

**Municipal Clerks' Association of New Jersey  
Executive Board Transition Meeting Minutes  
December 2, 2011 – Fair Lawn**

**CALL TO ORDER:** President Joanne 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 Joanne J. Kwasniewski, 1<sup>st</sup> Vice President Andrew J. Pavlica, 2<sup>nd</sup> Vice President Nancy Saffos, Treasurer John M. Mitch, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri, Secretary-Elect Patricia L. Hunt and Executive Director Joel Popkin.

**APPROVAL OF MINUTES:** A motion was made by 2<sup>nd</sup> Vice President Saffos, seconded by Treasurer Mitch, to approve the Executive Board Meeting minutes of October 7, 2011. Motion approved unanimously. Immediate Past President Vincent Buttiglieri abstained.

**REPORT OF OFFICERS**

**TREASURER'S REPORT:** Treasurer Mitch discussed the 2011 budget balances, the itemized categories report, the 2011 Education Conference report, the 2012 Education Conference report, the 2012 proposed budget. Discussion ensued as to the various reports presented.

Treasurer Mitch and presented the account balances as follows:

Checking / Savings	\$ 94,384.87
Scholarship Funds	\$ 17,317.50
MCANJ Raffles	\$ 23,080.63
C.D.	\$ 101,549.72
AC in 2013	\$ 13,262.00
<b>TOTAL</b>	<b>\$ 249,594.72</b>

Treasurer Mitch also reviewed the membership reports for 2011. He further reported on the membership and stated that we have a total membership of 806 broken down as follows:

Municipal Clerks	512
Deputy Municipal Clerks	236
Acting Municipal Clerks	9
Assistant Municipal Clerks	15
County Clerks	8
Deputy County Clerks	3
Clerk to Freeholder Board	3
Affiliate Members	<u>20</u>
<b>TOTAL</b>	<b>806</b>

President Kwasniewski discussed funds coming in for the Region II Conference in the prior year budget. This causes the budget to show a loss in that line item. Immediate Past President Buttiglieri recommended a reconciliation form that can be attached to the budget to illustrate the funds for the Region II Conference from the prior year. Discussion as to the prior year revenues and expenditures skewing the ensuing years budget. Executive Director Popkin advised creating a miscellaneous revenue line item for prior year revenue that is received after January 1<sup>st</sup>.

A motion was made by Treasurer Mitch, seconded by 2<sup>nd</sup> Vice President Saffos to accept the Treasurer's report. Motion carried unanimously.

**TRANSITION ITEMS:**

President Kwasniewski and Immediate Past President Buttiglieri reviewed the revised "Policies of the Executive Board." Discussion ensued as to policies concerning expenditures of funds.

Secretary Kazmark made a motion to limit the "Clerk of the Year" gift card to \$250, seconded by 2<sup>nd</sup> Vice President Saffos. The motion passed unanimously.

Immediate Past President Buttiglieri discussed the changes to the Mini-Conference Guidelines. Discussion ensued as to the cost of the Mini-Conference.

Treasurer Mitch made a motion to eliminate the policy, "Number of Required Signatures on Expenditures," seconded by 2<sup>nd</sup> Vice President Saffos. The motion passed unanimously.

Immediate Past President Buttiglieri made a motion to eliminate the verbiage "Without a receipt, meals will be reimbursed up to \$25.00 and mileage will not be reimbursed" from the Reimbursement Procedures, seconded by Treasurer Mitch. Motion passed unanimously.

1<sup>st</sup> Vice President Pavlica made a motion to eliminate the verbiage "Gold Cards" will not be issued to Municipal Clerks who accept another governmental position (i.e., Administrator) or who leave government to work in the private sector as they have not retired." and "In accordance with the Policy adopted August 9, 2002 pertaining to Municipal Clerks. "Gold Cards" will not be issued to Deputy Municipal Clerks who accept another governmental position (i.e. Administrator) or who leave government to work in the private sector, as they have not retired."

2<sup>nd</sup> Vice President Saffos made a motion to eliminate the policy concerning "IIMC Region II Director's Spouse," seconded by Secretary Kazmark. Motion passed unanimously.

Discussion ensued as to whether both Secretary Kazmark and 2<sup>nd</sup> Vice President Saffos can sign the IIMC 2013 Conference checks. It was decided that Secretary Kazmark or 2<sup>nd</sup> Vice President Saffos can sign said checks.

2<sup>nd</sup> Vice President Saffos made a motion to eliminate the verbiage "For those individuals who have been awarded a scholarship for CMC and/or MMC, reimbursement will also be made for one night's hotel accommodation" from the Scholarships Policy, seconded by 1<sup>st</sup> Vice President Pavlica. Motion passed unanimously.

At this time Executive Director Popkin excused himself from the meeting. The Executive Board discussed the professional contracts for Richard Lustgarten, Esq. (Legal Counsel) and Joel Popkin (Executive Director). A motion was made by 2<sup>nd</sup> Vice President Saffos, seconded by Immediate Past President Buttiglieri, to retain both individuals for 2012. Motion carried unanimously.

The Executive Director's annual stipend was set at \$20,000.00 plus \$6,000.00 for reimbursable expenses which includes \$1,100.00 per quarter to cover travel and mobile data expenses. Executive Director Popkin returned to the meeting.

President Kwasniewski will work on a renewal contract for Executive Director Popkin.

President Kwasniewski discussed the contract Richard Lustgarten Esq. Discussion ensued regarding providing a retainer in the amount of \$2,000 per quarter for attending all meetings as requested, preparing the articles for The Quill and all consultation with the MCANJ President and the Executive Director. Mr. Lustgarten will bill \$125 per hour for work beyond what is included in the retainer, not to exceed \$7,000 in billable hours. Motion was made by Secretary Kazmark, seconded by 1<sup>st</sup> Vice President Pavlica. Motion passed unanimously.

President Kwasniewski discussed the contract with the Association Auditor. Immediate Past President Buttiglieri made a motion, seconded by 1<sup>st</sup> Vice President Pavlica to retain

Mr. Weinstein at a rate of \$750 per quarter and to adjust the 2012 budget Auditing Services line item to \$5,000. Motion passed unanimously.

Executive Director Popkin reported on Bond Coverage for 2012. He is awaiting a quote for next year. We can estimate an amount for the line item.

A thorough review was held of the proposed 2012 budget. It was determined that the following budget would be set:

Administrative Consultant Expenses	\$ 6,000.00
Administrative Consultant Retainer	\$ 20,000.00
Advisory / Executive Board Meetings	\$ 2,000.00
Auditor	\$ 5,000.00
Contingency	\$ 2,000.00
Annual Conference	\$ 8,000.00
Fundraising / Special Events	\$ 3,500.00
Officer Reimbursements	\$ 4,500.00
Information Technology	\$ 4,000.00
Information Technology / Stipend	\$ 900.00
Insurance and Bonds and D&O	\$ 3,000.00
IIMC	\$ 7,000.00
League Conference – Hospitality, etc.	\$ 15,000.00
League Booth	\$ 3,500.00
Legal Counsel / Professional Fee	\$ 15,000.00
Mini Conferences	\$ 2,000.00
Office Supplies	\$ 2,000.00
Other Conferences	\$ 2,000.00
Postage & Delivery	\$ 1,200.00
Printing & Reproduction	\$ 3,000.00
Manual Review Stipend	\$ 1,000.00
Quill / Editorial Stipend	\$ 2,500.00
Quill Misc. Expenses / Photographer	\$ 750.00
Quill Printing / Postage	\$ 12,000.00
Region II Expenses	\$ 1,750.00
Retirement / Plaques / Pins	\$ 4,500.00
RMC Pins	\$ 2,000.00
Storage Space	\$ 1,100.00
Elections	\$ 500.00
<b>TOTAL</b>	<b>\$ 135,700.00</b>
Membership Dues	\$ -
Interest Income	\$ -
Miscellaneous Revenue	\$ -
Scholarship	\$ 17,317.50
<b>GRAND TOTAL:</b>	<b>\$ 153,017.50</b>

After some discussion 2<sup>nd</sup> Vice President Saffos made a motion to purchase a lap top for the Secretary of MCANJ not to exceed \$1,100, seconded by Secretary Kazmark. Motion passed unanimously.

1<sup>st</sup> Vice President Pavlica presented a draft 2012 meeting schedule. Discussion ensued about possibly changing the January 2012 meeting. 1<sup>st</sup> Vice President Pavlica will advise of any changes to the dates.

1<sup>st</sup> Vice President Pavlica presented the 2012 Committee Roster, and 2012 list of Advisory Board Members. Discussion ensued as to committee membership. 1<sup>st</sup> Vice President Pavlica will finalize the rosters soon and provide to the Executive Board.

Secretary Kazmark advised that he passed on all the secretary files to Secretary-Elect Patricia Hunt.

Executive Director Popkin dispensed letter head and envelopes to the members of the Executive Board.

The 2012 stipends were recommended to remain the same, as follows: President \$1,250.00; 1<sup>st</sup> and 2<sup>nd</sup> Vice President \$500.00; Treasurer \$1,000.00; Secretary \$500.00; and Immediate Past President \$500.00. Secretary-Elect Hunt will prepare a Resolution for approval of the aforementioned for the January 2012 meeting.

At this time, Immediate Past President Buttiglieri, who is also the Region II Director, excused himself from the meeting. President Kwasniewski discussed a possible stipend for the Region II Director (if an MCANJ Member). 2<sup>nd</sup> Vice President Saffos made a motion to reimburse the Region II Director, provided he or she is a member of MCANJ up to \$750 for expenses incurred, seconded by Treasurer Mitch. Motion passed unanimously. Immediate Past President Buttiglieri returned to the meeting.

President Kwasniewski reviewed the winners of the gift certificates from the NJSLOM Conference and the Super 50/50 winners.

President Kwasniewski discussed the MCEF grant application being denied.

President Kwasniewski read thank you notes from Pat Halbe for her Gold Card and IIMC President Colleen Nicol who attended our annual meeting.

President Kwasniewski reported on a potential meeting with the New Jersey Municipal Managers Association.

The Executive Board discussed a possible one day mini-conference with the League of Municipalities. President Kwasniewski will get back to the Board as to how this idea progresses.

President Kwasniewski advised that the Camden County Clerks' Association has inquired as to whether the Municipal Clerk's Association of New Jersey has the ability to hire a lobbyist. President Kwasniewski relayed her conversation with Mr. Lustgarten as to our eligibility to retain a lobbyist as a 501 (c) (3). The possibility does exist that MCANJ can establish a PAC and fund a lobbyist through that effort. This topic will be discussed at the January Executive Board meeting.

President Kwasniewski discussed S-3104 known as the "Common Sense Shared Services Act" introduced by Senator Norcross. This bill would define a shared services agreement as good cause for removing a tenured Municipal Clerk. President Kwasniewski advised that the League of Municipalities is aware of this bill and she has been in discussion with both the League and the other affiliate groups as to how this will affect our membership.

The Executive Board discussed the many challenges this bill would present to Municipal Clerks. Issues ranging from how to oversee an election in two separate municipalities to conflicts in serving two governing bodies to politics being played with the Clerks position ensued.

Secretary Kazmark suggested that he and President Kwasniewski meet with Assembly Speaker Sheila Oliver and Senator Loretta Weinberg, who will assume the role of majority leader in January. President Kwasniewski advised that she is working with the League and the other affiliates to set a meeting with Senator Norcross. The Executive Board agreed to set up all three meetings as soon as possible. President Kwasniewski will have Mr. Lustgarten set up the meeting with Senator Weinberg and Secretary Kazmark will arrange the meeting with Speaker Oliver.

The Executive Board also requested that an e-mail blast be sent out to the membership advising of the steps being taken to impact this proposed bill.

Treasurer Mitch also suggested an e-mail blast containing the Advisory Board minutes. All agreed this would help keep the membership informed.

President Kwasniewski will prepare a written document outlining the associations concerns with S-3104. Discussion as to the talking points regarding the bill ensued.

President Kwasniewski discussed the Legal Defense Fund By-Laws and the comments from LDF Committee. Discussion as to the involvement of the E-Board in by-law changes ensued. No changes will be made at this time.

Secretary Kazmark will be presenting at the Newly Elected Officials Seminar in Secaucus on January 22, 2012. 2<sup>nd</sup> Vice President Saffos will present at the same seminar to be held at Burlington County College in Mt. Laurel on January 29, 2012.

1<sup>st</sup> Vice President Pavlica will present at the Executive Leadership for Mayors and Councils Presidents at the Conference Center at Mercer, West Windsor on February 25, 2012.

**REPORT OF OFFICERS:**

Executive Director Popkin discussed the association credit card. He will need 1<sup>st</sup> Vice President Pavlica and Secretary Kazmark's information to change the card holders. The January credit cards bill will go to Treasurer Mitch, as Executive Director Popkin will be away. Treasurer Mitch will forward to Secretary Kazmark.

Discussion ensued as to changing the annual dues form to include the \$10 donation to the IIMC 2013 Conference Fund.

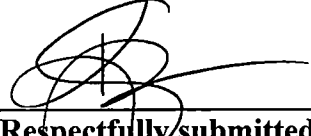
Executive Director Popkin dispensed a 2012 balanced budget spreadsheet. This document will allow the Executive Board to see what funds will be needed from surplus.

Executive Director Popkin reported that the League of Municipalities Conference expense report is pending.

Executive Director Popkin provided a summary of the survey's that have been sent out to the membership.

President Kwasniewski reviewed upcoming dates concerning the MCANJ.

**ADJOURNMENT:** A motion was made by Treasurer Mitch seconded by 2<sup>nd</sup> Vice President Nancy Saffos to adjourn the meeting at 3:00 p.m. Motion carried unanimously.

  
Respectfully submitted by Keith Kazmark  
MCANJ Secretary (2011)