

**Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
January 22, 2010 – Tinton Falls Holiday Inn**

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 10:10 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, Administrative Consultant Joel Popkin and Legal Counsel, Richard Lustgarten.

ADVISORY BOARD MEMBERS

	NAME	PRESENT	ABSENT
Atlantic County:	Gail Macera		X
Bergen County:	Nancy Hatten	X	
Burlington County:	Patricia L. Hunt		X
Camden County:	Deanna Bennett	X	
Cape May County:	Constance Mahon	X	
Cumberland County:	Susan S. Robostello	X	
Essex County:	Linda Wanat	X	
Gloucester County:	Dina Zawadski		X
Hudson County:	Robert Byrne		X
Hunterdon County:	Cecelia Covino	X	
Mercer County:	Michele Seigfried	X	
Middlesex County:	Sandy Bohinski	X	
Monmouth County:	Karen Mount-Taylor	X	
Morris County:	Susan Caljean		X
Ocean County:	Elizabeth Mastropasqua	X	
Passaic County:	Allan Susen	X	
Salem County:	Maureen Abdill		X
Somerset County:	Sharon Brienza	X	
Sussex County:	Lorraine Stark		X
Union County:	Doreen Cali	X	
Warren County:	Teresa De Mont		X

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 Advisory Board Meeting held September 18, 2009. Motion approved unanimously. .

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	

He also presented the 2010 Budget Summary as well as the 2009 Membership Summary which is as follows:

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

He reported that almost 94% of the members have paid for 2009. Those counties with 100% paid membership include Cape May, Mercer, Middlesex, Passaic and Salem. Bergen County is one municipality short because of a Municipal Clerk who serves two towns but will only pay one membership fee. Comments were made that paid memberships are to reflect a municipality, not a named Clerk. It was also mentioned that clerks who submitted purchase orders for 2009 but payment was never received, will be subject to non-member rates to attend the annual Education Conference. Michele Seigfried of Robbinsville will check on a particular county employee whose payment has yet to be received in Mercer County.

A motion was made by 1st Vice President Joanne Kwasniewski, 2nd by Treasurer Nancy Saffos, to accept the 2009 Treasurer's Report. Motion carried unanimously.

2010 Treasurer Nancy Saffos presented the Account balances as of January 21, 2010.

Checking / Savings	\$ 22, 789.07	(incl. \$ 16,494.50 for scholarships)
MCANJ Raffles	\$ 3,471.13	(as of December 31, 2009)
CD # 107399919	\$ 113,856.70	
Legal Defense Fund	\$ 117,161.69	(as of December 31, 2009)
AC in 2013	<u>\$ 14,660.34</u>	(as of December 31, 2009)
TOTAL	\$ 271,938.93	

Treasurer Nancy Saffos reported that the 2010 membership applications were mailed out this week. A question was posed by Past President Nancy Hatten as to whether or not the Frank Robertson Scholarship Fund was still in place. President Vincent Buttiglieri stated that it is part of the checking / savings account figure that the Treasurer reported. A motion was made by Secretary John M. Mitch, 2nd by 1st Vice President Joanne Kwasniewski, to accept the 2010 Treasurer's Report. Motion carried unanimously.

SECRETARY'S REPORT: Secretary John M. Mitch reported that in an effort to save time and money, he will continue to send out meeting notices electronically. He asked that if anyone knew of anyone who did not receive their meeting notice electronically to please advise him. He also stated that he only had two more individuals, particularly past

presidents, to get e-mail addresses for and he believes he will have 100% of those needed. Past Presidents Joe Favaro and Betty Nolan were the two individuals. Several advisory board members believed that they could get the Secretary their respective e-mail addresses.

2nd VICE PRESIDENT'S REPORT: Andrew Pavlica reported that he will be a speaker on January 23, 2010 at the Meadowlands for newly elected officials. He also said that he is beginning to get responses for the annual education conference in March.

1st VICE PRESIDENT'S REPORT: Joanne Kwasniewski reported that we finished up lightly on room reservations (total 39 rooms) for the annual meeting 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. She reported that MCANJ sold a total of 227 breakfast tickets and gave out 31 complimentary for the annual meeting. Ticket sales totaled \$ 6,810.00

PRESIDENT: Vincent Buttiglieri announced that the Executive Board decided at the Transition Meeting that the annual Presidents award would be called the L. Manual Hirshblond Service Award in recognition of all that Manny has done for the MCANJ. The President also mentioned that he was invited by Al LiCata (Conference of Mayors) to speak at a newly elected official's forum on January 25, 2010 in Trenton. Chris Wilder asked if the President was going to talk about paperless agendas. A discussion ensued on this topic and the need to be certified to do it this way. He also said that he received a request from Bill Dressel at the League asking MCANJ to provide a list of items / mandates we would like Governor-Elect Christie to review when he comes into office. MCANJ submitted five items including binding arbitration, the property tax freeze program, the DEP approval process, OPRA, and COAH.

President Vincent Buttiglieri mentioned the new law that was signed by Acting Governor Sweeney on January 14, 2010 for non-partisan elections and also legislation proposing that the President of the MCANJ or his/her representative be a member of the Government Records Council (GRC). The first would allow municipalities to move their non-partisan election to the month of November. Michele Seigfried discussed her concerns about how much the actual savings would be for towns that would make the switch. She spoke of the Laws Affecting Municipal Clerks committee and the need to see the final version of this new law. A lengthy discussion followed on printing of ballots, postage costs for mailing ballots, etc. With each county making their own rules, chances are all of the counties will not operate the same when dispensing or sharing costs in this matter. Harold Wiener (Irvington) suggested that county presidents advise their memberships of the need to share this law with their governing bodies. Richard Lustgarten explained about how those in office at the time of an Ordinance adoption to switch an election to November would be affected by extending their terms several months. Michele Seigfried suggested this could be a great topic for a mini-conference.

As for the GRC, President Buttiglieri touched upon legislation proposed by Assemblyman Patrick Diegnan requiring that the MCANJ President or his/her designee have a seat on the GRC. A discussion followed about getting bi-partisan support. President Vincent Buttiglieri mentioned that we all need to be on the same page by getting someone appointed. He mentioned he received a copy of a letter from a Clerk that was sent to Governor Christie asking that their name be considered for a GRC vacancy. He spoke to the Clerk and suggested that the efforts should go through the Executive Board so to not counteract any efforts that have been achieved thus far.

Attorney Richard Lustgarten commented on the Baldwin vs. Readington Township GRC Ruling and his request that the GRC reconsider some of its wording in its findings.

Chris Wilder reported on the Region II Conference and she thought it was a success. There were 81 participants, 10 guests and 2 vendor representatives for a grand total of 93. Chris Wider shared the evaluations for Esther Navarez being at 100% satisfied compared to Dr. Crist who received only a 51% favorable response. While he did have an excellent presentation, delivering it was complicated when his Apple computer was not compatible

with the Taj Mahal's equipment. Attendees raved about the Taj Mahal and she believes she will have no problem working with them for the 2013 IIMC Conference. Past President Allan Susen commented on the newly renovated rooms and indicated that he heard numerous compliments.

He also stated there were two topics discussed at the conference worth mentioning; the first being what state would take the next Region II meeting. It will be Pennsylvania if they can do it and if not, Maryland or Delaware. The second topic worth mentioning is the rotation of Region Director of all the states which is currently open to anyone within the states in that region. While the system is working, some states believe because of New Jersey's membership size, that they are not getting proper representation on the international board. Allan Susen stated that a Director doesn't represent his/her own state rather all of the states within his/her region but not everyone feels that way. He stated that granted our size in New Jersey is overwhelming but it is fair. A committee was formed to review this issue and they decided to leave it in its current form. Carol Jacobs was not happy with this and she expressed her disappointment to the international office without even consulting Jane Williams-Warren; current Region II Director. She is hoping that international will send down a ruling. We should state our reasons to the policy and review committee to keep this as is. Past President Heather Mailander who chaired this committee stated that teleconferences were had on this matter and that the committee agreed that anyone can run and that it shouldn't be in a rotation manner. She mentioned that members from other states supported our position and felt that Directors serve all of those within the states they represent. With Carol Jacobs term being up, it is believed she will make an issue out of this. President Vincent Buttiglieri mentioned that members from other states spoke highly of our certifications and that New Jersey serves as a role model. He mentioned that people look to serve when their lifestyles and availability permit them to do so and that if someone was not permitted to run because it "wasn't their turn", it could actually hurt all of us in the long run. He also commended Heather Mailander for her efforts in chairing this committee. 1st Vice President Joanne Kwasniewski mentioned that no one should believe that just because someone is from a particular state that you would not consider voting for someone from another state.

President Vincent Buttiglieri mentioned he has made available lists of Advisory Board Meeting dates and Advisory Board Members. He also circulated a list of County Presidents that he hopes to make available on the website which could be valuable for new Clerks. He also provided CMC and MMC class schedules for the spring.

IMMEDIATE PAST PRESIDENT: Immediate Past President Joan Moreland mentioned two upcoming retirement parties and provided information for those who may want to attend. One is for Barbara Hawk at The Mansions in Voorhees and the other for Barbara Bascom at The Barkley, Belmar. She also reported that Bill Hawk is doing fine after a recent procedure.

OTHER BUSINESS

ADMINISTRATIVE CONSULTANT: Administrative Consultant Joel Popkin thanked Manny Hirshblond for all of his help in transitioning of the Administrative Consultant's position. He received notification from Bill Dressel, Executive Director of the NJLM approving the annual meeting to be held this year (2010) at the Tropicana. He reported that transferring the Legal Defense Fund to a new bank with close proximity to him will take some additional time as he needs to wait for CD's to mature. Manny Hirshblond will send him them as they come due. Joel Popkin reported that he started to receive some LDF renewals. Joel Popkin also said that over 800 conference mailers were sent out and only a small amount of 30 – 40 came back. As to the conference, more sponsors are needed. A few have come in so far but much more is needed. A discussion was held on everyone trying to get some funding from their professionals and/or vendors for the Education Conference. Joel Popkin also reported that Jim Doherty has taken all of the Quills from 1954 -2009 and put them on a CD and provided copies to Richard Lustgarten and himself for preserving same. Also, approximately 75 opinions of Michael Pane were also done. He also reported that he received an invitation for himself, President Vincent Buttiglieri and 1st Vice President Joanne Kwasniewski to attend two meetings; one with affiliate organizations and the other for planning the next conference in November. The

MCANJ official address has been changed from Manny Hirshblond's home to Joel Popkin's home in Ocean.

LEGAL COUNSEL: Richard Lustgarten reported on a Supreme Court Ruling of a statute regarding contribution limits per candidate and a law Corzine signed before leaving office regarding recalls.

COMMITTEE REPORTS

Constitution and By-Laws: No report.

Education Committee: Diane Pflugfelder (Bethlehem) reported that she was working on the IIMC application for CEU's for the annual conference.

Education Conference: Past President Heather Mailander reported that the conference committee is moving along. All credits are in place. A decision was made to host a welcome reception instead of a dessert reception. They scheduled a very exciting general session with the After-Burners which some may have already seen at an IIMC conference. Brian Kathenees is also scheduled to be a presenter. Governor Christie was also invited. President Vincent Buttiglieri also reported that the room rates that were printed on the annual conference mailer may be lowered.

Elections: No report.

Fundraising: Doreen Cali (Roselle Park) reported on items being sold at the conference. She also mentioned a printer that will be on hand to give away bags full of items for all attendees. She was asked to have him there for Wednesday so as not to upset the vendors who will be there for Tuesday. All counties were asked to consider providing two items/baskets valued at approximately \$ 50.00 each for the auction.

Information Technology: Bette Mastropasqua (Beachwood) reported on setting up training to maintain the MCANJ website. Having MCANJ members and also Executive Board members trained, it can help share the burden of keeping the site updated.

Laws Affecting Municipal Clerks: Michele Seigfried (Robbinsville) reported that committee members will continue to update the website as each member tracks several hundred Bills each on a monthly basis. She reported on a few Bills that were passed but many that were not. She also asked that if anyone sees any interesting court cases to please send them to her electronically so that she can post them too.

Legal Defense Fund: Past President Sharon Brienza reported that last year was a very busy year. The LDF spent \$ 8,000.00 so far for last year with still one or two cases open. That number will likely increase.

Legislative Review: No report.

Manual Review: Deanna Speck (Haddonfield Borough) reported that she had her first meeting with Administrative Consultant Joel Popkin and she will work closely with teachers and committees to get this task moving. She also expressed that she will get to a point to where she will communicate with Dan Kaminski at the DCA so that what is in the book is the same as to what is being tested. Joel Popkin indicated that a meeting has been scheduled for the Finance and Advanced Duties instructors to begin reviewing their sections. He also said that the finance chapter has grown to double in size in the past six or so years. Retired DCA employee Joe Valenti volunteered his services to help in this endeavor. Past President Linda Wanat suggested to Deanna that she also reach out to the Education Committee.

Membership North: No report.

Membership Central: Cecelia Covino (Clinton) suggested that 1st Vice President Joanne Kwasniewski reach out to the county advisory board members in an effort to assist in obtaining correct addresses for those who conference materials were returned.

Secretary John Mitch suggested that 1st Vice President Joanne Kwasniewski send him a list of those returned and he will forward electronically to the advisory board members to look into their respective county members. One of the problems is that we need home addresses, not work addresses and that some individuals hold an RMC but they are not necessarily employed.

Membership South: No report.

Past President's Council: President Vincent Buttiglieri asked Bernadette Standowski (Lakewood) to work on updating the history of our organization. He knows she had it done up to the 75th anniversary and its time to catch up. He also said that he asked Immediate Past President Joan Moreland to do a comprehensive review of the MCANJ SOP (Standard Operating Procedures) book and credited Past President Heather Mailander for bringing it up to date to the end of 2009.

Peer Alliance for Learning: No report.

Public Relations: Cecelia Covino (Clinton) said that the booth will be set up Monday morning at the Education Conference in March and it will remain up until Thursday.

Quill: No report.

Raffles: Chris Wilder suggested the Quill publish the winners from the annual meeting this past November.

Records: No report.

Resolutions: Sandy Bohinski (Helmetta) said she is praying that everyone is in good health this year so that there are not too many names on this year's Resolutions; that everyone is happy with their jobs and that they want to continue on for years to come.

Scholarships: No report.

COMMENTS FOR THE GOOD AND THE ORDER:

Chris Wilder suggested that we should not have account numbers listed on the financial reports. All agreed to remove account numbers for the future.

ADVISORY BOARD MEMBERS

Atlantic County: No report.

Bergen County: Past President Nancy Hatten reported that Carol Dray (Emerson) is their President. A county meeting is scheduled for February and Secretary John Mitch is the speaker on alcoholic beverage matters. 1st Vice President Joanne Kwasniewski reported that there was a county strategic planning committee meeting and that under Carol Dray's leadership she intends to get the county organization back to being a strong and professional organization that it should be. Carol Dray sent surveys to all of their counties municipalities to ask what they want out of the organization and has received 30 responses thus far out of 70. Bergen County is also celebrating its 70th anniversary this year and they are planning an event to celebrate it.

Burlington County: No report.

Camden County: Deanna Bennett reported that this past December they held their Christmas meeting where the new Executive Board was sworn in with Rosemary Di Josie (Glouster Township) as the new President. She is expected to try to reenergize their county organization too and she wants to set up a mini-conference too.

Cape May County: Constance Mahon reported they have a scheduled county meeting for February 3, 2010 with CEU's applied for in Elections.

Cumberland County: Susan Robestello reported February 1, 2010 is their next county meeting with CEU's in Licensing. In May they plan to invite their Legislators for an open discussion about concerns of the municipal clerks and their offices. She spoke about their efforts with the PARIS program.

Essex County: Linda Wanat (Montclair) stated that Harold Wiener (Irvington) is their newly elected President. They too have a very active group working on education sessions. In the Fall they are looking to do a joint education session with a neighboring county.

Gloucester County: No report.

Hudson County: No report.

Hunterdon County: Cecelia Covino (Clinton) reported that their next meeting is February 4, 2010 and that all officers are expected to remain the same.

Mercer County: Michele Seigfried (Robbinsville) reported that presently they have the same officers but an election is upcoming. Their holiday party is this evening. She also reported an upcoming session with CEU's in Records that will be held in West Windsor and that they will have a demonstration of Laser Fiche. She also reported that in April they will have a Professional Development session with CEU's. They will present techniques for handling interviews, the review and preparation of resumes, and questions to be asked during interviews by both the interviewer and the interviewee. Diane Plugfelder (Bethlehem) reported about a mini-conference on April 22, 2010.

Middlesex County: Sandy Bohinski (Helmetta) reported that John Mitch (Woodbridge) is the new President. She reported about recently having their annual holiday party. The county held its first meeting of the year with CEU's in finance. The county organization is also planning a Sumer Kick Off meeting, picnic-style, with CEU opportunities on the waterfront in So. Amboy. Past President Heather Mailander suggested that Middlesex County put their county schedule of meetings on the MCANJ website. Past President Allan Susen also reported that min-conferences should be pursued and that seed money is provided which helps tremendously.

Monmouth County: Karen Mount-Taylor introduced herself and reported that their county will have a reorganization meeting next Friday and CEU's will be offered. They have an elected official coming to speak. President Vincent Buttiglieri said that their county will also be providing a scholarship for one of its members to attend the annual education conference.

Morris County: No report.

Ocean County: Bette Mastropasqua reported their installation of new officers is this evening. Elaine Kennedy (Eagleswood) will be new President. They asked their members to bring food to help the food pantries. At their recent holiday party they continued their tradition of bringing toys for their Toys for Tots program. Their quarterly meetings are scheduled with the hopes of offering CEU's for their members. Their county benefited from the PARIS program and her town (Beachwood) in particular. She also reported that it is difficult to get a full house attendance at their county meetings and is always trying something new to attract its members. They will also be giving out a scholarship this year for the annual education conference.

Passaic County: Allen Susen (Haledon) reported they had their Christmas social and held their annual toy drive. They also help with a local food bank.

Salem County: No report.

Somerset County: Sharon Brienza (Branchburg) reported they had their annual toy drive; in its 13th or 14th year. This year they helped a food bank too. She too spoke about their county benefiting from the PARIS grants. She reported all of their meetings offer CEU's to attract attendance.

Sussex County: No report.

Union County: Doreen Cali (Roselle Park) reported that they held their annual reorganization meeting at their Christmas party and they will be an executive board meeting next week to determine their meeting schedules for 2010.

Warren County: No report.

Treasurer Nancy Saffos stated that Cherry Hill will be holding an ARTEMIS training which is opened up outside of Camden County. CEU's will be offered in Records.

Motion made by Treasurer Nancy Saffos, seconded by Past President Sharon Brienza to adjourn. Motion carried unanimously.

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