

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
 ADVISORY BOARD MEETING MINUTES
 FEBRUARY 22, 2013
 10:00 a.m.
 OCEAN TOWNSHIP MUNICIPAL BUILDING
 399 MONMOUTH Road
 Ocean Township, NJ 07755

Call to Order

President Nancy Saffos called the meeting to order at 10:00AM.

ROLL CALL:

Present: President, Nancy Saffos
 2nd Vice President, Keith Kazmark
 Treasurer, Denise Szabo
 Secretary, Dina Zawadski
 Immediate Past President, Andrew Pavlica
 Executive Director, Joel Popkin
 Legal Counsel- Richard Lustgarten, Esq.

Absent: 1st Vice President, John Mitch

Advisory Board Members Attendance:

County	Name	Present	Absent	Conference Call In
Atlantic	Carol Degrassi		x	
Bergen	Joanne Kwasniewski	X		
Burlington	Patricia Hunt	X		
Camden	Deanna Bennett	x		
Cape May	Constance Mahon			X
Cumberland	Susan Robestello			X
Essex	Linda Wanat	X		
Gloucester	Patricia Frontino	X		
Hudson	Alberto Cabrera		X	
Hunterdon	Cecilia Covino			X
Mercer	Sharon Young	X		
Middlesex	Barbara Nyitrai	X		
Monmouth	Mary Sapp			
Morris	Yancy Wazirma	X		
Ocean	Elizabeth Mastropasqua		X	
Passaic	Jane Williams Warren		X	
Salem	Cynthia Dalessio			X
Somerset	Sharen Brienza		X	
Sussex	James Doherty			X
Union	Jeffrey J. Jotz			
Warren	Kelley Smith		X	
	Kim White Legislation/Laws			X
Retired	Joan Moreland	X		
	Alan Susen- Conference Chair, Haledon			X
	Harold Weiner	X		

FLAG SALUTE AND MOMENT OF SILENCE

Approval of Advisory Board Minutes – September 21, 2012- Motion by Buttiglieri, second by Kwasniewski, and unanimously agreed to approve these minutes.

Treasurer's Report – Denise Szabo

2013 Account Balances

Date	Checking/Savings	Scholarship Funds	Raffles	CD	AC in 2013	Balance
2.22.13	\$65,927.13	\$14,431.50	\$4,025.00	\$1,03,081.50	\$47,243.97	\$234,709.10

As of 2.20.13	Total Expenditures	\$12,849.79
As of 2.20.13	Total Income	\$11,436.78

We already registered 456 online membership registrations.

One amendment to the online system is to add retirees to register. This will allow us to update our information.

Motion to accept the Treasurer's report- Motion made by Wanat, second by Hunt and unanimously treasurers report was accepted.

Secretary- Dina Zawadski

Deadline for Nominations for 2013 Clerk of the Year – Due July 1, 2013

Deadline for filing for candidacy for 2014 MCANJ Secretary – Due July 23, 2013

Municipal Clerk's Week May 5 -11th, 2013.

Next Meeting June 28, 2013.

2nd Vice President – Keith Kazmark

Re-cap of 2012 Treasurer's report

Municipal Clerk's	509
Deputy Municipal Clerk's	232
Acting Municipal Clerk's	11
Assistant Municipal Clerk's	18
County Clerk's	11
Deputy County Clerk's	6
Clerk to Freeholder Board	5
Affiliate Members	26

GRAND TOTAL

818

Two counties had a 100% membership. They were Sussex County and Passaic County.

President commends the Treasurer for an outstanding job with the online registrations. This will help the future treasurers in this position.

1st Vice President – John Mitch Reports:

Re-cap of Annual Business Meeting in attendance was 155 at the Annual Meeting on December 12, 2012.

There was a 141 paid Clerks.

NJLOM Meeting for 2013 League Conference is scheduled for April 15, 2013.

Immediate Past President – Drew Pavlica

Commends all who rearranged their schedule to attend the Annual Meeting due to Hurricane Sandy. Thank you all very much.

President – Nancy Saffos

Legislation Status- OPRA & OPMA Bills were pulled off at the last session. NJSLOM will be sending out surveys regarding OPRA. Among the questions, they would specifically like to know how many OPRA each municipality is actually dealing with. Not the simple, quick response ones where people want a copy of a Resolution, Ordinance or Minutes, but the time-consuming requests.

Another Bill S-2433- This Bill will allow the MCANJ President or their designee be on the GRC Board.

NJLOM met today discussing the Early Voting Bill S-2364.

Weapons Free School Zones A-1387 has passed.

Financial Disclosure Filing- The procedure is changing not the form. The collection of data is staying the same. Local Officials are not going to be required to complete a 12 page form. It was noted that it is only the Clerk's responsibility to notify officials to file, it is not their responsibility to make sure they have filed. DCA will send formal notice on how to file.

Report on Region II Conference-Vincent Buttiglieri – Region II Director

Region II celebrated their 30th year of existence this year. The conference was held in Virginia Beach VA on January 16-18, 2013. It went very well. A Proclamation (Certificate of Recognition) was given. We will put the Proclamation in the Quill.

At this conference they raffled off 6 free conference registrations. The winners were 3 people from Maryland, 1 person from Delaware and 2 people from New Jersey.

Other Reports:

Executive Director – Joel Popkin

Legal Defense Fund as of January 2013 \$120,754.88
As of yesterday 135 people renewed.

The 2013 League Conference in November 2013 is at the Taj Mahal not the Tropicana. Hotel rooms will be at the Taj Mahal instead of Tropicana. More information to follow.

We need to look at our policy regarding retired RMC's. They claim they are not receiving any information regarding the Association.

Legal Counsel – Richard Lustgarten, Esq.

Discussed the language in the OPMA & OPRA Bills.

OPMA- there is still a debate about "sub-committees". Hopefully, that portion will be removed from the Bill. There is also much debate about the "shall"/"may" verbiage. It is important the MCANJ member push for the change from "shall" to "may", regarding legal fees.

For the matter of electronic media being part of the Minutes- MCANJ Attorney advised, that we cannot give what we do not have. If a Clerk makes a reasonable effort to obtain electronic documents, that should be enough. MCANJ attorney suggests asking "Are there any electronic communications between the Governing

Body members pertaining to any item on the Agenda"? We will wait to see the next revision of this Bill.

Also, discussion on Early Voting S-2364.

Constitution & By-Laws - Harold Weiner, Chair -

Committee has not met this year. Discuss Absentee Voting with the Executive Board.

Education Committee – Harold Weiner, Chair -

Education Committee met on February 7, 2013. October Exam had 60% that passed. There is an on line records course in the fall of this year. A survey was sent out for students who needed financial help. We are interviewing for 2 instructors. We do need three instructors.

A discussion at the next meeting of March 7, 2013 on whether Education Committee members need to be a Registered Municipal Clerk and the Instructors; and do the Instructors need to be active as a Municipal Clerk.

Education Conference Committee / AC -2013 Chris Wilder & Allan Susen, Co-chairs

Conference Committee met with IIMC.

Registration numbers are going up for Conference. On Sunday it will be the Opening reception. There will be mummings and a dessert reception.

The Opening Ceremony will be Monday Morning.

All Conference Events will be on Wednesday. There will be an indoor beach party.

Education Classes for New Jersey are scheduled on Monday and Tuesday.

IIMC Membership are offering an incentive if you join for 1 year, IIMC will allow you to sign up as a member which you will receive the discount rate.

Elections- Jane Williams-Warren Chair- No report.

Fund Raising- Doreen Cali, Chair- No report.

Information Technology/ Web Page- Daina Dale, Chair- No report

Legal Defense Fund- Sharon Brienza, Chair – Applications and Funds are Due April 1, 2013

Laws Affecting Municipal Clerks- Kim Marie White- No report.

Manual Review Committee- Joel Popkin, Coordinator and Deanna Bennet, Editor

Nothing to report.

Membership North- Sally Bleeker, Chair

No report

Membership Central- Cecilia Covina, Chair

No report.

Membership South- Denise Brouse, Chair

No report.

Past President's Council- Andrew Pavlica, Chair

No report.

Professional Development & Mini Conferences, Joanne Kwasniewski, Chair

North is working on a conference in June 2013.

Central Conference April 10th CEU's in Finance, Licensing, Informational Technology, Professional Development and Records

Speakers will include:

Edward Rees will speak on small town municipal finance.

Ann Marie McCarthy will speak on citizen leadership.

Earl Babb will speak on E Code 360

Dian Pflugelder will speak on licensing

South Conference- March 15, 2013 in Deptford, NJ

Speakers will include:

Joann Frascella, Executive Assistant Licensing Bureau speaking on Liquor Licensing

Rita Fulginifi, Cape May Clerk speaking about Elections

Vincent T. Arrisi, State Registra of Vital Statistics speaking about Registrar's matters

Susan Jacobucci spaking on Ethical Dilemmas Faced by Clerks.

.CEU's in Licensing, Elections, Registra and Vitals and Ethics

Public Relations- Cecilia Covino, Chair

No report.

Quill- Jim Doherty, Editor –

Comment on looking for another Editor for 2015.

Raffles- Heather Mailander, Chair

Yancy Wazirmas reported license for raffles have been received.

Records - Elaine Kennedy, Chair – No report

Resolutions- No report

Scholarship – No report

Old Business- Keith Kazmark and Nancy Saffos spoke at a Newly Elected official Seminar. The seminar went well.

Reports of County Advisory Boards:

Atlantic- None	Gloucester	Ocean
Bergen-None	Hudson	Passaic
Burlington- None	Hunterdon	Salem
Camden-None	Mercer	Somerset
Cape May-None	Middlesex	Sussex
Cumberland-None	Monmouth	Union
Essex-None	Morris	Warren

Hudson County Reported by Alberto Cabrera: The association will be meeting on Feb. 27, 2013. I have been in contact with the surrounding clerks to have them inform me of any concerns that they may have, most of the clerk's had concerns with respect to S-2511 and S-2512. I had conversations with County Clerk, Barbara Netchert into hosting a seminar. At the present time it is in the discussion phase. I'll bring up the discussion at our annual meeting on the 27th. I thank you for the opportunity to represent the Hudson County Clerk's Association.

Gloucester County Reported by Patricia Frontino- We will be hosting a Spring Mini Conference On March 15, 2013 at Deptford Township Recreation Center. CEU's will be available in Elections, Finance, CMR and Licensing.

Middlesex County Clerk's Association Reported by Barbara N : The Middlesex County Clerk's Association swore I our new President Nennette Perry, East Brunswick, Township Clerk. We continue to have speaker at our meetings. On February 14th our meeting was hosted in East Brunswick and attendees obtained CEU's in Professional Development and IT. We had a speaker on Computer Network Security. President Perry has scheduled meetings with CEU's offered in March, April and May.

- March 14th Limousine Licensing
- April 11th Webcasting
- May 9th Elections

Our Association is offering a scholarship up to \$100 to our members for IIMC Conference, which includes:

- \$50/1st day of attendance
- \$25/2nd day of attendance
- \$25/3rd day of attendance

President Perry mentioned a lack of communication from the Division of ABC and asked that the Board work on improving that communication. Specifically, Clerk's in Middlesex County were not aware of the Wine companies getting a state license to sell in restaurants.

Thanked President Saffos for attending Holiday Party and the Past, Present participants.

NEXT ADVISORY BOARD MEETING - FRIDAY, JUNE 2013 AT 10:00 A.M.
Location TBD

Motion to adjourn made by Hunt, second by Buttiglieri. All in favor.

Meeting adjourned at 12:45PM.

Respectfully,



Dina L. Zawadski, Secretary