

Municipal Clerks’ Association of New Jersey
Advisory Board Meeting Minutes
March 25, 2010 – Taj Mahal, Atlantic City

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 8:25 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri lead the salute to the American Flag, followed by 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:	Joanne Kwasniewski	X	
Burlington County:	Amy Cosnoski	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:	Pat Frontino	X	
Hudson County:	Robert Byrne		X
Hunterdon County:	Cecilia Covino	X	
Mercer County:	Michele Seigfried	X	
Middlesex County:	Barbara Nyitrai	X	
Monmouth County:	Karen Mount-Taylor	X	
Morris County:	Susan Caljean	X	
Ocean County:	Elizabeth Mastropasqua	X	
Passaic County:	Jane Williams-Warren	X	
Salem County:	Cynthia Dalessio	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 Sharon Brienza, properly seconded by Bette Mastropasqua, to approve the minutes of the Advisory Board Meeting held on January 22, 2010. With no corrections or comments being made, the motion carried unanimously.

REPORT OF OFFICERS

TREASURER'S REPORT: Treasurer Nancy Saffos presented the account balances as of March 24, 2010.

Checking / Savings	\$ 128,546.11 (incl. \$ 16,817.50 for scholarships)
MCANJ Raffles	\$ 466.13
CD # 107399919	\$ 113,856.70
Legal Defense Fund	\$ 114,286.52 (as of February 28, 2010)
AC in 2013	\$ 3,045.19
TOTAL	\$ 360,200.65

She also reported that MCANJ had total expenditures of \$ 29,949.06; total revenues of \$ 71,052.20; for a balance of \$ 172,353.14. She stated that as of this meeting, there were 422 paid members and provided the breakdown of same for Clerks, Deputy Clerks, Acting Clerks, Assistant Clerks, and Affiliate Clerks. As of this date, there were no County Clerks, Deputy County Clerks, or Clerks to Freeholder Board paid. She also reported that she has Jersey Devil pins for anyone attending the IIMC conference in Reno.

A motion was made by Mark Mutter, properly seconded by Bernadette Standowski, to accept the Treasurer's Report. With no corrections or comments being made, the motion carried unanimously.

SECRETARY'S REPORT: Secretary John M. Mitch announced that anyone interested in nominating a fellow clerk for "Clerk of the Year" must do so no later than July 1, 2010. Nominations must be received by him no later than July 1, 2010. He also announced that anyone interested in running for Secretary of MCANJ must file their application with him no later than July 20, 2010. He mentioned that information on both items can be found in the next issue of The Quill.

2nd VICE PRESIDENT'S REPORT: Andrew Pavlica reported on the conference registration as well as announced that the annual meeting to be held on November 17, 2010 will be at the Tropicana in the Royal Swan Ballroom. He also announced that breakfast tickets will be mailed to each county advisory board member for distribution amongst their county.

1st VICE PRESIDENT'S REPORT: Joanne Kwasniewski reported that the annual MCANJ education conference for 2011 will be held April 4 – 7, 2011 at the Taj Mahal. She announced that Heather Mailander and Sharon Brienza have already agreed to co-chair the conference and asked for helpers for that conference. She also encouraged members to get involved in MCANJ and asked that anyone interested in being on a committee for 2011 to reach out to her in Fairlawn or see information in the upcoming Quill. She also reported that she will be attending a meeting soon to plan for education sessions at the League Convention and asked that anyone who may have suggestions for topics should reach out to her.

IMMEDIATE PAST PRESIDENT: Joan Moreland complimented President Vincent Buttiglieri on making a bold move by changing the location of the annual conference from the Tropicana to the Taj Mahal.

PRESIDENT: Vincent Buttiglieri stated that the MCANJ received a thank you note from Past President Barbara Hawk (Laurel Springs) following her recent retirement party. He added that everyone who attended had a great time. He wished Barbara and her husband well in this new chapter in their life. He stated that he was making available to clerks a copy of DCA's Joseph Valenti's thank you letter after MCANJ recognized him at last years League Convention for all of his past assistance to clerks and the association

for many years. The President presented a report on behalf of Past President Chris Wilder on the IIMC Region II Conference which netted a profit of \$ 2,384.00. The profit will go into the 2013 account. He also stated that he participated in a conference call with Lt. Gov. Guadagno regarding future PARIS funding which at this time has been put on hold.

Mark Mutter (Toms River) was recognized and he made comments about the success his township has had with PARIS funding. He made a motion that MCANJ go on record asking the state to restore PARIS funding. The motion was properly seconded by Wanda Worner (Northvale). With no corrections or comments being made, the motion carried unanimously.

President Vincent Buttiglieri also referenced recently adopted legislation permitting non-partisan communities to move their elections to November from May if they choose to do so. He also spoke about pending legislation that will permit the MCANJ President to have a seat on the Government Records Council; an upcoming meeting that is scheduled with Senator Weinberg to discuss her proposed legislation with changes to OPRA; an invitation to attend the New Jersey Conference of Mayors conference at Borgata that MCANJ will pass up this year due to costs; and reminded that the RMC exam has been moved to April 28, 2010.

OTHER BUSINESS

ADMINISTRATIVE CONSULTANT: Administrative Consultant Joel Popkin thanked everyone for their cooperation over the past three months after being appointed. President Vincent Buttiglieri complimented Joel for his calmness during some very hectic times.

LEGAL COUNSEL: Richard Lustgarten suggested that clerks take a few moments to read his column in the latest Quill about proposed changes to OPRA legislation. He also mentioned that the COAH Bill is in flux with regards to prior unmet needs. He also briefly commented about several Bills that were signed by the Governor two days prior regarding pension reform.

President Vincent Buttiglieri recognized Region II Director Carol Jacobs for her work the past three years. Carol Jacobs thanked MCANJ for their support and complimented its members for their tenacity.

COMMITTEE REPORTS

Constitution and By-Laws: (David Hughes) No report.

Education Committee: (Elaine Jasko) No report.

Education Conference: (Heather Mailander and Sharon Brienza) Reported that they had some great feed back on the current conference.

Elections: (Jane Williams-Warren) Reported that school board elections in 2011 will be pushed back a week due to Passover (April 27, 2010). She also stated that she has some information on county committee and that if anyone was interested in obtaining a copy, they should see her afterwards.

Fundraising: (Doreen Cali) Reported on what items were on available. Kathy Wisniewski (Springfield) reported that 18 of the 21 counties provided items for the silent auction plus there was a mystery gift from the President. She also thanked Rose-Marie Saracino, Jean Cook, Kathy Leonard, Joan and Rich Moreland, Bill Hawk, the executive committee, and Joel Popkin for all their help. President Vincent Buttiglieri thanked everyone who helped as the funds generated from this fundraising goes towards scholarships.

Information Technology: (Bette Mastropasqua) Thanked Dina Dale and Nancy Hatten for their assistance. She also reported about a recently held webinar training session.

Laws Affecting Municipal Clerks: (Michele Seigfried) Reported that committee members are tracking over 400 current Bills. Her committee will continue to update the website as each member tracks several hundred Bills each on a monthly basis.

Legal Defense Fund: (Sharon Brienza) Reported that renewals are due by April 1, 2010. She announced that new and renewal applications are available at the side table as well as on the website.

Legislative Review: (Elaine Kennedy and Lew Thompson) No report.

Manual Review: (Deanna Bennett) No report.

Membership North: (Sally Bleeker) No report.

Membership Central: (Cecelia Covino) No report.

Membership South: (Bonnie Leonetti) No report.

Past President's Council: (Bernadette Standowski) No report.

Peer Alliance for Learning: No report.

Public Relations/ Booth: (Cecelia Covino) No report.

Quill: Jim Doherty reported that the Quill will be hitting mailboxes upon everyone's arrival home from the conference. He also suggested that if anyone has an article for the Quill, please send it to him or Sharon Brienza for the People's Page. President Vincent Buttiglieri thanked Jim for his passion for the Quill and keeping our legislators in line.

Raffles: (Yancy Wazirmas) No report.

Records: Past President Elaine Kennedy reported that clerk's are still not putting in writing to a petitioner, a request for an extension when they can not accommodate an OPRA request within 7-business days. She asked that everyone be reminded that until we all do this, clerks will continue to be reprimanded for this.

Region II: Past President Jane Williams-Warren reported on the IIMC Conference to be held in Reno from May 23 – 27, 2010 which will provide for eight (8) education credits. She also reported that Treasurer Nancy Saffos won the registration raffle and will be attending the conference at no cost. She also thanked Carol Jacobs for her commitment as a Region II Director.

Resolutions: Sandy Bohinski (Helmetta) reported that if anyone knows of a clerk who retired or passed away, please get their names to her before the League convention in November.

Scholarships: (Bonnie Leonetti) No report.

COMMENTS FOR THE GOOD AND THE ORDER:

Bergen County President Carol Dray commended the MCANJ Executive Board, Conference Committee and Education Committee for the conference. She asked what the objective was of the meeting with Senator Weinberg.

Legal Consultant Richard Lustgarten stated that it is the intent of the executive board to fully educate the Senator and her staff about the burden municipal clerk's face when answering OPRA requests. He said they plan to also discuss the 7-day turnaround as well as her proposed changes to the time frame; the misconception that municipal clerks don't want to respond to OPRA's; the expansion of the definition of records; and penalties to be imposed if records are not provided.

Past President Heather Mailander requested that the county associations put their meeting schedules on the MCANJ website.

ADVISORY BOARD MEMBERS

Atlantic County: (Gail Macera) No report.

Bergen County: (Carol Dray) No report.

Burlington County: (Patricia Hunt) Amy Cosnoski reported on an upcoming CEU session being planned for May

Camden County: (Deanna Bennett) Reported that they are looking to put on a mini-conference.

Cape May County: (Constance Mahon) Wanda Gaglione reported on a proposed session on Artemis.

Cumberland County: (Susan Robostello) No report.

Essex County: (Linda Wanat) Thanked the conference committee for a great conference. She stated they are planning an October meeting with CEU opportunities and invited everyone to come to Essex County.

Gloucester County: (Dina Zawadski) Patricia Frontino reported that they had a meeting in February where one of their Mayor's spoke about OPRA. She also reported that they have a meeting next week with a planned discussion about elections. She also thanked the conference committee to a great conference.

Hudson County: (Robert Byrne) No report.

Hunterdon County: (Cecelia Covino) No report.

Mercer County: (Sharon Young) Michele Seigfried (Robbinsville) reported that they will have elections in June for new officers. She also stated that they have an upcoming session which will provide professional development CEU opportunities about interviewing practices; asking the right questions; answering the questions properly or to your advantage; and preparing a resume.

Middlesex County: (Barbara Nyitrai) Reported her county has a new website and encouraged everyone to take a look at it. She reported an upcoming session on April 1, 2010 where members will meet with the Board of Elections and a planned waterfront picnic with CEU opportunities on June 24, 2010. She also announced that Amy Antonides is the new Clerk in Jamesburg, replacing Lauren Vande Vaarst.

Monmouth County: (Karen Mount-Taylor) Karen Siano acknowledged the names of five (5) new clerks in her county. She stated that they have a website which she encouraged everyone to look at and she also said that Monmouth County is proud to have President Vincent Buttiglieri and Administrative Consultant Joel Popkin from their county.

Morris County: (Susan Caljean) Expressed her thanks to President Buttiglieri's mother for the wonderful cookies.

Ocean County: (Bette Mastropasqua) Reported that they have an April 30, 2010 meeting. She also asked everyone to get information to her for the MCANJ website. Elaine Kennedy (Eagleswood) reported that CEU opportunities will be available for professional development and vital statistics.

Passaic County: (Jane Williams-Warren) offered her congratulations to President Vincent Buttiglieri and the committee for an excellent conference. She also thanked the Passaic County municipal clerks for attending this conference.

Salem County: (Cynthia Dalessio) No report.

Somerset County: (Sharon Brienza) Reported that they had a meeting the week prior where the Supervisor of Elections was the main speaker.

Sussex County: (Lorraine Stark) No report.

Union County: (Kathleen Wisniewski) Doreen Cali (Roselle Park) reported that they had a meeting last month with Scott Steinman (LGCCC) as their speaker. She reminded everyone that Scott was seeking everyone annual report as only a little of 100 towns have submitted same out of the 566.

Warren County: (Teresa De Mont) No report.

President Vincent Buttiglieri reported that there are sample proclamations on the table for Municipal Clerks Week (May 2–8, 2010). He also reported that the next Advisory Board meeting will be held June 25, 2010 at the Holiday Inn in Tinton Falls.

Motion made by Sharon Brienza, properly seconded by Jane Williams-Warren, to adjourn the meeting at 9:20 a.m. The motion carried unanimously.

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