

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
ADVISORY BOARD MEETING MINUTES
JUNE 13, 2014
WOODBRIIDGE TOWNSHIP MUNICIPAL BUILDING
WOODBRIIDGE, NJ

1. CALL TO ORDER

President Mitch called the meeting to order 10 AM.

2. FLAG SALUTE

Those in attendance saluted the flag, and President Mitch asked for a moment of silence.

3. ROLL CALL

Present:

President, John Mitch

1st Vice President, Keith Kazmark (conference call)

2nd Vice President, Denise Szabo

Treasurer, Dina Zawadski

Secretary, Kevin Galland

Executive Director, Joel Popkin

Legal Counsel, Richard Lustgarten, Esq. (periodic participation via conference call)

Absent:

Immediate Past President, Nancy Saffos

ADVISORY BOARD MEMBERS IN ATTENDANCE:

COUNTY	NAME	PRESENT	ABSENT	CONFERENCE CALL
ATLANTIC	CAROL DEGRASSI		X	
BERGEN	HEATHER MAILANDER			X
BURLINGTON	PATRICIA HUNT	X		X
CAMDEN	DEANNA BENNETT	X		
CAPE MAY	SCOTT JETT			X
CUMBERLAND	SUSAN ROBOSTELLO			X
ESSEX	LINDA WANAT		X	
GLOUCESTER	PATRICIA FRONTINO	X		
HUDSON	ALBERTO CABRERA	X		
HUNTERDON	CEIL COVINO	X		
MERCER	SHARON YOUNG		X	
MIDDLESEX	BARBARA NYITRAI	X		
MONMOUTH	JANE GILLESPIE		X	

MORRIS	YANCY WAZIRMAS	X		
OCEAN	MARYANN ELLSWORTH		X	
PASSAIC	JANE WILLIAMS-WARREN	X		
SALEM	CYNTHIA DALESSIO		X	
SOMERSET	SHARON BRIENZA	X		
SUSSEX	JAMES DOHERTY		X	
UNION	JEFF JOTZ		X	
WARREN	KELLY SMITH		X	

4. APPROVAL OF MINUTES

Motion to approve the minutes of March 27, 2014 was made by Ms. Sharon Brienza, seconded by Mr. Drew Pavlica. Motion carried with the revision to note the city's location of the meeting as Atlantic City.

5. TREASURER'S REPORT

Treasurer Zawadski provided the account balances as follows:

Scholarship Account - \$12,690.50

Raffle Account - \$1,725.00

Operating Account - \$82,749.04

Motion to accept the Treasurer's report was made by Ms. Joanne Kwasniewski, seconded by Ms. Jane Williams Warren. Motion carried.

Second Vice President Szabo distributed a copy of the Profit and Loss Budget Overview. The figures are as of June 2, 2014, tied to the Quick Books Program and are on track.

Motion to accept Ms. Szabo's report was made by Ms. Sharon Brienza, seconded by Mr. Vincent Buttiglieri. Motion carried.

6. REPORT OF OFFICERS

- a. SECRETARY – Secretary Galland stated that the 2015 Annual Meeting is scheduled for March 30, 2015 and in accordance with the Association's By-Laws, applications for the Executive Board are due 120 days prior to the meeting date, which is November 30, 2014, a Sunday. Thus, the cutoff for Applications for Executive Board offices shall be Monday, December 1, 2014.

The same date, December 1, 2014, shall also be the cutoff date for nominations for Municipal Clerk of the Year.

President Mitch requested that the two application forms be modified to reflect the cut-off date and that such forms be forwarded to Ms. Daina Dale for inclusion on the Association's website.

b. TREASURER

Treasurer Zawadski stated that as of this date there are a total of 732 members. There remains a problem with members registering on line, but not following through with payment. A number of towns are still requiring the purchase order to be processed with an original signature, which is not correct, but the Treasurer is complying with that request. Reminders have been sent and additional reminders will be generated. Representatives of the Membership/Peer Alliance are also following up on this matter.

At the request of Ms. Joanne Kwasniewski, the Treasurer provided a break-down of the membership by category.

c. 2ND VICE PRESIDENT

Second Vice President Szabo reported that the Association's website is very active, has lots of potential and is working well.

President Mitch acknowledged the efforts of Kim-Marie White and the members of the Legislative Committee reporting on pending legislation affecting Municipal Clerks. They collectively are doing an outstanding job and their results are documented and available on the website.

d. 1ST VICE PRESIDENT

First Vice President Kazmark has been working with the League of Municipalities to establish the sessions for the November conference and securing speakers. There are five sessions planned starting on Tuesday at 10 AM (Legislative Update) and 2 PM (ABC); Wednesday at 9 AM (Elections) and 2 PM (IT & Finance); and Thursday at 2 PM (OPRA).

President Mitch requested that the First Vice President contact the League of Municipalities to remind the League that the Association is not conducting its Annual Meeting at the League Conference and that the amount of material normally provided for the program will be significantly less.

e. IMMEDIATE PAST PRESIDENT

Immediate Past President Saffos was unavailable to attend this meeting as she was teaching a class.

f. PRESIDENT

a. MCANJ Membership Spotlight recognition.

President Mitch reported that he believed the program to have been a great idea and continues to believe it so. In the month of February there were two nominations, none in March, one in April and none in May. The winners of the awards have received great recognition for their achievements and have in turn expressed great gratitude for being selected.

Collectively, the Executive Board and the Advisory Board need to promote this program amongst the membership and encourage members to make recommendations for this recognition. There are plenty of members doing great things within their community.

b. Vincent Buttiglieri / IIMC Vice President.

President Mitch reminded the Boards that Mr. Vincent Buttiglieri was sworn in as IIMC Vice President in Milwaukee at the International Conference. Congratulations and best wishes were extended for a successful year.

c. Andrew J. Pavlica / IIMC Region II Director.

President Mitch reminded the Boards that Mr. Andrew Pavlica was sworn in as IIMC Region II Director in Milwaukee at the International Conference. Congratulations and best wishes were extended for a successful year.

d. Freeholder clerks joining LDF request.

President Mitch stated that this request is from the Middlesex Freeholder Clerk who is questioning why Clerks to the Freeholder Boards and County Clerks are not permitted to join the LDF. This matter has been presented to the Executive Board and subsequently referred to the Advisory Board for discussion.

Historically, the explanation has been that these Clerks fall under a completely different set of laws and regulations that the LDF committee would not be familiar with. In addition, Freeholder Clerks do not normally achieve tenure, but after twenty years of service they can only be removed for good cause.

After a lengthy discussion, no one was opposed to presenting the matter to the LDF Committee for review and subsequent recommendation to the Executive Board for a change in the By-Laws to allow Clerks to the Board of Chosen Freeholders and County Clerks to join the LDF.

e. State Registrar eliminates 2 previously approved sessions for re-certification units.

President Mitch stated that after the Education Conference in March, the State Registrar decided to eliminate some of the CEU opportunities that he had previously approved for the conference.

It is imperative that all Registrars confirm the number of their certification units to determine that they have a sufficient number of credits for re-certification.

f. MCANJ Annual Education Conference / Annual Meeting.

President Mitch stated that the 2015 Education Conference Committee has not been announced as of yet. Conference is planned to be held at the Taj Mahal; the conference will start on Sunday, March 29, 2015; no net loss of CEU opportunities; Annual Meeting on Monday; Banquet Dinner on Tuesday evening; and conference ending Wednesday circa prior to noon.

The conference schedule has been adjusted to start on Sunday to accommodate the religious holidays at the end of the scheduled conference week.

g. Proposed Advisory Board Meeting Date (December 12, 2014)

President Mitch stated that due to the change in the operating year for the Association from annual to fiscal (July 1 – June 30), there will be no meeting in November at the League Conference and there will be no need to conduct the transition meeting at year's end.

President Mitch then reviewed the scheduled meeting dates for the balance of 2014, which are as follows:

Executive Board – August 15

Advisory Board – September 19

Executive Board – October 24, and

proposed an: Advisory Board Meeting for December 12

All meetings to be held at Woodbridge Municipal Building except December 12th, which is proposed to be off-site.

Schedule for 2015 will be set and announced in the near future.

h. NJMMA & MCANJ Coalition

President Mitch stated he was approached by Mr. Gregory Bonin, Business Administrator from Branchburg and President of the New Jersey Municipal Managers Association. Mr. Bonin wanted to assure the MCANJ that the NJMMA stands ready to work with our Association on any issues of mutual concern.

i. Focus Group – Pennington Human Dynamics

President Mitch stated that back in January he was informed by Kathy Cupano, Government Services - Rutgers, that a new focus group was being formed to document the best characteristics of a municipal clerk, business administrator, chief financial officer and director of public works. President Mitch and Dan Torrisi New Brunswick, agreed to serve. Due to a conflict President Mitch could not participate in the initial meeting.

Through the efforts of Mr. Gregory Bonin, the effort has been renewed and President Mitch has reached out to twelve clerks to determine their interest on representing our interests. Seven have accepted the challenge and if others are interested in serving, please advise the President.

The purpose of the focus group is to identify characteristics of what a municipality would like in a clerk.

j. Recognition

President Mitch recognized the efforts and accomplishments of Michele Seigfried the President's appointee to the League of Municipalities Legislative Committee.

k. OPRA Court Decision

President Mitch reviewed the details of the most recent Superior Court case involving OPRA, John Paff vs. Galloway Township, regarding the creation of a document.

Ms. Kwasniewski raised a case regarding redacting where the material provided was not within the scope of the request and that material was redacted without an allowable exemption. Conclusion, if you are going to redact, you need to state a reason for the redaction.

Mr. Pavlica raised the issue whereby in Hackensack the municipality attempted to charge "a normal and customary" charge for the material provided and lost in court when the requestor challenged the fees.

The President has referred the Paff case to the Association's Legal Counsel for review and opinion.

7. EXECUTIVE DIRECTOR

Executive Director Popkin reported that the account balance in the LDF is \$127,073.33 in both accounts, more than normal, due to reduced successful claims.

Further Director Popkin reported that there are 261 members registered with approximately 15 - 20 not paid. Reminders have been sent. Consideration needs to be made to amend the By-Laws to establish a cutoff date for payment, in that if a member registers on line and fails to pay by a date certain, membership for that year is terminated.

League of Municipalities Convention, the Association has the same booth #706, payment has been made, will be giving out "To-Do" pads as in the past.

President Mitch interjected that he had just received a text from Dan Kaminski notifying the President that the DCA is going to issue a survey to receive input regarding the possibility of changing the RMC test format from a two part-two hour exam back to a one part-four exam. The survey is intended to determine what is best for the potential test takers. The survey will be posted on the Association's website in the near future.

8. OTHER REPORTS

- a) LEGAL COUNSEL – Richard Lustgarten reported that he is reviewing the John Paff vs. Galloway Township case and will report back on same. Additional items include: number of signatures required for a write-in candidate vs. number of signatures required on a petition; the case whereby the Division of Criminal Justice redacted material that went beyond the scope of the OPRA request; Drew Pavlica will be forwarding information regarding a case in Hackensack to the attorney for review; a case regarding gender discrimination relative to male and female county committee candidates; and the appropriate time frame to challenge a bond ordinance including the counting of the twenty day estoppel period.
- b) CONSTITUTION & BYLAWS – Eileen Gore could not be present for today's meeting so President Mitch provided a report. At the March meeting there were a number of house-keeping items regarding changes/corrections to the By-Laws that could not be voted upon, since there was insufficient time to advertise. Ms. Gore is working on those changes/revisions and those will be presented at the upcoming March Annual Meeting.
- c) EDUCATION COMMITTEE – Joanne Kwasniewski stated that she is working on finalizing the speakers/presenters for the Leagues' Conference sessions. Confirmation for three (3) of the sessions has been secured: ABC Licensing; Elections; and Finance/Technology. Ms. Kwasniewski is finalizing the course descriptions for the program and same will be forwarded to the First Vice President. Confirmation letters will be sent out to the speakers shortly, and the ABC Licensing session shall be focused on exceptions, not just the basics.
- d) EDUCATION CONFERENCE COMMITTEE – Regarding last year's conference, Sharon Brienza stated that with the exception of one or two sessions everything went well and that the proposed revisions to the

upcoming licensing session should be beneficial. A lengthy discussion followed regarding the importance of having the Clerks knowledgeable on the handling of special ABC licensing such as how to handle Farmers Market licensing.

- e) ELECTIONS – Jane Williams-Warren stated that all twenty-one counties apparently have different rules and regulations regarding County Committee elections. The problems have arisen in that there are more and more vacancies, more write-ins and more opposition. Superintendent of Elections and County Clerks are not on the same page and that decisions and direction must come from the state.

President Mitch stated that Ms. Donna Kelly will be leading a session in November and there is no better opportunity than to address this issue with Ms. Kelly at that time.

- f) FUND RAISING – Doreen Cali not in attendance. President Mitch acknowledged the Fund Raising Committee's efforts at our last conference.
- g) INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK – Drew Pavlica reported that the Association's Facebook page is very successful and currently has the highest number of "likes" at 332 from folks in New Jersey and other States as well. In addition, the most current "likes" came from the Netherlands. Mr. Pavlica acknowledged the efforts of Jim Doherty relative to the page.

President Mitch acknowledged the efforts of 2nd Vice President Denise Szabo and Daina Dale on the website and Drew Pavlica suggested that all opportunities for CEUs be provided to Ms. Dale for posting on same.

- h) LEGAL DEFENSE FUND – Sharon Brienza reported that there are 261 members in the fund. Two issues that need to be investigated are: renewals are still being accepted at the \$25 rate even though the deadline to register has passed; and re-confirmation that in order to be a member of this fund, one needs to be an active member of the MCANJ.
- i) LEGISLATIVE REVIEW COMMITTEE – Ms. Kim-Marie White not in attendance. President Mitch had previously provided Ms. White's committee report during his report.
- j) MANUAL REVIEW COMMITTEE – Ms. Deanna Bennett reported that an email will be forthcoming to the Executive Board, Advisory Board and instructors to start the gathering of issues and materials for the next supplement. It was suggested that once all of the issues regarding County Committee Elections are addressed, that that material be incorporated into the manual.

- k) MEMBERSHIP/PEER ALLIANCE NORTH – Mr. Drew Pavlica reported that he has reached out to those members who have not renewed their membership in the Association.
- l) MEMBERSHIP/PEER ALLIANCE CENTRAL – Ms. Ceil Covino reported that she has also reached out to those members who are not current.
- m) MEMBERSHIP/PEER ALLIANCE SOUTH – Ms. Denise Brouse not in attendance.
- n) PAST PRESIDENT'S COUNCIL – Mr. Drew Pavlica stated that he had no report at this time.
- o) PROFESSIONAL DEVELOPMENT/MINI CONFERENCES – Ms. Joanne Kwasniewski reported that the listing of mini-conferences is on the website, and President Mitch stated that 2nd Vice President Szabo is working on providing on-line registration via the website.
- p) PUBLIC RELATIONS/MCANJ BOOTH – Ms. Ceil Covino reported that she and Executive Director Popkin are looking to replace the Association's booth with a lighter version. Both reported the difficulties in securing same.
- q) QUILL – President Mitch reported that Mr. Jim Doherty is on vacation and remains committed to the Quill through June of next year. Due to personal reasons, Ms. Lauren Vande Vaarst has declined the opportunity to follow Mr. Doherty as Editor and a replacement for Mr. Doherty continues.
- r) RAFFLES – Ms. Yancy Wazirmas stated that she had no report at this time, but still needed to file the Report of Operations for the last raffle.
- s) RECORDS – Mr. Jeff Jotz not in attendance.
- t) RESOLUTIONS – Ms. Sandy Bohinski and Ms. Marie Elena Macari not in attendance. President Mitch stated that he keeps the co-chairs informed of retirement announcements.
- u) SCHOLARSHIPS – Ms. Karen Hughes not in attendance. President Mitch stated that scholarship deadline information is up to date on the website and in the Quill.
- v) AD HOC: HISTORICAL REPORT – Mr. Drew Pavlica reported that he and Jim Doherty continue to work on the historical report of the MCANJ and have approximately one-half completed.

w) REGION II – ANDREW J. PAVLICA – Mr. Drew Pavlica reported that there were fourteen NJ Municipal Clerks in attendance at the IIMC Conference in Wisconsin; the Mr. Vincent Buttiglieri was sworn in as IIMC Vice President; and there were approximately 700 delegates at the conference.

Mr. Buttiglieri added that the next Region II meeting is scheduled for January 14, 2015 at Dover, Delaware and provided an overview of his impressions of the 2014 IIMC Conference.

9. NEW BUSINESS

Mr. Buttiglieri introduced the subject of IIMC's fund raising arm known as the Municipal Clerks Education Foundation whose function is to raise money and return a portion of those funds to the IIMC to be used for scholarships for its members.

Mr. Buttiglieri suggested that the Association consider placing funds into a restricted account with IIMC, whereby the principle would remain untouched and the interest generated from these funds would be used for scholarships.

After discussion it was agreed that Mr. Buttiglieri would request information from the IIMC, specifically on what amount of money would be needed to invest and how long would we need to wait, before there would be sufficient interest available to award a scholarship.

Mr. Alberto Cabrera suggested that the Association hold its next meeting in the theme of a family picnic in order to foster a more social environment within the Association and possibly generate funds for the referenced endowment.

10. OLD BUSINESS – none.

11. REPORTS OF COUNTY ADVISORY BOARD MEMBERS

ATLANTIC – Ms. Carol Degross not in attendance, but submitted her report. Lucy Samuelson is the President of the County Association; the winner of the free ticket to the MCANJ 2013 Education Conference was Joan Anderson from Hammonton; quarterly meeting is being held this date; upcoming meeting in July at their library; and a tri-county meeting is being planned.

BERGEN – Ms. Heather Mailander reported that a meeting is scheduled for next week with CEUs in ethics for clerks and registrars.

BURLINGTON – Ms. Patricia Hunt reported that their next regular meeting is scheduled for June 19th CEU's in ethics and elections. A mini conference is scheduled for September 27th and October 16th will be the last meeting of the

year.

CAMDEN – Ms. Deanna Bennett reported the June meeting needed to be cancelled as the speaker became unavailable. Next meeting is scheduled for September and will be noticed on the Association's website.

CAPE MAY – Mr. Scott Jett participated via conference call for the first hour of the meeting and was disconnected and could not reconnect to provide his report.

CUMBERLAND – Ms. Susan Robostello reported that they had just met this past Monday with a presentation by Property Pilot LLC. Next meeting is scheduled for October, which will cover election updates.

ESSEX – Ms. Linda Wanat not in attendance. Mr. Harold Wiener reported regarding the social held, there is value to these types of meeting as business is discussed and it is social but there is always an educational component involved. There is an all-day session planed for October 10th in Verona with 6 CEU credits available.

GLOUCESTER – Ms. Patricia Frontino reported that the county association meets every other month and previously a meeting was held with the municipal clerks and mayors. A social event is scheduled for August 8th.

HUDSON – Mr. Alberto Cabrera acknowledged the Municipal Clerks from the City of Bayonne and North Bergen for their efforts in dealing with two very difficult primary elections. City of Union City has a new Acting Municipal Clerk.

HUNTERDON – Ms. Ceil Covino reported that their next meeting is scheduled for June 26th, election CEUs.

MERCER – Ms. Sharon Young not in attendance at this meeting since she is attending a mini-conference at the Mercer County Community College.

Editor's Note – Ms. Young had filed her report prior to this meeting, but inadvertently it was not read into the record. Ms. Young's report is as follows:

Mercer County Clerks' Association Meeting of 03/07/14

Guest Speaker: David Nenno of Ethics Law Consulting Services

The Clerks who attended earned 3 CEUs in Ethics

A basket from the Mercer County Clerks was donated for the MCANJ Conference

Mercer County Clerks' Association Meeting of 04/24/14

Guest Speaker: Joann Frascella, Executive Director of Licensing for the Division of Alcoholic Beverages.

The Clerks who attended earned 2 CEUs in Licensing

Election of Officers on 5/28/14:

President – Michele Seigfried, Robbinsville

Vice President – Debra Sopronyi, Hightstown

Treasurer – Tonya Carter, Lawrenceville

Secretary – Laurie Gompf, Hopewell Township

MIDDLESEX – Barbara Nyitrai reported that the last meeting was May 15th, elections CEUs. Next meeting will be June 19th, CEUs licensing and records. No meetings in July or August. Linda Dougherty, Deputy Clerk retired and deeply appreciated the letter opener from the Association which was presented to her at her retirement party.

MONMOUTH – Ms. Jane Gillespie not in attendance.

MORRIS – Yancy Wazirmas reported that the clerks met on May 9th, elections round table which included the Superintendent of Schools. There is a new slate of officers including Ms. Shelia Williams from Florham Park as the new President and the next meeting is scheduled for October 10th, an all-day conference. Ms. Donna Costello of Denville is retiring and a surprise party is planned.

OCEAN – Ms. Maryann Ellsworth not in attendance.

PASSAIC – Ms. Jane Williams-Warren reported that the recent election meeting was cancelled. Two additional municipalities have moved their school elections to November and the election's meeting will be rescheduled for that time frame. Passaic County Municipal Clerk's Association President Kelly Rhode was recently married.

SALEM – Ms. Cynthia Dalessio not in attendance.

SOMERSET – Ms. Sharon Brienza reported that the most recent meeting was this past Wednesday with the County Clerk for election credits. There is a new clerk in Raritan Borough and unfortunately, the former clerk from Bedminster Township, Dot Wilkie recently passed.

SUSSEX – Mr. James Doherty not in attendance.

UNION – Mr. Jeff Jotz not in attendance.

WARREN – Ms. Kelly Smith not in attendance.

12. NEXT ADVISORY BOARD MEETING:

DATE: September 19, 2014

LOCATION: Woodbridge Municipal Building

13. FUTURE DATES

REGION II January 14th through the 16th, 2015, Dover, Delaware.

RMC Exam October 15, 2014

14. ADJOURNMENT

Motion made by Mr. Alberto Cabrera, seconded by Mr. Drew Pavlica and
unanimously passed by voice vote at 12:31 PM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary