

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING

22 July 2016 @ 10:00 am
Bernards Township Municipal Building
1 Collyer Lane
Basking Ridge, NJ 07920

1. Call to Order
 2. Flag Salute and Moment of Silence
 3. Roll Call
 4. Approval of Minutes:

06/17/2016 – Executive Board Transition Meeting
 5. Correspondence:

Email of 07/14/2016 from Heather Mailander with a Suggestion Concerning OPRA
 6. Unfinished Business
 - A. 2017 Education Conference
 - B. NJLM Appointments from MCANJ
 7. New Business
 - A. Resolution FY2017-15 – Memorializing Resolution of Approval of Awards for FY2016 Scholarships for RMC's
 - B. Resolution FY2017-16 – Approving Criteria for MCANJ Education Conference Need-Based Scholarships
 - C. Resolution FY2017-17 – Updating Policy on Scholarship Awards for RMC, CMC, MMC Certifications
 - D. Request from NJLM to File an Amicus Brief with the Appellate Division for the Cape May OPRA Case
 8. Reports
 - A. Executive Director
 - B. Attorney – None
 - C. Secretary
 - D. Treasurer
 - E. 2nd Vice President
 - F. 1st Vice President
 - G. Immediate Past President – None
 - H. President
 9. Adjournment
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A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Bernards Township, New Jersey on 22 July 2016. The meeting was opened by President Szabo with the Pledge of Allegiance and a Moment of Silence at 9:55 a.m.

Present: Denise Szabo, President; Dina Zawadski, 1st Vice President; Kevin Galland, 2nd Vice President; and, Keith Kazmark, Immediate Past President.

Via Conference Call: Diane Pflugfelder, Treasurer

Absent: Eileen Gore, Secretary

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

APPROVAL OF MINUTES

The minutes of 17 June 2016 were approved with unanimous consent.

CORRESPONDENCE

Discussion ensued on an email from Heather Mailander, Municipal Clerk of Ridgewood Village, NJ, with the following salutation; "Chapter 119, Florida Statutes, is the governing law for public records. The City is not required to create a record nor provide a copy in a form in which it is not maintained". No action was taken.

UNFINISHED BUSINESS

2017 EDUCATION CONFERENCE

Based upon nightly room rates and the availability of dates it was agreed that the 2017 MACNJ Education Conference would be coordinated at the Taj Mahal in Atlantic City, NJ. Currently the Taj Mahal staff is on strike and at the suggestions of Attorney Goodell; MACNJ will not cross the picket line to execute the contract. Should the employee strike continue for an extended period of time, it was agreed the 2017 MCANJ Conference would be coordinated at the Palace Conference Facility, Somerset, NJ. Discussion continued on need based scholarships, conference save the date cards, length of sessions, number of general vs breakout sessions and theme for key note speaker.

NJLM APPOINTMENTS FOR MCANJ

At the 17 June 2016 Executive Board meeting the topic of NJLM appointments for MCANJ was raised. Present Szabo investigated and stated that Joel Popkin, Executive Director, and Alan Susen, Borough of Haledon, are the MCANJ appointees. Nanette Perry, East Brunswick Township, is a representative for the NJ Registrars Association. It was agreed that President Szabo would ask Kim Marie White, Eastampton Township, to serve in the alternate position.

NEW BUSINESS

A motion by President Szabo to adopt the following Resolution carried.

Resolution FY2017.15 Memorializing Awards of FY2016 Scholarships for RMC's

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 Clerk (RMC), Certified Municipal Clerks (CMC) and Master Municipal Clerk (MMC); and for attendance at the Annual MCANJ Education Conference; and

WHEREAS, Patricia W Donahue, Deputy Clerk in the Township of Berkley Heights; and Cynthia Kirpatrick, Deputy Borough Clerk of the Borough of Oradell has applied for RMC Scholarships, said scholarships not to exceed \$500; and

WHEREAS, the Scholarship Committee has recomme4nded award of Scholarships to Patricia and Cynthia; and

WHEREAS, the Executive Board discussed and approved these awards at its meeting of 17 June 2016.

NOW, THEREFORE, BE IT RESOLVED, by the Executive Board of MACNJ that we do hereby memorialize awards of scholarships as follows pending receipt of proof of payment and satisfactory completion of courses:

Patricia W Donahue, Deputy Clerk, Township of Berkeley Heights	
29 Park Avenue, Berkeley Heights, NJ 07922	
Payable to Patricia W Donahue	\$409.50
Payable to the Township of Berkeley Heights	\$ 90.50

Cynthia Kirkpatrick, Deputy Borough Clerk, Borough of Oradell	
355 Kinderkamack Road, Oradeell, NJ 07649	
Payable to the Borough of Oradell	\$500.00

A motion by President Szabo to adopt the following Resolution carried.

Resolution FY2017.16 Approving Criteria for MACNJ Education Conference Need-Based Scholarships

WHEREAS, pursuant to Resolution FY2017.16 adopted on 17 June 2016, the MCANJ Executive Board, authorized five (5) MCANJ Education Conference Need-Based Scholarships for FY2017 to promote interest by those members of MCANJ who have not attended prior conferences, or have attended at their own expenses; and

WHEREAS, criteria needs to be established to fairly award said scholarship.

NOW, THEREFORE, BE IT RESOLVED, by the Executive Board of MACNJ that we do hereby establish the following criteria for award of MCANJ Education Conference need-Based Scholarships:

Priority Considerations for Award:

1. RMCs who have never previously attended an MCANJ Education Conference
2. RMCs who have previously attended an MCANJ Education Conference at their own expense
3. Non RMCs who have never previously attended an MCANJ Education Conference and are in the process of taking classes. Must have successfully completed at least 3 of 5 classes.
4. Non RMCs who have previously attended an MCANJ Education Conference at their own expense and are in the process of taking classes. Must have successfully completed at least 3 of 5 classes.
5. RMCs who have previously attended at their employer's expense
6. Non RMCs who have previously attended at their employer's expense

A motion by Immediate Past President Kazmark to adopt the following Resolution carried.

Resolution FY2017.17
Amending Scholarships Policy for RMC, CMC and MMC Classes

WHEREAS, the purpose of the Municipal Clerk' Association of New Jersey (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 (CMC) and Mast Municipal Clerks (MMC); and

WHEREAS, the currently Scholarship Policy indicates that: "In order to receive a scholarship, the applicant must show proof of registration prior to the program or proof of attendance if application is made after the program. Failure to attend the program after award of scholarship will result in reimbursement due to MCANJ", and

WHEREAS, payment of scholarship prior to attendance is problematic from an administrative and fiscal perspective.

NOW, THEREFORE, BE IT RESOLVED, by the MCANJ Executive Board, that we do here amend the scholarship policy so that payment for attendance of RMC, CMC and MMC certification classes be made after confirmation and proof of attendance by the attendee; and

BE IT FURTHER RESOLVED, that payments made by the member will be reimbursed to the member, and that payments made by the municipality will be made to the municipality.

NJML Request for File Amicus Brief

In discussion of Harry Scheeler v. City of Cape May and Louise Cumminskey, it was unanimously agreed that the MCANJ would authorize Attorney Goodell to contact NJLM and advise of MCANJ's desire to join in the NJLM Notice of Motion to participate as Amici Curia in said case.

REPORTS

EXECUTIVE DIRECTOR

1. Legal Defense Fund
 - A. Membership starts Aug 1st
 - B. Financial Update
 - C. Need reminder e-mail blast
2. 2017 Conference Update
3. Manual review Update
4. League of Municipalities
 - A. What will be "give-a-way"
 - B. Room Requirements
 - C. Booth-Retired?-Regular Set-up
 - D. August-Contract for tables, carpet, etc

- E. Need AV Requests
- F. Need names for name tents

LEGAL DEFENSE FUND

Mr. Popkin reported that the fund currently has \$129,989.55 between the checking account and two CDs. This is a dedicated Trust fund. He stated that the only spent from this Trust has been software and executive services. Discussion ensued on potential reduced membership fee. No action taken.

2017 CONFERENCE UPDATE

Discussion previously completed in this meeting.

MANUAL REVIEW UPDATE

Mr. Popkin will remind the Manual Update Chair to confer with the instructors for their input on Manual Updates. It is known that a portion on ABC Club Licenses requires updating. The annual Manual Update deadline is 1 October.

LEAGUE OF MUNICIPALITIES

It was agreed that the League 2016 “give-a-way” would be to-do note pads and “Devil” pins that remain in storage.

The only room reservations required by MCANJ for the NJLM 2017 conference will be for Mr. Popkin and any retirees that assist with the booth. President Szabo has secured her own room and MCANJ will reimburse Bernards Township for that expense.

Mr. Popkin is scheduling coverage for the booth during the NJLM conference. It was agreed that experience is invaluable and that MCANJ would continue to accept the volunteer services of those retirees that have sat at the booth in the past. New requests would be maintained on a listing for future need.

First Vice President Zawadski would coordinate with Mr. Popkin for speaker name tents for the 2016 NJLM conference.

SECRETARY

The following prepared written report was received from Secretary Gore;

- Receipt of thank you card from scholarship recipient Cindy Kirkpatrick, Borough of Oradell
“Thank you so much for sending the Borough of Oradell a check in the amount of \$400 as a result of my scholarship award. I am proud of be associated with the MCANJ and look forward to many years of professional growth with the Association”.
- Get well greeting cards were sent to Highlands Borough Clerk Carolyn Cummins and Deputy Clerk Debbie Daily
- A sympathy card was sent to the family of retired Denville Municipal Clerk, Donna Costello on her passing
- A sympathy card was sent to Joan Moreland on the passing of her husband, Richard.

TREASURER

2nd Vice President Kevin Galland reported on the following accounts;

Scholarship Account	Balance: \$16,228.50
Raffle Account	Balance: \$2,530.00
Operating Account	Balance: 43,133.55

Treasurer Pflugfelder reported that as of 14 July 2016, 491 members have registered their membership with the Association and that 123 members have paid their 2016/17 fiscal year dues, with a break-down of registered members by category as follows:

CATEGORY	TOTAL
Full - Municipal Clerk	291
Full - Acting Municipal Clerk	3
Full - County Clerk	1
Full - Clerk of Freeholder Board	1
Associate - Deputy Municipal Clerk	121
Associate - Assistant Municipal Clerk	19
Associate - Deputy County Clerk	3
Honorary Membership (Retired)	36
Affiliate - All Others	16
GRAND TOTAL	491

2ND VICE-PRESIDENT

2nd Vice President Galland presented a Profit/Loss Report (Attachment A). A motion by Immediate Past President Kazmark to accept the report carried.

1ST VICE-PRESIDENT

1st Vice President Zawadski presented the following report;

- Below you will find Educational sessions to be held at NJLM Conference on November 15-16, 2016. At this time we are still awaiting CEU's Approvals from the state. Once received I will forward to the NJLM for publication.
- On August 1, 2016 we will forward this information to our Quill as well as NJLM.
- Notify League of equipment needed for education sessions at the Convention Center.

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

IMMEDIATE PAST PRESIDENT KAZMARK

Immediate Past President Kazmark stated that he would compose articles on "Mayors" for Quill publication.

PRESIDENT SZABO

1. Membership drive going extremely well with 506 municipalities as of 7/19/16, since opening registration on 7/1/16.
2. All yearly contracts signed and uploaded to Google Drive with the Resolutions authorizing them.
3. Website has been updated with current information.
4. First edition of the Quill published.
5. All appointees to Committees notified of appointments and dates of meeting.
6. Website Survey eblasted to Membership on behalf of Laura Flagg regarding CMC and MMC Courses.
7. Scholarship Form for CMC and MMC blasted to Membership
8. LDF Registration opens 8/1/16 with eblast to Membership
9. Eblast scheduled on or about 8/15/16 for the free Webinar to Members on the SVRS system.
10. Kick-Off Meeting of the Records Manual Committee took place on 7/21/16 (Steve Goodfellow, Laura Flagg, Deanna Bennett, Kim Marie White, Sharon Young, and Denise Szabo). Goals and outline established. Will distribute to the EB in the next day or so.
11. MCANJ Education Conference continues to be a challenge with the Taj still on strike. Alternatives are being explored. Assistance from the EB is needed regarding a Key Note speaker.

ADJOURNMENT

There being no further business, a motion by President Szabo to adjourn the meeting carried.
Meeting adjourned at 11:41 p.m.

Diane M Pflugfelder RMC/MMC
Secretary MCANJ
Minutes Approved XXXX

ATTACHMENT A – FOLLOWING PAGES (3)

MCANJ
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
IIMC Region II				
Miscellaneous	1,200.00			
Paid Attendees	21,735.00	16,500.00	5,235.00	131.7%
Paid Guests	0.00	625.00	-625.00	0.0%
Room Credit From Resorts	0.00	200.00	-200.00	0.0%
Sponsors	2,084.80	600.00	1,484.80	347.5%
50/50	200.00	150.00	50.00	133.3%
Total IIMC Region II	25,219.80	18,075.00	7,144.80	139.5%
Uncategorized Income	3,300.00	0.00	3,300.00	100.0%
Investment Income				
Interest Income				
Interest Inc-Legal Defense Fund	750.87	500.00	250.87	150.2%
Interest Income-Operating Fund	916.42	500.00	416.42	183.3%
Total Interest Income	1,667.29	1,000.00	667.29	166.7%
Total Investment Income	1,667.29	1,000.00	667.29	166.7%
Other Types of Income				
Fund Raiser Revenues	3,251.95	3,200.00	51.95	101.6%
Raffle Proceeds	767.00	3,000.00	-2,233.00	25.6%
Scholarship Grant Revenues	2,858.00	0.00	2,858.00	100.0%
Total Other Types of Income	6,876.95	6,200.00	676.95	110.9%
Program Income				
Conference Fees Revenue				
Annual Conference 2016 Revenue				
Sponsors	8,450.00	5,000.00	3,450.00	169.0%
Vendors	12,409.00	10,000.00	2,409.00	124.1%
Registration Fees	74,496.00	75,000.00	-504.00	99.3%
Total Annual Conference 2016 Revenue	95,355.00	90,000.00	5,355.00	106.0%
Total Conference Fees Revenue	95,355.00	90,000.00	5,355.00	106.0%
Membership Dues Revenue				
Membership Dues-Legal Defense	8,550.00	7,000.00	1,550.00	122.1%
Membership Dues-Operating Fund	64,545.00	68,000.00	-3,455.00	94.9%
Total Membership Dues Revenue	73,095.00	75,000.00	-1,905.00	97.5%
Quill Newsletter Revenues	1,650.00	2,500.00	-850.00	66.0%
Total Program Income	170,100.00	167,500.00	2,600.00	101.6%
Total Income	207,164.04	192,775.00	14,389.04	107.5%
Gross Profit	207,164.04	192,775.00	14,389.04	107.5%
Expense				
IIMC Region II- Expenditures				
Misc.	5,559.71	200.00	5,359.71	2,779.9%
Program	0.00	150.00	-150.00	0.0%
Entertainment	0.00	500.00	-500.00	0.0%
Give-A-Ways	121.73	800.00	-678.27	15.2%
Invited Guests	0.00	370.00	-370.00	0.0%
Speaker(s)	640.84	1,000.00	-359.16	64.1%
Resorts Guest Food	0.00	925.00	-925.00	0.0%
Resorts Food Charges	14,168.09	13,875.00	293.09	102.1%
Total IIMC Region II- Expenditures	20,490.37	17,820.00	2,670.37	115.0%
Program Expenses				
Conferences Expense				
Annual Conference 2017 Expenses	599.74	1,000.00	-400.26	60.0%
Annual Conference 2016 Expenses	87,950.40	82,000.00	5,950.40	107.3%
League Conferences Expense				
MCANJ Booth Expenses	2,278.55	1,750.00	528.55	130.2%
NJLM Other Expenses	828.54	2,000.00	-1,171.46	41.4%
Total League Conferences Expense	3,107.09	3,750.00	-642.91	82.9%

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07/08/16

Accrual Basis

MCANJ
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Mini Conferences Expense	0.00	500.00	-500.00	0.0%
Other Conferences Expense	0.00	500.00	-500.00	0.0%
Total Conferences Expense	91,657.23	87,750.00	3,907.23	104.5%
Contingency Expense	750.00	750.00	0.00	100.0%
Manual Review-Stipend	1,000.00	1,000.00	0.00	100.0%
Newsletter Expenses				
Quill Misc Expense/Photographer	0.00	200.00	-200.00	0.0%
Quill Printing & Postage	9,646.42	10,500.00	-853.58	91.9%
Stipend-Quill Editorial	2,600.00	2,600.00	0.00	100.0%
Total Newsletter Expenses	12,246.42	13,300.00	-1,053.58	92.1%
Retirement-Pins/Plaques/Awards	3,615.55	3,200.00	415.55	113.0%
RMC Pins	1,368.90	500.00	868.90	273.8%
Spotlight Awards	111.90	200.00	-88.10	56.0%
Total Program Expenses	110,750.00	106,700.00	4,050.00	103.8%
Contract Services				
CPA Fees	3,450.00	5,500.00	-2,050.00	62.7%
Legal Defense Fund Expenses				
Legal Fees	2,309.00	1,400.00	909.00	164.9%
Claims	0.00	7,500.00	-7,500.00	0.0%
Stipend-LDF Administrator	500.00	500.00	0.00	100.0%
Total Legal Defense Fund Expenses	2,809.00	9,400.00	-6,591.00	29.9%
Legal Fees	5,025.00	6,600.00	-1,575.00	76.1%
Total Contract Services	11,284.00	21,500.00	-10,216.00	52.5%
Operations				
Advisory/Exec. Board Meetings	2,460.10	2,750.00	-289.90	89.5%
Bank Charges	-68.51	0.00	-68.51	100.0%
Charities Registration Fee	27.50	25.00	2.50	110.0%
Information Technology				
Stipend-Webmaster	1,200.00	1,200.00	0.00	100.0%
Information Technology - Other	1,869.95	2,500.00	-630.05	74.8%
Total Information Technology	3,069.95	3,700.00	-630.05	83.0%
Office Supplies				
Office Supplies-Legal Defense	0.00	100.00	-100.00	0.0%
Office Supplies-Operating Fund	605.28	1,000.00	-394.72	60.5%
Total Office Supplies	605.28	1,100.00	-494.72	55.0%
Postage and Delivery				
Postage-Legal Defense	0.00	50.00	-50.00	0.0%
Postage-Operating Fund	382.52	600.00	-217.48	63.8%
Total Postage and Delivery	382.52	650.00	-267.48	58.8%
Printing and Reproduction	150.00	300.00	-150.00	50.0%
Storage	890.00	1,000.00	-110.00	89.0%
Subscriptions	1,260.00	1,200.00	60.00	105.0%
Total Operations	8,776.84	10,725.00	-1,948.16	81.8%
Other Types of Expenses				
Fund Raising Costs	3,028.45	3,000.00	28.45	100.9%
Insurance, Bonds and D & O	2,810.00	3,000.00	-190.00	93.7%
Miscellaneous Expenses	118.00	0.00	118.00	100.0%
Raffle Expenses	240.00	300.00	-60.00	80.0%
Scholarships Expense	2,800.00	5,000.00	-2,200.00	56.0%
Total Other Types of Expenses	8,996.45	11,300.00	-2,303.55	79.6%
Compensation Expenses				
Executive Director				
Retainer-Executive Director				
Retainer-Exec Dir-Legal Defense	1,600.00	1,600.00	0.00	100.0%
Retainer-Exec Dir-Operating Fund	24,652.90	23,900.00	752.90	103.2%
Total Retainer-Executive Director	26,252.90	25,500.00	752.90	103.0%

11:34 AM

07/08/16

Accrual Basis

MCANJ
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Executive Director Expenses	3,081.09	6,000.00	-2,918.91	51.4%
Total Executive Director	29,333.99	31,500.00	-2,166.01	93.1%
IIMC - President Expenses	1,714.97	7,000.00	-5,285.03	24.5%
Officer Reimbursements	4,151.20	4,000.00	151.20	103.8%
Total Compensation Expenses	35,200.16	42,500.00	-7,299.84	82.8%
Total Expense	195,497.82	210,545.00	-15,047.18	92.9%
Net Ordinary Income	11,666.22	-17,770.00	29,436.22	-65.7%
Net Income	11,666.22	-17,770.00	29,436.22	-65.7%