

**Municipal Clerks' Association of New Jersey
Annual Meeting Minutes
November 16, 2011 – Tropicana (Atlantic City)**

CALL TO ORDER: President Joanne Kwasniewski called the meeting to order at 9:30 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: Executive Director Joel Popkin led the attendees in the flag salute followed by the invocation delivered by Garfield City Manager Thomas Duch, Esq.

ROLL CALL: Executive Board members present were President Joanne Kwasniewski, 1st Vice President Andrew J. Pavlica, 2nd Vice President Nancy Saffos, Treasurer John M. Mitch, Secretary Keith Kazmark, Immediate Past President Vincent Buttiglieri, and Executive Director Joel Popkin. Legal Counsel Richard Lustgarten Esq. was also present.

APPROVAL OF MINUTES: A motion was made by Sally Bleeker, seconded by James Doherty, to approve the meeting minutes of the Annual Meeting held November 17, 2010. Motion approved unanimously.

REPORT OF OFFICERS

TREASURER'S REPORT: Treasurer John M. Mitch presented the account balances as of October 31, 2011.

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

The Legal Defense Fund account balances as of October 31, 2010 were reported as follows:

Central Jersey Bank C.D.	\$ 65,705.62
Central Jersey Bank Money Market	<u>\$ 55,544.71</u>
TOTAL	\$ 121,250.33

Treasurer John M. Mitch provided an updated 2011 Budget Summary. He also presented the following membership summary:

Municipal Clerks	510
Deputy Municipal Clerks	235
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>
TOTAL	803

He noted that four counties had 100% paid membership. Of the 566 municipalities, 92% of the Municipal Clerks are members.

A motion was made by Elaine B. Kennedy, seconded by Joan Moreland, to approve the Treasurer's report. Motion approved unanimously.

LEGAL UPDATE: Richard Lustgarten Esq. discussed amendments to the Open Public Meetings Act being proposed by Senator Loretta Weinberg (D-37). There will also be an update in the next edition of The Quill relative to the Superior Court Judges legal challenge to the health care and pension contribution. This case will provide case law on any challenge the statutory officers may pursue in the future.

INTRODUCTION OF CANDIDATE: Secretary Keith Kazmark introduced MCANJ Secretary Candidate for 2012; Patricia L. Hunt (Municipal Clerk of Moorestown Township).

Patricia L. Hunt outlined her past professional experience and her involvement on MCANJ committees and with her county association. She thanked the Lord for this opportunity and the MCANJ Executive Board for their support in this endeavor. Mrs. Hunt thanked her fellow Clerks for their encouragement in making the decision to run for this position. She thanked her husband, Bob and her family. She is pleased to be involved and looks forward to serving in this position. Mrs. Hunt encouraged new Clerks to become involved in the association.

PROPOSED CONSTITUTION AND BYLAW AMENDMENTS: President Joanne Kwasniewski announced that there are proposed amendments to the constitution and by-laws. Harold Weiner outlined the proposed changes by the Executive Board and the review conducted by his committee members. He thanked the Executive Board for the opportunity for he and his committee to serve. A motion was made by Bette Mastropasqua, seconded by Diane Pflugfelder, to approve the amendments as proposed. Motion approved unanimously. (Copy attached to minutes)

RECOGNITION OF 2011 COMMITTEE CHAIRS: President Joanne Kwasniewski named the following committees and chairpersons and asked that the chairpersons present be recognized for their hard work and commitment to MCANJ: (Committee reports in bound form included in minutes)

CONSTITUTION AND BYLAWS: Harold Wiener (Irvington)

EDUCATION COMMITTEE: Elaine Jasko (Perth Amboy)

EDUCATION CONFERENCE COMMITTEE: Sharon Brienza (Branchburg) and Heather Mailander (Ridgewood)

ELECTIONS COMMITTEE: Jane E. Williams-Warren (Paterson)

FUNDRAISING COMMITTEE: Doreen Cali (Roselle Park) and Addie Hanna (Midland Park)

INFORMATION TECHNOLOGY / WEB PAGE COMMITTEE: Daina Dale (Harvey Cedars)

LEGAL DEFENSE FUND COMMITTEE: Sharon Brienza (Branchburg)

LEGISLATIVE COMMITTEE: Sharon Young (West Windsor)

LEGISLATIVE REVIEW COMMITTEE: Dwayne Harris (Atlantic Highlands)

MANUAL REVIEW COMMITTEE: Deanna Bennett (Haddonfield) and Joel Popkin (Executive Director)

MEMBERSHIP NORTH COMMITTEE: Sally Bleeker (Franklin Lakes)

MEMBERSHIP CENTRAL COMMITTEE: Cecelia Covino (Clinton)

MEMBERSHIP SOUTH COMMITTEE: Cynthia D'Alessio (Long Beach)

PAST PRESIDENT'S COUNCIL: Joan Moreland (Retired)

MINI CONFERENCE AND PROFESSIONAL DEVELOPMENT (NORTH, CENTRAL AND SOUTH):

NORTH: Susan Witkowski (Hawthorne) and Amy Lobban (Sandyston)

CENTRAL: Diane Pflugfelder (Liberty) and Sharon Young (West Windsor)

SOUTH: Patricia Frontino (Glassboro) and Patricia Hunt (Moorsetown)

PUBLIC RELATIONS AND MCANJ BOOTH: Cecelia Covino (Clinton)

QUILL: James Doherty (Wantage)

RAFFLES: Debra Heck (Hackensack)

RECORDS: Elaine B. Kennedy (Eagleswood)

RESOLUTIONS: Sandra Bohinski (Helmetta) and Marie Elena Macari (Saddle River)

SCHOLARSHIPS: Karen Hughes (Westwood)

President Joanne Kwasniewski thanked each of these Chairs and stated that they are the people who get the job done for the association.

(The above individuals were enthusiastically supported by a round of applause.)

ANNOUNCEMENT OF SCHOLARSHIP WINNERS: Sally Bleeker (Franklin Lakes) announced the scholarship winners as follows: (RMC) Karen M. Parker, Deputy Township Clerk, Township of Readington; Nancy Acciavatti, Deputy Municipal Clerk, Borough of Manasquan; Ann H. Bistriz, Acting Borough Clerk, Borough of Harrington Park; (CMC) Donna Marie Godleski, Municipal Clerk, Borough of Bound Brook; Jessie M. Joseph, Deputy Township Clerk, Township of Ocean; Sylvia A. VanNockay, Borough Clerk, Borough of Lawnside.

TRIBUTE TO RETIRED MEMBERS: Marie Elena Macari (Saddle River) read the following Resolution:

Whereas, service to others is the best work of life; and

WHEREAS, continued, unselfish service is the backbone of our society and is to be commended and exemplified; and

WHEREAS, as a Municipal Clerk, knowing that you have shared in the growth and success of your community and this organization is a purpose fulfilled.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Clerk's Association of New Jersey, Inc., that we commend your dedication to the residents of your community and organization, and point to it as an example to be exemplified and emulated; and

BE IT FURTHER RESOLVED, that Honorary membership is bestowed upon the below-named retired Municipal Clerks in accordance with Article II, Section 1.D of the Municipal Clerks' Association of New Jersey, Inc., Constitution and By Laws; and

BE IT FURTHER RESOLVED, that we extend to you, upon the occasion of your retirement, our gratitude and best wishes for good health, success and prosperity for many years to come to those Municipal Clerks named herein:

Atlantic County

Susanne Oddo, Hammonton Town

Sandra Biagi, Ventnor City

Burlington County

Pat Halbe, Mount Laurel Township

Marie Annese, Willingboro Township

Camden County

Joan Moreland, Haddon Heights Borough

Denise Adams, Haddon Township

Jane Barber, Lindenwold Borough
Mercer County
 Stephen W. Elliot, Ewing Township
Monmouth County
 Rose Ann Weeden, Manalapan Township
 Colleen Scimeca, Manasquan Borough
 Maryann Smeltzer, Sea Bright Borough
 Mary Sabik, Union Beach Borough
Ocean County
 Kathleen West, Barnegat Township
 Bonnie Leonetti, Long Beach Township
Salem County
 V. Susan Miller, Oldmans Township
 Constance Garton, Pittsgrove Township
Somerset County
 Laureen Fellin, Watchung Borough
Union County
 Patricia Rapach, Berkeley Heights Township
 Marilyn Gorgia, New Providence Borough
 Barbara Riepe, Scotch Plains Township
 Laddie Wyatt, Plainfield City
Warren County
 Willa Reilly, Liberty Township
 Mary Ann O'Neil, Washington Township

Vincent Buttiglieri made a motion to approve the Resolution, seconded by Harold Wiener. Motion carried unanimously.

TRIBUTE TO DECEASED MEMBERS: Sandra Bohinski (Helmetta) read the following Resolution:

WHEREAS, the strength and spirit of a community are often reflected in the activities and successes of its employees; and

WHEREAS, throughout their tenure, Municipal Clerks serve their communities with complete professionalism and at all times demonstrate an extraordinary dedication, enthusiasm and community spirit; and

WHEREAS, although dearly departed many Municipal Clerks will always be in thought a part of their municipality.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Clerks Association of New Jersey, Inc., that we commend their dedication to the residents of their respective communities and this organization, and point to it as an example to be exemplified and emulated; and

BE IT FURTHER RESOLVED, that we extend to these individuals a moment of silence dedicated to the memories of those who have left us for a greater service.

Camden County
 Regina White, Somerdale Borough
Essex County
 John Kosko, Borough of North Caldwell
Hunterdon County
 Barney Wahl, Borough of High Bridge (retired)
Monmouth County
 Helen Marie Leming Mika, Borough of Allentown (retired)
Morris County
 Patricia Graham, Borough of Madison
Passaic County
 Sylvia Ulmer, City of Paterson (retired)
Salem County
 Mildred Hyatt, Township of Oldmans (retired)

May they rest in peace.

Nancy Saffos made a motion to approve the Resolution, seconded by Peter Lo Dico. Motion carried unanimously.

President Joanne Kwasniewski announced the Friends of the Municipal Clerks' Award for 2011. This is an individual who is not a Municipal Clerk but has worked with the association is Lori Buckelew from the New Jersey State League of Municipalities. Ms. Buckelew thanked the association.

President Joanne Kwasniewski called upon former Administrative Consultant Manuel Hirshblond to come to the podium where together they announced the second annual recipient of the L. Manuel Hirshblond Distinguished Service Award. The aforementioned name of the award was changed by former President Joan Moreland from what was called the President's Award. President Joanne Kwasniewski read a prepared statement as to this year's recipient who provided many years of contributions to MCANJ. She announced that Heather Mailander (Village of Ridgewood) as the 2011 recipient who was supported by a

round of applause and standing ovation. Ms. Mailander came forward to accept the award. She expressed her appreciation for being the recipient.

IIMC PRESIDENT'S ADDRESS:

Colleen Nicol, President of IIMC addressed the membership. President Nicol stated that IIMC is proud to host the 2013 IIMC Conference here in Atlantic City. She wished Jane E. Williams-Warren (Paterson) well in her recovery from recent surgery and welcomed Vincent Buttiglieri to the IIMC Board of Directors. President Nicol stressed the importance of education and announced that IIMC will soon be filling the position of Education Director. She stated that IIMC is a healthy organization. The President discussed the institute directors and IIMC's effort to strengthen the institutes that are being offered to our members. President Nicol stated that more and more members are coming from Region XI which is everyone outside of North America. There is a renewed focus on the IIMC Education Foundation and we should be proud of that effort. She discussed the IIMC Conference to be held in Portland, OR in May of 2012 and stated she is happy to see the amount of CMC's and MMC's in New Jersey. President Nicol offered more information about IIMC to the membership and looks forward to seeing everyone in Portland in 2012 and Atlantic City in 2013.

STATE OF ASSOCIATION ADDRESS: President Joanne Kwasniewski delivered the following comments:

"As I stand here as President of our Association this morning, I cannot believe that a year has gone by already. It seems like it was just yesterday when I took the oath to serve as your president and promised to lead this organization to the very best of my ability. I don't think anyone realizes how daunting a task that is until they have actually done it. I was surprised, although I shouldn't have been because I was warned, by the number of telephone calls and emails I received daily from Municipal Clerks, Mayors, Council Presidents, the Executive Board, the Conference Committee and others. It was kind of flattering that people thought I would know all the answers. It was also humbling to know that there were many questions, I could not answer, but as we learned in Introduction to Municipal Clerk Duties, you can't know everything, you just have to know where to find the information and who to ask. Boy did I rely on that advice this year. I even impressed our Legal Counsel by getting a VIP parking pass for Senator Weinberg yesterday. It really is all about knowing who to contact.

Last year I said that our theme for the Education Conference and the year was **Municipal Clerks' - We Make It Happen** and we certainly did that this year. It was a very weird weather year. We unfortunately experienced a hurricane, a tropical storm, an earthquake, a snowstorm in October and power outages that lasted for days and through it all the Municipal Clerks just kept doing whatever we could to help our residents.

You all know that I believe that we need to promote ourselves more and that it is imperative that governing bodies know what we do and how well we do it. The League of Municipalities has been hosting an all day seminar for Newly Elected Public Officials for many years at which different members of the Executive Board have participated in and which has afforded us an opportunity to talk about what we as Municipal Clerks do. This year a new course was added for Mayors and Council Presidents and I had the privilege of speaking to a very attentive audience about agendas, meetings, resolutions and a variety of other practical matters. The seminar was so successful, the League is going to offer it again in 2012 and will be offering a session in the north and in the south. Incoming President Pavlica has agreed to speak at the one in the south and I have agreed to speak at the one in the north. We will continue to get our message out and make sure we are as visible as possible.

We had an outstanding Education Conference with many great speakers and sessions. Despite budget cutbacks for many municipalities the Conference was well attended and the evaluations we received indicated that it was an exceptional conference. The Executive Board and the Conference Committee work very hard to provide the best educational opportunities that we can at a reasonable price. We are always looking for suggestions to add new sessions so if you have an idea, please do not hesitate to share it with us.

We have updated our website adding a section on the MCANJ/IIMC 2013 Conference. Next, Daina Dale, the chair of the Information Technology/Web Page Committee is looking at improving the calendar on the website. Daina instituted a new format for eblasts that has proven to be very successful. I have diligently tried to keep you informed throughout the year through the President's message and by the blast emails. Through the efforts of the County Advisory Board members and Daina our email list has been updated. The number of returned emails has been greatly reduced. If you are not getting the email blasts, please let me know so we can check to be sure that we have your correct email address. It is such an easy way to stay informed.

You may have noticed some new names on the list of committee chairs. As many of our long time municipal clerks retire, we must find replacements so I was excited to have new volunteers and pleased to add some new committee members and to see some of the members of a committee agree to chair it. If we are to continue to grow as an organization, we must energize our young members to participate and encourage them to take leadership roles.

We always complain that the legislators do not consult with us before they introduce legislation that will greatly impact our positions or our job functions, i.e. OPRA and OPMA that we continued to work on this past year. For once though we have been given the opportunity to work with Cathleen Bennett, and Colette Lamothe-Galette of the State Department of Health and Senior Services to resolve some of the issues that have faced Registrars for years before they write new regulations. Since June I have been

participating in conference calls with them and Lynn Minetti, President of the Registrars Association. During those conference calls I was able to raise some concerns that you had shared with me. A task force has been formed consisting of several Municipal Clerks who are also Registrars, several Registrars and the State representatives to revise the training requirements for Registrars. The task force will help develop core courses and then special topics. Conference calls have been scheduled for November 21 and December 13. Please feel free to continue to contact me with any items you wish me to bring up during those conference calls.

At the suggestion of our Executive Director Joel Popkin we distributed a survey to help the Executive Board determine how we can best address the needs of our members. So far just over 200 surveys have been returned to Joel. Joan Moreland as Chair of the Past Presidents Committee is working on compiling the information on those surveys. It is not too late to send in your response.

The 2013 IIMC Conference Committee continued to meet to make plans for 2013. Our focus for 2011 was fund raising. We realized that our approach to fundraising up to this point was not going to enable us to raise very much money. We took a chance and sold \$100 super 50/50 tickets. That drawing will be held later this morning and the lucky winner will receive \$10,000 and the Association will have earned the same amount. The super 50/50 was so successful and there were some of you who missed out on the opportunity to purchase tickets, so perhaps we will do it again in 2012. I have to thank the four County Associations who have already become sponsors and urge the other Counties to consider it next year.

Our fund raising will enable us to add things to that conference to showcase New Jersey. Obviously we want to show off the very best that New Jersey has to offer so we are fundraising. The IIMC conferences are amazing. I have been very fortunate that Fair Lawn has allowed me to attend ten or eleven of them and each one was an amazing experience thanks to the caliber of the speakers that they provide. It is an opportunity to learn what the rest of the country is doing and to make lasting friends of Municipal Clerks around the country.

The Executive Board made a commitment when we decided to submit a bid to host the conference, that New Jersey Municipal Clerk's would be able to earn their CEU's at this conference. Once the 2012 Education Conference is finished, the IIMC 2013 committee will begin work on the education programs for 2013. We must submit our ideas and suggestions for speakers to IIMC in July 2012.

While my term is winding down, there is still a great deal of work to do to keep our Association vital and strong. Please volunteer to serve on a committee. It will take all of us working together to ensure that we continue to "make things happen". I have no doubt that the Executive Board under the able leadership of incoming president Drew Pavlica will do just that.

It has been an amazing year for me and I am grateful that I have had the opportunity to serve the Association and you. It has been a privilege to work with Drew, John, Keith, Nancy and Vinny who are the greatest. We have truly been an amazing team. Thank you to Joel for his calming manner and for the guidance we as a Board rely on daily. Thank you to Richard who works very hard to keep us out of trouble and is always ready to help. And a final thank to my husband, Ralph who has always supported me no matter how over my head I get. During my time on the Board, Ralph has stuffed 1000 dues notices into envelopes, ripped off strips of raffle tickets, sat through two of these Annual meetings and anything else that he could to help. I couldn't have done it without his support and I am grateful for that.

In conclusion, I look forward to serving as the Immediate Past President and to welcoming Patty Hunt to the Board.

Thank you for allowing me this wonderful opportunity. I have loved every minute of it."

RECOGNITION OF 2011 CMC (CERTIFIED MUNICIPAL CLERK) AND MMC (MASTER MUNICIPAL CLERK) AWARDS: Vincent Buttiglieri Region II Director announced that Rhona Bluestein, Susan Caljean, Tonya Carter, Nicole DiRado, Eileen Gore, Christine Helder, Keith Kazmark, Paul Margiotte and Kim Marie White have been awarded the CMC designation. He further announced Vincent Buttiglieri, Diane Pflugfelder and Michele Seigfried have been awarded the MMC designation.

He thanked New Jersey for their support in his successful election for Region II Director.

RECOGNITION OF INSTRUCTORS OF MUNICIPAL CLERK COURSES: Pamela Morley-Chappelle of Rutgers University announced the instructors of RMC courses as Barbara Bascom, Jennica Bilecci, Sharon Brienza, Katherine Coletta, James Doherty, Elaine B. Kennedy, Mary P. Madonna, Vita Mekovetz, Joel Popkin, Bernadette Standowski, Linda S. Wanat and Kevin Yecco and thanked them for all their hard work and dedication.

ANNOUNCEMENT OF 2010/2011 REGISTERED MUNICIPAL CLERKS CERTIFICATION RECIPIENTS: Jenica Bileci (Washington Township) announced the October 2010 RMC recipients as follows: Patricia L. Bussow, Cathleen Calabto, JoAnn Denton, Eileen Farrell, Louis E. Imhof, Kenneth Louis, K. Holly Mannel, Lisa M. Miskiewicz, Judith O'Donnell, Susan Spohn, Amelia M. Upchurch, Karen Wayne, Alberto Cabrera, Alison L. Carlisle, Stephanie Evans, Donna L. Gambutti, Janice Kisty, Amanda G. Macchia, Maria F. Martins, Dawn M. Mount, Dina M. Partusch, Bonita Triola and Martia Welde. The April 2011 recipients are Tamara Brown, Barbara E. Kovelesky, Sheryl L. Nevin, Rebecca P. Newman, Michele J. Reilly, Leo F. Selb, Jr., Cynthia L. Edge, Maryann C. Lang, Linda M. Prina, Cathy Reese, Maria F. Santana and Joseph Veight, III.

PRESENTATION OF THE 2011 MUNICIPAL CLERK OF THE YEAR AWARD: Harold Wiener (2010 Recipient / City of Irvington) read a biography of the 2011 recipient; Municipal Clerk Jim Doherty (Wantage Township). Jim Doherty thanked the association, his family and all the previous recipients of this prestigious award. Mr. Doherty thanked the former Municipal Clerk's who assisted him during his career. He acknowledged the Municipal Clerk's who could not attend this conference because they are in their offices working or because their budgets do allow them to attend.

RESOLUTION TO THE GOVERNMENT RECORDS COUNCIL:

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY

RESOLUTION

**Approved by the General Membership, November 16, 2011.
Approved at the MCANJ Business Meeting, November 16, 2011.**

WHEREAS, the Open Public Records Act (OPRA) created a Government Records Council (GRC) whose mission is to assist residents and records custodians alike in making OPRA work for the citizens of New Jersey; and

WHEREAS, N.J.S.A. 47:1A-7(b) outlines the duties of the GRC, which includes the issuing advisory opinions as to whether a particular type of record is a government record accessible to the public; preparing guidelines and informational pamphlets for use by records custodians complying with OPRA; making training opportunities available for records custodians which explain the law governing access to public records; and operating an informational website and toll-free helpline for assistance to both records custodians and citizens; and

WHEREAS, if the records custodian denies a request for records the case may be brought to the GRC; and

WHEREAS, the GRC is responsible for hearing and deciding cases and charged with making a determination as to the availability and access to government records; and

WHEREAS, at recent GRC meetings the cases have not been summarized and votes are taken by members without the specifics of the cases being articulated to the public; and

WHEREAS, the GRC is "ostensibly dedicated to improving the public's access to records" yet only posts a draft copy of the agenda on its official website and does not provide the public with any additional information on action items at its meetings;

NOW, THEREFORE, BE IT RESOLVED that the Municipal Clerks' Association of New Jersey, goes on record as urging the Government Records Council to provide maximum transparency when reviewing and deciding cases relative to access to public documents by posting case summaries as part of their agenda, discussing cases at their public meetings and posting advisory opinions that outline the basis and the reasons for determination in said cases; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the members of the Government Records Council, the New Jersey General Assembly, the New Jersey State Senate, the Lieutenant Governor and the Governor of State of New Jersey.

Elaine B. Kennedy made a motion to approve the Resolution, seconded by Bette Mastropasqua. Motion carried unanimously.

MOTION TO CAST BALLOT FOR SLATE OF OFFICERS:

Secretary Keith Kazmark announced the slate of officers for 2012 as follows:

President Andrew Pavlica, 1st Vice President Nancy Saffos, 2nd Vice President John M. Mitch, Treasurer Keith Kazmark, Secretary Patricia L. Hunt and Immediate Past President Joanne Kwasniewski. He made a motion to cast a ballot for the unopposed, seconded by Immediate Past President Vincent Buttiglieri. Motion carried unanimously.

ADMINISTRATION OF OATH OF OFFICE: Frank J. Calandriello Mayor of the City of Garfield installed the 2012 slate of officers.

INTRODUCTION OF PRESIDENT'S GUESTS: President Joanne Kwasniewski introduced her guests and thanked them, along with her fellow municipal clerks from Bergen County for their support.

ACKNOWLEDGEMENTS TO PRESIDENT KWASNIEWSKI: Andrew J. Pavlica, President-Elect presented President Kwasniewski with a plaque and gifts for serving as President.

REMARKS BY PRESIDENT-ELECT: President-Elect Andrew J. Pavlica delivered the following comments:

"Good Morning. What an honor and privilege it is to stand before you as President-Elect of the Municipal Clerks' Association of New Jersey ---- an Organization which has so effectively represented the interests of the Municipal Clerks' profession for so many years! We owe a heartfelt thank you to those who have led us, and participated, and did so much, and did it so well, for all of us, over all the years.

I want to personally thank President Joanne Kwasniewski for the superb and strong leadership she has provided us during this past year. As she said, through the theme of her Education Conference, this year, "Municipal Clerks: We Make It Happen", and Joanne, you certainly did a great job, this year, in "Making It Happen".

I also would like to share with you that I have commented on a number of occasions, on how I am so impressed with the quality of the people currently serving on the Executive Board. Each brings their own multi-faceted talents and ideas to the cause. And that is good, because these are times when we all must rise up to the occasion. We are living in an era of reform in government in New Jersey. Not only reform in new laws and ideas that affect the way we approach and do things Professionally, --- but, Personally, as well; -- through furloughs, layoffs, mandatory reductions for pension and medical benefits, sick leave and vacation time, and pay, and the 2% Budget CAP. Our Municipalities are affected, as State Aid is reduced, and revenues decreased, while expenses have continued to rise.

We live in changing times. It has been said that the only constant in life is change. We, either, embrace it, and participate in it, or we become irrelevant. We need to discriminate the good from the bad, and stand up for what is right, for the good of our profession, and the good of our communities, and the good of the people of this great State. We need to stay ahead of the curve and stay on top of the issues.

In a recently released report, entitled, "Facing Our Future", compiled by former New Jersey State Treasurers, Cabinet Commissioners, Legislators and other Government Officials, from both sides of the political aisle, it reads in part, that: The scale of fiscal problems facing New Jersey, today, dwarfs any problems in the past. If we don't proactively address the imbalance between the cost of services and revenue, we in New Jersey, will end up, in Five Years, with a hollowing out of services, at ALL levels of government. This "hollowing out" will be by a minimum of 20%, and that's before we take into account the cost pressures of inflation. Sobering stuff.

We, in the MCANJ, need to re-evaluate, as a group, how we conduct our business, and look at different ways of doing things. The old ways of doing things are no more, so we must come up with innovative and creative solutions, to the issues we face, today. To this end, we would like to experiment by conducting the January Advisory Board meeting via Conference Call. With reductions in staff, added responsibilities, and difficulties getting out of the office in the unpredictable January weather, this is another way to deliver information to our members, and still interact, at the same time.

President Kwasniewski, during the past year, has increased the use of email blasts to deliver timely and pertinent information to our membership, and we will continue to do that. We will look to make improvements to our Website, and we will also complete the creation of an MCANJ Facebook page.

During the past two years, President Kwasniewski and President Vinny Buttiglieri have met with State Legislators, to sponsor a bill to mandate that a Municipal Clerk, the Chief Custodian of the municipal records, be appointed to a seat on the Government Records Council, and we will continue our efforts, to cause that to happen.

Also, during the past two years, President Kwasniewski and President Buttiglieri and Legal Counsel Richard Lustgarten have met with State Senator Loretta Weinberg over her proposed amendments to the Open Public Records Act, and we will stay engaged with that legislation, so that any suggested improvements, are an enhancement, rather than a detriment, to the law.

We will remain vigilant on that issue, and other issues, as well.

You have heard it mentioned a few times, this morning, that New Jersey will host the International Institute of Municipal Clerks Conference, here in Atlantic City, in 2013. This will allow each and every Municipal Clerk in the State of New Jersey an opportunity to experience the quality of an IIMC Conference close to home, while still being able to receive continuing education units for our State RMC re-certification.

During this IIMC Education Conference in 2013, Municipal Clerks, and other Government Officials, from across this great nation, and from around the world, will be coming to New Jersey to be educated, and New Jersey will be: "Leading the World in Education"!

Well, that's in 2013. In 2012, there will be an Education Conference before that one ---- and that will be Our annual MCANJ Education Conference, which will be held in March of 2012, at the Taj Mahal.

The theme of the 2012 MCANJ Education Conference is: "New Jersey Municipal Clerks – Leading the World in Education"! What better way to foreshadow the 2013 IIMC Conference, while also promoting the high importance New Jersey Municipal Clerks place on professionalism and continuing education?!

During the 2012 MCANJ Education Conference, the Municipal Clerks Association of New Jersey will be celebrating our 85th Anniversary. We will be celebrating the rich history of this Association which has helped to shape the lives and careers, and inspire confidence, honesty and excellence, in thousands of Municipal Clerk professionals, across this State, over the past 85 years. We will take a moment at the Conference Dinner to reflect on the spirit and wonderful leadership of past Presidents, who we will invite to the event.

For 85 years, Municipal Clerks have experienced all that the MCANJ has to offer, and have inevitably become better professionals, through our Association. For this reason, we must take a moment to celebrate. We must always remember the past, in order, to excel in the present.

If I can conclude with any words, it would be a simple request: Get involved, volunteer on a committee. Attend Advisory Board Meetings. Don't be reluctant. There are no Municipal Clerk strangers, just friends you haven't met. Or haven't gotten to know better. If it appears clique-ish, it's not. It's because we support each other. Volunteer and put forth an effort to the cause and you will be accepted and garner much appreciation. And affection. And respect. It is a friendly and supportive group. It is a rewarding experience. The future of the MCANJ is unknown to all of us. But as we celebrate our 85th Birthday in the coming year, we cannot but dream of better days ahead. Apply your talents to the cause. Take the lessons you've learned during education sessions and make Your Town a better place.

We are all leaders, and therefore, it is our job to ensure that the future, our future, is bright, and we must constantly strive to improve the world around us. Never forget that we are in the customer service business.

I am proud to be a Municipal Clerk and it is an honor to temporarily hold the leadership position of this Association for one year. I do not take this obligation lightly, and I pledge to do my best, as do all the Officers of this Association, for all of you.

We look forward to the coming challenges, in the coming year.

Thank you."

INTRODUCTION OF PRESIDENT-ELECT'S GUESTS: Andrew Pavlica introduced his guests.

ACKNOWLEDGEMENTS TO PRESIDENT-ELECT ANDREW J. PAVLICA: Joanne Kwasniewski made a presentation of the Presidents pin to President-Elect Andrew Pavlica.

Lorraine L. McMackin, President of the Bergen County Municipal Clerk's Association presented President Joanne Kwasniewski with flowers and made a presentation to President-Elect Andrew Pavlica

President Joanne Kwasniewski also selected fifteen (15) business cards randomly. Each person received a free conference registration for the Spring Education Conference. The names selected were: Sheryl Lynn Nevin, Deputy Clerk, Borough of South River; Deanna Bennett, Borough Clerk, Borough of Haddonfield; Joann J. Graf, Municipal Clerk, Borough of South Plainfield; Elizabeth J. Fritzen, Township Clerk, Township of Maplewood; Barbara Nagy, City Clerk, City of Clifton; India Colem Deputy City Clerk, City of Plainfield, Cathy Reese, Township Clerk, Alexandria Township; Kathleen Wells, Municipal Clerk, Borough of Ship Bottom; Dawn McDonald, Borough Clerk, Borough of Interlaken; Heather Mailander, Village Clerk, Village of Ridgewood; Sharon Brienza, Township Clerk, Township of Branchburg; Sally Bleeker, Borough Clerk, Borough of Franklin Lakes; (Alternates) Francine T. Paserchia, Borough Clerk, Borough of Essex Fells, Carol Donovan, Deputy Borough Clerk, Borough of Norwood; Rhonda Williams, City Clerk, City of Atlantic City.

President Joanne Kwasniewski conducted the on-premise raffle. The winner won \$374.00.

President Joanne Kwasniewski then conducted the Super 50/50 raffle. The winners won a total of \$10,000.

ADJOURNMENT: A motion was made by President-Elect Andrew Pavlica, seconded by 2nd Vice President Nancy Saffos to adjourn the annual meeting at 11:10 a.m. Motion carried unanimously.

Respectfully submitted by Keith Kazmark
MCANJ Secretary (2011)

ARTICLE IV
COMMITTEES

Section 4. Standing Committees

B. Functions and Responsibilities of Standing Committees.

16. The Records Committee shall review pertinent decisions of the Government Records Council regarding the Municipal Clerk's responsibility in complying with the Open Public Records act and amendments and supplements subsequently enacted thereto, and report back to the Executive Board with their findings and recommendations on a regular basis. The Records Committee shall, in addition thereto, offer any practical recommendations to the Executive Board regarding problems that have been encountered or other foreseeable problems that may be expected in order for Municipal Clerks to comply with OPRA, as well as any pertinent issues dealing with records management. **The Chairman of the Records Committee shall be the MCANJ representative to the Government Records Council.**

ARTICLE VI
ELECTIONS

Section 1. Nominations

A. Anyone seeking to be a candidate must file with the Secretary not later than 120 days prior to the Annual Meeting. No additional applications shall be accepted after this date.

B. Ninety (90) days prior to the Annual Meeting, all candidates shall receive verification of their candidacy from the Secretary.

C. All candidates shall have tenure of office, shall have experience and training for that office, shall have received the degree of Registered Municipal Clerk (RMC), and shall be actively employed as a Municipal Clerk.

D. If the filing date for receipt of applications for candidates for the office of Secretary expires and no qualified applications have been received by the current Secretary, the office of Secretary **shall be filled in the manner provided in paragraph E of this Section.**

Within 30 days after the filing date, the Executive Board shall choose a nominee from the qualified general membership for the office of Secretary for the ensuing year. The Executive Board shall notify the general membership that interested persons will be considered based on resumes and personal interviews. Interested persons must submit their resumes to the current Secretary by the deadline established in the notice distributed to the general membership. The Immediate Past President shall not vote to fill any vacancy on the Executive Board. In the event of a vacancy during the term, the same procedure shall be followed.

E. In the case of a vacancy in the office of Secretary caused by virtue of the fact that the filing date for receipt of applications for candidates for the office of Secretary expires and no qualified applications have been received by the current Secretary, the Executive Board, within 30 days of said filing date, shall notify the general membership of such vacancy and that any qualified, as defined by Section C, interested persons for the office will be considered. The Executive Board shall thereafter fill the vacancy with a qualified person, with the affirmative vote of the majority of the full membership thereof. In the event that a vacancy in the office of Secretary occurs due to any other reason, the provisions for filling such vacancy shall be as set forth in Article VII, Section 6.

If no applications are received in accordance with Section E, the Executive Board shall have to the power to fill the vacancy with an individual who does not meet the tenure requirement as set forth in Section C for the position of Secretary. However, it shall be required that the applicant seek and receive the written consent of his/her entire governing body of the municipality where he/she is employed on a full time basis setting forth that there are no objections to the individual seeking said position and that it is acknowledged that the position will require the individual to be absent from the office from time to time.

ARTICLE VII
VACANCY ON EXECUTIVE BOARD

Section 1. President

If a vacancy occurs in the office of President, the First Vice-President shall become the Acting President and retain the duties of the First Vice-President for the remainder of the term. At the Annual Meeting in November, the First Vice-President shall succeed to the office of President without election.

Section 2. First Vice-President

If a vacancy occurs in the office of First Vice President, all succeeding officers will ascend to the next office, thereby creating a vacancy in the office of Secretary. The Executive Board shall follow the procedure outlined under Article VI Section 1 .D. to fill the position of Secretary from the qualified general membership.

Section 3. Second Vice-President and Treasurer

If a vacancy occurs in the office of either the Second Vice President or the Treasurer, the person holding the office not vacant shall assume the duties of the vacant office until the end of the term.

Section 4. Secretary

If a vacancy occurs in the office of Secretary prior to August 1st, the Executive Board shall follow the procedure outlined under Article VI Section 1 .D. to fill the position of Secretary from the qualified general membership.

If a vacancy occurs in the office of Secretary after August 1st, the Executive Board may appoint the Executive Director for a stipend to be determined by the Executive Board, to fulfill the duties of the office until the end of the term.

Section 5. Employment Change

If any member of MCANJ's Executive Board terminates his/her tenured employment, said officer must obtain a letter of support from the governing body of the new municipality and submit same to the Executive Board within ten (10) business days of commencement of the new employment position. Failure to comply with this section will cause a vacancy in this position on the Executive Board, to be filled as set forth in this Article.

Section 6. Other Vacancies

In the event an Officer is absent without an approved excuse by the Executive Board as described and provided for herein from two or more regular Executive Board meetings in one calendar year and/or has neglected or is unable to perform his or her duties of office as set forth in Article III hereof, his or her office shall thereupon be declared vacant and the vacancy filled by the Executive Board in the manner provided herein. Such a vacancy shall be declared by the affirmative vote of 2/3 of the full membership of the Executive Board, with the reasons for declaring the vacancy being set forth in writing at the time of the vote to fill the vacancy and shall be recorded in the minutes of the Executive Board.

In the event that an Officer or Committee member is unable to attend all or part of a regular Executive Board meeting, an explanation, in writing, must be submitted in advance of the meeting to the President of the Executive Board providing the reason for the absence. Failure to submit a written explanation shall deem the absence to be unexcused. The Executive Board, at the next regular Executive Board meeting following the meeting at which an Executive Board Member is absent, as the first order of business, vote on the validity of the reason for the absence. For the absence to be considered excused, 2/3 of the full membership of the Executive Board must vote in the affirmative to excuse the absence. The responsibility for deciding what is a valid reason for an absence from a regular Executive Board meeting shall be as the sole discretion of the Executive Board.

Such vacancy as heretofore described shall be filled by the Executive Board by informing the membership, within 30 days of the vacancy, that a vacancy exists, and that all interested qualified persons shall be considered to fill the vacancy based upon an application of the Executive Board, and any further information as may be required by the Executive Board. The Executive Board, by a majority affirmative vote of the full membership thereof, shall thereafter fill the vacancy. Should no qualified applicant apply, then the person serving as the Executive Director shall fill the vacancy for the balance of the term of office at a stipend to be set by the affirmative vote of the full membership of the Executive Board.

In the event that the vacancy still exists at the end of the current term, refer to Sections 1 through 4.

BYLAWS

REPEALER

Section 1.

These Bylaws shall become effective **November 16, 2011.**

Section 2.

All laws of this corporation enacted prior to the adoption of these bylaws are hereby repealed.

