

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, January 7, 2011
Fair Lawn Municipal Building
8-01 Fair Lawn Avenue
Fair Lawn, NJ 07410

CALL TO ORDER: President Joanne J. Kwasniewski called the meeting to order at 9:45 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Kwasniewski led the attendees in the flag salute followed by a moment of silence.

ROLL CALL: Executive Board members present were President Joanné J. Kwasniewski, 1st Vice President Andrew J. Pavlica, Treasurer John M. Mitch, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri and Executive Director Joel Popkin. 2nd Vice President Nancy Saffos was absent due to the snow storm.

APPROVAL OF MINUTES: A motion was made by Treasurer Mitch, seconded by Immediate Past Present Buttiglieri, to approve the Executive Board Transition Meeting minutes of December 10, 2010. Motion approved unanimously by the members present, with 1st Vice President Andrew Pavlica abstaining.

REPORT OF OFFICERS

TREASURER'S REPORT: President Kwasniewski discussed the transition of the Treasurer's materials. She further discussed the receipt of stipends and stated she would e-mail 2nd Vice President Saffos to inquire whether a gift card was sent to Joseph Valenti. Executive Director Popkin handed out the 2011 MCANJ annual budget. He reviewed the new budget format that he has developed in order to present a balanced budget. Discussion of the transition documents of the budget ensued. A motion was made by Treasurer Mitch and seconded by 1st Vice President Pavlica to approve the 2011 budget based on the new format. Motion approved unanimously by the members present. Treasurer Mitch had no further report.

Executive Director Popkin indicated that he had the membership letters/applications and LDF forms printed and are ready to be sent out.

SECRETARY'S REPORT: Discussion of the gold cards for retiring Municipal Clerk's ensued. President Kwasniewski will be sending an e-mail to the Advisory Board Members asking them to advise her when Clerk's within their county retire.

2ND VICE PRESIDENT'S REPORT: 2nd Vice President Nancy Saffos was absent.

1ST VICE PRESIDENT'S REPORT: 1st Vice President Pavlica reviewed the breakfast attendance and reported on the final number of rooms at the Annual Meeting at the League of Municipalities Conference in November. He reported that out of the 44 rooms reserved for the MCANJ by the New Jersey State League of Municipalities, the final number of rooms reserved at the Annual Meeting at the 2010 League Conference in November was 23 Rooms at the Tropicana, with 6 in the Havana Tower, and 17 in the other towers. The total number of attendees at the Annual Breakfast Meeting was 195, with 22 comps, and the total amount collected for the breakfast tickets was \$5,190. Discussion of CEU's during the Annual Meeting ensued. President Kwasniewski discussed the IIMC President attending either the annual conference or the League conference in the future.

PRESIDENT'S REPORT: President Kwasniewski reported that she spoke to Senator Loretta Weinberg's staff about her proposed legislation regarding the drafting and release of meeting minutes. President Kwasniewski discussed the issues in the Municipal Clerk's office and the time frames for releasing minutes that would be reasonable. She further discussed a newspaper article that claimed that the Study Guide indicated a two week time from for the release of the minutes. Executive Director Popkin will check the Study Guide. If that language is contained, it must be removed. Discussion as to the

amount of e-mail blasts from the League of Municipalities took place. President Kwasniewski suggested we add some commonly used forms to the website for easy access by Clerk's. Executive Director Popkin discussed the manual review committee. This suggestion will be carried to the Education Committee and possibly the formation of an Ad Hoc committee. Discussion of the proper authoring of resolutions pertaining to professional contracts ensued.

President Kwasniewski addressed the issue of fundraising for IIMC 2013. The need to focus on this effort ensued. Discussion led to the upcoming Region II convention. In addition, we will attempt to meet with representatives of IIMC during the convention in Nashville. Executive Director Popkin spoke about the registration costs for the IIMC 2013 conference and some possibilities to help recruit staff.

President Kwasniewski stated that the LDF fund can only be utilized for the legal defense of our members. She spoke to Legal Counsel Richard Lustgarten who indicated that any stipends for the LDF Chair must come out of the general fund and not the LDF. Executive Director Popkin reviewed the LDF Bylaws and some areas that need to be addressed. President Kwasniewski made it clear that the LDF is a reimbursement for legal defense, not the Association defending the member.

She further discussed the Registrar's proposal for no dues for 2011. At this point the Executive Board chose not to waive dues in 2011. We will assess the membership returns this year. She announced former Municipal Clerk LaFevre was sworn into the Milford Council.

IMMEDIATE PAST PRESIDENT'S REPORT: Immediate Past President Buttiglieri shared the resolution for the annual stipends. The resolution was compared to the minutes of the December 2010 and it was discovered that the Presidents stipend was set at \$1,250. A motion was made to approve Resolution 11-01 by Treasurer Mitch and seconded by Immediate Past President Buttiglieri. Motion approved unanimously, as revised, by the members present.

Discussion ensued as to the scholarship winners, who were notified by the Scholarship Committee Chair.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Popkin spoke about an ongoing LDF matter. He stated that there is some question about the filing of the complaint. He will update us at the next meeting. Immediate Past President Buttiglieri discussed another situation with a Clerk who was fired and her request to continue to receive events and CEU information. Executive Director Popkin stated that he has made the request to the League of Municipalities requesting to hold our Annual Meeting at the Tropicana in 2011. He discussed the need for the purchase of a projector. The cost is between \$750 and \$800. A motion was made by Immediate Past President Buttiglieri and seconded by Secretary Kazmark to purchase the projector not to exceed \$800. Motion approved unanimously by the members present.

OTHER BUSINESS: The members of the 2011 committees were notified. President Kwasniewski discussed the letters and guidelines to the Chairs. Executive Director Popkin reported that we have two sponsors for the Region II Conference - Haledon Municipal Clerk Allan Susen and his wife, Ruth Susen and General Code. He updated the Board as to the materials for the Region II Conference.

President Kwasniewski discussed the updates needed in the SOP for 2011. Immediate Past President Buttiglieri agreed to take on the responsibility of making the updates. President Kwasniewski requested that Secretary Kazmark provide any changes during the course of the year to the Immediate Past President. She further discussed the need to change some policies and in some cases relocate them.

President Kwasniewski stated that 2nd Vice President Nancy Saffos has the Executive Director's contract to be signed. She further presented the contract for Mr. Lustgarten, Esq. Immediate Past President Buttiglieri addressed the wording of the compensation section of the contract. The verbiage will be changed to read "the attorney's annual compensation will be equal to \$125 per hour not to exceed \$18,000, to be paid quarterly upon invoice."

President Kwasniewski distributed a list of upcoming dates. Executive Director Popkin discussed the invitation to the New Jersey Conference of Mayors. It was decided that the League seminar is that day and we will be sending a representative there so we will need to respectfully decline the invitation.

ADJOURNMENT: A motion was made by Immediate Past President Buttiglieri and seconded by Treasurer Mitch to adjourn the meeting at 12:10 p.m. Motion carried unanimously by the members present.

Respectfully submitted,



Keith Kazmark, RMC/CMC
MCANJ Secretary (2011)