

**Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
January 8, 2010 – Ocean Township Municipal Building**

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 9:30 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri asked for a moment of silence for our deceased members and the men and women of our Armed Services.

ROLL CALL: Executive Board members present were President Vincent Buttiglieri, 1st Vice President Joanne Kwasniewski, 2nd Vice President Andrew Pavlica, Treasurer Nancy Saffos, Secretary John Mitch, Immediate Past President Joan Moreland, and Administrative Consultant Joel Popkin. Richard Lustgarten (attorney) was not required to be present.

APPROVAL OF MINUTES: A motion was made by Immediate Past President Joan Moreland, seconded by 1st Vice President Joanne Kwasniewski to approve the minutes of the Transition Meeting held on December 4, 2009. Motion approved unanimously. A second motion was made by 1st Vice President Joanne Kwasniewski, seconded by Immediate Past President Joan Moreland, to approve the Executive Board Minutes of October 9, 2009. Motion approved unanimously. 1st Vice President Joanne Kwasniewski explained to Secretary John Mitch the process followed for when minutes are approved; comparing annual meeting minutes to advisory board meeting minutes and executive board meeting minutes.

REPORT OF OFFICERS

TREASURER'S REPORT: 2nd Vice President Andrew Pavlica presented the account balances as of December 31, 2009.

Checking / Savings	\$ 24, 116.38 (incl. \$ 16,494.50 for scholarships)
MCANJ Raffles	\$ 6,491.13 (as of November 30, 2009)
CD # 107399919	\$ 113,856.70
Legal Defense Fund	\$ 122,156.44 (as of November 30, 2009)
AC in 2013	\$ <u>8,475.00</u> (as of November 30, 2009)
TOTAL	\$ 275,095.65

2nd Vice President Andrew Pavlica explained that the account for MCNAJ raffles does not include the payouts for the winners at the annual meeting this past November. He also noted that the Legal Defense Fund monthly statement for December (2009) has yet to come in. The 2010 budget was discussed in detail about the various accounts we have and the need to be sure that when deposits are made, that they are made to the proper accounts; using the AC in 2013 as an example. All expenses for AC in 2013 must come out of that account and not the general account. It was also mentioned that Christina Wilder is also going to submitting monthly reports (beginning after the Region II Conference) to show activity in this account. The Executive Board always needs to be prepared to answer questions about income and expenses if posed by our membership. With a new auditor coming on board, a meeting is going to be set up to be sure we are handling our books and accounts properly and in accordance with the law. It was also mentioned that all deposit slips, regardless of what the income is from, accurately reflect what the income represents so that there are no questions. Joel Popkin also indicated that he believes our raffle license with the LGCCC needs to be renewed this spring. A discussion was then held on the Itemized Category and Reconciliation Summary Reports for 2009.

President Vincent Buttiglieri suggested that Treasurer Nancy Saffos get acquainted with the software program Quicken as soon as possible so that she is prepared for the transition. Treasurer Saffos indicated that 2nd Vice President Pavlica provided her with a book on Quicken and that Cherry Hill's retiring CFO used Quicken and will be available

to her if needed. We are currently using the 2005 version. Immediate Past President Joan Moreland suggested that when dues come in, that the Treasurer immediately handles them. Allowing them to back up will cause for a tremendous task in getting caught up. 1st Vice President Joanne Kwasniewski also expressed that she uses Quicken personally and is available to assist if needed. Administrative Consultant Joel Popkin discussed the three-part renewal applications for membership. Membership applications will be mailed out in January. The Treasurer was cautioned that although it is easy to find the right category to apply a dollar amount to, it is easy to place it in the income category versus the expenses category or vice a versa, therefore causing confusion which is noticed after the reports are printed. All past Treasurer's agreed that consulting former Treasurer's is extremely helpful. When membership renewals come back you need to be cognizant of those who do not include their municipality names or other important information. The NJLM directory becomes a useful tool. 2nd Vice President Andrew Pavlica also suggested entering membership renewals by county to save time. Immediate Past President Joan Moreland suggested an expandable folder to assist in sorting.

1st Vice President Joanne Kwasniewski asked if she needs to hold onto old breakfast tickets. President Vincent Buttiglieri suggested only keeping a few samples and to turn them over to 2nd Vice President Andrew Pavlica as a sample for ordering in 2010.

A discussion was held about the Capital One charge card account. Treasurer Nancy Saffos started a discussion about changing to an on line payment of this account. 1st Vice President Kwasniewski supported this move and it was further discussed. After a lengthy and detailed discussion, 1st Vice President Joanne Kwasniewski made a motion to switch to the on line payment, seconded by Treasurer Nancy Saffos, and the motion was unanimously approved. Treasurer Nancy Saffos stated that she would make the necessary arrangements to switch to an on line payment. This will also help avoid paying any late fees which have happened in the past due to a time delay in having the Administrative Consultant, who receives the bill, review same and then forward to the Treasurer for payment.

A motion was then made by 1st Vice President Joanne Kwasniewski, seconded by Immediate Past President Joan Moreland, to accept the Treasurer's Report. The motion was approved unanimously.

2nd Vice President Andrew Pavlica presented the 2010 Budget for approval. He discussed a few changes he and President Vincent Buttiglieri talked about which included the insufficient allocation for the photographer for the annual meeting and the Administrative Consultant retainer. These changes were made. Administrative Consultant Joel Popkin stated that while we are not bound to present a balanced budget, we should consider projecting revenues. It used to be a practice in the past. 1st Vice President Joanne Kwasniewski reminded Treasurer Nancy Saffos that she is supposed to do a conference financial report every month showing revenues and expenditures attributed to the conference. This appears to be the only account we accurately record and report. She further stated that the budget is really just a tool and that we should look to improve our reporting. A further discussion was held on whether or not we should start showing revenues. President Vincent Buttiglieri suggested that it sounded like we are looking at going back to showing the revenues; something we got away from years ago. 1st Vice President Joanne Kwasniewski suggested that this practice be presented to our new auditor to see what he suggest we do. As far as the photographer costs, Secretary Mitch suggested that we should contract with someone from Atlantic County, in particular Atlantic City, to avoid any unnecessary travel expenses that the photographer adds to the bottom line for travel time. President Vincent Buttiglieri suggested we also ask the Tropicana who they might suggest. A motion was made by Treasurer Nancy Saffos to approve the 2010 budget, seconded by 1st Vice President Joanne Kwasniewski. Motion was approved unanimously.

2nd Vice President Andrew Pavlica did a review of the Membership Summary for 2009.

Municipal Clerks	512
Deputy Municipal Clerks	264
Acting Municipal Clerks	15

Assistant Municipal Clerks	15
County Clerks	8
Deputy County Clerks	2
Clerk to Freeholder Board	5
Affiliate Members	<u>24</u>
TOTAL	845

2nd Vice President Andrew Pavlica reported that the following counties are paid 100%: Cape May, Mercer, Middlesex, Passaic and Salem County. Bergen County can also be included as there is a Clerk who serves two municipalities. The Clerk said that since one town pays his membership, he shouldn't have to pay a second membership. A discussion was held on the timely or untimely payments of membership dues because it can affect one's conference rates. As an example, if some towns didn't release payment for dues in 2009 and a Clerk registers for the spring conference in 2010, they will be faced with paying the non-membership fee which is higher. The Executive Board was pleased with the paid memberships given the current state of the economy. There appeared to be a decrease in deputy clerks which may be a direct affect of the economy since that position, unlike to municipal clerks, must be certified. The executive board believes that they have started to see an increase in municipalities that are not paying for their Clerk's CEU opportunities as they are not required to do so. Because of this, local county meetings and mini-conferences may see an increase in attendance.

SECRETARY: John M. Mitch reported that in an effort to save time and money, he sent out the advisory board notices for January electronically. For those he didn't have an e-mail address for, he mailed their meeting notice with a personal note either introducing himself or reintroducing himself and asked that they contact him as to future notifications via e-mail. This only affected a few past presidents including Joe Favaro, Lynn Stanzlaus, Elizabeth Nolan and Joe Valenti who he hasn't heard from. He did learn that Otto Block, James O'Keefe and Norma Sisko had passed away and also received e-mails from John Galvin and Al Reda who provided their e-mail addresses and said to say hello to all. As of this date, he had eighteen (18) favorable responses for the Advisory Board meeting and six (6) no. President Vincent Buttiglieri is hoping that with a few new advisory board members, attendance will increase at these meetings. Secretary John Mitch reported that approximately 60 invites are extended, including past presidents. 1st Vice President Joanne Kwasniewski mentioned that we should never try to change meeting dates because once people put them in their calendars, they schedule everything else around that and once a change occurs, you inevitably lose attendees because they fill in their open time. Secretary John Mitch mentioned that Kathy Wisniewski will not be at the advisory board meeting as she is expected to have an eye procedure that day. Immediate Past President Joan Moreland suggested that Secretary John Mitch pick up a box of assorted cards and to send them out when appropriate. He was told to submit bills for same to the Treasurer for reimbursement. Secretary John Mitch stated that Treasurer Nancy Saffos purchased and gave him a new recorder because the one she used as Secretary was not good. She was told to discard it and submit the bill for reimbursement; approximately \$ 30.00.

TREASURER: Nancy Saffos stated that 2nd Vice President Andrew Pavlica is working with her on transitioning.

(President Vincent Buttiglieri's Mayor (Ocean Township) stopped by to say hello to the Executive Board. Each Executive Board member introduced themselves to the Mayor and we expressed our thanks for allowing us the use of his building).

2nd **VICE PRESIDENT:** Andrew Pavlica said that he is going to soon be preparing for the conference registrations that will begin to come in. At the end of today's meeting, the executive board as a group will affix both a mailing label and a postage stamp to all conference invites. He was cautioned to review each one because like membership renewals, inevitably people will not fill out food choices, break out sessions, etc.

1st **VICE PRESIDENT:** Joanne Kwasniewski reported that we finished up slightly light on room reservations for the annual conference this past November. She wanted to be

sure that she kept in touch with Brian Simpsons of the Tropicana in regards to how many rooms we needed as to not hold too many and then cancel at the end so that we don't lose rooms in the future. Again, it was felt that the economy drove the rooms taken downward and reports indicate that hotels saw at least a 20% decline. We had 39 rooms (15 in Havana Towers) total. Breakfast tickets have all been paid for; there are no outstanding payments due. MCANJ sold a total of 227 tickets and gave out 31 complimentary. There appears to have been some people who were entitled to get complimentary tickets but through an oversight, some were missed. We received \$ 6,810.00 from tickets sales. Although the prices at the hotel have increased for the breakfast, we have held the costs to our members flat and have decided as an executive board to continue to do so in an effort to not lose people and to give something back to our members by having MCANJ absorb the increase. 1st Vice President Joanne Kwasniewski suggested that we continue to subsidize any nominal increase from the hotel to attract attendees. Treasure Nancy Saffos stated that she believes that the annual meeting should be free to all members. Currently, you have to pay to attend which includes a breakfast. She believes it is a members right to attend at no cost. 2nd Vice President Andrew Pavlica said it could be extremely difficult to separate those who would pay (for the breakfast) from those who are just coming for the annual meeting. Again, due to the economy, the executive board thought we might see a decrease in attendees. Some counties when they sell their tickets insist on only receiving personal checks so that they don't have to track down payments. There is no way to really know what clerks are paying on their own and which ones get the municipality to cover their breakfast costs. President Vincent Buttiglieri stated that he received a letter from Richard Phoenix, Municipal Clerk in No. Plainfield, asking why no CEU's are offered at the annual meeting. A discussion then ensued about the length of the program for the annual meeting. Over the years efforts have been made to cut back as much as possible but as an example, when an IIMC officer travels across the county to speak at our annual meeting, they are expecting to talk for more than just a few minutes. This in itself presents a problem for those MCANJ members who are not IIMC members because some feel that they shouldn't have to sit through that speech. Administrative Consultant Joel Popkin suggested we consider that any future IIMC speakers be invited to our annual education conference where their speech may be more appropriate and our agenda is not as full like at the annual meeting. The executive board liked this change but felt we couldn't benefit from it until 2011. President Vincent Buttiglieri stated that he has yet to receive from the League a notice for a conference meeting. Administrative Consultant Joel Popkin asked if anyone had received notification of any upcoming Legislative meeting to which no one had. He will call Trenton to see if one has been scheduled.

PRESIDENT: Vincent Buttiglieri was invited by Al LiCata (Conference of Mayors) to speak at a newly elected official's forum on January 25, 2010 in Trenton. Administrative Consultant Joel Popkin also stated that he was asked if the MCANJ would join the Conference of Mayor's in presenting a day-long session for new Mayor's. It is expected that there would be about five or six sessions during the day. They asked if we would also consider splitting the costs, expected to be about \$ 200 - \$ 300. The executive board agreed that both programs would be good for us to participate in.

President Vincent Buttiglieri also said that he received a request from Bill Dressel at the League asking MCANJ to provide a list of items we would like Governor-Elect Christie to review when he comes into office. MCANJ submitted a number of items including binding arbitration, the property tax freeze program, the DEP approval process, OPRA, and COAH to name a few. President Vincent Buttiglieri also asked that when he sends out e-mails like he did with Mr. Dressel's request, that even if we don't have any input, at least respond to him so that he knows you received it.

President Vincent Buttiglieri reported he has a quotation for a new HP laptop computer (\$ 1043.00) for the MCANJ Secretary. It includes a trial version of Microsoft Office. The executive board believes that it would be best to have them include the purchase of the Microsoft Office package for an additional \$ 333.00 rather than receive the trial version. A motion was made by 1st Vice President Joanne Kwasniewski, seconded by Treasurer Nancy Saffos to purchase the laptop with the software included. Motion was approved unanimously.

President Vincent Buttiglieri mentioned that there is legislation (proposed by Assemblyman Patrick Diegnan) that will move non-partisan elections from May to November which will save costs for municipalities. Towns can opt in for the switch but can't opt out for 10 years.

There is also legislation proposing that the President of the MCANJ or his/her representative be a member of the Government Records Council (GRC). A lengthy discussion ensued about the pros and cons of this with executive board members all agreeing that this is the furthest we have gotten with this mission and that we should wait and see what co-sponsors sign onto the bill and what changes they may make in order to sign on as a co-sponsor. We would revisit the subject when the bill is in its final version. President Vincent Buttiglieri sent a copy of the proposed legislation to our attorney, Richard Lustgarten for his review and comment. Secretary John Mitch suggested that we try to ensure that both political parties have co-sponsors to ensure its passage. The current version is being proposed by Assemblyman Patrick Diegnan, who coincidentally swore the MCANJ officers in at the annual meeting this past November in Atlantic City. 2nd Vice President Andrew Pavlica spoke in detail about his concerns as to whether or not the MCANJ should have a seat on the GRC. He expressed his concern that this may also put us in a front seat for the press association and they may start to look at us in a different way. Clerks have been targeted with GRC complaints; not the MCANJ. He expressed his opinion that we should be cautious with this move. Each executive board member generally liked the legislation but felt that we as clerks should have been consulted on this and other legislation over the years but all too often we are ignored. 1st Vice President Joanne Kwasniewski said that the MCANJ could be a terrific resource for legislators when drafting legislation. People should begin to realize this. The discussion then continued about whether the person should be a Municipal Clerk or someone who possesses an RMC designation. 2nd Vice President Andrew Pavlica asked if we are subject to OPRA to which he was told no. President Vincent Buttiglieri also presented a copy of a Mt. Olive Resolution that seeks the Legislature to amend OPRA to address various technical and practical issues.

President Vincent Buttiglieri mentioned a meeting with Rutger's at their request. While President Vincent Buttiglieri said there is no prepared agenda, he believes it is a discussion on instructors and Pam Morley's involvement with program coordinating. Administrative Consultant Joel Popkin suggested President Vincent Buttiglieri have at least one other person with him from the executive board. President Vincent Buttiglieri believes the meeting was called after the Director had a conversation with committee member Linda Wanat after she expressed some concerns. President Vincent Buttiglieri was going to postpone the upcoming meeting and look to reschedule same. In addition, he will try to have Rutger's pinpoint an agenda on what is expected to be discussed.

President Vincent Buttiglieri asked Administrative Consultant Joel Popkin for an update on the Instructor's meeting(s). Joel Popkin explained that a January 20, 2010 Finance and Advanced Duties instructors meeting has been set as these two areas need the most work. Kevin Yecco will be one of the instructor's who can not make this meeting. It is hard to get everyone to agree to a date.

IMMEDIATE PAST PRESIDENT: Joan Moreland reported that 1st Vice President placed in front of each executive board member a packet from Heather Mailander that contained MCANJ SOP's. President Vincent Buttiglieri stated that he has asked Immediate Past President Joan Moreland to update the SOP's but also felt that Heather may have already updated them up to 2009. He asked Immediate Past President Joan Moreland to go through the SOP's and identify areas that are grey, outright wrong or, in need of clarification. He asked if members can also look at the SOP's by February 15, 2010 and alert Immediate Past President Joan Moreland of anything they believe needs changing or correcting. Please e-mail her as she hopes to make a report on what areas may need addressing in June (2010) or earlier if it is ready.

ADMINISTRATIVE CONSULTANT: Administrative Consultant Joel Popkin stated that he has all of the annual conference packets with him that need to be completed today for mailing.

OTHER BUSINESS:

President Buttiglieri asked if we want to move the Executive Board Meeting for March to April so not to have two meetings in a month again. A discussion ensued and it was decided rather than cancel or move the meeting to the following month, since we need to get together during mid March to prepare the annual conference packets, that we meet on March 12th to stuff materials and then if necessary, we would also meet for Executive Board matters if needed. The stuffing and meeting if necessary will be held in Neptune at the community center beginning at 9:30 a.m.

President Vincent Buttiglieri also advised that in our packets are updated advisory board member's lists and a committee roster too.

1st Vice President Joanne Kwasniewski stated that for the Region II conference, IIMC only approved that Anti-Harassment (in ethics) session for CEU's. She stated that she is preparing evaluations sheets and sign in sheets for CMC and MMC purposes. A discussion ensued on preparing the certificates for these sessions. Administrative Consultant Joel Popkin stated that he has a check off list to follow for the conference. When they are at the Region II Conference, they will seek sign in assistants for the sessions. Anyone going to help Christina Wilder should meet in her room for 11:00 a.m.

1st Vice President Joanne Kwasniewski reported that the new auditor is going to be in Holmdel on the 20th and 27th of January and would like to know when he could meet with MCANJ representatives. This is the new auditor that she has knowledge of: Administrative Consultant Joel Popkin, President Vincent Buttiglieri and 1st Vice President Joanne Kwasniewski will be in the meeting as will any others from the executive board that are available.

President Vincent Buttiglieri will receive the new computer and get it prepared for Secretary John Mitch. Treasurer Nancy Saffos also stated that she needs to retrieve files off the old computer and provide to Secretary John Mitch.

President Vincent Buttiglieri also reported that he included in our packets a copy of Richard Lustgarten's letter to Catherine Starghill Esq. (GRC) regarding Baldwin vs. Readington Township.

UPCOMING DATES:

President Vincent Buttiglieri reported that the next Advisory Board meeting will be on January 22, 2010 and reminded everyone that between he and 2nd Vice President Andrew Pavlica, they will represent MCANJ at the newly elected officials seminars on January 9, 2010 (Burlington County College) and January 23, 2010 (Renaissance – Meadowlands) respectively. Region II will be January 13 -15 2010 and the annual education conference will be March 22 – 25, 2010.

Administrative Consultant Joel Popkin went over the mailing labels for all MCANJ members. As a group, executive board members reviewed a number of individuals whose mailings came back as undeliverable. Executive Board members went through the questionable labels and attempted to figure out what changes needed to be made.

Administrative Consultant Joel Popkin spoke about the Legal Defense Fund (LDF) and to begin moving funds away from Smith-Barney. He is going to wait until the accounts mature and will then take action to transfer accounts to banking institutions local to him; rather than former Administrative Consultant Manuel Hirschblond. He further spoke about updating the LDF by-laws and the need to get this issue moving forward. There is going to also be some improvements made to the record keeping.

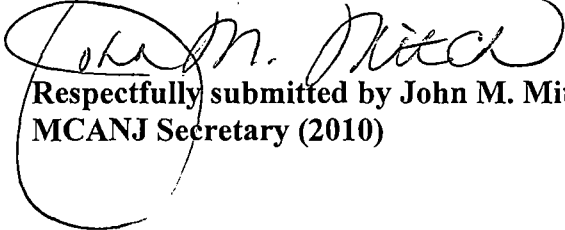
The New Jersey Conference in Mayors has asked Administrative Consultant Joel Popkin to schedule a meeting to share ideas where their association and ours can get together on some sessions, one to include OPRA.

Administrative Consultant Joel Popkin reported that the insurance liability coverage has been renewed and he'll also be getting quotes on bonds which are coming due for coverage on the officers and anyone handling funds. He is going to seek to increase the coverage. He said the League of Municipalities sent out a survey regarding the conference which he sent back with all positive responses. He got permission from the League to hold next year's annual meeting at the Tropicana. He also received a passkey file for the hotel to keep current on our rooms and the master account at the hotel.

Administrative Consultant Joel Popkin reported that he did an inventory of the MCANJ storage bin that contains the 10-year calendars, small black portfolio's/notebooks, newly elected officials handbook, MCANJ 75th Anniversary history books, desk reference CD's, badge holders and LDF by-laws. Executive Board members expressed an interest in getting the history book updated and thought Bernadette Standowski might be interested in this project. In addition, there are boxes of minute books and old files, miscellaneous items, conference materials, thumb drives, and clothing.

Administrative Consultant Joel Popkin lastly reported on the Manual review that a lot of time will be needed to get this update done correctly.

President Vincent Buttiglieri moved that the meeting be adjourned at 1:17 p.m.


Respectfully submitted by John M. Mitch
MCANJ Secretary (2010)