

The Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
October 14, 2016
Bernards Township Municipal Building
Basking Ridge, NJ

1. Call to Order

President Szabo called the meeting to order at 10:00 AM

2. Flag Salute & Moment of Silence

3. Roll Call

The following members of the Executive Board were present for the meeting:

President Denise Szabo

1st Vice President Dina Zawadski

2nd Vice President Kevin Galland

Treasurer, Diane Pfluegfelder

Secretary, Eileen Gore

Immediate Past President Keith Kazmark

Also present:

Executive Director, Joel Popkin

Legal Counsel, Steve Goodell

4. Resolution FY2017-19 - Approving an Excused Absence of Secretary Eileen Gore from the 07/22/2016 Executive Board Meeting

A motion by Ms. Zawadski, seconded by Mr. Kazmark to adopt, carried.

5. Approval of Minutes

The minutes of the July 22, 2016 Executive Board Meeting were unanimously approved.

6. Correspondence

None

7. Unfinished Business

None

8. New Business

Prior to New Business, President Szabo updated the Executive Board relative to a letter received from a member of Gloucester County on September 27, 2016 regarding the 2017 Annual Education Conference. It was noted that while the tone and allegations of the letter were disturbing, Ms. Szabo was able to contact the member and discuss the circumstances faced by the Executive Board and the decisions made. Additionally, Ms. Zawadski advised that the Southern clerks are looking into the possibility of chartering a bus, but the issue would then be transportation to and from the conference facility itself. President Szabo advised that arrangements for an on-site visit to the two hotels (Double Tree Hilton and Fairfield Suites) were set for October 27. In speaking with the hotel, both indicated that a small shuttle bus would be available. It was determined that the matter would be re-visited after the site visit.

- Resolution FY2017-18 - Memorializing Awards of FY2016 Scholarships for RMC's - Ashley Wyatt and Cassie Caparelli.

On the motion of Ms. Zawadski, seconded by Mr. Galland, the above resolution as unanimously approved.

- Resolution FY2017-20 - Memorializing Resolution of Approval - Contract with The Palace at Somerset Park, Somerset, NJ, for the FY2017 Annual Conference
- On the motion of Ms. Pfluegfelder, second by Mr. Kazmark, the above resolution was unanimously approved.

- Resolution FY2017-21 - Memorializing Resolution of Approval - Contract with the Fairfield Inn Suites, Somerset, and the Doubletree By Hilton Somerset, for Hotel Accommodations for the FY2017 Annual Conference

On the motion of Ms. Plugfelder, seconded by Ms. Gore, the above resolution was unanimously approved.

- Request from Vinny Buttiglieri for Refund of IIMC Funds

President Szabo advised that a line item (IIMC President) was created in the FY2016 budget, in the amount of \$2,000 to cover expenses related to the President's event at the 2016 IIMC Conference held in Omaha, Nebraska where he was sworn into office. Mr. Buttiglieri also did fundraising for the event for which those monies were deposited into the MCANJ budget. Mr. Buttiglieri has requested a refund of those unspent funds that he raised towards the purpose. While it was agreed that the funds should be returned, it was suggested by Mr. Galland that this type of procedure not be instituted. After further discussion, it was suggested that an inquiry be made to determine whether he has a separate business account available that the refund check could be issued for transparency purposes. A motion was made by Ms. Zawadski, seconded by Ms. Plugfelder for President Szabo to follow-up with Mr. Buttiglieri. The matter will be listed on the next agenda for formal action by the Board.

- Cit-e-Net Proposal for Exhibitor/Sponsor Online Collection Forms and Database

President Szabo advised that Cit-e-Net provided a quote for services for an on-line collection form. It is estimated to require 3 to 5 hours @ \$85.00 per hour, not to exceed \$850. It was the recommendation of President Szabo that it be approved as it can be utilized for future conferences as well. No budget amendment would be required as there is funding currently available. A motion was made by Ms. Zawadski, seconded by Mr. Galland to accept the proposal; carried.

- Pins for IIMC Convention

Mr. Popkin advised that there are no *Red Devil* pins remaining for distribution at the IIMC Conferences. After discussion, President Szabo requested that Ms. Zawadski, Ms. Plugfelder, and Ms. Gore select a new pin and purchase same. It was suggested that funding for the pins be charged to the IIMC budget line item. To go ahead and purchase pins

9. Reports

Executive Director

Legal Defense Fund

Membership Update - 272 Members Registered
15 members to be removed for non-payment

League Of Municipalities

Booth contracts are set
Booth Committee will solicit volunteers for 1 hour on all 3 days
Manny, Bette, and Bernadette will cover one slot each day.
Rooms have been reserved for Joel, Manny, and Bette.
Trucking and setting up booth on the morning of Nov 14th.
Ordered additional "To Do Pads" as give-a-ways
Sessions covered with: AV, Rooms, Sign-Ins, et cetera

Continued Problem – Clerks Non-Tenure Appointments (Leo Selb – Hainesport)

Mr. Popkin advised that this issue has been brought up in the past. It seems that the municipality has chosen to allow a 90-day period to pass before the municipal clerk is re-appointed to avoid giving tenure. It was the opinion of Mr. Goodell that it is a way that the municipality tries to circumvent the clear intent of the law. It was requested that Mr. Goodell prepare a legal opinion on the matter that could then be provided to individuals who find themselves in such a situation.

Attorney

Mr. Goodell advised that he was working on a session for the Annual Conference on OPRA.

Secretary (No Report)

Treasurer

General Ledger Report, Budget Report, Account Balances (See Attached)

Membership

CATEGORY	TOTAL
Full - Municipal Clerk	409
Affiliate - All Others	24
Honorary Membership (Retired)	46
Full - Clerk of Freeholder Board	1
Associate - Assistant Municipal Clerk	24
Associate - Deputy Municipal Clerk	170
Full - Acting Municipal Clerk	12
Associate - Deputy County Clerk	4
Full - County Clerk	1
GRAND TOTAL	691

2nd Vice President (No Report)

1st Vice President

Ms. Zawadski advised that all NJSLOM Conference Session are complete.

Immediate Past President (No Report)

President

- **Elections Webinar – SVRS**
Over 290 members registered for the 10/4 Webinar but there was a technical glitch with the host’s third party GoToMeeting software and not all members who registered were able to get into the virtual conference room. The Division of Elections and Everyone Counts worked quickly to reschedule a repeat Webinar for 10/7. Even with the technical glitch, the feedback was excellent on content and instructors.
- **Spotlight Award**
Linda Peralata, Green Township, retiring in September 2016, was nominated by two fellow clerks for the Spotlight Award for her outstanding work as a mentor taking time out of her busy schedule to explain the workings of local government and answering questions—always patient, encouraging and hardworking. A gift card was mailed to Linda last week.
- **Records Section of Desk Reference Update**
Draft provided to me by the consultant. It was very thorough and addressed all the issues the committee had wanted included but it was over 100 pages. It asked the consultant to pare it down before we circulate to the entire committee for review. Mr. Popkin will follow-up on the matter and advise the Board at a future meeting.
- **State and Local Government Committee**
Assembly Bill No. A-4006 was introduced which would add Monmouth County as another Pilot County to the Common Sense Shared Service Pilot Act. There is concern that another named county to the initial Pilot Communities, that it could become an issue with all counties. Lori Buckalew advised that she would further look into the matter for additional information. After further discussion, it was requested that Ms. Pflugfelder research the history of the issue and report her findings to the Board.

There being no further business, a motion was made by Ms. Plugfelder, seconded by Ms. Gore to adjourn the meeting, carried.

The meeting was adjourned at 11:00 a.m.

Eileen Gore, RMC/MMC
Secretary, MCANJ
Minutes Approved 1/20/17

Resolution FY2017-18

Memorializing Awards of FY2016 Scholarships for RMC's – Ashley Wyatt and Cassie Caparelli

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, the Scholarship Committee has recommended award of Scholarships to the following who have provided documentation of successful completion of courses:

Name Scholarship Winner	Employer	Amount of Reimbursement Authorized	Reimbursement Paid To
Ashley Wyatt, FY2016 Affiliate Member	Township of Hillside	\$500 (RMC Scholarship)	Township of Hillside
Cassie Capparelli, FY 2016 Confidential Secretary To the Clerk	Branchburg Township	\$500 (RMC Scholarship)	Cassie Capparelli

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby authorize payments of scholarship as noted above.

Agenda and Date Voted: 10/14/16

Resolution FY2017-19

Approving an Excused Absence of Secretary Eileen Gore
from the July 22, 2016 Executive Board Meeting

WHEREAS, pursuant to **ARTICLE VII, SECTION 6** of the MCANJ Constitution, *"in the event that an Officer is unable to attend all or part of a regular Executive Board meeting, an explanation, in writing, must be submitted in advance of the meeting to the President of the Executive Board providing the reason for the absence. The Executive Board, at the next regular Executive Board meeting following the meeting at which an Executive Board Member is absent, as the first order of business, vote on the validity of the reason for the absence. For the absence to be considered excused, 2/3 of the full membership of the Executive Board must vote in the affirmative to excuse the absence. The responsibility for deciding what is a valid reason for an absence from a regular Executive Board meeting shall be as the sole discretion of the Executive Board.*

NOW THEREFORE BE IT RESOLVED, that the Executive Board hereby deems Eileen Gore's absence for the July 22, 2016 Executive Board meeting as valid and shall record the absence as an excused absence.

Agenda and Date Voted: 10/14/2016

Resolution FY2017-20

Memorializing Resolution of Approval - Contract with The Palace at Somerset Park, Somerset, NJ,
for the
FY2017 Annual Conference

WHEREAS, MCANJ annual holds an Education Conference for the benefit of the general membership; and

WHEREAS, proposals were solicited from various facilities; and

WHEREAS, the Executive Board discussed the proposals at their meeting of July 22, 2016; and

WHEREAS, the Executive Board reached a consensus to sign a contract with The Palace at Somerset Park, Davidson Avenue, Somerset, NJ 08873.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby memorialize the contract signed with The Palace At Somerset Park, signed by the president on August 31, 2016, said contract on file with the secretary, for the FY2017 Annual Conference on April 25, 26, and 27, 2017.

Agenda and Date Voted: 10/14/2016

Resolution FY2017-21

Memorializing Resolution of Approval - Contracts with the Fairfield Inn Suites, Somerset, sand the Doubletree By Hilton Somerset, for Hotel Accommodations for the FY2017 Annual Conference

WHEREAS, MCANJ annual holds an Education Conference for the benefit of the general membership; and

WHEREAS, proposals were solicited from various facilities for hotel accommodations; and

WHEREAS, the Executive Board discussed the proposals at their meeting of July 22, 2016; and

WHEREAS, the Executive Board reached a consensus to sign contracts with the Fairfield Inn Suites and the Doubletree by Hilton in Somerset for hotel accommodations for the FY2017 Annual Conference.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby memorialize the contracts signed the executive director on September 12, 2017 and September 22, 2017, said contracts on file with the secretary, for hotel accommodations for the FY2017 Annual Conference on April 25, 26, and 27, 2017.

Agenda and Date Voted: 10/14/2016

Deposit Accounts

Account Name	Account Number	Today's Beginning Balance	Pending Transactions	Available Balance
<u>Scholarship Account</u>	4284096413	\$14,688.51		\$14,688.51
<u>Raffle Account</u>	3453661257	\$2,530.00		\$2,530.00
<u>Operating Account</u>	7861948276	\$77,249.25	<u>\$0.00</u>	\$77,249.25
Total Available Balance of Deposit Accounts				\$94,467.76

8:13 AM
10/03/16
Accrual Basis

MCANJ
General Ledger - EB Report
As of September 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Cash - Raffle Account							2,510.00
Total Cash - Raffle Account							2,510.00
CD-Legal Defense Fund (#8439)							46,606.99
Deposit	09/30/2016			Deposit	Interest Inc-Legal Defense Fund	22.99	46,629.98
Total CD-Legal Defense Fund (#8439)						22.99	46,629.98
CD-Operating Fund (#5027)							107,037.69
Deposit	09/30/2016			Deposit	Interest Income-Operating Fund	87.57	107,125.26
Total CD-Operating Fund (#5027)						87.57	107,125.26
CD #2-Legal Defense Fd (#7427)							41,593.87
Deposit	09/30/2016			Deposit	Interest Inc-Legal Defense Fund	20.52	41,614.39
Total CD #2-Legal Defense Fd (#7427)						20.52	41,614.39
Checking - Legal Defense Acct							45,385.81
Deposit	09/06/2016			Deposit	Membership Dues-Legal Defense	400.00	45,785.81
Deposit	09/12/2016			Deposit	Membership Dues-Legal Defense	350.00	46,135.81
Deposit	09/12/2016			Deposit	Membership Dues-Legal Defense	525.00	46,660.81
Deposit	09/21/2016			Deposit	Membership Dues-Legal Defense	475.00	47,135.81
Deposit	09/23/2016			Deposit	Membership Dues-Legal Defense	425.00	47,560.81
Deposit	09/23/2016			Deposit	Membership Dues-Legal Defense	475.00	48,035.81
Check	09/26/2016	995016	Herbert, Vanness, Cayci & Goodell		Legal Counsel Retainer LDF	-350.00	47,685.81
Check	09/26/2016	995017	Joel Popkin Municipal Consulting...	1Q Expenses	Executive Director Expenses LDF	-500.00	47,185.81
Check	09/26/2016		Delux Bus Sytems Products	Checks	Office Supplies LDF	-56.55	47,129.26
Deposit	09/30/2016			Deposit	Interest Inc-Legal Defense Fund	3.82	47,133.08
Total Checking - Legal Defense Acct						1,747.27	47,133.08
Checking - Operating Account							77,298.04
Check	09/07/2016	995310	Doreen Cali	Reimbursement Mailing	Fundraising/Special Events	-6.80	77,291.24
Check	09/09/2016	995322	Tech-Repro	Quill Newsletter	Quill Printing & Postage	-3,065.97	74,225.27
Check	09/13/2016	995323	Government Network News	GovNet Subscription	Subscriptions/Registrations	-100.00	74,125.27
Deposit	09/14/2016				-SPLIT-	2,812.35	76,937.62
Check	09/15/2016		Stop Payment		-SPLIT-	-60.00	76,877.62
Check	09/19/2016	995326	Bradshaw Awards Inc.	Retirement Letter Openers	Retirement Pins/Plaques	-99.20	76,778.42
Check	09/19/2016	995327	Herbert, Vanness, Cayci & Goodell	1Q Retainer - Legal Counsel	Legal Counsel Retainer	-1,650.00	75,128.42
Deposit	09/21/2016				Membership Dues-Operating Fund	3,525.00	78,653.42
Check	09/26/2016	995330	Denise Szabo	Reimbursement - Advisory Boar...	Advisory/Exec. Board Meetings	-10.00	78,643.42
Check	09/27/2016	995328	Joel Popkin Municipal Consulting...	1Q Retainer	Executive Director Retainer LDF	-6,075.00	72,568.42
Deposit	09/27/2016			Returned Payment, inadvertentl...	Miscellaneous Revenue	97.00	72,665.42
Deposit	09/28/2016				Membership Dues-Operating Fund	2,250.00	74,915.42
Deposit	09/30/2016				Interest Income-Operating Fund	3.12	74,918.54
Total Checking - Operating Account						-2,379.50	74,918.54
Checking - Scholarship Account							14,718.51
Check	09/15/2016		Stop Payment	Stop Payment - duplicate check ...	Bank Charges	-30.00	14,688.51
Total Checking - Scholarship Account						-30.00	14,688.51
Fund Balance-Scholarship Fund							-12,142.50
Total Fund Balance-Scholarship Fund							-12,142.50

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10/03/16
Accrual Basis

MCANJ
General Ledger - EB Report
As of September 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Fund Balance - Unrestricted							-154,897.38
Total Fund Balance - Unrestricted							-154,897.38
Legal Defense Fund - Restricted							-120,256.10
Total Legal Defense Fund - Restricted							-120,256.10
Raffle Account - Restricted							-1,673.20
Total Raffle Account - Restricted							-1,673.20
Investment Income							-282.30
Interest Income							-282.30
Interest Inc-Legal Defense Fund							-97.12
Deposit	09/30/2016		Deposit		Checking - Legal Defense Acct	-3.82	-100.94
Deposit	09/30/2016		Deposit		CD-Legal Defense Fund (#8439)	-22.99	-123.93
Deposit	09/30/2016		Deposit		CD #2-Legal Defense Fd (#7427)	-20.52	-144.45
Total Interest Inc-Legal Defense Fund						-47.33	-144.45
Interest Income-Operating Fund							-185.18
Deposit	09/30/2016				Checking - Operating Account	-3.12	-188.30
Deposit	09/30/2016		Deposit		CD-Operating Fund (#5027)	-87.57	-275.87
Total Interest Income-Operating Fund						-90.69	-275.87
Total Interest Income						-138.02	-420.32
Total Investment Income						-138.02	-420.32
Other Types of Income							0.00
Miscellaneous Revenue							0.00
Deposit	09/14/2016			IIMC Region II Meal Reimb from...	Checking - Operating Account	-137.35	-137.35
Deposit	09/27/2016			Returned Payment, inadvertentl...	Checking - Operating Account	-97.00	-234.35
Total Miscellaneous Revenue						-234.35	-234.35
Total Other Types of Income						-234.35	-234.35
Program Income							-54,135.00
Conference Fees Revenue							-6,535.00
Annual Conference 2016 Revenue							-6,535.00
Registration Fees							-535.00
Total Registration Fees							-535.00
Sponsors							-6,000.00
Total Sponsors							-6,000.00
Total Annual Conference 2016 Revenue							-6,535.00
Total Conference Fees Revenue							-6,535.00

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10/03/16
Accrual Basis

MCANJ
General Ledger - EB Report
As of September 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Membership Dues Revenue							-47,600.00
Membership Dues-Legal Defense							-3,500.00
Deposit	09/06/2016			Deposit	Checking - Legal Defense Acct	-400.00	-3,900.00
Deposit	09/12/2016			Deposit	Checking - Legal Defense Acct	-350.00	-4,250.00
Deposit	09/12/2016			Deposit	Checking - Legal Defense Acct	-525.00	-4,775.00
Deposit	09/21/2016			Deposit	Checking - Legal Defense Acct	-475.00	-5,250.00
Deposit	09/23/2016			Deposit	Checking - Legal Defense Acct	-425.00	-5,675.00
Deposit	09/23/2016			Deposit	Checking - Legal Defense Acct	-475.00	-6,150.00
Total Membership Dues-Legal Defense						-2,650.00	-6,150.00
Membership Dues-Operating Fund							-44,100.00
Deposit	09/14/2016				Checking - Operating Account	-2,675.00	-46,775.00
Deposit	09/21/2016				Checking - Operating Account	-3,525.00	-50,300.00
Deposit	09/28/2016				Checking - Operating Account	-2,250.00	-52,550.00
Total Membership Dues-Operating Fund						-8,450.00	-52,550.00
Total Membership Dues Revenue						-11,100.00	-58,700.00
Total Program Income						-11,100.00	-65,235.00
Contract Services							0.00
Executive Director Expenses LDF							0.00
Check	09/26/2016	995017	Joel Popkin Municipal Consulting...	1Q Expenses	Checking - Legal Defense Acct	500.00	500.00
Total Executive Director Expenses LDF						500.00	500.00
Executive Director Retainer LDF							0.00
Check	09/27/2016	995328	Joel Popkin Municipal Consulting...	1Q Retainer	Checking - Operating Account	6,075.00	6,075.00
Total Executive Director Retainer LDF						6,075.00	6,075.00
Legal Counsel Retainer							0.00
Check	09/19/2016	995327	Herbert, Vanness, Cayci & Goodell	1Q Retainer - Legal Counsel	Checking - Operating Account	1,650.00	1,650.00
Total Legal Counsel Retainer						1,650.00	1,650.00
Legal Counsel Retainer LDF							0.00
Check	09/26/2016	995016	Herbert, Vanness, Cayci & Goodell		Checking - Legal Defense Acct	350.00	350.00
Total Legal Counsel Retainer LDF						350.00	350.00
Total Contract Services						8,575.00	8,575.00
Operations							452.86
Advisory/Exec. Board Meetings							205.86
Check	09/26/2016	995330	Denise Szabo	Reimbursement - Advisory Boar...	Checking - Operating Account	10.00	215.86
Total Advisory/Exec. Board Meetings						10.00	215.86
Bank Charges							0.00
Check	09/15/2016		Stop Payment	Stop Payment - \$68.40, Check i...	Checking - Operating Account	30.00	30.00
Check	09/15/2016		Stop Payment	Stop Payment - \$118.54, Duplic...	Checking - Operating Account	30.00	60.00
Check	09/15/2016		Stop Payment	Stop Payment - Duplicate Chec...	Checking - Scholarship Account	30.00	90.00
Total Bank Charges						90.00	90.00

8:13 AM

10/03/16

Accrual Basis

MCANJ
General Ledger - EB Report
As of September 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Office Supplies LDF							
Check	09/26/2016		Delux Bus Sytems Products	Checks	Checking - Legal Defense Acct	56.55	0.00
Total Office Supplies LDF						56.55	56.55
Postage and Delivery							47.00
Subscriptions/Registrations							
Check	09/13/2016	995323	Government Network News	GovNet Subscription	Checking - Operating Account	100.00	200.00
Total Subscriptions/Registrations						100.00	300.00
Total Operations						256.55	709.41
Other Types of Expenses							
Fundraising/Special Events							7,588.17
Check	09/07/2016	995310	Doreen Cali	Reimbursement Mailing	Checking - Operating Account	6.80	0.00
Total Fundraising/Special Events						6.80	6.80
IIMC - President's Expenses							
Total IIMC - President's Expenses							4,831.17
IIMC - Region II 2017 Expense							
Total IIMC - Region II 2017 Expense							750.00
Miscellaneous Expenses							
Total Miscellaneous Expenses							7.00
Retirement Pins/Plaques							
Check	09/19/2016	995326	Bradshaw Awards Inc.	Retirement Letter Openers	Checking - Operating Account	99.20	0.00
Total Retirement Pins/Plaques						99.20	99.20
Scholarships Expense							
Total Scholarships Expense							2,000.00
Total Other Types of Expenses						106.00	7,694.17
Program Expenses							
Conferences Expense							194.54
Annual Conference 2016 Expenses							194.54
Total Annual Conference 2016 Expenses							194.54
Total Conferences Expense							194.54
Newsletter Expenses							
Quill Printing & Postage							0.00
Check	09/09/2016	995322	Tech-Repro	Quill Newsletter	Checking - Operating Account	3,065.97	0.00
Total Quill Printing & Postage						3,065.97	3,065.97
Total Newsletter Expenses						3,065.97	3,065.97
Total Program Expenses						3,065.97	3,260.51
TOTAL						0.00	0.00