

**Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
March 30, 2012 – Taj Mahal, Atlantic City**

CALL TO ORDER: President Andrew J. Pavlica called the meeting to order at 8:20 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: President Pavlica led the salute to the American Flag, followed by a moment of silence (in memory of Susan Spohn, Englewood Cliffs, who recently passed away).

ROLL CALL: Executive Board members present were, President Andrew J. Pavlica, 1st Vice President Nancy Saffos (8:35am), 2nd Vice President John Mitch, Treasurer Keith Kazmark, Secretary Patricia Hunt, Immediate Past President Joanne Kwasniewski, Executive Director Joel Popkin and Legal Counsel Richard Lustgarten.

ADVISORY BOARD MEMBERS

COUNTY	NAME	PRESENT	ABSENT
Atlantic County:	Kimberly Hodsdon		X
Bergen County:	Heather Mailander	X	
Burlington County:	Kim-Marie White		X
Camden County:	Deanna Bennett		X
Cape May County:	Lisa Stefankiewicz		X
Cumberland County:	Susan G. Robostello	X	
Essex County:	Linda Wanat		X
Gloucester County:	Dina Zawadski		X
Hudson County:	Alberto Cabrera		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 Immediate Past President Joanne Kwasniewski, seconded by Past President Sharon Brienza, to approve the minutes of the Advisory Board Meeting held on September 23, 2011. The motion carried unanimously.

REPORT OF OFFICERS

TREASURER'S REPORT: Treasurer Keith Kazmark presented the account balances:

Checking / Savings	\$ 127,468.35 (as of 2/29/12)
Scholarship Funds	\$ 16,164.50 (as of 3/26/12)
MCANJ Raffles	\$ 14,016.63 (as of 2/29/12)
CD # 100805027	\$ 101,549.72 (as of 12/31/11)
AC in 2013	\$ 13,329.00 (as of 1/31/12)

Treasurer Keith Kazmark provided copies of the 2012 budget summary for the Advisory Board's review.

A motion was made by Past President Sharon Brienza, seconded by Past President Allan Susen, to accept the Treasurer's Report. The motion carried unanimously.

Treasurer Keith Kazmark reported on the paid membership as of March 30, 2012 (731 paid members). He provided membership percentages by county along with a detailed written report.

SECRETARY'S REPORT: Secretary Patricia Hunt reported on the deadlines for Application for Secretary of MCANJ (July 17, 2012) and nominations for Municipal Clerk of the Year (July 1, 2012). She encouraged all members to get involved with the Association.

2nd VICE PRESIDENT'S REPORT: 2nd Vice President John Mitch reported that the Annual Breakfast meeting will be held on November 14, 2012; tickets will be printed shortly.

1st VICE PRESIDENT'S REPORT: President Pavlica reported in the absence of 1st Vice President Nancy Saffos. He advised that the 2013 MCANJ Education Conference will be combined with the International Institute of Municipal Clerks (IIMC) Conference in May in Atlantic City. He also advised that the Annual MCANJ Meeting will be held on November 14, 2012 at the NJLM Conference.

IMMEDIATE PAST PRESIDENT: Immediate Past President Joanne Kwasniewski reported on her attendance and participation, on behalf of Municipal Clerks, in the annual Executive Leadership for the Mayors and Council Presidents Session, presented by the NJLM, on March 24, 2012. She advised that same was found to be very valuable by the attendees. She also reported on her meeting with Attorney Lustgarten and Senate Majority Leader Chief of Staff concerning the shared services bill proposed by Senator Norcross at which they presented the concerns of the Municipal Clerks.

PRESIDENT: President Pavlica encouraged all clerks to promote Municipal Clerks Week with the adoption of a proclamation; sample proclamations are available at the MCANJ booth. He also advised that a sample resolution opposing S-1451, and S-1452, concerning amendments to the proposed OPMA/OPRA legislation has been made available; it was emailed to all clerks.

President Pavlica advised that the first Advisory Board meeting was postponed due to the immediate attention that had to be given to fast-tracked legislation; however, a conference call meeting will be planned for June.

OTHER BUSINESS:

EXECUTIVE DIRECTOR: Executive Director Joel Popkin advised that 22 rooms have been blocked out for the NJLM Conference in November.

Executive Director Popkin reviewed the Legal Defense Fund accounts (total \$121,477.40 as of 3/1/2012). He advised that, to date, he has received 19 new memberships for this year. He encouraged all to renew by the deadline, otherwise new membership costs will be incurred.

Executive Director Popkin commented on the fact that this was a successful education conference and thanked everyone.

1st Vice President Nancy Saffos arrived (8:35am).

LEGAL COUNSEL: Legal Counsel Richard Lustgarten reported that he and Past President Joanne Kwasniewski met with Senate Majority Leader staff regarding the position paper the MCANJ prepared concerning the proposed shared services legislation. At that meeting, they conveyed practical concerns on behalf of the municipal clerks, including the fact that tenure is a right that cannot be taken away. Legal Counsel Richard Lustgarten also reported on the concerns in connection with the OPMA/OPRA legislation which is being proposed.

COMMITTEE REPORTS

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

Education Committee: (Heather Mailander) Reported that the committee continues to work with Rutgers on RMC courses; the NJLM sessions to be held in November; updates for the manual; and mini-conferences (several coming up).

Education Conference Committee: (Sharon Brienza) Thanked everyone for a wonderful conference. She advised that next year's education conference will be combined with the 2013 IIMC Conference and the MCANJ will need a lot of volunteers; contact Allan Susen if you are available to volunteer. Ms. Brienza advised that she and Heather Mailander, in response to 2nd Vice President Mitch's request, have agreed to chair the 2014 MCANJ Education Conference.

Mini Conferences: (Pat Frontino/South) Reported on a mini-conference planned for April 30, 2012 indicating flyers are in the back of the room. She advised of the CEUs (finance, licensing, records and ethics) to be given and the cost.

(Sue Witkowski/North) – Reported on the arrangements for a mini-conference on DARM/Artemis.

(Central) – No Report.

Elections: (Jane Williams-Warren) advised that they have not had a meeting yet. She thanked the MCANJ for the well wishes she received after her knee surgery. Ms. Warren advised on the new election law concerning school board elections and the fact that some towns have elected to move the election to November. She expressed the importance of being mindful that same is on the ballot and familiarizing the voters with same. She recommended that the Board of Education educate voters. She also reminded everyone that this is a presidential election year and she encouraged clerks to coordinate with the counties and emergency management coordinators.

Fundraising: (Doreen Cali and Addie Hanna). Ms. Cali thanked all for their purchases; she advised on sale items. Ms. Hanna thanked all for the baskets that were donated for the silent auction.

Information Technology: (Daina Dale) Reported that the committee will be meeting soon. She continues to send out email blasts. She reminded everyone to update their email address, if and when necessary.

Legal Defense Fund: (Sharon Brienza) Ms. Brienza advised that applications to join the Legal Defense Fund are available. She reminded everyone of the upcoming deadline to renew and strongly encouraged new membership.

Legislative Review: (Dwayne Harris) No report.

Laws Affecting Municipal Clerks: (Harold Weiner) They will be meeting this week to discuss goals.

Manual Review: (Joel Popkin) Reported that an annual review will begin. He asked that any changes or updates be sent to Deanna Bennett (deadline October 1).

Membership North: (Sally Bleeker) No report.

Membership Central: (Cecilia Covino) No report.

Membership South: No report.

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

Professional Development and Mini Conferences – North, South, Central – No report.

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

The Quill: No Report

Raffles: (Yancy Wazirmas) Advised MCANJ had a great raffle last night and another will be held in November.

Records: No report.

Resolutions: (Sandy Bohinski and Marie Elena Macari) Sandy Bohinski advised that several deaths occurred and same will be memorialized in the annual resolution.

Scholarships: (Karen Hughes) Advised that scholarship applications are available in the Quill and asked that they be filled out completely. She encouraged members to apply.

Region II: (Vincent Buttiglieri) Reported that the IIMC has a new Director of Education and that he, President Pavlica and Heather Mailander held a conference call with her. The Portland Conference will be held May 19–23, 2012. Mr. Buttiglieri encouraged attendance. Mr. Buttiglieri also encouraged membership and attendance at the 2013 IIM conference.

IIMC 2013: (Allan Susen) Reported that a raffle for hotel and registration will be held at the Portland Conference and the NJLM Conference in November (super 50/50). He too advised that many volunteers are needed for the 2013 conference.

NEW BUSINESS: Martin Gobbo, Palisades Park, advised that various professionals have joined together to form the New Jersey Licensed Public Officials Association. He expressed the need and the push to create one umbrella organization of New Jersey public officials in order to retain a lobbyist to assist in protecting tenure rights. He advised that he would place applications in the hallway and encouraged all to join.

President Pavlica advised that the New Jersey Manager's Association has reached out to the various associations and invited them to an executive meeting. The purpose of the meeting is to determine mutual interests. He advised that if he cannot attend on behalf of the MCANJ, he will send someone.

Debra Sopronyi, Hightstown, elaborated on the New Jersey Manager's Association meeting that President Pavlica was invited to attend.

OLD BUSINESS: None.

REPORTS OF THE COUNTY ADVISORY BOARD MEMBERS:

ADVISORY BOARD MEMBERS

Atlantic County: No report.

Bergen County: (Heather Mailander) Reported on the February meeting. She advised that a breakfast meeting will be held in April where CEUs will be given. They will be posting their meetings on the MCANJ website so that members needing CEUs can attend.

Burlington County: (Patricia Hunt) Reported that they held their annual Elections meeting in February. They will be holding their first mini-conference in September; same will be posted on the MCANJ website.

Camden County: No report.

Cape May County: No report.

Cumberland County: (Susan Robostello) Reported on their meeting in March at which the State presented on liquor licenses. The next meeting will be held with the Mayors, Clerks and local legislators of Cumberland County to discuss current issues.

Essex County: (Evelyn Rosario) Reported on their reorganization meeting.

Gloucester County: (Pat Frontino) Reported that, in December, they awarded two scholarships to their members for hotel and registration fees for the MCANJ Education Conference. They also awarded two scholarships for the IIMC Region II Conference in Virginia. In January, they met with the Board of Elections to discuss the Board of Education election. They held a recent meeting and their next meeting is May 30, 2012 with the Mayors.

Hudson County: (Sharon Brienza for Alberto Cabrera) Reported that they met on January 18, 2012 regarding elections.

Hunterdon County: No Report.

Mercer County: (Eileen Gore) Provided an update on their recent meetings.

Middlesex County: Reported that Middlesex is planning its meetings.

Monmouth County: (Dawn McDonald) Reported that Monmouth is planning a mini-conference.

Morris County: No report.

Ocean County: (Bette Mastropasqua) Reported that Ocean had its election meeting in March; its quarterly meeting will be in April.

Passaic County: (Sue Witkowski) Reported on the membership. Passaic County voted to donate \$1000 towards the 2013 conference.

Salem County: No report.

Somerset County: (Sharon Brienza) Reported that Somerset County held a meeting several weeks ago at which she did a presentation on paperless packets. She advised that her Administrator, Greg Bonin, is the President of the Managers Association and the MCANJ will have a good voice on the meeting of the various associations.

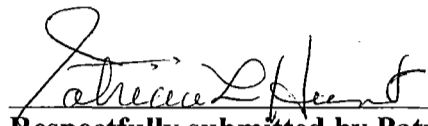
Sussex County: No Report.

Union County: (Doreen Cali) Reported on an upcoming seminar; she provided details.

Warren County: No report.

President Pavlica announced the next meeting will be on September 21, 2012; and a June meeting, via conference call, may be held.

At 9:10 a.m., a motion was made by Past President Jane Warren-Williams, seconded by 1st Vice President Nancy Saffos, to adjourn the meeting. The motion carried unanimously.



Respectfully submitted by Patricia L. Hunt
MCANJ Secretary (2012)