

**Municipal Clerks' Association of New Jersey, Inc.**  
**Executive Board Meeting Minutes**  
**Friday, August 12, 2011**  
 Popkin Residence  
 13 Fair Oaks Lane  
 Ocean, NJ 07712

**CALL TO ORDER:** President Joanne J. Kwasniewski called the meeting to order at 9:07 a.m.

**FLAG SALUTE AND MOMENT OF SILENCE:** President Kwasniewski dispensed with the flag salute and moment of silence.

**ROLL CALL:** Executive Board members present were President Joanne J. Kwasniewski, 1<sup>st</sup> Vice President Andrew J. Pavlica, Treasurer John M. Mitch, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri and Executive Director Joel Popkin. 2<sup>nd</sup> Vice President Nancy Saffos was absent due to illness. Executive Director Joel Popkin was also present.

**APPROVAL OF MINUTES:** A motion was made by Treasurer Mitch, seconded by 1<sup>st</sup> Vice President Pavlica, to approve the Executive Board Meeting minutes of June 3, 2011. Motion approved unanimously of members present.

**REPORT OF OFFICERS:**

**TREASURER'S REPORT:** Treasurer Mitch reported the account balances as follows:

Checking/Savings (#7861948276)	\$104,192.69 (as of 7/31/11)
Scholarship Funds	\$ 17,681.50 (as of 7/31/11)
MCANJ Raffles (#3453661257)	\$ 4,200.63 (as of 7/31/11)
Certificate of Deposit (#100805027)	\$100,790.36 (as of 4/30/11)
AC in 2013 (#7869265160)	\$ 9,262.00 (as of 4/30/11)

Treasurer Mitch reviewed the budget summary sheet and addressed the negative balance for the Region II line item. He distributed the itemized categories report. Discussion as to the categories contained within this work sheet ensued. President Kwasniewski will send Treasurer Mitch a list of itemized categories that reflect the budget in order to re-organize the itemized categories report.

President Kwasniewski discussed the legal fees submitted by Legal Counsel Lustgarten. The bills have been quite minimal.

A motion was made by 1<sup>st</sup> Vice President Pavlica and seconded by Immediate Past President Buttiglieri to approve the Treasurer's report. Motion approved unanimously by the members present.

**SECRETARY'S REPORT:** Secretary Kazmark stated that he has received four applications for candidacy from: Nancy Saffos (1<sup>st</sup> Vice President), John Mitch (2<sup>nd</sup> Vice President), Keith Kazmark (Treasurer) and Patricia Hunt (Secretary).

**TREASURER'S REPORT:** Treasurer Mitch reviewed the membership summary as of August 12, 2011. The total membership is 787. The membership is very good for this year.

**2<sup>ND</sup> VICE PRESIDENT'S REPORT:** President Kwasniewski reported that 2<sup>nd</sup> Vice President Saffos has received requests for two hotel rooms for the League of Municipalities Conference and one breakfast ticket has been sold.

**1<sup>ST</sup> VICE PRESIDENT'S REPORT:** 1<sup>st</sup> Vice President Pavlica discussed sessions for the 2011 League of Municipalities Conference. One will be "Drafting Legislation – The Right Way and the Wrong Way" and the second will be "What is the Confusion over the Open Public Meetings Act (OPMA)." 1<sup>st</sup> Vice President Pavlica discussed the additional

sessions that will be offered. President Kwasniewski reviewed the days and times that we need to provide scanners at the League Conference.

1<sup>st</sup> Vice President Pavlica reviewed the 2012 meeting dates and asked the balance of the Board to get back to him on the proposed dates. Discussion ensued as to the having an Advisory Board "conference call" in January of 2012, rather than an in person meeting.

1<sup>st</sup> Vice President Pavlica reported that we held our first 2012 Education Conference meeting last week and the next meeting will be on August 26, 2011. The theme is "New Jersey Municipal Clerk's – Leading the Way in Education." Executive Director Popkin reported that we have five retirees confirmed to work the conference.

**PRESIDENT'S REPORT:** President Kwasniewski reported on the Raffles Account and how those funds must be allocated for education.

President Kwasniewski discussed the new advertiser, AgendaPal who will have their first ad in the upcoming Quill.

A motion was made by Immediate Past President Buttiglieri and seconded by Treasurer Mitch to approve adding a new section for the 2013 conference to the MCANJ website. Motion approved unanimously by the members present.

Discussion as to adding the logo to the banner on the website ensued. President Kwasniewski brought up having a list of meetings on the website. Immediate Past President Buttiglieri asked if we can have e-mails automatically sent when a meeting is up coming. She will speak to the chair of the technology committee as to both of these matters.

President Kwasniewski reported that IIMC President Colleen Nicol will be attending the 2011 League of Municipalities Conference and speak at our breakfast. MCANJ will pick up the ground transportation expenses. The President, incoming President, Executive Director and Region II Director will take the IIMC President to dinner on Wednesday night.

President Kwasniewski addressed the General Consulting Period during the conference on November 15, 2011 from 2:00 p.m. to 4:00 p.m. Immediate Past President Vincent Buttiglieri, Executive Director Popkin and Secretary Keith Kazmark will cover the consulting period.

President Kwasniewski discussed the Legal defense Fund (LDF). She wondered if there should be a line item in our budget for administrative expenses for LDF. President Kwasniewski will speak to both Auditor Weinstein and Legal Counsel Lustgarten regarding having an administrative percentage in the LDF account or if a line item is needed in the MCANJ budget.

Executive Director Popkin showed the Board the "To Do..." pad give-a-ways for League Conference.

President Kwasniewski discussed the proposed changes to the MCANJ Constitution and By-Laws. The proposed changes include removal of an officer for cause and the process should no candidate for secretary file by the deadline. Discussion ensued as to excused absences and the Executive Boards role in excusing absences. Discussion as to the Executive Director filling a vacant position ensued.

A motion was made by 1<sup>st</sup> Vice President Pavlica and seconded by Secretary Kazmark to send the proposed changes to Chairman of the Constitution and By-Laws Committee. Motion approved unanimously by the members present.

President Kwasniewski reviewed the Legal Defense Fund (LDF) By-Law proposed changes. One of the concerns is the Executive Board and the Committee Chair being kept up to date as to the case. The funds should only cover the retainer and we would require a statement from the attorney outlining how the funds were applied.

A motion was made by Treasurer Mitch and seconded by 1<sup>st</sup> Vice President Pavlica to enter into executive session to discuss the Clerk of the Year. Motion approved unanimously by the members present.

Discussion of Clerk of the Year ensued.

President Kwasniewski discussed our Records Committee having a problem with the Government Records Council (GRC). She advised that they do not read the cases during the meeting anymore. Immediate Past President Buttiglieri suggested a letter be sent to the GRC expressing our concerns about how the meetings have been non-productive for our association to attend. President Kwasniewski will send the letter and will advise the committee.

The Records Committee also inquired about the requirements for the committee. President Kwasniewski will send this revision to the By-Laws to Constitution and By-Laws Committee for review and hopefully we will be able to get this in the Quill.

President Kwasniewski discussed the Mayor's Training Program that the League of Municipalities held. It will be held in both the north and the south on February 25, 2012 in West Windsor and on March 24, 2012 in East Rutherford. 1<sup>st</sup> Vice President Pavlica will do the West Windsor session and President Kwasniewski will handle the session in East Rutherford.

President Kwasniewski discussed the meetings held regarding Registrars. Discussion as to the training for Registers was discussed. As task force is being established to address this issue which will include Municipal Clerks. The issues concerning the Registrars ensued.

President Kwasniewski discussed the response from Senator Weinberg to Tenafly regarding S-1351.

President Kwasniewski spoke about the possibility of hosting an interactive OPRA session on October 18, 2011 at the PNC Bank Arts Center in Homdel.

The lap top computer for United Computer Sales and Service has been purchased and came in under the \$700. not to exceed amount.

President Kwasniewski acknowledged the IIMC designation for Paul Margiotta (CMC) and Vincent Buttiglieri (MMC).

President Kwasniewski added the IIMC 2013 to the agenda. The sponsorship letters are being done. They will be stuffed at the August 26, 2011 conference meeting. President Kwasniewski will also reach out to Chris Wilder about the possibility of securing a bulk rate stamp for future mailings.

Discussion as to the Education Committee with Rutgers's ensued.

**IMMEDIATE PAST PRESIDENT'S REPORT:** Immediate Past President Buttiglieri discussed his review of the policy section of the manual. He suggested we make the corrections or changes that we feel need to be made and he will put the changes together. Discussion of removing any policies not in effect ensued. President Kwasniewski will e-mail Immediate Past President Buttiglieri her policy book for further review.

**EXECUTIVE DIRECTOR'S REPORT:** Executive Director Popkin provided the Legal Defense Fund account balances as of July 31, 2011, and advised that we have two additional members.

Executive Director Popkin reviewed the storage bin inventory. He discussed selling the remaining flash drives at the League of Municipalities Conference for a nominal price. Any leftover flash drives will be given for the Region II Conference as give-a-way.

Executive Director Popkin presented a proposed MCANJ survey. It was agreed that it will be sent out to the membership in October.

Executive Director Popkin discussed the Rutgers instructors meeting. The meeting was postponed again and is scheduled for next week.

President Kwasniewski stated that she was approached by Chris Wilder about paying for her to attend the 2012 IIMC Conference in Portland. After some discussion it was proposed that MCANJ will allocate \$1,500 for both 2013 co-chairs to offset expenses.

A motion was made by Immediate Past president Buttiglieri and seconded by 1<sup>st</sup> Vice President Pavlica to allocate \$1,500 to offset the Portland trip for the 2013 co-chairs. Motion approved unanimously by the members present.

Executive Director Popkin discussed the needs for the League conference. There will be an e-mail blast that requests assistance at the booth.

Executive Director Popkin addressed the Manuel Review Committee. All chapters are covered and the updates should be complete by the middle of September. It will be sent to the instructors for review and then to Coded Systems.

Executive Director Popkin discussed a request for assistance from Municipal Clerk Lisa Burd. She is dealing with a situation where a Councilwoman frequently goes through files in the municipal offices. Executive Director Popkin advised her to put the concern in writing to the governing body.

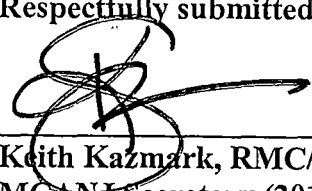
President Kwasniewski stated that the Advisory Board meeting will be held on September 23, 2011. Executive Director Popkin will need the head count so he may order the food and set up properly. Executive Director Popkin will email Secretary Kazmark the directions for the announcement of the meeting.

Discussion as to a MCANJ Facebook page ensued. President Kwasniewski will reach out to Jim Dougherty as he organized one for Sussex County.

Executive Director Popkin advised that there will be a Legislative Meeting in September. MCANJ may want to be more aggressive about reaching out to legislators.

**ADJOURNMENT:** A motion was made by 1<sup>st</sup> Vice President Pavlica and seconded by Immediate Past President Buttiglieri to adjourn the meeting at 3:09 p.m. Motion carried unanimously by member present.

Respectfully submitted,



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Keith Kazmark, RMC/CMC  
MCANJ Secretary (2011)