

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
 SEPTEMBER 18, 2009 ADVISORY BOARD MINUTES
 CROWNE PLAZA HOTEL, JAMESBURG, NJ

President Moreland led the group in the Pledge of Alliance and asked for a moment of silence to follow.

ROLL CALL EXECUTIVE BOARD

Members	Present	Absent
President Joan Moreland	X	
1 st Vice President Vincent Buttiglieri	X	
2 nd Vice President Joanne M Kwasniewski	X	
Treasurer Andrew J. Pavlica	X	
Secretary Nancy L. Saffos	X	
Immediate Past President Heather Mailander	X	
Administrative Consultant L. Manuel Hirshblond	X	
Administrative Consultant Trainee Joel Popkin	X	
Legal Counsel Richard Lustgarten	X	

ROLL CALL OF ADVISORY MEMBERS

County	Advisory Board Member	Present	Absent
Atlantic	Gail Macera	X	
Bergen	Joanne Kwasniewski	X	
Burlington	Patricia Hunt	X	
Camden	Barbara Hawk	X	
Cape May	Constance Mahon	X	
Cumberland	Susan Robostello		X
Essex	Harold Weiner	X	
Gloucester	Patricia Frontino		X
Hudson	Robert Byrne		X
Hunterdon	Cecilia Covino	X	
Merger	Sharon Young	X	
Middlesex	John Mitch		X
Monmouth	Barbara Bascom		X
Morris	Susan Caljean	X	
Ocean	Bette Mastropasqua	X	
Passaic	Jane Warren-Williams	X	
Salem	Maureen Abdill		X
Somerset	Sharon Brienza		X
Sussex	Vita Thompson		X
Union	Kathleen Wisniewski		
Warren	Teresa DeMont		X

Quorum was met.

Approval of Minutes

On a motion by Bette Mastropasqua, seconded by Susan Caljean, and carried by unanimously by voice vote, the minutes from the April 30, 2009 Advisory Board Meeting were approved.

On a motion by Jane Warren-Williams, seconded by Bette Mastropasqua, and carried by voice vote with two abstentions, (President Moreland and Secretary Saffos), the minutes from the June 19, 2009 Advisory Board Meeting were approved.

Treasurer's Report – Drew Pavlica

Treasurer Pavlica distributed the 2009 Budget Summary along with reports current to September 18, 2009 which included the following: Membership Summary Report, Checking Account Reconciliation Report and Checking-Savings Accounts Reconciliation Summary.

Treasurer Pavlica reported the following balances:

Checking & Savings	\$ 66,365.87
(Includes \$16,978.50 in scholarship funds)	
Raffle Account	159.13
Certificate of Deposit	113,856.70
Legal Defense Fund	121,550.63
(balance as of August 31, 2009)	
AC in 2013	<u>1,906.45</u>
Total	\$303,838.78

With regards to the 2013 IIMC Conference Account, Treasurer Pavlica noted that there is, approximately, an additional \$2,000.00 to deposit to that account.

Treasurer Pavlica reported Revenues to date as: \$ 183,085.20; and Expenditures to date as: 151,504.62 for a Budget Balance Grand Total of \$170,080.65.

On a motion by Barbara Hawk, seconded by Sharon Young and carried unanimously by voice vote, the Treasurer's Report was approved.

Treasurer Pavlica reported that as of September 18, 2009 there are 838 paid members. Treasurer Pavlica reported the membership breakdown as follows:

Municipal Clerks	509
Deputy Municipal Clerks	260
Acting Municipal Clerks	15
Assistant Municipal Clerks	15
County Clerks	8
Deputy County Clerks	2
Clerks to Freeholder Board	5
Affiliate Members	24

Treasurer Pavlica also reported that 100% of the members of Passaic, Mercer and Salem counties are paid. He continued saying currently our statewide fully paid average is currently 92% as compared to last year's total of 88% at this same time.

Secretary's Report – Nancy Saffos

Secretary Saffos stated that she would send a condolence card to Sharon Brienza after having heard about the recent passing of her grandmother. She also thanked the Board and her fellow members for their support and patience during her recent recuperation from back surgery. She expressed great appreciation to her fellow board members, 2nd Vice President Kwasniewski and Treasurer Pavlica for their willingness to act as secretary for the association during her absence.

2nd Vice President's Report – Joanne Kwasniewski

2nd Vice President Kwasniewski reported that she had started to receive breakfast tickets, however has only received 6 so far. She continued saying

that she has heard from a lot of Advisory Board Representatives that people may not be going; however it is still too early to tell. She asked representatives to remind their membership and send the payments with the ticket stubs to her. As far as the room reservations, 2nd Vice President Kwasniewski stated that we have a block of 60 rooms, 30 in the Havana Tower and 30 in the other towers. To date, she reported that we have 29 rooms remaining, noting those reservations are coming in slow as well.

1st Vice President's Report – Vincent Buttiglieri

1st Vice President Buttiglieri informed the attendees that he placed copies of the schedule for the upcoming League of Municipalities Conference. He said that we, as an association were responsible for coordinating 2 sessions. One will be held on Tuesday beginning at 2:00 p.m. on Licensing and the other will be held on Wednesday beginning at 3:45 p.m. on Elections. He continued saying that Sharon Brienza will be representing MCANJ at the Legislative Session on Tuesday morning and asked for anyone who was planning to be there at that time to go to that session and support Sharon. 1st Vice President Buttiglieri reported that John Mitch couldn't be in attendance for this Advisory Board Meeting; however John was coordinating volunteers for the different sessions that we are responsible for providing CEU supervisors for. He passed around a sign up sheet asking for volunteers.

Immediate Past President's Report – Heather Mailander

Immediate Past President Mailander reported we should have the cookbook ready for sale by the league. She continued saying that we would not be permitted to sell it on the floor of the convention center, but as soon as we have it we could make a flyer and give it to Bette to put on our website for people to sign up in advance. She also said that maybe we could sell it at the breakfast.

Immediate Past President Mailander stated that she had recently served as Chair for the IIMC Region II, Ad Hoc Committee asked to explore and decide whether or not Region II should or should not rotate directors. She gave some background on the director seats, saying that New Jersey has historically always held a seat in large part because someone from New Jersey is always interested in running. She said that the committee was charged with recommending to a) keep it the way it is, which is anyone can run at any time or b) to rotate the seats by state, alphabetically. The final vote was only separated by 1 vote in favor of keeping it the way it is. She said that she understands there will be a vote at the Region II Conference in January that will be held in New Jersey, January 13 – 15, 2010 at the Taj Mahal.

President's Report – Joan Moreland

President Moreland reported that she had been notified of the 50th Anniversary celebration of the Morris County Association of Municipal Clerks that would be held at the Publick House in Chester, NJ. And tickets were \$25.00.

President Moreland reported that she received a letter from Bill Dressel appointing her to 2009 League Conference Resolutions Committee and she suggested that we propose a resolution regarding OPRA. A lengthy discussion ensued. Many positive comments were made regarding Jim Doherty's letter to Senator Steven Oroho and the response to the Star Ledger's OPRA Editorial that he forwarded to the Executive Board on behalf of all Municipal Clerks in the State of New Jersey, it was unanimously decided by the attendees that it would be in our best interest to ask Jim Doherty to author a resolution regarding OPRA, to be submitted to the Resolutions Committee.

President Moreland informed the group that it was her understanding that the state is considering not replacing Joe Valenti at DCA. She said that Bill Dressel has become involved and has written a letter to Governor Corzine. A comment was made that on one hand the state is requiring a QPA yet on the other they're taking away such a valuable resource for that QPA by not replacing Joe Valenti.

President Moreland told the group that she and 1st Vice President Buttiglieri submitted an application to the Municipal Clerks Education Foundation of IIMC for a \$500.00 education grant, which 1st Vice President Buttiglieri would be able to use towards the 2010 Region II Conference in January.

She reported that she had new maps with new guidelines with regards to Northern, Central and Southern regions for our association and asked Bette Mastropasqua to post the map on our website. She noted the breakdown of municipalities as follows: North = 205; Central = 192; South = 169. 1st Vice president Buttiglieri suggested that copies of the map be made available at our Annual Breakfast Meeting at the NJLOM in November.

Legal Counsel - Richard Lustgarten, Esq.

Attorney Lustgarten spoke very briefly on the issue of municipalities suspending clerks without the permission of DCA and the court. He stated that it is very important for clerks to understand that they must continue to report to work and only leave if asked to do so. If a clerk does not report to work to perform their duties it could be considered an abandonment of their position.

Administrative Consultant – L. Manual Hirshblond

Administrative Consultant Hirshblond reported that all the paperwork for the league was complete and our booth was #706. He reported on the status of transition of Administrative duties to Administrative Consultant in Training Joel Popkin saying all was going smoothly and he anticipates no problems.

Constitution & By-Laws – No report.

Education Committee –

Jane Warren Williams – reported that the committee had not met in July and August, but met in September. She welcomed Harold Weiner as a new board member. Jane reported that she had received a call from an instructor who advised her that a class was cancelled and the instructor had not been told by Rutgers until the day before. It was suggested that Jane send a letter to Pam at Rutgers and inquire as to what the policy for class cancellations is and discuss the possibility of limiting the number of classes on the different subject topics so that students could be afforded the opportunity to at least have one class available to them since it appeared that the class in question had been cancelled due to low enrollment.

Education Conference –

Heather Mailander – reported that the MCANJ 2010 Education Conference is scheduled for March 22 through March 25, 2010. Education "It's a Slam Dunk" is the slogan. Sharon Brienza and Heather Mailander are the Co-Chairs of the Conference. The committee will be meeting at the Taj Mahal next Tuesday, September 22, 2009. One of the goals for this conference will be to keep the registration fees down

Mini-Conference (Central) –

Sharon Young and Patricia Hunt reported that there was a Mini Conference scheduled for October 21, 2009. The conference was titled "Last Clerk Standing" and there would be CEUs given in Licensing, Finance and Ethics.

Mini Conference (South) - No Report

Mini Conference (North) - No report.

Professional Development - No report.

Elections -

Jane Warren Williams reported on the Vote by Mail initiative saying that old absentee ballots would be accepted for the November election.

Fund Raising – No report.

Information Technology/Web Page –

Bette Mastropasqua reported that there have been some blast e-mails sent and consequently there are blast replies! There was discussion regarding the fact that responses to e-mails should be sent to the clerk asking for the information and not to Bette.

Legal Defense Fund – No report.

Legislative Review –

Reported that the committee's next meeting is scheduled for September 30, 2009.

Laws Affecting Municipal Clerks –

Sharon Young reported that the committee has met and they are tracking all changes and posting those at the beginning of the month following. She said that there have been 9 new Laws signed by the Governor and there are 7 Bills waiting to be signed.

Manual Review Committee – No Report.

Membership North –

Cecil Covino reported that reminders had been sent out.

Membership Central - No report.

Membership South - No report.

Peer Alliance – North - No report.

Peer Alliance – Central - No report.

Peer Alliance – South – No report.

Past Presidents' Council –

Barbara Hawk reported that she was working on the updated Orientation Handbooks for Newly Elected Officials and would provide a copy to all of the Executive Board members for their review and comments.

Public Relations/Booth –

Cecilia Covina reported that she would not be able to be at the League on Monday for setup, at which time Administrative Consultant Hirshblond offered

that he would be present. She stated that she had purchased 3 gift cards, so that we could hold one drawing each day at the booth.

Quill –

President Moreland reported that Jim Doherty called her to say that the October Quill would be out shortly.

Records –

Harold reported that he did not attend the August meeting of the GRC, however someone from the committee would be present through the end of the year,

Resolutions – No report

Scholarship -

President Moreland reported that we will be awarding 15 Scholarships and 5 alternates, for Registrations to our Education Conference at our Annual Business Meeting in November. She asked the representatives to remind the clerks in their counties to bring their business cards to drop in the bowl for scholarships.

Region II –

Jane Williams Warren reported that the Region II Conference was being held in New Jersey at the Taj Mahal, January 13 through January 15, 2010. she said the hotel room rate is \$89.00. She also reported that IIMC is having a membership challenge, and encouraged everyone to join.

Records Management – No report

Fund Raising –

It was reported that there would be two raffles at our Annual Business Meeting in November. There would be an on premise 50/50 drawing, which proceeds would benefit MCANJ and there would be an off premise cash drawing, which proceeds would benefit AC in 2013. It was also reported that there would be an on premise 50/50 drawing at the Region II Conference which proceeds would also go to AC in 2013.

Other Business - None

County Reports

Atlantic -

Gail Macera reported that Atlantic County Clerks will be meeting with their Board of Elections in September and CEUs would be awarded.

Bergen –

2nd Vice President Kwasniewski reported that their next meeting was scheduled for October 15, 2009 and representatives from both the Superintendent and Board of Elections would be present.

Burlington -

Patricia Hunt reported that they held a meeting in July on Shared Services and Electronic Imaging/Records Management. She said their next meeting is in October.

Camden -

President Moreland reported that they are having a meeting today and receiving CEUs in Elections.

Cape May –

Connie Mahon reported that their next meeting is scheduled for October 7, 2009 and they have applied for CEUs in Elections.

Cumberland – No report.

Essex –

Harold reported their next meeting is scheduled for October 8, 2009 and there would be CEUs in Records given.

Gloucester – No report.

Hudson - No report.

Hunterdon –

Cecilia reported that their next meeting was scheduled for September 24, 2009.

Mercer-

Sharon Young reported that their next meeting was scheduled for October 21, 2009.

Middlesex – No report.

Monmouth –

1st vice President Buttiglieri reported that their next meeting was scheduled for October 14, 2009 at the Breakers in Spring Lake.

Morris –

Susan Caljean reported that they will be having their anniversary meeting next week.

Ocean –

Bette Mastropasqua reported that they will be meeting the 4th Friday in October.

Passaic –

Jane reported that their next meeting was scheduled for October 13, 2009 and they would have a presentation by the Board and Superintendent of Elections.

Salem – No Report

Somerset – No Report

Sussex - No report

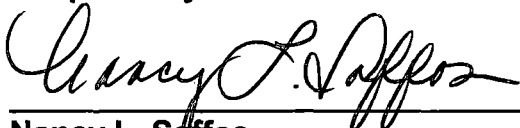
Union – No Report

Warren - No report.

ADJOURNMENT

On a motion by Patricia Hunt, seconded by Sharon Young and carried unanimously by voice vote, the meeting was adjourned at 12:30 p.m.

Respectfully Submitted:



Nancy L. Saffos
Secretary