

Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
June 4, 2010 – Ocean Township Municipal Building

CALL TO ORDER: President Vincent Buttiglieri called the meeting to order at 9:55 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Vincent Buttiglieri asked for a moment of silence for the 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 Treasurer Nancy Saffos, seconded by Immediate Past President Joan Moreland, to approve the minutes of the Executive Board Meeting Minutes for January 8, 2010 and March 12, 2010. Motion was approved unanimously.

TREASURER'S REPORT: Treasurer Nancy Saffos presented the account balances as of April 30, 2010.

Checking / Savings	\$ 126,831.20 (incl. \$ 16,817.50 for scholarships)
MCANJ Raffles	\$ 1,340.63
CD # 107399919	\$ 113,856.70
Legal Defense Fund	\$ 117,683.06
AC in 2013	\$ <u>5,347.98</u>
TOTAL	\$ 365,059.57

An in depth discussion was held about the AC in 2013 account and the need to consider a separate Treasurer / Trustee for this account. The Executive Board reviewed the MCANJ Budget Summary report and it was determined that the Treasurer will add a line for the "Study Guide". A discussion was held about mini-conference reimbursements and the need to clarify the procedures for getting reimbursement from MCANJ if the conference is being run for the MCANJ and not a county association. A motion was made by 1st Vice President Joanne Kwasniewski, seconded by 2nd Vice President Andrew Pavlica, to accept the Treasurer's Report. The motion was approved unanimously.

REPORT OF OFFICERS

SECRETARY: Secretary John M. Mitch reported that interested candidates for MCANJ Executive Board positions for 2011 are to complete an application and submit it to him no later than July 20, 2010. He also reported that on behalf of the Executive Board, he submitted the nomination of Branchburg Clerk and former MCANJ President Sharon Brienza to General Code for their annual Honor Roll recognition. He explained that after submitting the nomination, General Code contacted him and stated that they discontinued the program however since they still had some pins left over, they decided to honor our request. Sharon Brienza was nominated in compliance with MCANJ SOP's following her designation as MCANJ Municipal Clerk of the Year for 2009.

TREASURER: Treasurer Nancy Saffos reported the Membership Summary as of June 2, 2010 as follows:

Municipal Clerks	481
Deputy Municipal Clerks	231
Acting Municipal Clerks	8
Assistant Municipal Clerks	22
County Clerks	0

Deputy County Clerks	0
Clerk to Freeholder Board	0
Affiliate Members	<u>16</u>
TOTAL	758

2nd VICE PRESIDENT: 2nd Vice President Andrew Pavlica presented requests for refunds of monies paid relating to the March Education Conference due to hardship reasons from Linda Semus, Karen Hughes, and RoseMarie Saracino. A motion was made by 1st Vice President Joanne Kwasniewski to approve the requests, and seconded by Immediate Past President Joan Moreland. Motion carried unanimously. Mr. Pavlica also reported that he will be working on ordering the tickets for the annual meeting in November. He also reported that he is working with Jim Doherty on finalizing the date, time and location of the annual meeting so that it can be published accurately in an upcoming Quill publication as well as on the room reservation form.

1st VICE PRESIDENT: 1st Vice President Joanne Kwasniewski offered brief comments about the meeting with Senator Weinberg and staff and indicated she would offer more when the President speaks about it under his agenda. She also reported that the Education Committee is working on the sessions for the NJLM conference in November (2010). They will include a joint session with the League on Tuesday morning (Legislative Update); Tuesday afternoon at 2 p.m. (topic to be announced); Wednesday morning will be MCANJ's annual meeting; Wednesday afternoon at 2 p.m. will be two sessions, the first will be a joint session with the Purchasing Agents (Pay to Play) and the topic for the second session (3:45 p.m.) to be announced; and Thursday morning there will be a session on OPRA. 1st Vice President Joanne Kwasniewski also reported that one of the topics may be about redistricting after the Census. Louise Palagano (Bloomfield) is chairing this sub-committee for the Education Committee. Joel Popkin also mentioned that past MCANJ President Lew Thompson may be of help to MCANJ if needed to sit in on a session.

PRESIDENT: President Vincent Buttiglieri discussed the meeting with Senator Weinberg and staff that was held April 30, 2010. He expressed gratitude to MCANJ Attorney Richard Lustgarten, Lori Buckalew (NJLM), and 1st Vice President Joanne Kwasniewski for their valuable input. Since the meeting, the Senator's office sent a letter expressing their continued willingness to work with MCANJ on some of the issues presented.

President Buttiglieri reported that the NJLM requested him to participate on February 26, 2011 in Mercer County at a New Mayor's Training seminar. His role would be to speak about how Municipal Clerk's deal with constituents. This will be a separate seminar than the one offered for newly elected officials.

President Buttiglieri along with Treasurer Nancy Saffos discussed their educational experiences while attending the IIMC conference in Reno, Nevada in May (2010).

President Buttiglieri stated that for the upcoming annual meeting in November, the breakfast will be from 8:30 a.m. – 9:30 a.m. It will not start at 8:00 a.m. as it has in the past. The annual meeting will start at 9:30 a.m.

President Buttiglieri provided an update on the Manual Review Committee. He also stated that he will talk to Bonnie Leonetti about scholarships this year for RMC and CMC candidates.

President Buttiglieri spoke about the possibility of setting up an endowment to the Municipal Clerk's Education Foundation. A discussion ensued as more details will follow at a subsequent meeting.

IMMEDIATE PAST PRESIDENT: Immediate Past President Joan Moreland reported that the discussion on updating the SOP manual will be postponed from this date to August 13, 2010. The meeting to discuss the changes will be held at Joel Popkin's home. She asked everyone to please be prepared with comments.

ADMINISTRATIVE CONSULTANT: Administrative Consultant Joel Popkin reported that the Legal Defense Fund (LDF) presently has approximately 270 members. He discussed the various bank accounts for the LDF, membership status, and the need to update the bylaws.

He stated that there will be a meeting at the Taj Hotel in Atlantic City on June 21, 2010 to discuss the 2011 Education Conference contract.

He discussed the block of rooms for the League of Municipalities Conference for this coming November including the amount of rooms, rates, booth confirmation, hand-outs, and the re-printing of the MCANJ brochure.

He also reported that he has spoken to Verizon about their \$ 6,000.00 sponsorship check for the past conference (March 2010) which has yet to be received. The check will be forthcoming.

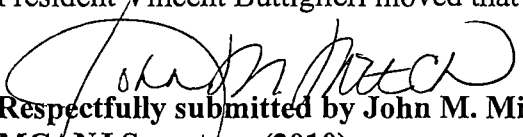
The Rutger's Instructors meeting was cancelled by Pam Chappelle. It will be rescheduled during the summer.

Mr. Popkin reported that there has been a delay in getting the Manual Review Committee started. He is hoping to get it back on track. The Executive Board discussed and approved (by a motion made by Treasurer Nancy Saffos, seconded by Immediate Past President Joan Moreland and approved unanimously) Joel Popkin leading this committee which included a stipend for same.

Mr. Popkin also gave updates on the IRS matter, the meeting with the MCANJ Auditor, League Legislative Meetings, the summer meeting, Kathy Wisniewski's (Springfield) retirement party, a presentation to Essex County on June 10, 2010, and constitutional changes.

OTHER BUSINESS:

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


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