

**Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
April 7, 2011 – Taj Mahal, Atlantic City**

CALL TO ORDER: President Joanne Kwasniewski called the meeting to order at 8:15 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Joanne Kwasniewski 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 Joanne Kwasniewski, 1st Vice President Andrew Pavlica, Treasurer John Mitch, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri, Executive Director Joel Popkin and Legal Counsel Richard Lustgarten. 2nd Vice President Nancy Saffos was absent.

ADVISORY BOARD MEMBERS

COUNTY	NAME	PRESENT	ABSENT
Atlantic County:	Kimberely Hodsdon	X	
Bergen County:	Joanne Kwasniewski	X	
Burlington County:	Patricia L. Hunt	X	
Camden County:	Deanna Bennett	X	
Cape May County:	Lisa Stefankiewicz		X
Cumberland County:	Susan G. Robestello		X
Essex County:	Linda Wanat	X	
Gloucester County:	Dina Zawadski	X	
Hudson County:	Robert Byrne		X
Hunterdon County:	Cecilia Covino	X	
Mercer County:	Eileen Gore	X	
Middlesex County:	Barbara Nyitrai	X	
Monmouth County:	Dawn McDonald	X	
Morris County:	Elizabeth Osborne	X	
Ocean County:	Elizabeth Mastropasqua	X	
Passaic County:	Jane Williams-Warren	X	
Salem County:	Cynthia Dalessio	X	
Somerset County:	Sharon Brienza	X	
Sussex County:	James Doherty		X
Union County:	Jean Kuc	X	
Warren County:	Kelley Smith		X

APPROVAL OF MINUTES: A motion was made by Betty Mastropasqua, seconded by Sharon Brienza, to approve the minutes of the Advisory Board Meeting held on September 17, 2010. The motion carried unanimously.

REPORT OF OFFICERS

TREASURER'S REPORT: Treasurer John Mitch presented the account balances as of:

Checking / Savings	\$ 114,932.53 (as of 2/28/11)
Scholarship Funds	\$ 18,991.50 (per 2011 budget)
MCANJ Raffles	\$ 3,585.63 (as of 2/28/11)
CD # 100805027	\$ 100,298.22 (as of 12/31/10)
AC in 2013	\$ 7,236.00 (as of 1/31/11)
TOTAL	\$ 245,043.88

He further reported that as of this meeting, there were 476 (84.10%) paid municipalities and provided the breakdown of same for Clerks, Deputy Clerks, Acting Clerks, Assistant Clerks, and Affiliate Clerks which equates to 727 members. Mercer County is the only county with 100% membership. He also reported that he has Jersey Devil pins for anyone attending the IIMC conference in Nashville and will mail them to any Clerk who needs them.

A motion was made by Sharon Brienza, seconded by Sue Witkowski, to accept the Treasurer's Report. The motion carried unanimously.

SECRETARY'S REPORT: Secretary Keith Kazmark announced that anyone interested in running for Secretary of MCANJ must file their application, located on page 4 of the April Quill, with him no later than July 19, 2011. In addition, anyone interested in nominating a fellow clerk for "Clerk of the Year" must do so no later than July 1, 2011. The nomination form is also in the April Quill on page 11.

2nd VICE PRESIDENT'S REPORT: 2nd Vice President Saffos was absent; however President Joanne Kwasniewski announced the annual meeting date of November 16, 2011 in Atlantic City. Breakfast tickets will be sent out to the county associations to be sold to their members.

1st VICE PRESIDENT'S REPORT: 1st Vice President Pavlica and President Kwasniewski will be meeting with the League of Municipalities concerning the educational sessions during the November League conference. There will be an effort to address the many bills currently in the Legislature that will affect our profession.

He discussed this education conference theme of "Municipal Clerks' – We Make it Happen" which was meant to provide continuing education and promote the profession of Municipal Clerk's.

1st Vice President Pavlica reported on the 2013 IIMC conference which will be held here in Atlantic City. As a tie in with the 2013 IIMC Conference, the 2012 MCANJ Conference theme will be "New Jersey Municipal Clerks' Leading the World in Education." He presented the logo for the 2012 conference. The conference will be held the last week of March 2012. He further advised that the conference schedule may not be the usual Monday through Thursday schedule but rather, be Tuesday through Friday.

These three conferences will be a 1, 2, 3 punch to promote our profession.

IMMEDIATE PAST PRESIDENT: Immediate Past President Vincent Buttiglieri discussed attendance at the annual conference. He thanked the clerks who attended and commended President Joanne Kwasniewski and the committee who organized the conference.

Immediate Past President Buttiglieri discussed the mini-conference reimbursements, coordination and reporting in order to make the process consistent throughout the state. A format has been created which must be utilized. He reviewed some of the procedures

and the forms that must be followed and used for the mini-conferences. The cost for the mini-conferences shall be no more than \$15 members and \$25 for non-members.

Immediate Past President Buttiglieri discussed his candidacy for IIMC Region II Director. He discussed the importance of voting for this position and provided an e-mail if anyone has not received a ballot.

PRESIDENT: President Joanne Kwasniewski thanked the Education Conference Committee for their work on this conference. She further thanked Executive Director Popkin for his efforts in helping to make this conference a success. May 1 - 7, 2011 is Municipal Clerks' week. President Kwasniewski encouraged all clerks to have their governing bodies have pass a resolution acknowledging the work of the Municipal Clerk.

President Kwasniewski discussed the IIMC mentoring program. She further reported that New Jersey hosted the IIMC Region II conference earlier this year. She thanked General Code and Allen and Ruth Susen for sponsoring the conference. MCANJ was able to raise funds for the 2013 IIMC Conference.

President Kwasniewski congratulated Tanya D. Carter of Lawrence who received her CMC.

President Kwasniewski reported that she received a thank you note from Joan Moreland for attending her retirement party.

BettyLou DeCroce, Deputy Commissioner of the Department of Community Affairs contacted President Kwasniewski to form a committee of Municipal Clerks' to review the best practices checklist. There will likely be one meeting with a committee to discuss and make suggestions regarding the check list. President Kwasniewski encouraged anyone who is interested in serving to advise her.

OTHER BUSINESS:

EXECUTIVE DIRECTOR: Executive Director Joel Popkin reported on the Legal Defense Fund (LDF) membership. 2011 is the highest enrollment year ever. He reported that the Tropicana has been booked from the annual meeting in November and MCANJ has a block of 22 rooms.

Executive Director Joel Popkin discussed the manual review for RMC students. He further stated that the manual review has replaced the desk reference and is available as a resource on our web site.

President Kwasniewski discussed the value of the Legal Defense Fund. She stated that as economic times get tighter elected officials are looking for places to cut. If any members of LDF have an issue they should reach out to Sharon Brienza. In some cases a letter from our Legal Counsel may solve the issue.

LEGAL COUNSEL: Legal Counsel Richard Lustgarten discussed OPRA and stated that the Government Records Counsel (GRC) is one of the more responsive agencies in the state. Not all Municipal Attorney's are well versed on OPRA. With reference to yesterday's session with the Executive Director of the GRC, he discussed the "right to know" trumping the "right to secrecy."

COMMITTEE REPORTS

Constitution and By-Laws: (Harold Weiner) No report.

Education Committee: (Elaine Jasko) Not present.

Education Conference: (Heather Mailander and Sharon Brienza) Mrs. Brienza stated that she hoped everyone enjoyed themselves at the conference.

Mini Conferences:

(Patty Hunt/South) Reported that the South held a mini-conference on March 10, 2011. There were 70 attendees with three speakers. They are working on holding a September mini-conference.

(Diane Pflugfelder/ North) – There will be mini-conference on May 3, 2011 everyone is invited to attend.

President Kwasniewski discussed two mini-conferences being organized, one by Jim Doherty in Sussex and the other by Susan Witkowski in Passaic during the month of May. The Passaic mini-conference will offer CEU's in Licensing and Ethics.

Elections: (Jane Williams-Warren) Congratulated President Kwasniewski, the Executive Board and Executive Director Joel Popkin for a great conference. Committee Chair Williams-Warren discussed the Senate Bill-923 which has changed the dates for elections and will affect all Municipal Clerks. She discussed the "Elections by Comparison" session held yesterday. She further discussed the Chronological Election Guide changes that have been made as a result of S-923. Mrs. Williams-Warren also discussed the change in the School Board Election date this year. She concluded by discussing challenges with Election Board workers.

Fundraising: (Doreen Cali and Addie Hanna) No Report.

President Kwasniewski thanked both Chairs for organizing and selling the merchandise and the silent auction.

Information Technology: (Diana Dale) Thanked Bette Mastropasqua for her long tenure on this committee. Committee Chair Diana Dale reported on how they have changed the way we send out blast e-mails. She is trying to have all the Municipal Clerks e-mails up-to-date.

Legal Defense Fund: (Sharon Brienza) Reported on the session yesterday with Daniel Kaminski of Local Government Services. There was a case discussed where a shared services agreement caused a Clerk to lose her job. The Legal Defense Fund is on top of this case and is assisting this Clerk.

Legislative Review: (Dwayne Harris) No report.

Manual Review: (Deanna Bennett) The committee met Tuesday evening and started the process to make updates to the manual.

Membership North: (Sally Bleeker) No report.

Membership Central: (Cecilia Covino) Reported that she received the membership information from Treasurer Mitch and will be following up in her area.

Membership South: (Cynthia Dalessio) No report.

Past President's Council: (Joan Moreland) No report.

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

The Quill: (Jim Doherty) No report.

Raffles: (Debbie Heck) No report.

Records: (Elaine Kennedy) Reported that the committee has reviewed the OPRA bill sponsored by Senator Weinberg. The committee is still pushing for the expansion of the GRC to seven members. They are also advocating for the law to have a Municipal Clerk be a member of the GRC.

Resolutions: (Sandy Bohinskiz and Marie Elena Macari) No report.

Scholarships: (Karen Hughes) No report.

Region II: (Jane Williams-Warren) Reported on the IIMC Conference to be held in Nashville from May 8 – 12, 2011. She also stated that Immediate Past President Buttiglieri will be flying back and forth twice to be at the conference due to the municipal elections that week. She encouraged all people to vote and support Immediate Past President Buttiglieri for IIMC Region II Director.

Jane Williams-Warren further reported that those Clerks' with their CMC designation are no longer required to be re-certified. Any re-certification credits can be used toward their MMC.

She also discussed the raffles for IIMC and the Athenian Leadership pins for those who take 10 Athenian Leadership sessions. She thanked the Executive Board and wished Immediate Past President Buttiglieri well in the Region II election.

IIMC 2013: (Allen Susen) Reported that this will conference will be right around the corner. The 2013 Conference committee has been meeting frequently. The logo is complete and was on display at the dinner last evening. He discussed the competitive room rate of \$89 a night for our 2013 IIMC Conference in Atlantic City. We will have a sign at the Nashville conference advertising the hotel room rates. This will hopefully make our convention very marketable and easier for members to attend. There will be New Jersey CEU's offered at the 2013 conference and it will also substitute for our annual conference that year. He discussed possible entertainment and the committee is looking for a Master of Ceremonies. We may use the Board Walk Hall for the opening reception. He discussed the Annual Banquet. He reported that sub-committees will be formed and he review the committees that will be organized.

NEW BUSINESS: None.

OLD BUSINESS: None.

ADVISORY BOARD MEMBERS

Atlantic County: No report.

Bergen County: Discussed the quarterly meeting next week and the collection for the Hasbrouck Heights food pantry.

Burlington County: Reported they have a meeting coming up on Records Management and CEU's will be available.

Camden County: Reported that they are planning their June meeting with CEU's in Elections.

Cape May County: No report.

Cumberland County: No report.

Essex County: Reported that their next meeting will be in June and they will hold mini-conference in October.

Gloucester County: Reported on the previous county association meeting in which the Clerk's had their Mayors attend.

Hudson County: No report.

Hunterdon County: Reported on their last meeting and their association scholarship program.

Mercer County: Reported on their prior meetings. On June 4, 2011 they will have a three hour session on Records with Executive Director Star gill and Karen Perry of DARM. This opportunity is open to neighboring counties.

Middlesex County: Reported on their meetings and upcoming CEU opportunities. Bozena Lacina is now the Municipal Clerk in Scotch Plains and Kathryn Harris is now in Metuchen.

Monmouth County: Reported on the tri-county conference in June and the fall mini-conference. There are new Municipal Clerks' in Manasquan and Tinton Falls.

Morris County: Discussed their past and upcoming meetings.

Ocean County: Reported that their county association held their Re-Organization meeting in January. Their March meeting was with the County Election Board and new County Clerk. The next county meeting is on April 29, 2011 and the guest speaker is Executive Director Popkin. They provided two scholarships to this conference.

Passaic County: Reported that in February they held their election meeting. They will be holding a mini-conference in May in Hawthorne. They will also attend a joint meeting with Bergen County next Thursday. The county association will be meeting with the County Clerk in October and there will be a barbeque at Allen Susen's house in July.

Salem County: Reported that the county association swore in new officers in March. She discussed retirements in the county, their upcoming meetings and they are looking into hosting a mini-conference.

Somerset County: Reported on several meetings the association has had with the Board of Elections.

Sussex County: (Provided by Jim Doherty via e-mail) The Sussex County Municipal Clerks hosted a seminar on licensing at our March 25, 2011 Quarterly Association meeting. Attorney Michael Garofalo and LGCCC representative Scott Steinman provided timely updates that earned 3 hours of ceu credit in licensing.

Sussex County will be hosting a Mini-Conference North in Sandyston Township on June 3, 2011. There will be CEU credit in Records and Professional Development, with guest speakers including Attorney Michael Garofalo and Catherine Starghill, Executive Director of the New Jersey Government Records Council. Details are included in the April issue of the Quill. We are also offering a free MCANJ Photo ID Card to any MCANJ member who attends this Mini-Conference provided they submit a photo to me for use.

Sussex County has created a Facebook Page, named "Municipal Clerks Association of Sussex County" (took us hours to come up with that name). This supplements the Email chain that we use to keep association members up to speed on seminars, mini conferences and MCANJ communications throughout the year. Membership is currently limited to Sussex County Association members and the MCANJ Executive Board, but if any other municipal clerks wish to join as an interested colleague, e-mail me at jimclerk12345@yahoo.com and we'll be happy to have you join us.

We are also creating a "Digital Yearbook" with photographs of 2011 members of the Sussex County Municipal Clerks Association. Photos of the Municipal Clerks, Deputy Clerks, County Clerk, and Freeholder Board Clerk are being posted on the Facebook Page, and a CD will be burned and presented to each Clerk.

Union County: The county association met with the County Clerk to discuss foreclosure issues. She also reported that the County Clerk takes the Municipal Clerks' to lunch

during Municipal Clerk's Week. She announced seminars which will be held on May 20, 2011 for four CEU's. Finally, she mentioned that four Clerks' retired.

Warren County: No report.

Motion made by Sharon Brienza, properly seconded by Diane Pflugfelder, to adjourn the meeting at 9:20 a.m. The motion carried unanimously.

Respectfully submitted by Keith Kazmark
MCANJ Secretary (2011)