three years later, an opening for Senior Assistant to the Municipal Clerk became available. Seeing a wonderful opportunity for career advancement, I applied and was offered the position. Shortly thereafter, I started the necessary classes to obtain my RMC designation. I have been a member of the Municipal Clerk's Association of Gloucester County since 2000, where I have served on the Education Committee, Scholarship Committee, and By-Laws Committee. As a representative of my County, I am an Alternate to the MCANJ Advisory Board. I received my RMC designation on April 3, 2002. Our Clerk retired two years later and I was appointed as her successor. The following winter, I began attending classes for CMC and I obtained that designation on October 29, 2007. I have been a member of MCANJ since 2000 and have been on the 2008 and 2009 Conference Committee, serving on the Education subcommittee. For both 2007 and 2008, I have been Co-Chair of Mini Conference South. As a representative of MCANJ, I was asked to take part in the Round Table Discussion sponsored by the League of Municipalities and I have volunteered at the MCANJ booth at the Annual Convention. This past January, I had the privilege of attending my first IIMC Region II Conference in Virginia. It was truly an honor for me to meet the incoming IIMC President, Dyanne Reese. Spending time at this conference gave me the inspiration to pursue the position of Secretary. In addition to my professional commitments, I have dedicated myself to many charitable pursuits. I have been a member of the Glassboro Memorial Day Parade Committee for eleven years, ten as Co-Chair. For the past seven years I have volunteered as a Marshal in the Ocean County St. Patrick's Day Parade. Since 1998, I have organized the Gloucester County Public Employees Charitable Campaign Contribution, also known as United Way, for the Borough of Glassboro. This October, I will proudly participate in the Breast Cancer 60 mile, 3-Day walk in Philadelphia. Like many Clerks before me have said, I didn't grow up thinking someday I would be a Municipal Clerk. However, now that I have chosen this career, I have never looked back. I enjoy my work and the diversity it offers. It is an honor for me to be a candidate for Secretary of the MCANJ. I am committed to fulfill all the duties of the position of Secretary, to the best of my ability, when given the opportunity to serve my fellow Clerks through MCANJ.

### **Nancy Saffos, RMC Municipal Clerk, Cherry Hill Township**



At the annual business meeting of the MCANJ, you will be asked to vote for a candidate to serve as Secretary on the MCANJ board for 2009. I am honored to be a candidate for that position. I have lived in Cherry Hill for nearly 30 years, where my husband and I raised our four children. I have been an active member of our community, volunteering as a member and officer of local PTA groups and on

various committees coinciding with our children's activities. I also have been a representative to the Tri County Swimming Association for 20 years, in addition to being a member of the US Swimming Association. I have always felt fortunate to be able to participate and volunteer. I have been proud to serve Cherry Hill Township for the past 15 years, where I began in 1995 as Zoning Officer and Planning Administrator. In 1999 I was appointed as Deputy Municipal Clerk & Registrar of Vital Statistics. In January 2001 I was honored to be appointed as Municipal Clerk and had already begun taking the necessary courses to become certified as a Registered Municipal Clerk, which I did about a year later. I have also completed the requirements for the Certified Municipal Clerk designation and am currently working on the prestigious Master Municipal Clerk designation. I am a member of both MCANJ and The International Institute of Municipal Clerks (IIMC). I have had the pleasure to serve on various committees such as the Education Committee, Southern Region Mini-Conference Committee, Spring & Fall Conference Committees, and since 2004 have served as my county's representative to the Advisory Board. Several months ago I was honored to be appointed to the committee to develop and present a bid for MCANJ to host the Annual IIMC International Conference in Atlantic City in 2013, which in and of itself is a very exciting prospect. I attribute my professional success to our State Association and to all of you. Whether it's been through a friendship, a casual conversation at a seminar or conference or through the many e-mails we exchange, I've learned so much and I am so grateful to all of you. I'm sure I would never be able to perform my duties so well, as we all do, without all of your help and support and I'm quite certain it would never be as much fun! I believe it's a good time for me to make an even stronger commitment to our association that has given me so much. I'm excited about the possibility of serving as secretary for our organization and believe that I will make valuable contributions. I will certainly work hard to be a positive and productive addition to the board that proudly represents all of us, while continuing to strengthen our roles as Municipal Clerks. I hope I can count on your support, at our Annual Business Meeting during the NJLOM Conference at the Tropicana Hotel in November. Thank you for your time, friendship and support.



## **Back to the Tax Rolls: Notice Requirements for an Auction of Real Estate Acquired in Foreclosure**

*By: Thomas A. Segreto, MCANJ legal counsel*

In light of the difficult present financial climate in which we live and with the implications of widespread foreclosures inevitably reaching the door to City Hall, our Quill editor Jim Doherty suggested an article detailing the procedures which should be followed when a municipality wishes to hold an auction of land that they have acquired through tax foreclosure, in order to get the properties back on the tax rolls.

To begin, we must have some understanding of tax liens and how they eventually wind up on your desk. This article does not endeavor to address bankruptcy implications which may necessarily involve an automatic stay. Your municipal attorney should advise as to the legal direction to take in any given set of facts and circumstances.

First, property owner X falls behind on their taxes. Eventually, it becomes a tax lien which may eventually be subject to auction at public sale, in which case, it is converted into a tax lien certificate which may be purchased by the public or by the municipality. Any tax lien embodied by a tax certificate constitutes a first-priority lien on the realty. Any such lien primes all other liens except, significantly, subsequent municipal liens, per N.J.S.A. 54:5-9.

Any lien, although owed to the lien holder, is administered by the municipality; *i.e.*, the lien is redeemed by a redeeming party paying the municipal tax collector the sum the municipality advises is required for redemption; the municipality in turn then sends payment to the record owner. Tax foreclosure is generally governed by N.J.S.A. 54:5-1 *et seq.* Critically, N.J.S.A. 54:5-86 provides that the holder of a tax sale certificate generally must wait two years after the sale date to institute an action to foreclose the equity of redemption of the tax certificate owned.

The general procedure for turning a tax certificate into title to the property is as follows:

- a. When a municipality is the owner of a tax lien (or when it owns the lien and assigns it to a third party), the municipality or the immediate transferee can bring a foreclosure action "after the expiration of the term of six months from the date of sale." N.J.S.A. 54:5-86.
- b. Prior to instituting suit, the certificate holder must send notice of the intent to foreclose. This must be sent to all parties entitled to notice. This notice must be sent no sooner than 30 days before, and no later than 120 days before, filing of the complaint.
- c. The Complaint must join all persons holding subordinate interests. A municipal lien is a first priority lien and is paramount to all prior or subsequent interest on such land, except subsequent municipal liens, per N.J.S.A. 54:5-9. A holder of a subsequent tax certificate cannot be joined, per N.J.S.A. 54:5-87.
- d. When the Complaint is filed, a Notice of Lis Pendens is also filed (*See* N.J.S.A. 2A:15-9), and a copy of the Complaint is sent to the municipal tax collector (R. 4:64-6(b)).
- e. Assuming no answer is filed, or if only a non-contesting answer is filed, plaintiff then applies for a Court Order setting a time and place where the final redemption amount is computed. This Order establishes a redemption amount and a time by which this sum must be delivered to tax collector where the Court. When entered, this gets mailed to the tax collector per R. 4:64-6(b).
- f. Assuming that redemption does not occur by the date set forth in the Order, the plaintiff gets an affidavit of non-redemption from the tax collector per R. 4:64-1(d) and moves for entry of final judgment, which provides for judicial sale (apparently at a date certain). Notice of the sale is sent to owners and appearing parties.
- g. Redemption may be made at any time up until the entry of Judgment, including the whole of the last day upon which judgment is entered. Landa v. Adams, 162 N.J. Super. 318 (App. Div. 1979)
- h. The Order for Final Judgment becomes the deed to the property. *See, e.g.*, N.J.S.A. 46:16-1.1. That Order is recorded just like a deed with the County recording officer in the county where the land is located.

With that understanding, assuming that a municipality has acquired property through a tax foreclosure and does not want to retain ownership of the property, the next step to get the property back on the tax rolls is to hold a public auction under the Local Lands and Buildings Law, N.J.S.A. 40A:12-1 *et seq.* The role of the Municipal Clerk is limited, but critical. Keep in mind that under N.J.S.A. 40A: 12-13.2, if the size of the real property is less than the minimum size required for development under the municipal zoning ordinance and contains no capital improvements, the owner or owners of the contiguous property shall have the right to first refusal to purchase the real property. This particular issue should be referred to your municipal attorney and planner for a determination as to the developability of real property subject to sale and whether there need be an offer of the right of first refusal.

Under N.J.S.A. 40A:12-13(a) and N.J.S.A. 40A:12-13.1 a municipality may sell real property, capital improvements, personal property or interests therein which are not needed for public use by resolution (where the real property is being sold to the highest bidder by an auction under N.J.S.A. 40A:12-13(a) authorizing the sale by various methods, however we will limit our discussion of sales of real property to a highest bidder in an auction. The governing body may by resolution fix a minimum price or prices, with or without the reservation of the right to reject all bids where the highest bid is not accepted.

The Municipal Clerk would advertise a notice of the public auction:

- a. in a newspaper circulating in the municipality or municipalities in which the lands are situated,
- b. by two insertions at least once a week during two consecutive weeks,
- c. the last publication to be not earlier than seven days prior to such sale.

*Continued On Page 11*

## Message from the desk of the N.J. IIMC Institute Director

The International Institute of Municipal Clerks (IIMC), based in Rancho Cucamonga, has two professional education programs available for municipal clerks: the initial Certified Municipal Clerk (CMC) program and the senior level Master Municipal Clerk (MMC) program. These designations are awarded to those who successfully complete each program's requirements. Full details on membership and requirements can be obtained from the IIMC by calling Lei Anna Matthews at 909-944-4162. In New Jersey the CMC and MMC programs are comprised of interactive learning experiences provided through a variety of workshops held each year by the Center for Government Services (CGS) at Rutgers University. CGS typically offers thirty hours (or 15 education credits) each year towards the CMC requirements and eighteen hours (or 9 education credits) each year towards the MMC requirements. Pamela Chappelle, the Senior Program Coordinator at CGS, is the IIMC's N.J. Institute Director. She can be contacted at [pmorley@rutgers.edu](mailto:pmorley@rutgers.edu). The programs are built around broad categories such as Leadership, Communications, Supervising, Presentation Skills, and Business Writing. Classes are offered in March and September. The schedules are posted each semester usually in February and August at [www.policy.rutgers.edu](http://www.policy.rutgers.edu) under the section for Municipal Clerks. Schedules are mailed at that same time as well. This September the workshops will be held at the New Brunswick campus. The CMC workshop will be held on September 12. The topic is about "Smart Planning," specifically with respect to event planning and succession planning. This six-hour workshop will earn you three educational credits. Remember, you must be an IIMC member working towards obtaining the CMC educational requirements to attend. You can quickly download an application from [www.iimc.com](http://www.iimc.com) and start the process if you are interested in participating. The MMC workshop will be held on September 29. The topic is "Managing the Challenges of Collaboration," which focuses on sharing services and strategic communications. This six-hour workshop will earn you three educational credits and count towards the MMC or CMC or CMC re-certification programs (whichever one applies to you). Please note: Over the past year the requirements have changed for those who were already IIMC members prior to January 1, 2007. For instance, the CMC education requirement is now 120 hours and the MMC is 168 hours. Some members are grandfathered in, but there are deadlines! The grace period ends December 31, 2008. If you have not already done so, please contact member services at 909-944-4162.

**Kathleen West, CMC - Deputy Township Clerk - Barnegat, NJ** has earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) in July. The CMC designation program is designed to enhance the job performance of the Clerk in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs. The designation also requires pertinent experience in a municipality. The program prepares the participants to meet the challenges of the complex role of the municipal clerks by providing them with quality education in partnership with 47 institutions of higher learning. The program has been in existence since 1970 and has helped thousands of clerks in various municipalities.

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## LEGAL DEFENSE FUND

### **MUNICIPAL CLERK RESIGNS OVER HARASSMENT**

The Legal Defense Fund recently received an application and documentation regarding the harassment a Municipal Clerk was facing with a Council member. Unfortunately the Municipal Clerk resigned **before** contacting the LDF. I felt so bad that this person thought there was no alternative but to resign before even giving the LDF an opportunity to assist. When situations such as these are brought to our attention, I usually suggest the Municipal Clerk contact an attorney for a consultation. We have seen many cases where a letter from the attorney to the Council member in question, or even the entire Council, has diffused situations. I cannot urge all the members of the LDF enough to contact us as soon as you start having problems. Please do not let problems continue without asking for help. No one should have to resign their position without some sort of fight. Please remember – we are here to assist in anyway we can. If you have any questions or would like additional information on the Legal Defense Fund, please contact me at 908-526-1300, ext. 103 or by e-mail at: [Sharon.brienza@branchburg.nj.us](mailto:Sharon.brienza@branchburg.nj.us)

Sharon L. Brienza, RMC/MMC  
Township of Branchburg  
Chair, Legal Defense Fund

Brown's River Ad

## **Back to the Tax Rolls: Notice Requirements for an Auction of Real Estate Acquired in Foreclosure**

*By: Thomas A. Segreto, MCANJ legal counsel*

*Continued from Page 9*

- d. Notice of the reservation of the right to reject all bids and the minimum bid, if applicable, shall be included in the advertisement of the sale and public notice thereof shall be given at the time of sale.
- e. The governing body may also impose restrictions on the "use to be made of such real property, capital improvement or personal property, and any conditions of sale as to buildings or structures, or as to the type, size, or other specifications of buildings or structures to be constructed thereon, or as to demolition, repair, or reconstruction of buildings or structures, and the time within which such conditions shall be operative, or any other conditions of sale, in like manner and to the same extent as by any other vendor" in the invitation to bid. Such conditions shall be included in the advertisement, as well as the nature of the interest retained by the municipality.

Where there are such restrictions, such restrictions or conditions "shall be related to a lawful public purpose and encourage and promote fair and competitive bidding of the county or municipality and shall not, in the case of a municipality, be inconsistent with or impose a special or higher standard than any zoning ordinance or building, plumbing, electrical, or similar code or ordinance then in effect in the municipality." Obviously, the cleanest method of an auction of real estate is to simply offer it at a minimum bid price with no restrictions, but where there are legal restrictions, coordinate the preparation of your notice with your municipal attorney to ensure the most accurate notice is provided to the public. Once the property is auctioned and the deed has been filed in the County, the property is then once properly assessed as non-municipally owned land, the property is returned to the tax rolls.

## **MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC MEMBERSHIP REPORT AS OF 8/20/08**

### # of Members Paid

Municipal Clerks	474
Acting Clerks	20
Deputy Clerks	244
Assistant Clerks	21
County Clerks	6
Deputy County Clerks	1
Clerk to Freeholder Board	3
Affiliates	14
<b>TOTAL MEMBERSHIP</b>	<b>783</b>
87% of towns paid	
Passaic County has achieved 100%	

Joanne M, Kwasniewski, RMC/CMC/MMC  
MCANJ Treasurer

**League of Municipalities Conference November 18-21, 2008**

**Tickets (\$30 each) for MCANJ Breakfast Buffet on November 19, 2008 at 8:30 a.m.  
Tropicana Casino and Resort Hotel, Atlantic City are now available through your  
Advisory Board Representative (see page 2 for listing by County)**

**Annual Business Meeting following Breakfast**

**2009 MCANJ Officers sworn in; Newest RMCs, CMCs and MMCs honored**

**Who will be 2008 "Municipal Clerk of the Year"?**

\*\*\*\*\*

**ATTENTION ALL ATLANTIC CITY LEAGUE ATTENDEES**

When you walk the conference floor at the league, do your feet hurt? Do you feel like you could use a rest and sit down? Well, do I have the answer for you! You can volunteer to sit at the MCANJ booth for an hour! Training is minimal! The Booth has two representatives so you will never be alone. It opens on Tuesday November 18th at 9 a.m. and closes on Thursday, November 20th at 1 p.m. 25 time slots are available through Cynthia Dalessio at woodstownclerk@comcast.net OR 856-769-2200 x20.

Ceil Covino and Barbara Rae  
2008 Co-Chairs of the Public Relations/Booth Committee

**DEADLINES FOR NEWS ITEMS**

The deadline for the January 2009 issue is December 5, 2008. Please send People Page news to Sharon Brienza, Municipal Clerk, Branchburg Borough, 1077 US Highway 202 North, Branchburg, NJ 08876. Questions or comments regarding this or any issue of the *Quill* should be directed to the Editor, Jim Doherty, Township of Wantage, 888 Route 23, Wantage, NJ 07461 or by calling 973-875-7192 or via email to: [administrator@wantagewp-nj.org](mailto:administrator@wantagewp-nj.org). Articles for submission should be prepared in Microsoft Word, using Times New Roman 10-point font, and sent as an email attachment to [administrator@wantagewp-nj.org](mailto:administrator@wantagewp-nj.org) by the deadline specified.

the *Quill*  
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