

Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
August 16, 2013 @ 9:00A.M.
Cherry Hill, NJ

CALL TO ORDER

President, Nancy L. Saffos called the meeting to order at 9:00 A.M.

FLAG SALUTE AND MOMENT OF SILENCE

President Nancy L. Saffos asked for a moment of silence for all of our men and women in the armed forces, who make the ultimate sacrifice for our freedoms and for all of our MCANJ member, keeping in our thoughts those members who have passed.

ROLL CALL:

Executive Board members present were:

President, Nancy L. Saffos
1st Vice President, John M. Mitch
2nd Vice President, Keith Kazmark
Treasurer, Denise Szabo
Secretary, Dina L. Zawadski
Immediate Past President, Andrew J. Pavlica
Executive Director, Joel Popkin

OPRA/OPMA

Jason Redd, Chief of Staff to Senator Loretta Weinberg, came to discuss OPMA/OPRA, S-2511 and S-2512.

Discussed some of the following:

- Adding items to the agenda from the local government's perspective and from the public's perspective.
- The amount of time and ultimately taxpayer dollars spent on OPRA requests to provide information for commercial business' gain. e.g. companies, attorneys, realtors, asset management, arrest files, auto accidents, etc.
- Suggestions were made to withdraw fines to Clerk's.
- Give Clerk's discretion to extend request time. Example would be commercial requests.
- Special service charge, 4 hrs and repeat requestors.
- Change language regarding document conversion allowing a municipality to provide documents in the format they maintain them and not mandate conversion upon request.
- Scanned document is a copy document and the town should be able to charge for a copy.
- When municipal attorney advises clerk to proceed in a manner not acceptable to the GRC, the clerk is fined, where it should be the municipal attorney. Suggestion would be to include language to shift burden. Let each department be accountable for their records. Let responsibility be on the Governing Body. If a Police record, Police should be responsible. If building permits, Construction Official should be responsible.

- Have GRC be more responsible to guide on OPRA.
- Allow Clerks to be able to go on GRC website and view cases by law. Be able to direct/refer to website. Go to library or Kiosk. Deter abusive requestor. Change fees. Limit to view records approx. 2 hrs.
- Time restraints on placing items on agenda.
- Discussed OPMA – S2511, add words “and telephone numbers” to the portion of electronic mail addresses.
- Definition of Advisory Boards
- Adequate notice is going to change; 48 hrs. will stay the same.
- Agenda – keep the way it is. Post agenda on website 24 hrs. prior to meeting.
- Discussed how Clerks are going to be accountable for texting. Should be a local control not included in law. Delete it in law.
- Sub-Committee Minutes removed. Right now one report once a year.

APPROVAL OF MINUTES

June 14, 2013 Executive Board Meeting

Motion to table minutes of June 14, 2013 made by Mitch, second by Kazmark. Motion carries.

TREASURER’S REPORT

2013 MCANJ BUDGET

2013 Account Balances Report:

Checking/ Saving	\$ 67,229.26
Scholarship Funds	\$ 14,431.50
Raffles	\$ 2,825.00
Certificate of Deposit	\$103,766.30
AC in 2013	\$ 4,900.35
Balance	\$ 193,152.41

Szabo recommends to Transfer the balances from AC-2013 to MCANJ General Account.

Motion made by Mitch, second by Szabo to transfer balances from AC2013 to MCANJ. Motion carried.

Motion to accept the Treasurer’s Report made by Mitch, second by Pavlica. Motion carried.

SECRETARY – Dina Zawadski

Received a thank you from Elaine Kennedy for the gold card.

Updates to Contact Lists have been completed.

Received Nomination for Clerk of the Year.

Received applications for 2014 MCANJ Secretary – Kevin Galland, Tanya Goodwin. There will be an Election in November.

TREASURER-Denise Szabo

2013 On Line Membership Report - Total of 713

Received the Financial Statements – 4th Quarter 2012; 1st Quarter 2013; 2nd Quarter 2013.

Recommendation by Auditor to do on line banking. We can do this with Quick Books. We will be able to do on line banking and not have to purchased books or checks. This can start in January 2014.

Motion to accept recommendation to start Quick Books made by Mitch, second by Pavlica. Motion carried.

The Auditor recommends sending 1099 form when receiving a stipend.

Recommend to award 2013 Website Contract to Citi Net. Citi Net does do registration online data. – Citi Net will do online registration at a fee. Company can have this online by January 2014. Sub-committee consists of Denise, Keith, Diana Dale.

Motion made by Pavlica, second by Mitch to approve contract with Citi Net pursuant to the contract of June 25, 2013. Motion carried.

Legal review of the contract by the solicitor.

Deputy Clerk's Membership's are down a little this year. The form will be modified to add Deputy's Clerk's information on the on-line registration. A blast email will be sent to register Deputy Clerk's.

Discussed contributing to the Milwaukee Conference.

Motion made by Mitch, second by Szabo to give \$1,000.00 to Milwaukee Conference. Motion carried.

Discussed sending out gift cards in the amount of \$150.00 to Denise, Wendy and Robert for helping out with the conference.

Motion made by Pavlica, second by Kazmark to send \$150.00 gift card to Denise, Wendy and Robert for helping with conference. Motion carried.

AC 2013 Balance is \$4,150.35. Szabo recommends closing out this 2013 account and put money into the regular account.

Motion to close this account made by Mitch, second by Pavlica. Motion carried.

2nd VICE-PRESIDENT- Keith Kazmark

Annual Meeting November 20, 2013 at the Taj Mahal.
Deadline to request a hotel room is August 31st. Ticket returns are due in October for the Annual meeting.

1st VICE-PRESIDENT- John Mitch

NJLOM Conference – Education Sessions Update

Mitch reported the New Jersey League of Municipalities League Conference will begin on Tues., November 19, 2013 @ 10:00a.m. Room 402 (Convention Center). There is a Joint Session with TCTA, GFOA and AMANJ (a/k/a Legislative Update). Past President Joanne Kwasniewski will sit on this panel.

Tues., 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.

Thurs. Nov. 21, 2013 @ 10:45 a.m. Room 414 (Convention Center) MCANJ will present Get the Facts About ABC Regulations. Speakers are Robert C. Williams, Esq., and John Cocklin, ABC Chief of Investigations.

Thurs., Nov, 2013 @ 2:00 p.m. Room 418 (Convention Center) Joint Session with NJLM entitled a Review of the Open Public Records Act (OPRA). MCANJ 1st Vice President Keith Kazmark is the Presiding Mayor. The only speaker required is being provided by NJLM; it is Brandon D. Minde, GRC Executive Director.

Three sessions will be held one session in ABC Licensing and one session in OPRA. We received approvals for CEU's. Two CEU's in Ethics and Finance.

PRESIDENT-Nancy Saffos

Legislation

S-2433 / A-1857 – RMC on GRC Legislation – Senate meeting on Monday, August 19th. This bill has been on Governor's desk.

S-533 - Common Sense Shared Services. Senate Voting Session, August 19th

S-2511 & S-2512 – OPMA/OPRA discussed with Jason Redd, Chief Staff to Senator Weinberg.

NJLM 2014 Elected Officials Seminars

January 11, 2014 – Renaissance Meadowlands Hotel, Rutherford. Denise Szabo will attend and represent MCANJ.

January 25, 2014 – Sheraton Eatontown Hotel, Eatontown. Dina Zawadski will attend and represent MCANJ.

Financial Disclosure Filing- DCA Financial Disclosure System will be changing drastically for 2014. Send suggestions to Nancy.

IIMC - Request from Region II Director, Vincent Buttiglieri for a Resolution of Support from MCNAJ for Vincent Buttiglieri's campaign for 2014 IIMC Vice President. Resolution entitled, Resolution of the Municipal Clerks Association of New Jersey Supporting the Candidacy of Vincent Buttiglieri, MMC, as Vice President of the International Institute of Municipal Clerks.

Motion made by Kazmark, second by Pavlica to approve Resolution of Support for Vincent Buttiglieri. Motion carried.

Request for a contribution to the Election Campaign of Vincent Buttiglieri, for 2014 IIMC, Vice President.

Motion to contribute \$1,000.00 to campaign made by Mitch, second by Pavlica. Motion carried.

Reviewed nominations for Clerk of the Year .

Rutgers – meeting was held July 3rd with Nancy, Joel and Alan Zalkind.

Discussed the Re-structuring of the Education Committee.

Structure:

- Minimum of a 7 member committee appointed by MCANJ President. The members must be active Municipal Clerks who are members of MCANJ.
- Chairperson is selected by MCANJ President.
- At least 1 member of the Education Committee shall be a current Instructor who teaches the RMC classes.
- At least 1 member of the Education Committee shall be on the Education Conference Committee.
- At least 1 member of the Education Committee shall also be a member of the Manual Review Committee.
- Meetings to be held at least one per quarter and additional meetings at the discretion of the Chairperson.

Motion made by Mitch, second by Szabo to approve suggestions as discussed. Motion carried.

Manual Review – change title on the website to read Desk Reference.

Ad Hoc Committee – Education/Certification Options.

Spoke of the hiring of Rutgers Provo City. The decision was solely made by Rutgers with criteria. We had no input on this decision.

Encourage any student who has complaints of the instructors to notify the Executive Board. Or send/call any complaints/concerns to Alan Zalfind directly.

Reviewed Policies and By Laws

Membership Voting

Clarification Section 2. Membership Voting. State Clerk should get to vote and in their absence a letter stating Deputy Clerk.

Addition to Section 2. Absentee Voting. Functions. Education Committee to restructure By-Laws.

Functions and Responsibilities of Committees:

- Work in Conjunction with the Education Conference Committee to select topics/speakers for the Education Conference(s).
- Provide volunteers needed to coordinate Education Sessions at the Education Conference and League of Municipalities Conference.
- Once a year, invite RMC instructors to a Education Committee Meeting to discuss educational issues.
- Accept and Review Applications for Mini-Conferences. Determine if the proposed Mini-Conference meets the MCANJ Guidelines.
- Suggest speakers/topics to approved institutions who provide CMC and MMC classes.
- Coordinate efforts with NJ Dept. of Community Affairs to provide Continuing Education Credits for MCANJ Members. Also to solicit information regarding State exams for Registered Municipal Clerk Certification.
- The Education Committee will provide the membership with information of educational opportunities.
- The Education Committee will take minutes of their meetings and provide copies to the MCANJ Executive Board.

Education Committee has been updated.

Election Committee has been updated.

Information Technology - Include Facebook and any other technology. Page 6 in By-

Laws, include social media.

Gold Card

Treasurer orders Gold Card and mails it with a congratulation letter at end of calendar year to retiree members.

Motion by Szabo, second by Mitch to approve Treasurer to order Gold Cards. Motion carried.

IMMEDIATE PAST PRESIDENT-Andrew J. Pavlica

Keeping Facebook Updated.

Updating the Past Presidents' Contact Information.

Updating the addresses of the Past Presidents.

Will gather the lists of people who received Gold Cards.

Meet with Jim Dougherty to identify pictures.

Recommend criteria of Clerk of Year in March 2014.

EXECUTIVE DIRECTOR- Joel Popkin

LDF Update – Joel to redraft language of LDF. Joel suggested to add to LDF in addition to the repayment requirements set forth herein, repayment to the Fund shall also be made in the event the Clerk receives reimbursement for attorney fees by way of settlement or judgment in an action that is instituted by the Member as plaintiff in any appropriate tribunal such as the New Jersey Superior Court or State administrative agency, provided that the action brought by the member is related to the underlying matter on which the member was required to defend her/himself and for which the funds were provided by the LDF. This required reimbursement shall also occur if the Clerk settles the proposed action prior to suit actually being instituted.

Membership – 15 more members enrolled.

IIMC Financial Update Balance \$4,150.35.

LDF fees increased.

Motion to accept LDF amendment made by Mitch, second by Szabo. Motion carried.

Kazmark had left meeting.

Discussed any request for email addresses for MCANJ membership will not be released.

LDF balance is \$121,856.81.

Proposed the By-Laws Amendment to Article IV- committees Section 4. Standing committees. Leave as it is. Qualifications to be a committee member must be a member of MCANJ and must be actively employed as Municipal Clerk or Deputy Municipal Clerk at the time of their appointment. They can finish the calendar year.

Motion to approve By-Law changes made by Mitch, second by Szabo. Motion carried.

NJLOM – Annual Meeting Update

Discussed room requirements. Need by September 1st.

Motion to approve two rooms for volunteers to work booth made by Mitch, second by Szabo. Motion carried.

Need approximate number for lunch after annual meeting. Nancy to advise.

Dinner – IIMC – no invite. Joel not to arrange. No dinner.

Email Blast will be sent to notify the change of location for the Annual meeting, November 20, 2013 at Taj Mahal.

Retiree's will handle booths at the NJLM conference.

Discussed the Re-Structure of the Rutgers Committee.

NEW BUSINESS:

9/11/2013 at 10:00am – Conference Call with Executive Board to review policy.

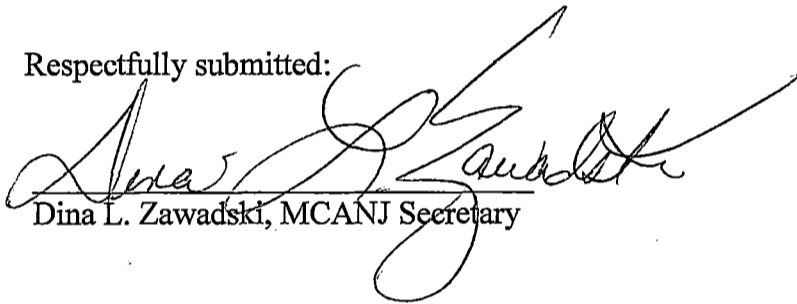
9/27/13 – MCANJ Advisory and Conference Committee Mtg. at Woodbridge NJ.

ADJOURNMENT

Motion to adjourn made by Pavlica, second by Mitch. Motion carried.

Meeting Adjourned at 4:00PM.

Respectfully submitted:



Dina L. Zawadski, MCANJ Secretary