

An Advisory Meeting of the Municipal Clerks' Association of New Jersey was held in the Ariana's Restaurant, Woodbridge, New Jersey on 11 December 2015. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 10:17 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1<sup>st</sup> Vice President; Kevin Galland, Treasurer; Diane M Pflugfelder, Secretary; John Mitch, Immediate Past President

Absent: Dina Zawadski, 2<sup>nd</sup> Vice President

Also, Present: Joel Popkin, Executive Director; Richard Lustgarten, Legal Counsel

### APPROVAL OF MINUTES

A motion by Denise Szabo to adopt the minutes of 11 September 2015 carried.

### REPORTS

#### TREASURER

A prepared report was received from Kevin Galland, Treasurer and placed on file. (Attachment A) A motion by John Mitch to accept said reports carried.

Treasurer Galland reported that he had researched 2015 MCANJ membership and identified those 165 New Jersey Municipal Clerks not registered as members of MCANJ. Notices were forwarded to the 165 Municipal Clerks not registered for membership and renewals were received from 56 individuals.

#### 1<sup>st</sup> VICE PRESIDENT

Denise Szabo, 1<sup>st</sup> Vice President, announced that Richard Lustgarten, MCANJ Legal Counsel, would be retiring at the end of 2015. In his retirement he shall continue to write for the MCANJ Quill and be available for consult. A motion by Christine Wilder for the MCANJ to sponsor a retirement appreciation event for Attorney Lustgarten carried. She reported that a dozen RFP applications had been received for MCANJ Legal Counsel.

#### PRESIDENT

##### MCANJ 2016 ANNUAL EDUCATION CONFERENCE

President Kazmark stated that the conference begins Sunday, 24 April and runs thru Wednesday, 27 April 2016. Lt Col Kevin Sweeney has been contracted as the keynote speaker to discuss high pressure situations as well speak in two concurrent breakout sessions. Monica Martinez Simmons, IIMC President, has been invited to join the MCANJ Annual Education Conference. The hotel reservations shall be \$65.00 per night. On-line registration shall be open to the membership in February 2016.

##### IIMC REGION II CONFERENCE

President Kazmark informed those present that the IIMC Region II Conference will be 12-14 January 2016.

##### OPRA/OPMA/GRC UPDATE

President Kazmark reported that he attended an OPRA session sponsored by the New Jersey League of Municipalities on 1 December 2015. He stated that positive and negative aspects are within the proposed OPRA/OPMA legislation.

##### RUTGER'S

President Kazmark informed everyone that MCANJ is working under an improved relationship with Laura Flagg as Rutgers's Representative. Ms. Flagg has agreed to include MCANJ Scholarship information into the RMC course brochure.

##### DECEMBER QUILL

President Kazmark announced that articles for the December 2015 Quill are due now.

##### NJLM ELECTED OFFICIALS SEMINAR

President Kazmark reminded those present that the NJLM seminars have been scheduled for the following;

- 9 January 2016  
THE RENAISSANCE MEADOWLANDS HOTEL, RUTHERFORD  
President Kazmark will be speaking
- 23 January 2016  
THE HOTEL ML IN MOUNT LAURLE  
2<sup>ND</sup> Vice President Zawadski will be speaking

## CONSTITUTION /BYLAWS

President Kazmark introduced Eileen Gore, Chairperson of the Constitution/Bylaws Committee, to announce that the Committee was making the following proposals;

- Eliminate the need for current Executive Board Officers to file an application for the positions of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and, Treasurer. The Secretary position would continue to be appointed by ballot when two or more applications are received.
- The Committee shall be updating the Executive Board Officers duties.
- Dates for Executive Board Officer Applications are to be reviewed for a submission of 120 days rather than a specific month.
- Vacancy and removal for Executive Board Officer definition shall be amended to two (2) unexcused absences by a 2/3 majority vote of the Executive Board for just cause.
- Upon Executive Board review of the proposed Constitution/Bylaw amendments the documents shall be distributed to the MCANK membership.

## SPOTLIGHT AWARD

President Kazmark announced that Michele Seigfried was the recipient of the Spotlight Award and would receive a token gift card.

## RAFFLES COMMITTEE

President Kazmark announced that Patricia Hunt, of Moorestown Township, Burlington County, NJ would chair the Raffles Committee.

## MORRIS COUNTY ADVISORY BOARD MEMBER

President Kazmark announced that Michele Reilly, of Mountain Lakes Borough, Morris County would be the Morris County Advisory Board Member.

## EXECUTIVE DIRECTOR

### LEGAL DEFENSE FUND

Joel Popkin, Executive Director stated that 230 MCANJ members are enrolled in the Legal Defense Fund. 17 members have not submitted payment yet. The renewal deadline was 1 October 2015. Any renewals at this time would have to enroll as new members at the rate of \$75. There is currently \$120,256 within the Legal Defense Fund account.

### LEGAL DEFENSE BYLAW AMENDMENTS

Mr. Popkin announced the following proposed Constitution/Bylaw Amendments for the Legal Defense Fund;

2. Method of Appointment
  - A. The Committee shall be appointed by the MCANJ President with the approval of its executive Board and shall be constituted as follows:
    - Chairperson who is a member of the Legal Defense Fund.
    - Regular members – three (3) tenured Municipal Clerks who are members of the Legal Defense Fund
    - Alternate members – one (1) alternate member in good standing who is a member of the Legal Defense Fund
5. Eligibility for Financial Assistance
  - A. Eligible member shall be a Municipal Clerk, Acting Municipal Clerk, Deputy Clerk, Freeholder or Deputy Freeholder Clerk who is a current member in good standing of MCANJ.

Dates for renewal would be amended to reflect the MCANJ transition to a fiscal year calendar with the Legal Defense Fund membership due by 1 October and the acceptance of a late enrollment by 10 October of the fiscal year.

A motion by Vincent Buttiglieri to adopt the Legal Defense Bylaw Amendments carried.

## CONFERENCE SPONSORS

Joel Popkin, Executive Director reported that he was acquiring sponsors for the IIMC Region II conference as well as the 2016 MCANJ Education Conference.

## MCANJ RAFFLE LICENSE

Joel Popkin announced that the MCANJ LGCCC license renewal had been obtained and was posted on MCANJ google docs.

## OTHER REPORTS

### EDUCATION COMMITTEE

A prepared report was received from Joanne Kwasniewski, stating the following;

The education Committee completed its work on the sessions for the League of Municipalities Conference which went very well and were well received by the participants. The Education Committee

has begun coming up with ideas for the 2016 Education conference and will continue that work over the next several months.

#### EDUCATION CONFERENCE COMMITTEE

Heather Mailander stated she was the Education Conference Co-Chair with Sharon Brienza and the education program would be prepared by Kim Marie White and Diane Pflugfelder.

#### ELECTIONS

The following report was received from Linda Wanat.

“Although the “Democracy Act” (early Voting) bill (formerly S-50, now A4613) was passed by both bodies of the NJ Legislature, the bill is still awaiting Governor Christie’s approval. The prevailing opinion is that the Governor will veto.

In addition to extending elections from one to 15 days, the bill would permit online voter registration, automatic voter registration through the Dept. of Motor Vehicles, pre-registration for 17 year-olds, and lower population threshold for publishing election materials in languages other than English.

On October 8<sup>th</sup> the Essex County Municipal Clerk’s Association will host Assemblyman Tom Giblin, co-sponsor of the bill, at a seminar at the Verona Community Center, 1:30 – 3:00 pm. For more information please call Linda Wanat at 973.509.4900. Also on the program will be Essex County Clerk Christ Dunkin who will address polling locations in the event that the “early Voting” legislation passes. Members of the Election Committee have been actively sharing news articles regarding number of issues including voter identification laws, exclusion of voters with criminal records and Election Day registration. It appears to be a definitive period for elections in NJ. We will continue to monitor any actions.

#### FUND RAISING

Doreen Cali reported that she is preparing for an on-line sale of MACNJ merchandise.

#### INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK

No report submitted

#### LEGAL DEFENSE FUND

Sharon Brienza submitted this report;

One case that had been going on for more than two years was finally settled. The Municipal Clerk did very well and their municipality was required to pay her legal fees.

I received a telephone call from a Municipal Clerk last week. She has only been in the position for a little more than a two years and she is having problems. One of the issues is the Tax Collector, Assessor and CFO getting raises where she is not. She is of course familiar with the statute. I told her she should speak to an attorney, complete the LDF application and submit to me. She said she had just completed the application for membership and sent it in. At that point I had to tell her about the 90 days waiting period. I also suggested that she speak to an attorney because sometimes all it takes is a letter or two to get situations resolved. If this happens in her case, it could cost less than the \$500.00 deductible. She said she didn’t want to make waves since she’s up for reappointment next year. I asked her to keep me informed on what happens.

Harold Wiener reported the following;

I am unsure if Sharon issued a report from the Legal Defense Fund Committee. I know two issues that may have been raised are mandatory attendance of the Municipal Clerk at Executive Sessions and the statutory language regarding pay increases for certain licensed professionals in local government. President Kazmark and/or Attorney Lustgarten may be touching base on these materials.

#### MANUAL REVIEW COMMITTEE

Executive Director Popkin reported that the publication deadline is the end of October 2015. All updates need to be forwarded to the committee members.

Laura Flagg, Rutgers, reported that the current MCANJ Manual binders are of poor quality. She is working with Coded Systems to secure a more durable product with cost consideration for the Manual.

#### MEMBERSHIP/PEER ALLIANCE

Treasurer Galland provided a listing of those MCANJ members actively registered for the 2015-2016 year. It was agreed that the membership committee should attempt to motivate those individuals not registered to date.

#### PAST PRESIDENTS COUNCIL

No report submitted

#### PUBLIC RELATIONS/MCANJ BOOTH

No report submitted

#### QUILL

No report submitted

#### RAFFLES

No report submitted

#### RECORDS

Harold Wiener reported that there is no report.

#### RESOLUTIONS

No report submitted

#### SCHOLARSHIPS

President Kazmark reported that a dedicated line item within the MCANJ budget included \$7000.00 for the following scholarships;

- Eight (8) Course Scholarships, not to exceed \$500, toward RMC Certification
- One (1) Course Scholarship, not to exceed \$500, toward CMC certification (Peter H Maclearie)
- One (1) Course Scholarship, not to exceed \$500, toward MMC certification
- Ten (1) MCANJ Education Conference Registration Scholarships, for full payment
- Five (5) Alternate MCANJ Education Conference Registration Scholarships, for full payment

#### AD HOC: HISTORICAL REPORT

No report submitted

#### REGION II

No report submitted

#### NEW BUSINESS

#### UNFINISHED BUSINESS

#### RUTGER'S EDUCATION COMMITTEE.

Joanne Kwasniewski expressed concern that the President of the MACNJ Education Committee was not a member of the Rutgers's Education Committee, creating a lack of continuity. President Kazmark stated that he would present this concern to Laura Flagg, Rutgers's representative.

#### REPORTS OF COUNTY ADVISORY BOARD MEMBERS

#### ATLANTIC

No report submitted

#### BERGEN

Heather Mailander reported that the Bergen County Clerk's Association had met in April 2015 ( this meeting offered Finance CEUs) and in June 2015 (this meeting offered professional development CEUs). Bergen County Municipal Clerk's Association will be celebrating their 75<sup>th</sup> Anniversary in December 2015.

#### CAMDEN

No report submitted

#### CAPE MAY

No report submitted

#### CUMBERLAND

Susan Robostello stated that the Cumberland County Municipal Clerks Association held the following meetings in 2015;

- Artemis Records Retention and Disposition Management System Training, Mark Szemple, Sunrise Systems
- Understanding NJ Municipal Audit Reports, Carol McAllister, CPA, RMA, Bowman and Co., LLP
- Their next meeting will be on October 5, 2015 in the City of Bridgton. A 2015 Election Update will be provided by Celeste Riley, Cumberland County Clerk.

#### ESSEX

Harold Wiener supplied the following report;

Essex County will hold its annual education session on Thursday, October 8, 2015 at the Verona Community Center from 9:00 am to 3:10 pm. We will be offering 6 CEUs at the session, 1 in Records featuring Richard Lustgarten, MACNJ Attorney; 3 in Ethics featuring Dr. Stephanie Bush-Baskette,

Attorney At-Law, former DCA Commissioner under Governor Florio, former East Orange Corporation Counsel, current instructor in ethics for Rutgers, the State University and currently Irvington's Health Director and Public Information Officer, and finally, 2 in Elections CEUs featuring Christopher J Durkin, Essex County Clerk and Thomas P Giblin, Assemblyman from the 34<sup>th</sup> Legislative District. Registration information is available on the MCANJ website.

#### GLOUCESTER

Pat Frontino reported that the Gloucester County Clerks will be meeting Friday, October 2<sup>nd</sup>, and our Speakers are Stephanie Salvatore and Mark Harris, from the Gloucester County Board of Elections.

#### HUDSON

No report submitted

#### HUNTERDON

No report submitted

#### MERCER

Deb Sopronyi read the following report;

- The past meeting of the Mercer County Clerks Association was held on May 7, 2015 where Rich Hidalgo, Project Manager of Everyone Counts, conducted a seminar on SVS and the Clerks who attended received credits in information technology and elections.
- Michele Seigfreid and Sharon Young attended the CARMA meeting on 9/3/15. There was a seminar on GIS technology given by David Kunz of Civil Solutions. Representatives from CARMA spoke about how the State had rolled out Artemis to all the Board of Education and all the State Departments now. They said they are changing everything to E-signatures and there will be no more scanning and uploading forms by the end of this year. DOERS said there was a change in the rules where you no longer need certification for your imaging systems, now there is a "registration" process. You will still need to send DOERS an annual renewal, similar to what you do now for your imaging systems. It was reported that you can immediately get rid of documents once you scan them into a registered system and that microfilm backup is no longer required – BUT the State Archives still has to approve which permanent records you can get rid of, because there may be historical/intrinsic value to those records. They are still working on the 7-year broadband policy for destroying emails, but it will not be required that you use the policy. You can also go by the current regular retention schedules. It is not yet available to pick the 7 year broadband for emails in Artemis, so you are not able to use this policy yet. This will likely be implemented next year. The Monmouth County library is having and Archives and History week, with most activities being held on Saturday, October 3. They will have seminars and exhibits from the WWI era. There will be 63 tables with archival organizations taking part. More information is available on their website at: <http://www.visitmonmouth.com/page.aspx?Id=4517>. The next CARMA meeting is on December 10 in Middlesex County where they will distribute an update of their bylaws and discuss Social Media and Archiving Records.

#### MIDDLESEX

John Mitch advised that the next meeting of the Middlesex County Clerks Association would be next Thursday. The topic will be VIP training and CEUs will be offered.

#### MONMOUTH

No report submitted

#### MORRIS

No report submitted

#### OCEAN

No report submitted

#### PASSAIC

Kelly Ringwood reported that the Passaic County Clerks Association would be meeting October 15 and receive elections and notary CEUs. They had coordinated a Spring Mini Conference and were sold out. The program was an entire day and offered CEUs in elections and records.

#### SALEM

No report submitted

#### SOMERSET

Sharon Brienza reported she really do not have anything to report as it has been a pretty quiet summer.

SUSSEX

No report submitted

UNION

No report submitted

WARREN

No report submitted

The next regularly scheduled meeting of the Advisory Board would be in December 2015 and John Mitch would research a location and date.

ADJOURNMENT

There being no further business, a motion by Alan Susen to adjourn the meeting carried at 11:30 am.

Diane M Pflugfelder RMC/MMC  
MCANJ Secretary  
Minutes Approved 11 March 2016