

Municipal Clerks' Association of New Jersey, Inc.
Executive Board Meeting Minutes
Friday, June 8, 2012
Neptune Community Center
117 Third Avenue
Neptune, New Jersey 07753

CALL TO ORDER: President Andrew Pavlica called the meeting to order at 9:40 a.m.

FLAG SALUTE AND MOMENT OF SILENCE: The meeting commenced with the flag salute and a moment of silence.

ROLL CALL: President Andrew J. Pavlica, 1st Vice President Nancy Saffos, 2nd Vice President John M. Mitch, Treasurer Keith Kazmark, Immediate Past President Joanne M. Kwasniewski, Executive Director Joel Popkin and Richard A. Lustgarten, Esq.

ABSENT: Secretary Patricia Hunt

APPROVAL OF MINUTES: The approval of the minutes of the March 2, 2012 Executive Board meeting was deferred to the August 10th meeting.

MEETING WITH CAMDEN COUNTY MUNICIPAL CLERKS' ASSOCIATION: Jeanette Schelberg, Municipal Clerk of Voorhees and President Deanna Bennett of Haddonfield were present to discuss issues regarding S-533 Common Sense Shared Services Act.

President Pavlica stated that it seemed the Camden County Association was displeased with the State Association's handling of this bill. Ms. Schelberg stated that she was concerned that emails were distributed outside their Association. 1st Vice President Saffos indicated that she had sent them to the Executive Board because as a member of that Board she felt she had a duty to keep them apprised of things that were happening at the County level. Ms. Schelberg then stated that the biggest concern was that there did not seem to be a lot of communication.

Legal Counsel Lustgarten stated that on March 6 he and Immediate Past President Kwasniewski met with Andrew Hendrey, Executive Director of the Senate Democratic Office, Lisa Friesz, Associate Council and Jason Redd, Chief of Staff of the Senate Majority Leader. At that time they gave them a position paper opposing the bill. He had a long discussion with Mr. Hendry concerning the possibility that the bill is unconstitutional because tenure is a property right that cannot be taken away by the legislature. There is some hesitation about the bill because of the legal issue but the political side may trump that issue. He believes that the bill is not legally sustainable. He also stressed that there is a fine line that the Board must be careful of so they do not jeopardize the Association's 501(c) 3 status by lobbying.

Ms. Schelberg mentioned that the Camden County Association also met with Senator Norcross although she conceded that the meeting was no more successful than the meeting President Pavlica and Immediate Past President Kwasniewski attended with the other Associates and the League of Municipalities. She mentioned that they met with a number of people in Trenton although most of them were noncommittal. She stated that Camden County has now accepted the fact that the bill will be passed but they would like to see severance provisions and grandfathering included.

Treasurer Kazmark mentioned that he and Immediate Past President Kwasniewski met with Sheila Oliver and Nellie Pou. He noted that the Board strategically chose the Senators and Assembly members to meet with.

Immediate Past President Kwasniewski inquired if she had been receiving the mass emails that had been sent last year. She made a very concerted effort to make sure that the members were advised of the various efforts being made by the Executive Board. 2nd Vice President Mitch noted that Immediate Past President Kwasniewski worked tirelessly on this bill and was diligent in her efforts to keep the members informed. Quill articles were written on this bill and other bills that were introduced last year. He concluded that

although communication can always be improved, they have done everything they believe they could do. Executive Director Popkin noted that 50 to 60 email blasts went out last year.

Legal Counsel Lustgarten asked what the Board could do to satisfy the membership on this bill. Ms. Schelberg reiterated that people did not hear what was happening at the State Association level. It sounds like the Board has done many things that they were not aware of and the Association seems to be on the same page. Camden County President Bennett stated that she thought everyone was getting the emails. Executive Director Popkin stated that they conducted a survey, which had a 38% response rate. Only 17 people said they were not getting the emails. Immediate Past President Kwasniewski noted that Daina Dale has worked extremely hard to improve the email list so that the Board is reaching the members.

Treasurer Kazmark stated that point was to meet with the Assembly Speaker because she is the one who will post the bill. At this point any efforts must focus strategically on who has the clout to stall or stop the bill.

President Pavlica noted that Senator Sarlo heads the Banking Committee and will get the OPRA and OPMA bills. He has spoken to Senator Sarlo who has indicated that he feels the bills are terrible but he has pressures from other forces to contend with. He summarized that the Camden County Clerks felt there was a lack of communication so they did not get the information concerning what the Executive Board was doing. Camden County President Bennett indicated that they understand that the Board cannot include everything in the emails. Ms. Schelberg stated that they felt they were not getting information and there was the belief that little was being done. She understands that the Board has been very proactive and done many things. Camden County has a meeting next week and they will convey this information to their membership.

TREASURER'S REPORT: Treasurer Kazmark reported on the Account Balances as follows:

Checking/Savings (#7861948276)	\$182,739.16 (as of 4/30/12)*
Scholarship Funds	\$14,643.50 (as of 6/8/12)
MCANJ Raffles (#3453661257)	\$6,089.13 (as of 4/30/12)
Certificate of Deposit (#100805027)	\$102,292.72 (as of 3/31/12)
AC in 2013 (#7869265160)	\$27,993.45 (as of 4/30/12)

*Although Scholarship Funds is shown separately, this amount (\$14,643.50) is included in the Checking/Savings amount of \$182,739.16.

Treasurer Kazmark explained that the balance in the checking/savings account is so high because there are a number of outstanding bills to pay

On a motion by 1st Vice President Saffos and a second by Immediate Past President Kwasniewski, the treasurer's report was unanimously approved.

Treasurer Kazmark reviewed the 2012 Budget Summary Report.

2nd Vice President Mitch reviewed the 2012 Education Conference Report of Income (\$79,001.00) and Expenses (\$74,956.52).

REPORT OF OFFICERS:

SECRETARY'S REPORT: On behalf of Secretary Hunt President Pavlica advised that no nominations for "Municipal Clerk of the Year" or for MCANJ Executive Board secretary for 2013 have been received yet.

TREASURER'S REPORT: Treasurer Kazmark reviewed the Membership Report: 780 date. Passaic County and Somerset County have 100% membership.

2ND VICE PRESIDENT'S REPORT: 2nd Vice President Mitch distributed the final registration list for the 2012 Education Conference showing 314 registered with six requests for refunds.

On a motion by 1st Vice President Saffos and a second by Treasurer Kazmark six refunds will be issued by the Treasurer. The vote was unanimous and the motion carried.

2nd Vice President Mitch reported that the breakfast tickets are at the printer and will be distributed to the County representatives as soon as they are received.

2nd Vice President Mitch added that he has sent the information on the Annual Meeting and the rooms at the Tropicana for the League of Municipalities Convention to Jim Doherty for inclusion in the Quill.

1ST VICE PRESIDENT'S REPORT: 1st Vice President Saffos reported that she has been working with the subcommittee of the Education Committee on two sessions. Paperless packets and Parliamentary Procedures were suggested.

1st Vice President Saffos reported that she had revised the request for volunteers that will appear in the Quill.

PRESIDENT'S REPORT:

President Pavlica advised that it might be possible to obtain CEU's at the Annual meeting if Attorney Lustgarten does a legislative report and also for Brenda Certin IIMC President's remarks. President Certin who originally was not going to attend the meeting has reconsidered and most likely will attend. President Pavlica will send a letter inviting her. Region II Director Buttiglieri can be the back up if necessary.

President Pavlica reported on the IIMC Conference in Portland Oregon. Executive Director Popkin stated that President Pavlica did a good job inviting everyone to Atlantic City in 2013. The video was very good. President Pavlica felt that people were excited about coming to Atlantic City. He held a reception for Region I and Region II members which General Code co-hosted which went very well. There were 50 to 60 people in attendance. Executive Director Popkin reported that General Code will be sending a check for \$1,000.

President Pavlica advised that previously the Board had approved \$1500 for the attendance of the AC in 2013 co-chairs Chris Wilder and Allan Susen. Allan Susen had the registration paid since he won the registration in the raffle at the League and IIMC reimbursed Haledon and he shared a room with President Pavlica. He is asking to be reimbursed \$359.60 for air fare.

On a motion by 1st Vice President Saffos and a second by 2nd Vice President Mitch Allan Susen will be reimbursed \$359.60 for air fare to Oregon. The vote was unanimous and the motion carried.

President Pavlica reported that the Virginia Municipal Clerks' Association donated \$2,790.45 from the profits of the January 2012 Region II Conference and an additional \$170 was received on May 9, 2012.

President Pavlica reported that Region II Director Diane Fitzhenry has resigned. Each of the State's Presidents in the region has to recommend someone to fill the vacancy. He will recommend Kim Rau.

President Pavlica reported that Senator Loretta Weinberg sent a letter to the Beachwood Mayor and Council regarding their opposition to the OPRA and OPMA bills. It appears that each municipality that adopted a resolution opposing the bills received the letter.

President Pavlica advised that he met with Senator James Whealen, Mayor Nick Russo and the ACLU at the NJ League of Municipalities Offices in Trenton on May 31, 2012 regarding the numerous OPRA requested filed with Longport, New Jersey. Everyone agreed that it was a terrible situation but the ACLU did not support any changes to OPRA.

President Pavlica noted a number of pending bills including S-1451 OPRA, S-1542 OPMA, S-533 Shared Services, S-2 Consolidation. He was quoted in recent newspaper article.

President Pavlica reported that Katherine Starghill is leaving the Government Records Council for the Department of Labor. Attorney Lustgarten suggested that President Pavlica send her a letter thanking her for her assistance and wishing her well.

President Pavlica reported that there is a new requirement that Financial Disclosure Forms will have to be scanned to the Division of Local Government Services instead of mailing them.

President Pavlica reported that on June 8, 2012 the League will hold a mini Conference for Licensed Officials at the Conference Center in Mercer offering 8 CEU's.

President Pavlica reported that Executive Director is working on a mission statement for the MCANJ. He expects to have a draft for the Executive Board meeting in August.

A wrap up meeting is needed for the 2012 MCANJ Education Conference.

President Pavlica reported that Longport Mayor Nick Russo expressed concern about the RMC exam passing rate. The Board felt that the exam should not be that easy to pass. The Municipal Clerk needs to be well trained.

IMMEDIATE PAST PRESIDENT'S REPORT: Immediate Past President Kwasniewski reported that on June 29 she, LDF Chair Brienza, Attorney Lustgarten and Executive Director Popkin were meeting to finalize the revisions to the LDF by-laws. She expected that they will be ready to be presented to the Board at the August meeting.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Popkin reviewed the Legal Defense Fund Membership Report and Account Balances as of April 30, 2012. There were 262 memberships and the Account Balance was as follows:

<u>Central Jersey Bank</u>	
Certificates of Deposit	\$65,999.62
Money market Checking Account	\$53,873.14
Total of All Accounts	\$119,872.76

Executive Director Popkin explained the discounts that New Jersey Municipal Clerks can receive toward the registration for the IIMC 2103 Conference including a \$50 first time discount and \$50 for Region II members. 2nd Vice President Mitch suggested that the Board consider giving something to the few Municipal Clerks who are not first time attendees. Perhaps MCANJ can pay the \$50. Executive Director Popkin thought that there will be approximately 75 NJ Municipal Clerks attending the conference willing to volunteer. He suggested that volunteers would have to devote 4 hours in order to be eligible for \$50 from MCANJ. It will have to be handled as a reimbursement after the completion of the Conference either to the municipality or the Municipal Clerk depending on who has paid the registration fee. The Board will have to determine the scholarship amount and the specific requirements.

Executive Director Popkin distributed various reports including a summary of the 2011 survey results and a list of resolutions passed by various municipalities. He reported that the contract has been signed for the NJ League of Municipalities Conference. He reminded the Board that last year he had purchased sufficient notes pads to be used as give-a-ways at the booth. He suggested that they use retirees and have Municipal Clerks fill in. He believed that Manny and Janet and one other retiree perhaps Terry Tighe will be sufficient. MCANJ will pay for their rooms. He will contact Ceil Covino.

Executive Director Popkin reported that Rutgers will hold the instructor's meeting at the end of June.

UPCOMING DATES: President Pavlica reviewed the upcoming dates as written on the agenda:

Proposed June MCANJ Advisory Board Conference Call Meeting to be held on June 22, 2012.

August 10, 2012 - MCANJ Executive Board Meeting at 13 Fair Oaks Lane, Ocean, NJ

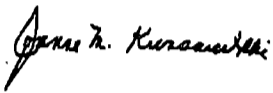
September 21, 2012 – MCANJ Advisory Board Meeting

October 5, 2012 – MCANJ Executive Board Meeting at Fire House No. Four in Garfield

November 13-16, 2012 New Jersey State League of Municipalities Conference in Atlantic City

ADJOURNMENT: There being no further business, a motion was made by Treasurer Kazmark, seconded by 1st Vice President Saffos, to adjourn the meeting at 12:40 p.m. The vote was unanimous and the motion carried.

Respectfully submitted,



**Joanne M. Kwasniewski, RMC/CMC/MMC
Immediate Past President**