

**Municipal Clerks' Association of New Jersey
 Advisory Board Meeting Minutes
 September 21, 2012 – Neptune Community Center, Neptune City, NJ
 Table of Contents**

CALL TO ORDER	2
ROLL CALL	2
FLAG SALUTE – MOMENT OF SILENCE	2
OATH OF OFFICE TO DENISE SZABO	2
APPROVAL OF MINUTES	2
REPORT OF OFFICERS	2
TREASURER’S REPORT	2
SECRETARY’S REPORT.....	2
2ND VICE PRESIDENT’S REPORT	3
1ST VICE PRESIDENT’S REPORT	3
IMMEDIATE PAST PRESIDENT’S REPORT.....	3
PRESIDENT’S REPORT	3
OTHER REPORTS	3
EXECUTIVE DIRECTOR.....	3
LEGAL COUNSEL.....	3
CONSTITUTION AND BY-LAWS	4
EDUCATION COMMITTEE	4
EDUCATION CONFERENCE COMMITTEE.....	4
MINI CONFERENCES.....	4
ELECTIONS	4
FUNDRAISING, INFORMATION TECHNOLOGY, LEGAL DEFENSE FUND, LEGISLATIVE REVIEW, PROFESSIONAL DEVELOPMENT & MINI CONFERENCE (CENTRAL & NORTH), THE QUILL, RECORDS, RESOLUTIONS, MEMBERSHIP NORTH & SOUTH	4
LEGISLATIVE COMMITTEE FOR LAWS PERTAINING TO THE MUNICIPAL CLERK’S PROFESSION.....	4
MANUAL REVIEW.....	4
MEMBERSHIP CENTRAL	4
MINI CONFERENCE SOUTH.....	4
PAST PRESIDENT’S COUNCIL.....	4
PUBLIC RELATIONS/BOOTH	4
RAFFLES	4
SCHOLARSHIPS.....	4
REGION II	4
IIMC 2013:	5
NEW BUSINESS.....	5
<i>Resolution Authorizing the Executive Director to Execute Contracts for the 2013 IIMC Conference</i>	5
UNFINISHED BUSINESS	5
REPORTS ADVISORY BOARD MEMBERS.....	5
<i>Atlantic</i>	5
<i>Bergen</i>	5
<i>Essex</i>	5
<i>Gloucester</i>	5
<i>Hudson</i>	5
<i>Hunterdon</i>	5
<i>Middlesex</i>	5
<i>Monmouth</i>	5
<i>Ocean</i>	5
<i>Passaic</i>	5
<i>Somerset</i>	6
<i>Burlington, Cape May, Cumberland, Mercer, Morris, Salem, Sussex, Union, Warren</i>	6
ADJOURNMENT	6

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CALL TO ORDER

President Pavlica called the meeting to order at 10:16 a.m. at the Neptune Community Center, Neptune, NJ.

ROLL CALL

Executive Board members present were President Pavlica, 1st Vice President Nancy Saffos, 2nd Vice President John Mitch, Treasurer Keith Kazmark, Secretary Denise Szabo, Immediate Past President Joanne Kwasniewski, Administrative Consultant Joel Popkin and Legal Counsel Richard Lustgarten

ADVISORY BOARD MEMBERS ATTENDANCE

County	Name	Present	Absent
Atlantic	Carol Degrassi		X
Bergen	Heather Mailander		X
Burlington	Kim-Marie White		X
Camden	Joan Moreland	X	
Cape May	Lisa Stefankiewicz		X
Cumberland	Susan Robostello		X
Essex	Linda Wanat	X	
Gloucester	Dina Zawadski		X
Hudson	Alberto Cabrera	X	
Hunterdon	Cecilia Covino	X	
Mercer	Eileen Gore		X
Middlesex	Barbara Nyitrai		X
Monmouth	Dawn McDonald	X	
Morris	Elizabeth Osborne		X
Ocean	Elizabeth Mastropasqua		X
Passaic	Jane Williams-Warren	X	
Salem	Cynthia Dalessio		X
Somerset	Sharon Brienza		X
Sussex	James Doherty		X
Union	Jeffrey Jotz		X
Warren	Kelley Smith		X

FLAG SALUTE – MOMENT OF SILENCE

President Pavlica led those assembled in a salute the flag and a moment of silence.

OATH OF OFFICE TO DENISE SZABO

President Pavlica administered the Oath of Office to Denise Szabo as Secretary to the MCANJ Executive Board, filling the unexpired term of Patricia Hunt, expiring 12/31/12.

APPROVAL OF MINUTES

Motion by Vince Buttiglieri, second by Joanne Kwasniewski, to approve the minutes of June 22, 2012; motion carried.

REPORT OF OFFICERS

Treasurer's Report

Treasurer Kazmark presented the following financial summary:

CHECKING / SAVINGS	\$114,552.67	(as of 8/31/12)
SCHOLARSHIP FUNDS	\$14,643.50	(as of 8/31/12)
MCANJ RAFFLES	\$5,998.40	(as of 8/31/12)
CERTIFICATE OF DEPOSIT	\$102,590.08	(as of 8/7/12)
AC IN 2013	\$32,263.45	(as of 6/30/12)

He also presented a 2012 Budget and Membership Summary, noting that there are currently 806 MCANJ members.

Motion by Joanne Kwasniewski, second by Nancy Saffos, to accept the Treasurer's Report; motion carried.

Secretary's Report

Denise Szabo reported:

1. Two candidates are running in the annual election for the 2013 Executive Board position of secretary: Ann Marie McCarthy, the Municipal Clerk of Franklin Township (Somerset County), and Dina Zawadski, the Municipal Clerk of Deptford Township (Gloucester County).

2nd Vice President's Report

John Mitch reported on the following:

1. Update on Annual Meeting Tickets - To date, eleven tickets have been sold. The deadline to order tickets is 10/1/12.
2. Update on Hotel Room Reservations - To date, there are twelve rooms reserved at the Tropicana.
3. 2014 MCANJ Education Conference – He has visited different facilities in Atlantic City and is reviewing contracts.

1st Vice President's Report

Nancy Saffos highlighted some of the sessions for clerks at the NJLM Conference:

1. Legislative update – 11/13/12
2. The Path to A Paperless Council Meeting – 11/13/12
3. Get the Facts About Alcoholic Beverage Regulations – 11/15/12
4. A Review of the Open Public Records Act – 11/15/12

Immediate Past President's Report

Joanne Kwasniewski reported on the following:

Legal Defense Fund (LDF) Update – The LDF is a separate entity, and President Pavlica charged Joanne Kwasniewski to review the policies and fund. Joanne worked with Sharon Brienza and Richard Lustgarten, and changes were approved by the Executive Board on 8/10/12. Updated brochures will be available at the MCANJ booth at NJLM. The major changes include:

1. A State of Position added which is a disclaimer indicating LDF is not making any judgments on a claim.
2. Beginning 10/1/12, LDF will submit to the Executive Board their budget. LDF has a small amount of administrative expenses which will be paid for by the fund and not the MCANJ membership.
3. Language added that stresses there will be no comingling of the funds.
4. Acting Municipal Clerks will now be eligible for membership.
5. \$7500 is the maximum amount payable with a \$500 deductible that is the member's responsibility.
6. Strengthened language about reimbursing the LDF if the member has their attorney's fee paid either by settlement or other administrative agency.
7. The Executive Board will have 45 days to respond to an appeal.

President's Report

President Pavlica advised the following:

1. Brenda Cirtin, IIMC President to speak at MCANJ Annual Meeting and with Legal Counsel Richard Lustgarten providing a legislative update, 1.0 Contact Hours in Professional Development will be provided to Attendees for their RMC Licenses.
2. Committee Chairs must email their Annual Reports to Sharon Brienza no later than 10/22/12.
3. Proposed Constitution and By Laws Amendments
 - A. Elimination of Legislative Committee
 - B. Call-in and participation via conference call will count as being in attendance for purposes of quorum at Advisory Board Meetings. Allan Susen suggested the change include a provision for Executive Board Meetings as well as Advisory Board Meetings. Mr. Popkin will look into the suggestion.
4. Drawing of Raffles at MCANJ Annual Meeting
 - A. 50/50 On Premise
 - B. Merchandise – Registration and Hotel Accommodations for May 2013
 - C. (Another Raffle same as above)
 - D. Super 50/50
5. Consulting Period at NJ State League of Municipalities Conference – Tuesday 11/13/12 – 2:00 PM – 4:00 PM
6. Urge your County Association Members to attend the 11/14/12 Annual Business Meeting early, as the voting will start at the beginning of the meeting.
7. Municipal Clerks' Association of New Jersey now has a Facebook Page

OTHER REPORTS

Executive Director

Joel Popkin reported on the following:

1. Legal Defense Fund Balance of \$120,814.03 as of 8/31/12
2. Sign-ups for booth duty at the NJLM are in progress.
3. Manual Updates going well, the challenge is obtaining an accurate list of RMC's
4. Past President Manny Hirshblond featured in a recent edition of the Asbury Park Press.

Legal Counsel

Legal Counsel Richard Lustgarten reported on the following:

1. He authored an article for the upcoming issue of the Quill concerning elections and residency issues based on recent court decisions

2. Pending legislation before the legislature affecting municipal clerks.

Constitution and By-Laws

Harold Wiener supplemented the President's report with the following:

1. President will appoint members of all Standing Committees.
2. LDF – The Executive Board shall establish rules and procedures for, and hear appeals.

Education Committee

Joanne Kwasniewski reported on the following:

1. Rutgers is planning for RMC, CMC and MMC classes. They are investigating on-line courses.
2. Rutgers gave 5% salary increases to instructors. This is the first increase in 20 years.
3. Enrollment is up for RMC testing, the passing rate remains constant.
4. The DCA is exploring on-line renewal processing.

Education Conference Committee

Vince Buttiglieri distributed a participant evaluation summary from the Annual Conference. Responses were generally positive.

Mini Conferences

See comments under County Reports.

Elections

Jane Williams-Warren reported on:

1. An election challenge in her home municipality of Paterson where she was represented by Richard Lustgarten. The court has ruled there will be a special election held after the general election this year to remedy the challenge.
2. She urged clerks to have emergency contingency plans for the upcoming election.

Fundraising, Information Technology, Legal Defense Fund, Legislative Review, Professional Development & Mini Conference (Central & North), The Quill, Records, Resolutions, Membership North & South

No Reports.

Legislative Committee for Laws Pertaining to the Municipal Clerk's Profession

Drew Pavlica reported that the association has been providing feedback to Senator Weinberg on her proposed legislation concern OPRA and OPMA.

Manual Review

Deanna Bennett reported via email. The committee has completed review of new legislation affecting the municipal clerk's duties and has been sent for inclusion in the Study Guide. Extensive work was put in regarding changes in the Elections and Finance chapters.

Membership Central

Ceil Covino reported that she continues to follow-up on clerks who have not yet renewed membership.

Mini Conference South

Reported via email, a Fall Mini Conference is being offered on 10/12/12. Subject matter to be covered includes FMLA and NJ FMLA, Public Finance, Vital Statistics Updates and Election Updates. CEU's will be awarded as well as credits for CMC's, CMC's and CMR's.

Past President's Council

Joan Moreland reported that the council is still waiting for a charge from the president.

Public Relations/Booth

Cecilia Covino reported that schedules will be posted to the MJANC website.

Raffles

See President's Report above.

Scholarships

Karen Hughes made the following recommendations via email:

1. RMC Scholarship – one application received; recommends award to Jeanne Hitcher.
2. Peter H. Maclearier CMC Scholarship – one application received; recommends award to Christine Demiris.
3. MMC Scholarship – one application received; recommends awarding to Kim Marie White.

Region II

Vincent Buttiglieri reported the following:

1. Kim Rau has been sworn in as co-director
2. An email blast is forthcoming about the VA Conference
3. Dues will be increase by \$10 effective 1/13
4. IIMC Conference registration, early discounts and scholarships being offered.

IIMC 2013:

Allan Susen & Chris Wilder reported on the following:

1. Applications for CEU's for the conference have been submitted to DCA.
2. Several activities planned for international delegates including a visit to the wind farm and a reception include the Mummies.
3. Academy sessions scheduled include classes on NJ tides, currents and beach erosion.
4. Auditions are being held for opening ceremony singing of the National Anthem.
5. Volunteers are needed and incentives are being offered.

New Business

Resolution Authorizing the Executive Director to Execute Contracts for the 2013 IIMC Conference

Motion by Cecilia Covino, second by Allan Susen, and unanimously agreed to approve the following resolution:

Be It Resolved, by the MCANJ Executive Board that Joel Popkin, Administrative Consultant, be and he is hereby authorized to execute contracts for ACA, B-Street Band, and any others relating to the IIMCA Conference in May 2013 in a form approved by the MCANJ Attorney.

Unfinished Business

None.

Reports Advisory Board Members

Atlantic

Carol Degrassis emailed a report of their last meeting on 6/28/12 where CEU's were offered in Records. Additionally, their County agreed to become a Bronze Sponsor for the 2013 IIMC Conference.

Bergen

Joanne Kwasniewski reported a 9/20/12 education session on limo licensing. Their County Association supports a different charity at each of their meetings. They are offering several scholarship opportunities for the 2013 IIMC Conference.

Camden

Deanna Bennett via email reported that their next scheduled meeting is 10/18/12 where CEU's will be offered in Records.

Essex

Linda Wanat reported that a Fall Mini Conference is being offered on 10/11/12, offering CEU's in Licensing, Elections and Ethics.

Gloucester

Pat Frontino emailed a report. Their County Association does not meet during the summer; their next scheduled meeting is 9/28/12, where CEU's will be offered in Elections.

Hudson

Alberto Cabrera reported that his County Association will be meeting next on 9/28/12 and offering CEU's in Elections.

Hunterdon

Ceil Covino reported that her Association met in June, and that a Registrar's Association has been established between Somerset, Hunterdon, Mercer and Warren Counties.

Middlesex

John Mitch reported that their Association is offering several scholarships to the 2013 IIMC Conference. They have agreed to be a Silver Sponsor.

Monmouth

Dawn McDonald reported that their Association is holding a Mini Conference on 10/4/12 with CEU's being offered in Records and Licensing.

Ocean

Their Association's next meeting is 10/26/12.

Passaic

Jane Williams-Warren report on that on 10/19/12, education sessions will be offered on Elections.

Somerset

Denise Szabo reported that their last meeting of 9/13/12 offered CEU's in Records.

Burlington, Cape May, Cumberland, Mercer, Morris, Salem, Sussex, Union, Warren

No reports.

ADJOURNMENT

The next meeting of the Advisory Board is November 14, 2012 at 8:30 AM at the Tropicana Hotel in Atlantic City.

By unanimous consent, the meeting adjourned at 12:24 PM.

Respectfully submitted,

Denise Szabo, Secretary