

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
ADVISORY BOARD MEETING MINUTES
June 28, 2013 at 10:00AM
Woodbridge Township Municipal Building
1 Main St., Woodbridge, NJ

Call to Order

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

ROLL CALL:

Present: President, Nancy Saffos
1st Vice President, John Mitch
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.

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 | | x | |
| Morris | Yancy Wazirma | X | | |
| Ocean | Elizabeth Mastropasqua | x | | |
| Passaic | Jane Williams Warren | | X | |
| Salem | Cynthia Dalessio | | | |
| Somerset | Sharon Brienza | x | | |
| Sussex | James Doherty | | | X |
| Union | Jeffrey J. Jotz | | x | |
| Warren | Kelley Smith | | X | |
| | Kim White Legislation/Laws | | | X |
| Retired | Christine Wilder | x | | |
| Haledon | Allan Susen | | | x |
| Englewood Cliffs | Joe Favaro | x | | |
| Irvington | Harold Weiner | x | | |
| Retired | Barbara Standowski | x | | |

FLAG SALUTE AND MOMENT OF SILENCE

Approval of Advisory Board Minutes

Motion to approve the minutes of February 22, 2013 made by Mitch, second by Kazmark. Motion carried.

Treasurer's Report – Denise Szabo

AC2013 Account Balance as of 6/23/13 \$13,383.69

MCANJ Budget Report as of 6/23/13

Income: \$63,207.72

Expenses: \$50,450.20

As of June 23, 2013 there are a total of 680 members.

Motion to accept the Treasurer's report was made by Kwasniewski, second by Mitch. Motion carried.

Secretary- Dina Zawadski

Sympathy card was sent to the Rae family.

Deadline for nominees for Clerk of the Year is July 1, 2013.

Deadline submission for MCANJ Secretary Position is July 23, 2013.

2nd Vice President – Keith Kazmark

Annual Business Meeting to be held at the Taj Mahal on November 20, 2013. The breakfast will start at 8:00AM and the meeting will reside at 9:00AM. Tickets will be sent out next week.

1st Vice President – John Mitch

Highlighted some of the sessions for the NJLM conference:

- Tuesday, Nov. 19, 2013 @ 10:00 a.m. Room 402 (Convention Center) there is a Joint Session with TCTA, GFOA and AMANJ (a/k/a **Legislative Update**). Past MCANJ President Joanne Kwasniewski will sit on this panel.
- Tuesday, Nov. 19, 2013 @ 2:00 p.m. Room 414 (Convention Center) MCANJ will present **Path to Paperless Council Meeting**. Both MCANJ Past President Sharon Brienza and Franklin Lakes Business Administrator Greg Hart, RMC, will present this session.
- Wed., Nov. 20, 2013 @ 8:00 a.m. and during MCANJ's **Annual Business Meeting** at Trump Taj Mahal, MCANJ Attorney Richard Lustgarten will present a CEU session on ethics and finance.
- Thursday, Nov. 21, 2013 @ 10:45 a.m. Room 414 (Convention Center) MCANJ will present **Get the Facts about ABC Regulations**. President Saffos is on the panel. The speakers are Robert C. Williams, Esq., and John Cocklin, ABC Chief of Investigations.
- Thurs., Nov. 21, 2013 @ 2:00 p.m. Room 418 (Convention Center) Jt. Session with NJLM entitled **A Review of The Open Public Records Act**

(OPRA). MCANJ 1st V.P. Keith Kazmark is the Presiding Mayor. The only speaker required is being provided by NJLM; it is Brandon D. Minde, G.R.C. Executive Director.

Immediate Past President – Drew Pavlica

Facebook page is getting used more. Photos, articles and the Clerk's information have been updated. We had 3,000 views from IIMC conference.

President – Nancy Saffos

RMC/GRC (A-1857/S-2433) this bill is still on the Governor's desk. Letters and notices will continue to be sent out to the Governor.

Common Shared Service (A-1401 / S-533) this bill was removed from the legislatures agenda. Amendments were made. Lori has not submitted as of yet. We still encourage you to send letters to your Senators.

OPMA/OPRA (S-2511 / S2512) - This bill was not enacted on.

Joe Favaro had a meeting with Senator Weinberg. He brought a suitcase of papers that was for one OPRA request. He comments on an OPRA request it took a deputy Clerk over 48 hours to complete.

Richard Lustgarten has spoken with Senator Weinberg and they are working on amendments and will be reaching out to Mayor's for comments. However comments he believes the legislation was to discuss the OPRA/OPMA bill and not pass.

Early Voting (A-3533 / S-2364) this bill did not pass.

Special Elections will be held August 13, 2013 and October 16, 2013.

RMC Exam has been rescheduled to October 24, 2013.

Executive Director Joel Popkin reports the LDF Fund has \$120, 867.36 in the account. We had only one claim paid out this year and one claim pending.

The Executive Board agreed to extend the deadline for the Legal Defense Fund to July 15, 2013. An E-blast will be sent out next week.

The 2013 League Conference in November 2013 is at the Taj Mahal. Hotel rooms will be at the Taj Mahal.

Our Booth is already set up and is #706.

IIMC financial reports are not completed at this time.

Legal Counsel – Richard Lustgarten, Esq.

Report on a case out of Hudson County. A Faulkner Act community has procedures to challenge an Ordinance which Mayor and Council adopted relating to rent control. Certain protestors filed a complaint with the Municipal Clerk. The Municipal Clerk determined that there were insufficient signatures on the protect form and stamped the petition form received for review and not filed. Subsequent to that the committee filed another set of signatures and the

Clerk stamped petition form received for review and not filed. The people challenged in court and won. When a Municipal Clerk is in receipt of a petition without fewer signatures of 15% required by the Faulkner Act; it is not permitted to reject it and not to take it or further review. If it is timely filed, the Municipal clerk must file the petition and then review it and indicate to the committee all the defects. In this case the Municipal Clerk stopped after finding insufficient signatures.

Effectively the committee won.

The essence of the case is the Municipal Clerk shall file the petition.

The committee asked for counsel fees but they didn't find that the Municipal Clerk deliberately violated the civil rights act. The court did not award counsel fees.

The referendum failed and the Ordinance passed.

Tumson vs. Arinna May 29, 2013.

Constitution & By-Laws - Harold Weiner, Chair

We had explored about absentee voting and the Executive Board was to discuss.

A case where there was a Municipal Clerk who was member on the Education Committee that ceased to be a Municipal Clerk and we were discussing what to do about that. Seem like the Constitutional By-Laws should be amended to address that. In the interim the committee was allowed to stay till the end of 2013 as a member.

Education Committee – Harold Weiner, Chair -

The Education committee met in May and did conduct interviews for instructors and Rutgers has selected three new instructors Robert Sloan, Mark Mutter and Kimberly White. Rutgers indicated they wanted to restructure the education committee.

Saffos reports Rutgers is changing the relationship with MCANJ. They are changing their education committee

Education Conference Committee / AC -2013 Chris Wilder & Allan Susen, Co-chairs. Working with Joel on the IIMC financial report. The conference was a major success. IIMC stated this was one of the best conferences ever.

Elections- Jane Williams-Warren Chair- reported there are 2 Special Elections this year. Aug. 13, 2013 and Oct. 16, 2013.

Fund Raising- Doreen Cali, Chair- No report.

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

Legal Defense Fund- Sharon Brienza, Chair – Minor amendment to up reimbursement issue.

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

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

Deanna is working with the instructor on the manuals. We have to the middle of October to have these changes. MCANJ owns the manual. Rutgers did mention they would redo the manual. MCANJ stated they would do it.

Motion by Susen, second by Brienza; to have MCANJ make changes to the manual; motion carried.

Nancy had emergency 1st- Vice Chair continued the meeting.

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
Reported all areas held at least one conference. Bergen County will be holding one in September.

Public Relations- Cecil Covino, Chair

No report.

Quill- Jim Doherty, Editor

Confirmed the Quill will no longer be sent to the State Legislature.

Raffles- Heather Mailander, Chair

Yancy Wazirmas reported license for raffles have been received.

Records - Elaine Kennedy, Chair

No report.

Resolutions- Sandra Bohinski & Marie Elena Macri, Co-Chairs.

No report.

Scholarship – Karen Hughes, Chair

No report.

Region II –Vincent Buttiglieri, Regional Director

No report.

- New Business: Vinnie Buttiglieri decided to run for Vice President of the IIMC.
- Sharon Brienza reported that the Star Ledger may be closing down their paper. The concern is if they stopped the paper what would they do when they need to publicize.

Reports of County Advisory:

Bergen County reported by Joanne Kwasniewski. Neil Grant gave a presentation on ABC. We will hold another meeting in October for Elections.

Burlington County reported by Patricia Hunt – Meeting was held May 15th; Bill Kearns was their speaker on ethics. The next meeting is October 17th in Mount Laurel. This will be the 2nd conference we are holding.

Cumberland County reported by Susan Robostello. A Meeting was held on June 20th and the speaker was Scott Steinman talking about licensing. The next meeting will be Oct. 7th and will meet at the County Board of Elections and will get credit for Elections. The mini conference South will be held on Sept. 28, 2013 in Deptford Township. Trying to get credit for Elections, Finance, Ethics and Professional Development.

Essex County reported by Linda Wanat. The county held their Annual meeting couple weeks ago. Lori Buckelew was their speaker. Oct 10th will be their Annual conference meeting will try to get the most of CEU's they can.

Mercer County reported by Sharon Young. April 24th they held their meeting and received credits in licensing. The next meeting will be held in October and will receive credits in Elections.

Morris County reported by Yancy Wazirmis met on May 10th. The speaker was the State Archives. The next meeting is scheduled Oct. 11th.

Ocean County reported by Betty Mastropasqua . The county had a meeting in April and received CEU's in records by Argene Cook. July 26th is the next meeting and will be receiving 2 CEU's in ethics.

There are going to be several retirements in Ocean County. Betty will be retiring 1st of July and have a replacement in training. Susan Minok will be taking my position. Betty Silvestri and Elaine Kennedy will be retiring as of July 1st. Kevin Yecco and Christine Whitaker also have retired.

Passaic County reported by Allan Susen. They are scheduling their meeting with the county on July 15th on Elections for the Special Elections.

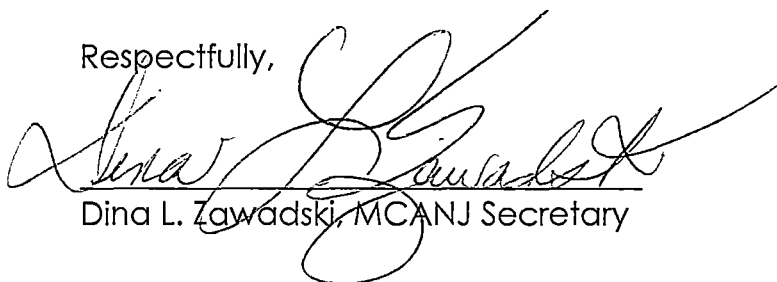
Somerset County reported by Sharon Brienza. June 12th they meet with the County Officials. Marge Gould retired on April 1st. Robin Collins filled her position.

Sussex County reported by Jim Doherty. Doreen Schott is taking over the treasurer's position. On May 15th they held an Ethic's seminar. On April 15th they held their Mini Conference. A suggestion was made to the Executive Board to have a range to hold a mini conference.

Motion to adjourn by Pavlica, second by Susen. Motion carried.

Adjourned at 12:18PM.

Respectfully,



Dina L. Zawadski, MCANJ Secretary