

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY  
EXECUTIVE BOARD TRANSITION MEETING

17 June 2016 @ 10:00 am  
Woodland Park Municipal Building  
5 Brophy Lane  
Woodland Park, NJ 07424

1. CALL TO ORDER

2. FLAG SALUTE AND MOMENT OF SILENCE

3. ROLL CALL

4. APPROVAL OF MINUTES

22 January 2016  
5 May 2016

5. TREASURER'S REPORT

KEVIN GALLAND

- A. MCANJ Account Balances
- B. Membership
- C. Scholarship Reimbursement Clarification
- D. FY 2017 Budget Presentation

REPORT OF OFFICERS

6. SECRETARY:

DIANE PFLUGFELDER

- A. Recording of FY 2017 Election Results for Secretary

7. 2<sup>ND</sup> VICE PRESIDENT:

DINA ZAWADSKI

- A. Update on Registrations & Payments – MCANJ Conference

8. 1<sup>ST</sup> VICE PRESIDENT:

DENISE SZABO

- A. Report from Steven Weinstein, CPA
- B. Proposals from Professionals & Contracts
- C. Officer Remuneration & Stipends
- D. 2017 MACNJ Conference Discussion/Survey Results  
Conference Survey and Proposals from Facilities
- E. Scholarships (currently 8 RMCs, 1 CMC, 1 MMC)
- F. Proposal from Access Systems to Revamp MCANJ Manual, Records Section
- G. Budget
- H. Distribution of Committees List – 2016-2017
- I. Distribution of Important Dates Calendar
- J. Website

9. PRESIDENT:

KEITH KAZMARK

- A. IIMC – Omaha Nebraska
- B. MCANJ Annual Conference Follow Up Meeting
- C. Rutgers's Education Committee Meeting – 6/14/2016
- D. Registrar's Bill – Letter sent to League

10. IMMEDIATE PAST PRESIDENT:

JOHN MITCH

- A. Updated SOPs

11. EXECUTIVE DIRECTOR:

JOEL POPKIN

- A. LDF By-Laws Updates

12. LEGAL COUNSEL REPORT

13. ACTION ITEMS

- a. Resolution #FY2016-01 – Signatures on Bank Accounts

- b. Resolution #FY2016-02 – Officer Remuneration & Stipends
- c. Resolution #FY2016-03 – Contract with Steven Goodell, Esq.
- d. Resolution #FY2016-04 – Joel Popkin, Executive Director
- e. Resolution #FY2016-05 – Steven Weinstein, CPA
- f. Resolution #FY2016-06 – Meeting Dates
- g. Resolution #FY2016-07 – Approving Executive Board SOPs
- h. Resolution #FY2016-08 – Adoption of LDF By-Laws
- i. Resolution #FY2016-09 – Adoption of a Code of Ethics
- j. Resolution #FY2016-010 – Scholarships
- k. Resolution #FY2016-011 – Contract with Access Systems
- l. Resolution #FY2016-012 – Budget Adoption

14. Old Business

15. New Business

16. Adjournment

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A transition meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Woodland Park, New Jersey on 17 June 2016. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 9:58 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1<sup>st</sup> Vice President; Dina Zawadski, 2<sup>nd</sup> Vice President; Kevin Galland, Treasurer; Diane M Pflugfelder, Secretary; John Mitch, Immediate Past President; and, Eileen Gore, Secretary Elect.

Also, Present: Joel Popkin, Executive Director; Steven P Goodell, Association Counsel; and, Steven Weinstein, CPA

#### APPROVAL OF MINUTES

A motion by John Mitch to adopt the minutes of 22 January 2016 and 5 May 2016 carried.

#### REPORTS

##### TREASURER

Prepared reports were received from Treasurer Galland with Account Balances (Attachment A) and placed on file. A motion by John Mitch to accept said report carried.

Treasurer Galland requested clarification on the scholarship reimbursement procedure. He presented the situation in which an individual requested reimbursement for half of two separate classes. Review of the MCANJ SOPs on Scholarships concluded with a motion by John Mitch to reimburse this individual only for the cost of the Municipal Clerk's Introduction class at \$409.00 carried.

Treasurer Galland presented a second situation in which an individual was awarded a class scholarship and the municipality made payment for said class. Following consideration of the information, a motion by John Mitch to reimburse the municipality for the cost of one Municipal Clerk's class carried

##### STEVEN WEINSTEIN, CPA

Mr. Weinstein introduced himself and offered to attend MCANJ Executive Board meetings. He reported that Quick Books was working well with MCANJ finances. He would continue to forward quarterly statements and year end reports to 1<sup>st</sup> Vice President Szabo. He suggested that an outside audit may not be necessary due to the lack of volume within MCANJ finances. Mr. Weinstein suggested that banking passwords be changed annually with new incoming treasurers, as well as each individual with access to the banking retaining their own individual passwords. In conclusion, he stated that he would be filing the MCANJ Charity Registration and advise upon its submission.

##### FY BUDGET 2017

1st Vice President Szabo led a line-by-line review of the proposed FY 2017 budget. GovNetwork News subscription is a consideration for retention or expiration in FY 2018 budget. Discussion ensued on Scholarships. In closing of said discussion, all agreed to increase the number of education conference scholarships by five (5), based on the criteria of need, thus increasing this line item in the budget by \$1,500.00. It was agreed to revisit IIMC Scholarships in FY 2018 based upon need. (Attachment – Resolution #FY2017.10). The compensation of a stipend for the LDF chair was eliminated in the FY

2017 budget based upon input from Sharon Brienza (immediate past LDF Chair) and the decrease of work by the LDF Chairperson. (Attachment – Resolution FY 2017.12)

#### CONTRACT WITH JOEL POPOKIN, MCANJ EXECUTIVE DIRECTOR

Mr. Popkin left the room during this discussion. 1<sup>st</sup> Vice President Szabo presented a proposal from Mr. Popkin requesting a 3% increase annual retainer and gifting him the airline miles (de minimis value) on the MCANJ credit card. A motion by John Mitch to accept this proposal carried. (Attachment – Resolution #FY2017.04)

#### CONTRACT WITH STEVEN WEINSTEIN, CPA

Mr. Weinstein left the room during this discussion. 1<sup>st</sup> Vice President Szabo reported that the CPA budget had been decreased from the prior year. It was agreed that Mr. Weinstein would be invited to attend a MCANJ Executive Board meeting on an as needed basis. (Attachment – Resolution #FY2017.05)

#### CONTRACT WITH STEVEN P GOODELL, LEGAL COUNSEL

Mr. Goodell left the room during this discussion. All agreed to continue the FY 2017 Contract with Attorney Goodell without change from the FY 2016 Contract. (Attachment - Resolution #FY2017.11))

The meeting reconvened following a five minute recess.

#### 2<sup>nd</sup> VICE PRESIDENT

2<sup>nd</sup> Vice President Zawadski reported that a letter had been forwarded to the individual who post-paid the MCANJ conference registration without inclusion of the late fee.

2<sup>nd</sup> Vice President Zawadski related the following MCANJ session coordinated for the NJLM Fall 2016 Conference;

Date	Title	Speakers
Tues, 15 November 2016	Legislative Update	Christine Zappicchi, Deputy Director DLGS Lori Buckelew, St Legislative Analyst, NJLM
Tues, 15 November 2016	The Local Finance Board as the Enforcer of the Local Government Ethics Law	Susan Jacobucci, Esq
Wed, 16 November 2016	Issues in Municipal Finance	Marc Pfeiffer, Asst Director, Bloustein Center David Thompson, CEO, Phoenix Advisors

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

1<sup>st</sup> Vice President Szabo reported the membership survey results inquiring into location change, overnight accommodation and program revision for the MCANJ 2017 Education Conference. (Attachment B)  
Executive Director Popkin presented a comparison table from the Taj Mahal, Harrah's and Ocean Place, Atlantic City, New Jersey. Following review of the membership survey results and availability of facilities it was agreed that Joel Popkin, Executive Director, would approach Harrah's to see if they could change our reservation dates from 23-25 April to 24-26 April..

At 12:08 pm a lunch break was taken.

#### ACCESS SYSTEMS

1<sup>st</sup> Vice President Szabo recommended that Steve Goodfellow, Access Systems, be retained to work with the Manual Review Committee to update the Records section of the Desk reference Manual, to bring it more in line with 21<sup>st</sup> Century Municipal Clerks in their role as records managers. The Board agreed and authorized a contract with Mr. Goodfellow (Attachment – Resolution #FY2017.11)

#### MCANJ COMMITTEES LIST 2016-2017

At the request of 1<sup>st</sup> Vice President Szabo, the Board reviewed her draft list of appointees for FY2017.

#### 2016-2017 CALENDAR

1<sup>st</sup> Vice President Szabo presented the meeting date's calendar. (Attachment – Resolution #FY2017.06)

#### MCANJ WEBSITE

1<sup>st</sup> Vice President Szabo conveyed the need to retain current information on the MCANJ website. Treasure Galland agreed. The two will work together to update the website FY2017 information with a target date of 1 July.

#### PRESIDENT

IIMC – OMAHA, NEBRASKA



President Kazmark reported that the IIMC Conference in Omaha, Nebraska went well. Vincent Buttiglieri, Ocean Township, New Jersey was sworn in as IIMC President 2016-2017.

#### MCANJ ANNUAL CONFERENCE FOLLOW UP MEETING

President Kazmark stated that he would be coordinating an Annual Conference follow up meeting via conference call.

#### RUTGER'S EDUCATION COMMITTEE MEETING (14 June 2016)

President Kazmark attended the Rutgers's Education Committee meeting and reported a 31% passage of the spring 2016 MCANJ exam. He announced that Paul Margiotta, Municipal Clerk in Wayne Township, was approved as an instructor with Rutgers for the MCANJ courses.

#### REGISTRAR'S BILL

President Kazmark reported on the A-1789 Bill, which proposed to allow any New Jersey resident to apply for a marriage/civil union license in any municipality. He forwarded a letter to Mr. Darcy, NJLM, asking the League to reconsider their position on said bill. (Attachment D)

#### IMMEDIATE PAST PRESIDENT MITCH

Immediate Past President Mitch distributed copies of the Standard Operating Procedures. The Board approved the changes to the SOPs. (Attachment – Resolution #FY2017.07).

#### LEGAL CONSULTANT

Legal Counsel Steve Goodell had no report at this time.

#### EXECUTIVE DIRECTOR

Executive Director Popkin informed those present that his report had been posted on the MCANJ Google Drive. (Attachment D)

#### LEGAL DEFENSE FUND LIVE DATES

Discussion ensued on live dates for Legal Defense membership. In conclusion, it was agreed that the first e-blast to MCANJ membership was go out 1 August 2016.

#### LEAGUE LEGISLATIVE COMMITTEE MEETING

Following discussion it was determined that Immediate Past President Mitch had appointed Allen Susen, Municipal Clerk Haledon Borough, and Joel Popkin, Executive Director, as MCANJ liaisons to the League Legislative Committee. 1<sup>st</sup> Vice President Szabo will investigate the terms of these appointments and their continued interest to serve as MCANJ liaison.

#### 2016 CHARITABLE REGISTRTION FORM (CRI-300R)

It was reported that Steve Weinstein, CPA of Weinstein & Weinstein, PC was preparing the MCANJ 2016 Charitable Registration Form.

#### MCANJ CREDIT CARD

Executive Director Popkin reported his rationale for dual payment of the MCANJ credit card for June 2016. It was agreed to rebuild the points for purchase of gift cards to place within the MCANJ Education Conference treasure chest.

#### REQUEST FROM BILL DRESSEL

A request was received from Bill Dressel, former MLNJ Executive Director, promoting NJM Insurance Company. It was agreed that it would not be appropriate for Dressel to solicit to MCANJ members. He will be referred to the MCANJ website, where contact information is available for County organizations.

#### MOVING OF STORAGE BIN

Executive Director Popkin reported that the storage facility was recently repaired and our contents relocated and dis-organized. The contents will require organization and purging. Executive Director Popkin has one access key and a second is in the possession of Vincent Buttiglieri, Ocean Township Municipal Clerk, due to his proximity to the facility.

#### RESOLUTIONS

A motion by 2<sup>nd</sup> Vice President Dina Zawadski to adopt the following Resolutions carried.

##### Resolution FY2017-01

Authorizing Signatures on the Municipal Clerks' Association of NJ Bank Accounts  
Held at TD Bank for the Period of 07/01/2016 through 06/30/2017

*WHEREAS*, the Municipal Clerks' Association of New Jersey (MCANJ) maintains a Checking Account, Scholarship Account and Raffle Account at TD Bank to pay operating expenses and clear debts; and

*WHEREAS*, on 07/01/2016, officers of the Executive Board of MCANJ will change.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of MCANJ that we do hereby authorize the following officers to be signatures on accounts held at TD Bank, and to process online payments, for the period of 07/01/2016 through 06/30/2017.

Name	Position
Diane Pflugfelder	Treasurer
Kevin Galland	2 <sup>nd</sup> Vice President
Joel Popkin	Executive Director

Resolution FY2017-02  
Setting Officer and Approved Committee Chair  
Reimbursements and Stipends for FY2017

*BE IT RESOLVED*, by the Executive Board of the Municipal Clerk's Association of New Jersey that the following reimbursements and stipends be approved for payment for members of the Executive Board and approved Committee Chairs for the FY2017:

Position	Amount 2016-2017
Quill Editor	\$ 2600
Desk Reference Editor	\$ 1000
Information Technology Website Administrator	\$ 1200
President	\$ 1500
1 <sup>st</sup> Vice President	\$ 500
2 <sup>nd</sup> Vice President	\$ 500
Treasurer	\$ 500
Secretary	\$ 500
Immediate Past President	\$ 500

Resolution FY2017-03  
Authorizing a Contract for Legal Services with  
Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell for FY 2017

*WHEREAS*, Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell has submitted a proposal for legal services for FY2017 as more fully described in his proposal dated May 13, 2016 on file with the Secretary; and

*WHEREAS*, Steven P. Goodell is qualified to serve as counsel for MCANJ.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of the Municipal Clerks' Association of New Jersey that a contract is hereby authorized with Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell for legal services for FY2017 at an annual retainer of \$8,000.00 paid quarterly on or before March 10, June 10, September 10 and December 10. Each \$2000.00 quarterly payment will be disbursed as follows: \$1650.00 will be paid by MCANJ and \$350 will be paid by the MCANJ Legal Defense Fund.

Resolution FY2017-04  
Authorizing a Contract with Joel Popkin  
To Serve as Executive Director of MCANJ for FY2017

*WHEREAS*, Joel Popkin has submitted a proposal to serve as the Executive Director for MCANJ for FY2017 as more fully described in his proposal dated June 5, 2016 on file with the Secretary; and

*WHEREAS*, Joel Popkin is qualified to serve as Executive Director MCANJ.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of the Municipal Clerks' Association of New Jersey as follows:

1. That a contract is hereby authorized with Joel Popkin at an annual retainer of \$26,300, plus a not to exceed amount of \$3,600 for reimbursable expenses which include internet service, mobile data expense, postage, travel and miscellaneous expenses incurred. All expenses submitted for reimbursement shall be detailed and submitted quarterly. Payments will be made quarterly on or before March 10, June 10, September 10 and December 10. Each \$6,575 quarterly retainer payment will be disbursed as follows: \$6075 will be paid by MCANJ and \$500 will be paid by the MCANJ



Legal Defense Fund.

2. That the Association has accumulated 40,000 miles on its credit card and the Association cannot and will not utilize those miles, the value of those miles to the Association is *di minimis*; and in recognition of Mr. Popkin's performance exceeding expectations, the 40,000 miles are hereby gifted to Joel Popkin for FY2017.

Resolution FY2017-05  
Authorizing a Contract for Certified Public Accounting Services with  
Steven Weinstein, CPA of Weinstein & Weinstein PC for FY2017

*WHEREAS*, Steven Weinstein, CPA of Weinstein & Weinstein PC has submitted a proposal for certified public accounting services for FY2017 as more fully described in his proposal dated 05/12/2016 on file with the Secretary; and

*WHEREAS*, Steven Weinstein is qualified to serve as a certified public accountant for MCANJ.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of the Municipal Clerks' Association of New Jersey that a contract is hereby authorized with Steven Weinstein, CPA of Weinstein & Weinstein PC for certified public accounting services for FY2017 at an annual retainer of \$3,000.00 paid quarterly on or before March 10, June 10, September 10 and December 10. Each \$750 quarterly payment will be disbursed as follows: \$675 will be paid by MCANJ and \$75 will be paid by the MCANJ Legal Defense Fund.

Resolution FY2017-06  
Meeting Dates for FY2017

*BE IT RESOLVED*, by the Executive Board of the Municipal Clerk's Association of New Jersey that the following meeting dates are established for FY2017:

Date	Time	Type	Place
07/22/2016	10:00 AM	Executive Board	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
09/08/2016	10:00 AM	Advisory Board	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
09/08/2016	12:00 Noon	Conference Committee	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
10/14/2016	10:00 AM	Executive Board	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
12/02/2016	10:00 AM	Advisory Board	Woodbridge Township 1 Main Street, Woodbridge, NJ 07095
12/02/2016	12:00 Noon	Conference Committee	Woodbridge Township 1 Main Street, Woodbridge, NJ 07095
01/13/2017	10:00 AM	Executive Board	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
01/13/2017	12 Noon	Conference Committee	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
03/03/2017	10:00 AM	Executive Board	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
04/12/2017*	10:00 AM	Advisory Board	Woodbridge Township 1 Main Street, Woodbridge, NJ 07095
04/12/2017*	12 Noon	Conference Committee	Woodbridge Township 1 Main Street, Woodbridge, NJ 07095
TBD		Annual Meeting	TBD
05/05/2017*	10:00 AM	Conference Committee	Conference Call

06/16/2017	10:00 AM	Executive Board Transition Meeting	Bernards Township 1 Collyer Lane, Basking Ridge, NJ 07920
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\*Tentative Dates

Resolution FY2017-07  
Adopting Updated SOPs

*WHEREAS*, the Executive Board of the Municipal Clerks' Association of New Jersey follows a set of Standard Operating Procedures (SOPs) which expounds on the process of administering its role and responsibilities as defined its Constitution and By-Laws; and

*WHEREAS*, it is the role of the Immediate Past President of MCANJ to keep track of procedural changes throughout the year and present an updated version of the SOPs to the Executive Board at its Transition Meeting for adoption.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of MCANJ that we do hereby adopt updated SOPs for FY2017, as presented and reviewed at the 06/17/2016 Executive Board Transition Meeting to take effect on 07/01/2016.

Resolution FY2017-08  
Adopting Revised Legal Defense Fund By-Laws

*WHEREAS*, the MCANJ Legal Defense Fund was established by the Municipal Clerks' Association of NJ to financially assist Municipal Clerks when actions have been taken against them in the performance of their duties; and

*WHEREAS*, the Legal Defense Fund is guided by its Constitution and By-Laws; and

*WHEREAS*, upon recommendation of the Legal Defense Fund Committee, the Constitution and By-Laws have been revised; and

*WHEREAS*, the revised Constitution and By-Laws has been reviewed by both the Executive Board and Advisory Board and is on file with the Secretary.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of MCANJ that we do hereby adopt the revised Constitution and By-Laws of the Legal Defense Fund for FY2017 to take effect on 07/01/2016.

Resolution FY2017-09  
Adopting a Code of Ethics

*WHEREAS*, the Municipal Clerks' Association of New Jersey (MCANJ) is a diverse group of individuals who have been appointed to represent municipalities through the State of New Jersey; and

*WHEREAS*, the purpose of MCANJ is to promote education and training for municipal clerks; advance a better understanding of the official obligations of our members; and as far as possible set-up uniform methods of procedures in NJ municipalities; and

*WHEREAS*, MCANJ wishes to formally express its commitment to ethical behavior.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of MCANJ that we do hereby adopt the following Code of Ethics:

**CODE OF ETHICS**

The Municipal Clerks' Association of NJ is a diverse group of individuals who have been appointed to represent municipalities throughout the State of New Jersey. Founded in 1927, MCANJ promotes professionalism, education, competence, and networking, and is guided by the highest standards of personal integrity and professional conduct.

The Municipal Clerks of New Jersey have a moral obligation to live up to the promises made in our Oath of Office. Municipal Clerks affirm that they will support and defend the Constitution of the United States and the Constitution of the State of New Jersey.

The Municipal Clerks' Association of New Jersey expects its members to comply with the highest standards of honesty, integrity, fairness, impartiality and professional conduct.



Resolution FY2017-10  
Approving Scholarships for FY2017

*WHEREAS*, the purpose of the Municipal Clerks’ Association of NJ (MCANJ) is to promote education and training for municipal clerks; advance a better understanding of the official obligations of our members; and as far as possible set-up uniform methods of procedures in NJ Municipalities; and

*WHEREAS*, in furtherance of its purpose, MCANJ annual awards scholarships to deserving members for courses required for certification and recertification as Registered Municipal Clerks (RMC), Certified Municipal Clerks (CMA) and Master Municipal Clerks (MMC); and for attendance at the Annual MCANJ Education Conference.

*WHEREAS*, each year the Executive Board of MCANJ establishes the number of scholarships to be awarded each year.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of MCANJ that we do hereby establish the following Scholarships for FY2017 to take effect on 07/01/2016.

Type	Number to be Awarded
Registered Municipal Clerk Scholarships (RMC)	8
Peter H. Maclearier Scholarship (CMC)	1
Master Municipal Clerk Scholarship (MMC)	1
MCANJ Education Conference Scholarships	10
MCANJ Education Conference Need-Based Scholarships	5

Resolution FY2017-11  
Authorizing a Contract with  
Steve Goodfellow of Access Systems  
To Revise the Records Section of the Municipal Clerks Desk Reference Manual

*WHEREAS*, the Municipal Clerks’ Association of New Jersey publishes a Desk Reference Manual which serves as both a reference guide for current municipal clerks, and a training guide for individuals preparing to take the state exam to attain a Registered Municipal Clerk Certification (RMC) which is a statutory requirement pursuant to 40A:9-133.1 et seq.; and

*WHEREAS*, 21<sup>st</sup> Century Municipal Clerks need to have a practical understanding of Information Technology to successfully perform their statutory role as local Records Managers; and

*WHEREAS*, technical expertise is required to update the Desk Reference Manual and assist in establishing a criteria for training, to reflect the advances in technology which play a vital role in the Municipal Clerk’s role as a local Records Managers; and

*WHEREAS*, Steve Goodfellow is qualified to serve as a consultant to MCANJ in this role; and

*WHEREAS*, Steve Goodfellow has submitted a proposal to MCANJ dated 06/14/2016 in the amount of \$3500 to perform this service for MCANJ in consult with Rutgers University, said proposal is on file with the Secretary.

*NOW THEREFORE BE IT RESOLVED*, by the Executive Board of the Municipal Clerks’ Association of New Jersey that a contract is hereby authorized with Steve Goodfellow of Access Systems for Revising the Records Section of the Municipal Clerks Desk Reference Manual in the amount of \$3500 pursuant to his proposal dated 06/14/2016 on file with the Secretary.

Resolution FY2017-12  
Adopting FY2017 Budget

*BE IT RESOLVED*, that the Executive Board of the Municipal Clerks’ Association of New Jersey hereby adopts the FY2017 Budget as attached hereto.



ADOPTED [Resolution #FY2017-02, 6/17/16] - FY2017 BUDGET

Major Operating Account - #786-1948276			
CATEGORY	Description for FY2017	Expenses	Revenue
Advisory/Executive Board Mtgs	Refreshments served at meetings, conference call costs	\$2,500	
Annual Conference Fiscal Yr. 2017	All costs associated with the annual meeting, as well as the annual education conference, and corresponding revenue collected	\$92,000	\$92,000
Annual Conference Fiscal Yr. 2018	All costs associated with the annual meeting, and annual education conference and corresponding revenue collected	\$1,000	
CPA Retainer	Quarterly and annual reports; also QuickBooks setup	\$2,700	
Contingency	Unbudgeted items	\$750	
Donations	Unplanned donations		
Executive Director Expenses	Expenses of the ED accounted for on separate bill	\$3,300	
Executive Director Retainer	Contracted amount of retainer	\$24,300	
Fundraising/Special Events	Purchase and sale of novelty items such as sweatshirts	\$3,100	\$3,200
IIMC - President Expenses	All MCANJ president related expenses such as reimbursements to attend IIMC conference and Region II meetings including registration, lodging, travel, and hospitality (IIMC conference reception or dinner for NJ delegates).	\$5,000	
IIMC - Region II 2017 Expenses	\$1000 seed money because surplus taken in 2016; and reimbursement for Region II Director from NJ	\$1,750	
Information Technology	Annual licenses fee to web provided and additional development of online forms	\$2,250	
Insurance, Bonds, & D&O	Insurance, Bonds for Assoc and Officers-three policies	\$3,000	
Interest	Bank interest on Operating Account	\$600	\$600
Legal Counsel Retainer	Contracted amount of retainer	\$6,600	
Membership	Membership Dues		\$65,000
Mini Conferences/Webinars	Expenses for Mini-conferences and revenue collected to offset	\$500	\$500
Miscellaneous Revenue/Refunds	Revenue not accounted for elsewhere, includes refunds		
NJLJM MCANJ Booth	Cost of booth, booth rental equipment (chairs, table, carpet, electric, etc.), cost of give-aways (items decided by Board-candy, gift cards, etc.), trucking of booth and associated items	\$2,280	
NJLJM Other Expenses	Room for Executive Director and retirees who may be assisting at MCANJ booth during NJLJM, name tents	\$1,000	
Office Supplies	Computer toner, paper, mailing pouches, etc. and new computer	\$1,450	
Officer Reimbursements	Reimbursements as voted on annual by EB	\$4,000	
Other Conferences	If needed could be used to attend special meetings/conference	\$500	
Postage and Delivery	Postage for mailings	\$400	
Printing and Reproduction	Letterhead, envelopes, business cards	\$200	
Quill Misc. Expenses/Photographer	Expenses outside annual meeting photographic services	50	
Quill Printing and Postage	Cost for print Quill and Mailing	\$10,000	
Retirement Pins/Plaques/Awards	Presidents Award, Friends of MC Award, MH Award, Letter Openers, Presidents Gifts, Officer Pins, Annual Mtg. Awards	\$3,400	
RMC Pins	RMC pins	\$1,750	
Spotlight Awards	Monthly awards given by president for individuals nominated for excellence (Quarterly Awards for \$50 each)	\$200	
Stipend - Information Technology	Remuneration for Webmaster	\$1,200	
Stipend - Manual Review	Remuneration for Manual Editor	\$1,000	
Contract - Manual Review	Professional to help update Desk Reference Manual concerning records section	\$5,000	
Stipend - Quill Editorial	Remuneration for Editor	\$2,500	\$2,000
Storage Space	Cost of storage for MCANJ supplies	\$1,000	
Subscriptions/Registrations	GovNetwork News used by Legislative Committee	\$1,200	
Charitable Reg. Fee	Registration w/State of NJ for MCANJ	\$100	
Surplus	In order to have a balanced budget, the anticipated revenues should be subtracted from the anticipated expenditures. Almost always this is a shortfall. The shortfall should be made up from Surplus Funds		\$23,230
Total Operating		\$186,530	\$186,530

Scholarship Budget Account - #4284096413			
Scholarships	Scholarships Awards for RMC, CMC, MMC, Conference. Raffle proceeds will be transferred into this account from the Raffle Account. Silent Auction proceeds will be deposited directly into this account. (8 RMC, 1 CMC, 1 MMC, 10 CONFERENCE RANDOM DRAW & 5 NEED-BASED CONFERENCE)	\$6,500	\$4,500
	Surplus from Scholarship Account		\$2,000
Total Scholarships		\$6,500	\$6,500
Raffle Budget Account - #345-3661257			
Raffle	Expenses, includes LGCC Fees. Raffle proceeds to be deposited here, with a minimum balance remaining in the account, but the majority transferred to the Scholarship Account.	\$300	\$300
Total Raffle		\$300	\$300
Legal Defense Fund - #7920			
Executive Director Retainer		\$2,000	
Exec Dir Expenses		\$300	
CPA Retainer		\$300	
Claims		\$7,500	
Membership			\$7,500
Attorney Retainer		\$1,400	
Office Supplies		\$100	
Postage		\$50	
Website Management Fees		\$250	
Interest			\$500
Surplus			\$3,900
Total Legal Defense		\$11,900	\$11,900

ADJOURNMENT

There being no further business, a motion by 2<sup>nd</sup> Vice President Dina Zawadski to adjourn the meeting carried.

Meeting adjourned at 1:02 p.m.

Diane M Pflugfelder RMC/MMC  
Secretary MCANJ  
Minutes Approved XXXX

ATTACHMENT A

MUNICIPAL CLERKS ASSOCIATION ACCOUNT BALANCES AS OF 12 June 2016

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE
Scholarship	4284096413	\$16,728.50
Raffle	3453661257	\$2,530.00
Operating	7861948276	\$68,188.50
Total		\$87,447.00

ATTACHMENT B

MCANJ CONFERENCE SURVEY

Online Polls

This is an unscientific poll

Posted: Friday, May 06, 2016

Please choose one:

I would support the Annual MCANJ Conference to be held in a more central location, such as Long Branch, held Monday through Wednesday, and offering 2 full CEUs in each discipline. I would book a room instead of commuting.

42%

154 votes

I would support the Annual MCANJ Conference to be held in a more central location, such as Long Branch, held Monday through Wednesday and offering 2 full CEUs in each discipline. I would NOT book a room, I would commute each day.

14%

50 votes

I would support the Annual MCANJ Conference to remain in Atlantic City with time frame of Sunday through Wednesday similar to the 2016 Conference.

5%

20 votes

I would support the Annual MCANJ Conference to remain in Atlantic City, but change the time frame to Monday through Wednesday.

38%

140 votes

- Thank you for submitting your answer to this poll on 05/09/2016. We look forward to you participating in our future polls.

Total: 364 votes

ATTACHMENT C

MCANJ TRANSITION MEETING  
JUNE 17, 2015  
Items for Discussion from Executive Director

1. Date for Membership going live
2. Date for LDF going live
3. Tropicana Update:  
All invoices have been corrected and paid
4. League Legislative Committee Meeting –Voted support Issues w/ Marriage Licenses
5. 2016 Charitable Registration Form (CRI-300R)
6. Two credit card payments this month.
7. Points from Credit Card
8. Request from Bill Dressel
9. Moving of Storage Bin

ATTACHMENT D

Lori Buckelew  
Senior Legislative Analyst



17 June 2016

New Jersey State League of Municipalities  
222 West State Street  
Trenton, NJ 08608

May 16, 2016

Dear Mr. Darcy,

I hope all is well.

Recently, following the receipt of your April 2016 Legislative Bulletin, I have been contacted by multiple Municipal Clerks who also serve as Registrars regarding the League's endorsement of A-1789 (Burzichelli) which proposes to allow any New Jersey resident to apply for a marriage/civil union license in any municipality.

The bill was opposed by each of the individuals who I have spoken to and on behalf of MCANJ, we would like to encourage the League to consider opposition and/or support with revisions.

The likelihood of residents seeking marriage licenses from more convenient locations exists. Meaning, smaller municipalities, which may be more easily accessible to the public, could be inundated with additional license applications and not have sufficient staff to deal with the volume of work. As you know, in municipalities with a population of less than 5,000, the Municipal Clerk also serves as the Registrar of Vital Statistics. In most cases, these are one or two person offices and a spike in applications may very well cause a hardship.

The second issue is with regard to an increase in the municipal fee. Currently, the municipality is allowed to charge a \$28 fee for marriage/civil union license applications. \$3 of this is kept by the municipality and the other \$25 is sent to the State on a quarterly basis.

Due to the amount the municipality is currently able to collect, taking a marriage license is currently almost a courtesy service for municipal residents.

To allow any NJ resident to apply at any municipality is not the best use of taxpayer dollars or the Registrar's time, particularly in municipalities where the Registrar position is combined with that of the Clerk.

MCANJ would greatly appreciate reconsideration of the League's position on the above mentioned bill.

Best Regards,

Keith Kazmark, RMC/CMC/MMC  
Municipal Clerk  
Borough of Elmwood Park, New Jersey  
MCANJ President

cc: Mike Cera, Assistant Executive Director  
Lori Buckelew, Senior Legislative Analyst