

**Municipal Clerks' Association of New Jersey  
Advisory Board Meeting Minutes  
June 25, 2010 – Holiday Inn at Tinton Falls**

**CALL TO ORDER:** President Vincent Buttiglieri called the meeting to order at 10:25 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, 1<sup>st</sup> Vice President Joanne Kwasniewski, 2<sup>nd</sup> 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 (Alt.)	X	
Camden County:	Deanna Bennett	X	
Cape May County:	Constance Mahon		X
Cumberland County:	Susan S. Robostello		X
Essex County:	Harold Weiner (Alt.)	X	
Gloucester County:	Pat Frontino		X
Hudson County:	Robert Byrne		X
Hunterdon County:	Cecilia Covino		X
Mercer County:	Christine Wilder	X	
Middlesex County:	Barbara Nyitrai		X
Monmouth County:	Karen Mount-Taylor		X
Morris County:	Susan Caljean	X	
Ocean County:	Elizabeth Mastropasqua	X	
Passaic County:	Allan Susen	X	
Salem County:	Cynthia Dalessio	X	
Somerset County:	Sharon Brienza		X
Sussex County:	Lorraine Stark		X
Union County:	Kathleen Wisniewski		X
Warren County:	Kelley Smith		X

**APPROVAL OF MINUTES:** A motion was made by Deanna Bennett, properly seconded by Amy Cosnoski, to approve the minutes of the Advisory Board Meeting held on March 25, 2010. With no corrections or comments being made, the motion carried unanimously.

**TREASURER'S REPORT:** Treasurer Nancy Saffos presented the account balances as of June 25, 2010.

Checking / Savings	\$ 90,901.63	(incl. \$ 20,046.50 for scholarships)
MCANJ Raffles	\$ 1,340.63	
CD # 107399919	\$ 113,856.70	
Legal Defense Fund	\$ 117,984.68	
AC in 2013	\$ 5,347.98	

A motion was made by 1<sup>st</sup> Vice President Joanne Kwasniewski, properly seconded by Deanna Bennett, to accept the Treasurer's Report. With no corrections or comments being made, the motion carried unanimously.

### **REPORT OF OFFICERS**

**SECRETARY'S REPORT:** Secretary John M. Mitch announced that anyone interested in nominating a fellow clerk for "Clerk of the Year" must file with 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 were in the April Quill.

**TREASURER'S REPORT:** Treasurer Saffos stated that as of this meeting, there were 760 paid members and provided the breakdown of same for Clerks (482), Deputy Clerks (232), Acting Clerks (8), Assistant Clerks (22), and Affiliate Clerks (16). As of this date, there were no County Clerks, Deputy County Clerks, or Clerks to Freeholder Board paid.

**2<sup>nd</sup> VICE PRESIDENT'S REPORT:** Andrew Pavlica reported that he has tickets for the Annual Breakfast Meeting to be held on Wednesday, November 17, 2010 beginning at 8:30 a.m., with the Annual Meeting beginning at 9:30 a.m. in the Royal Swan Ball Room at the Tropicana. Tickets are \$ 30.00 each. He stated the deadline for tickets is October 8, 2010. He also reported that MCANJ has 44 rooms held at the Tropicana for the annual meeting. The Havana Room rates are \$ 123.00 per night and the standard room rates are \$ 93.00 per night. Each also has an \$ 8.00 occupancy fee, a \$ 7.00 shuttle fee, and a \$ 1.00 telephone fee. Deadlines for rooms are September 10, 2010.

**1<sup>st</sup> 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 will co-chair the conference. She stated that the Taj Mahal rates will be \$ 85.00 per night for a standard room and \$ 110.00 per night for the Chairman's Tower. Deadline for rooms will be March 14, 2011. The Presidential Reception will be held at the Signature Club. She also reported she is working with NJLM on the sessions being planned for this years NJLM convention which will include a Legislative Update, Pay to Play, OPRA, and Redistricting after the Census. She is communicating with the Education Committee on putting together sessions.

**IMMEDIATE PAST PRESIDENT:** Joan Moreland had no report.

**PRESIDENT:** Vincent Buttiglieri provided a brief overview of the meeting with Senator Loretta Weinberg on April 30, 2010 about her proposed changes to OPRA, including costs for copies of public records. He stated that clerks should keep an eye out this coming week for action expected to be taken by the state legislature regarding OPRA fees. He also provided a brief overview about the IIMC Conference in Reno, NV and the break out sessions and general session held. He spoke about the possibility of trying to

get more retirees involved at our annual education conference because it is getting more and more difficult in attracting active clerks to cover the booth. He asked Bernadette Standowski (Past President's Council) to consider assisting in this endeavor by working with Cynthia Dalessio in her efforts to schedule coverage for the booth. The President also mentioned that the two Bills in the legislature which MCANJ supports are stalled in committee. The one if adopted appoints the MCANJ President or his designee to the GRC and the second, if adopted, holds a seat on the State Records Committee for a Clerk or County Clerk on a rotating basis. He also announced upcoming retirement parties for Kathy Wisniewski and Lewis Thompson. He also mentioned that he has copies of the new CMC and MMC guidelines; provided to him by Jane Williams-Warren.

### **OTHER BUSINESS**

**ADMINISTRATIVE CONSULTANT:** Administrative Consultant Joel Popkin mentioned that the MCANJ booth will be in position # 706 for the NJLM Convention and updated everyone about the breakfast meeting. He also mentioned that he has the contract with Taj Mahal for next year's annual education conference and that he is making progress with the manual review committee. President Buttiglieri mentioned that the League will be scanning in the attendees at this coming November's conference and if affiliate organizations wanted to rent a scanner, they can do so.

**LEGAL COUNSEL:** Richard Lustgarten offered some comments about the meeting with Senator Weinberg and also wanted everyone to know that his personal friendship with her for many years should not be viewed as a conflict.

### **COMMITTEE REPORTS**

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

**Education Committee:** (Elaine Jasko) No report.

**Education Conference:** (Heather Mailander and Sharon Brienza) No report.

**Elections:** (Jane Williams-Warren) No report.

**Fundraising:** (Doreen Cali) No report.

**Information Technology:** (Bette Mastropasqua) Reported that although Nancy Hatten is retiring, she is expected to continue out the year in helping with this committee. She reported Clerks in Ocean County towns of Brick and Long Beach are retiring and their County Clerk (Carl Block) has now become the county administrator and therefore his departure has created a vacancy.

**Laws Affecting Municipal Clerks:** (Michele Seigfried) No report.

**Legal Defense Fund:** (Sharon Brienza) Joel Popkin reported that they have about 20 new members but a similar number have not renewed. He also provided brief comments about the investments of the funds.

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

**Manual Review:** (Deanna Bennett) Reported progress in getting volunteers to review each chapter of the book.

**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) No report.

**Raffles:** (Yancy Wazirmas) President Buttiglieri asked the Yancy to reach out to Heather Mailander to discuss holding a raffle at the annual meeting in November.

**Records:** (Elaine Kennedy) No report.

**Region II:** (Jane Williams-Warren) President Buttiglieri stated that next year is Pennsylvania's turn to host the IIMC Region II Conference however due to various reasons, it appears they may not be able to do so and that New Jersey was being looked upon to host it again. A committee is working with the Taj Mahal to see if they can accommodate Region II again. Once room rates are received, a decision will be made and he will report back. Christine Wilder has agreed to chair it again if it comes back to New Jersey. The Director from Virginia offered to have someone from her state to put together the classes if needed. Allan Susen mentioned that a Director's seat for Region II is coming open and that if New Jersey wants to retain a seat, MCANJ is going to need to be prepared to work hard and get the vote out throughout the Region.

A discussion ensued that there is more and more demand upon clerks and it was evident at this meeting that members cannot get out of the office. The possibility of teleconferences was discussed; moving meeting locations; eliminating one or more of the advisory board meetings during the year; and reaching out to clerks to get involved. A suggestion was made to contact the county presidents to see if they could present candidates for committees since they would have a better feel of those members who are willing to step up and work. Amy Cosnoski asked that MCANJ reach out to Deputy Clerk's like her to get involved. She expressed she is fortunate to have the support of her clerk and that there may be others out there like her that can be tapped as committee members or chair. Joel Popkin also suggested that MCANJ consider hosting an event for Deputy Clerks in an effort to get them involved. It was also suggested that committee chairs should be sending written reports for meetings in the event they cannot attend.

**Resolutions:** (Sandy Bohinski) No report.

**Scholarships:** (Bonnie Leonetti) Reported that as of this date, no one has submitted an application. She reported that Jim Doherty is going to put another item in the upcoming Quill to remind applicants.

**IIMC in 2013:** (Christine Wilder) Reported that representatives from the Taj Mahal went to the Reno conference to see how the IIMC is run in preparation of 2013. She also reported that a logo will be needed for the 2013 IIMC Conference in New Jersey.

#### **COMMENTS FOR THE GOOD AND THE ORDER:**

None

#### **ADVISORY BOARD MEMBERS**

**Atlantic County:** (Gail Macera) No report.

**Bergen County:** (Carol Dray) Joanne Kwasniewski reported a CEU session with GRC's Catherine Starghill. She also reported that their county is celebrating a milestone this year in December.

**Burlington County:** (Patricia Hunt) Amy Cosnoski reported that their entire county executive board is changing faces.

**Camden County:** (Deanna Bennett) Reported that her county will have a meeting on 9/30/10 offering CEU's in Professional Development and Elections.

**Cape May County:** (Constance Mahon) No Report.

**Cumberland County:** (Susan Robostello) No report.

**Essex County:** (Linda Wanat) Harold Weiner reported they are looking to do a mini-conference in the Verona Community Center.

**Gloucester County:** (Dina Zawadski) No report.

**Hudson County:** (Robert Byrne) No report.

**Hunterdon County:** (Cecelia Covino) No report.

**Mercer County:** (Sharon Young) Christine Wilder reported that Eileen Gore is the new president for their county.

**Middlesex County:** (Barbara Nyitrai) John Mitch reported that So. Brunswick's Barbara Nyitrai had a baby boy this week. He also reported about the county's monthly meeting which was held in a waterfront park in So. Amboy and there were CEU opportunities with the Last Clerk Standing program offered by Michele Seigfried.

**Monmouth County:** (Karen Mount-Taylor) No report.

**Morris County:** (Susan Caljean) Reported a recent meeting with CEU opportunities where Susan Jacobucci was the guest speaker. She also asked if MCANJ had a Code of Ethics. After a discussion, it was agreed that MCANJ should develop one.

**Ocean County:** (Bette Mastropasqua) Reported that her county will have a meeting sometime in July which will offer CEU opportunities. President Buttiglieri asked if she could let him know when a date is set. If he is available, he would like to attend. President Buttiglieri mentioned that he is trying to get around the state as much as possible.

**Passaic County:** (Jane Williams-Warren) No report.

**Salem County:** (Cynthia Dalessio) Reported that they are switching to lunch meetings because their dinner meetings are not well attended.

**Somerset County:** (Sharon Brienza) No report.

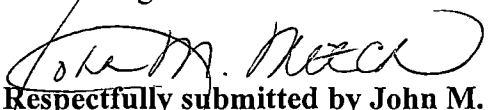
**Sussex County:** (Lorraine Stark) No report.

**Union County:** (Kathleen Wisniewski) No report.

**Warren County:** (Kelley Smith) No report.

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President Vincent Buttiglieri reported that the next Advisory Board meeting will be held September 17, 2010 at the Holiday Inn in Tinton Falls.

Motion made by Joan Moreland, properly seconded by Joanne Kwasniewski, to adjourn the meeting at 11:55 a.m. The motion carried unanimously.

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