



meeting with her. The Association will send a formal response to the senator and will keep the members informed of any progress.

LDF Seminar Reminder – Mr. Popkin advised that the current registration stood at 101 persons for those that are members of the Legal Defense Fund. A determination will be discussed by the EB to determine whether it would be an annual educational gathering for the members of the LDF. Three CEU's have been approved for the event. A question was asked about the amount of funding that is provided to a member; Mr. Popkin advised that based upon the advice of a previous attorney, a few years back the payment allotment went from \$5,000 to \$7,500 upon payment of the deductible. He added that there has not been that much activity and while there have been a few inquiries, only one has moved forward with an attorney.

MCANJ Annual Conference "Shore to Catch the Educational Wave" May 2-4, 2018 at Caesar's in Atlantic City, NJ. President Zawadski mentioned that Mr. Pavlica will be working on a presentation of some type which will basically show the history of our organization. Also, the 2018 Region II Conference is being held in January, 2018 in Gaithersburg, Maryland for anyone wishing to register. Ms. Brunt, Region II Director spoke about an upcoming conference and the Region II Facebook and YouTube Pages that are being developed so please look for them in the near future. She elaborated on the IIMC and the education/certifications that are offered to municipal clerks and further encouraged New Jersey clerks to become members and participate in the organization.

6. NEW BUSINESS  
None

7. REPORT OF OFFICERS

**President's Report** – President Zawadski advised that if anyone was interested in serving on the Executive Board they should file their application by January 15<sup>th</sup>. Also if anyone wishes to volunteer for a committee to please submit their name. The Quill information is due December 11<sup>th</sup> so please get in any articles that you might have. She thanked Joe Kostecki for his continued service to the MCANJ and also during the Quill transition.

**Immediate Past President's Report** - At the October meeting, the Executive Board adopted Resolution FY2018-13, endorsing changes to the General Records Schedule M100000-013 concerning email retention. GMIS also endorsed the policy. CARMA had a few nonsubstantive comments regarding the policies that will be discussed at their 12/15/17 meeting, and the SRC will be voting on the retention scheduled at their 12/21/2017 meeting. It is my recommendation that a joint training session be scheduled with a partner such as GMIS and/or DORES to roll out the schedule to the membership once the schedule is adopted.

*Email Records (General Schedule)*

*This schedule facilitates the management of email records of all kinds that pertain to routine administrative activities that are not otherwise classified by their record type. To use this schedule, agencies must attest that their email systems and general management practices incorporate elements designed to ensure soundness and accountability with respect to email records maintenance, access and destruction. Agencies must make these attestations each time they request authority, via ARTEMIS, to dispose of email in the general schedule category (Note 1).*

*Attestation elements include:*

- *That the agency's general records management program ensures that records with retention periods exceeding seven (7) years are held for the prescribed periods of time, in accessible form, in a records-keeping system(s) that is separate from the e-mail system (Notes 2 and 3);*
- *That the email system used by the agency includes a central storage and management system for email that is separate from copies of email stored in the end-users' email boxes, wherein only authorized information technology and/or records management staff control the disposition of email records stored in the centrally-managed system, includes provisions for administration of "litigation holds" and wherein individual end-users cannot delete email records from the central storage/management system (Note 2).;*
- *That the agency has adopted acceptable use policies for email and internet usage, with supporting employee training and/or informational programs;*
- *That the agency's system possesses security controls that guard against unauthorized access, use, modification, dissemination, disclosure and/or destruction of e-mail records; and*
- *That the agency has back-up/disaster recovery services in place that allow for the restoration of email records following catastrophic or disruptive events.*

**Note 1:** An agency may dispose of email records sooner than the retention period in this schedule if the planned disposition action is in accordance with a specific general records schedule item. In each disposition request involving shorter term items, the agency will be required to attest that the disposition action includes only the type of record described in the records schedule item referenced in the request. For instance, a request to dispose of e-mail described as internal correspondence must include an attestation that in fact, only email records of internal correspondence aged greater than one year (and no other types of records) are included in the request.

**Note 2:** Centrally managed email vaults and journals, cloud-based services, enterprise content management platforms and/or file shares may be used as separate records-keeping systems and for addressing the general requirement for central storage and management of email.

**Note 3:** Use of this General Email schedule is not permitted if the agency creates/receives email messages and/or associated attachments with retention periods exceeding seven (7) years and **does not** store the items in a separate records-keeping system.

**1<sup>st</sup> Vice President's Report** – Mr. Galland gave an update on the NJSLOM Conference and the four speakers for the MCANJ. It was noted that CEU's were requested and received for both New Jersey and IIMC educational points.

**2<sup>nd</sup> Vice President's Report** – no report.

**Treasurer's Report** - Ms. Gore provided the following membership information as well as the current Budget Report, General Ledger Report and Profit Report which is listed at the end of the minutes.

CATEGORY	TOTAL
Full - Municipal Clerk	386
Affiliate - All Others	19
Honorary Membership (Retired)	34
Full - Clerk of Freeholder Board	2
Associate - Assistant Municipal Clerk	14
Associate - Deputy Municipal Clerk	160
Full - Acting Municipal Clerk	9
Associate - Deputy County Clerk	4
<b>GRAND TOTAL</b>	<b>628</b>

County	Total # of Municipalities	Total # of Municipalities Paid	% Paid
Atlantic	23	15	65
Bergen	70	45	64
Burlington	40	33	83
Camden	37	18	49
Cape May	16	13	81
Cumberland	14	7	50
Essex	22	12	5
Gloucester	24	18	75
Hudson	12	4	33
Hunterdon	26	22	85
Mercer	13	10	77
Middlesex	25	17	68
Monmouth	53	31	58
Morris	39	27	69
Ocean	33	20	61
Passaic	16	13	81
Salem	15	8	53
Somerset	21	14	67
Sussex	24	15	63
Union	21	14	67
Warren	22	13	59

- Secretary's Report - none

OTHER REPORTS

- **Legal Counsel** – no report.
- **Executive Director** - Mr. Popkin advised that the current membership of the Legal Defense Fund is 273 members. If any member was unpaid by November 10<sup>th</sup>, they would be removed from the membership database. All required reports with the state and federal governments have been completed. He encouraged members to visit the MCANJ website for information relative to our Association.

8. REPORTS OF COMMITTEES

- Constitution & By-Laws – no report
- Education & Professional Development – no report.
- Education Conference Committee – no report.
- Elections – Committee feedback regarding the recent November election revealed several common problems. Most centered around missing registrations in the voting register (some of the missing signatures seemed to be associated with those individuals who registered through the Department of Motor Vehicles). We are awaiting word on the new voting machines to serve as replacements now under the purview of the New Jersey Secretary of State. The committee is also following an initiative which would allow formerly incarcerated individuals to vote.
- Fundraising & Raffles Committee – below is a recap of the April 2017 MCANJ Spring Conference and the funds raised:

MERCHANDISE (Doreen Cali) Total Sales for Clothing Items: \$3,400  
RAFFLES (Patricia Hunt)  
April 25, 2017: On-Premise Merchandise (Designer Bags)  
Gross Receipts: \$2310.00  
Total Expenses: \$2041.31  
Net Proceeds: \$ 268.69

April 26, 2017: On-Premise 50/50  
Gross Receipts: \$1,235.00  
Prize (1/2 Gross Receipts) \$617.50  
Net Receipts: \$ 617.50  
Total Expenses: \$ 47.50  
Net Proceeds: \$ 617.50  
Report of Operations Filed: May 17, 2017

SILENT AUCTION (by Laura Borchers)  
No. of Participating Counties: 15  
No. of Individual Participating Clerks: 9 (donated on their own)  
No. of Baskets Donated: 35  
Gross/Net Proceeds: \$1,704  
TOTAL FUNDS RAISED  
Merchandise: \$3400.00  
Raffles: \$886.19  
Silent Auction: \$1,704.00

**Grand Total: \$5990.19**

Future: Application for 2018 raffle license will be made upon direction from the Executive Board

- Historical Report Committee – no report.
- Information Technology/Webpage – Ms. Daina Dale reported that the Committee is working on updating the website for conference exhibitors and sponsors. An online poll was posted in early November regarding reorganization dates in January. Also, last week the website was unavailable due to the domain name not being renewed. It was found that renewal

emails were being sent to the old administrator email. Thanks to President Szabo, the issue was resolved and the next renewal will not be until another 5 years for which notes have been put in place for future renewals.

- Legislative Review Committee – Mr. Buttiglieri
- Legal Defense Fund – Once again, it has been a quiet couple of months for the Legal Defense Fund. The Chair of the Legal Defense Fund Committee had one call on October 25, 2017 from a member that was returned with a voice mail message on October 26, 2017 to call back, but there has been no contact by the member since that date. One application was recently filed which is currently being reviewed by the Committee, along the President and Executive Director of the MCANJ. Upon review of the application, the applicant will be notified by the Chair how to proceed.

Everyone is looking forward to the LDF educational session to be held on December 6, 2017. It should prove to be a learning experience for those that may have questions regarding the legal rights of Municipal Clerks and the by-laws and general workings of the Legal Defense Fund. Thanks are in order for the Executive Board, Joel Popkin and the MCANJ legal Counsel for setting up this session.

- Manual Review Committee – Ms. Bennett that the information for Supplement # 8 (the re-write of Chapter #4 being Supplement # 7) has been completed, reviewed by the Instructors and the Executive Board, and sent to Coded Systems for incorporation into the manual.

Thank you to all those who have provided information and helped in making our manual as correct and up-to-date as possible.

- Membership-Peer Alliance – no report.
- Past President's Council – Mr. Andrew Pavlica reported that Council has not had any charges, therefore there was no report.
- Public Relations/MCANJ Booth – no report.
- Quill – no report.
- Records – Ms. Young advised that the next NJ Archives meeting is scheduled for December, 2017.
- Resolutions – no report.
- Scholarships – It was noted that only 5 applications for scholarships have been received. The Committee will review and report back at a later date.

#### 9. REPORTS OF COUNTIES:

- Atlantic County – no report filed.
- Bergen County – The Bergen County Municipal Clerks' Association held their Election Meeting on October 19, 2017 at Season's Restaurant in Washington Township. In attendance were Bergen County Board of Election, Bergen County Superintendent of Elections Office and the Bergen County Clerk's Office. A presentation was made to honor Kelley O'Donnell from the Borough of Park Ridge on her retirement. The BCMCA Installation Meeting and Holiday party is scheduled for December 14, 2017 and will be held at Season's Restaurant in Washington Township. Members are encouraged to bring a new unwrapped toy for the "Toys for Tots" toy drive.

The following BCMCA Officers will be sworn in for 2018:

President: Christine Demiris (New Milford)  
Vice-President: Sercan Zoklu (Cliffside Park)  
Treasurer: Stephanie Evans (River Edge)  
Secretary: Jeanne Cook (Bogota)

- Burlington County - The 10/13/2017 Meeting was held at the Eco Complex in Bordentown, NJ and CEU's were earned in Records and IT. BCMCA will have a Holiday Party in December (date will be determined and emailed out to members). Attending Members can

enter a chance to win a free Conference Registration for the MCANJ Annual Conference in May of 2018. Since BCMCA adopted a family last year for the holidays they are going to do it again this year; the family is from Browns Mills and Niki Mueller (Mount Holly Clerk sent out a list of items). President White alerted every one of the MCANJ sponsored sessions at the NJ League. The Association is discussing having a Mini Conference in September 2018, date and speakers are being coordinated.

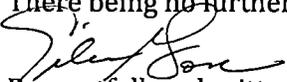
Scholarships were awarded too Teri Giercyk of Shrewsbury for the MCANJ Conference and Sheri L. Hannah of Beverly City for the RMC scholarship. The Business Meeting was also held where the minutes of the previous meeting on 5/11/2017 were approved and a MCANJ Alternate Advisory Board Member, Deb Shaw-Blemings, was appointed by the members.

- Cape May County – no report filed.
- Cumberland County – no report filed.
- Essex County – The Municipal Clerk's Association of Essex County held our annual fall seminar on October 12, 2017. It was a full schedule with participants speaking on the following topics; Recent elections: Chris Durkin, Essex County Clerk, ARTEMIS Update: John Sewell, former Irvington Council President and Willie Yasin Williams, Irvington Records Manager; Comprehensive Records presentation: Denise Szabo, MMC, past President of MCANJ and Rhonda Pisano, Deputy Clerk, Bernards Township. For the first time, Essex invited Graham Petto, P.P., AICP, Assistant Planner for the Township of Montclair who walked us through the relationship between the Municipal Clerk's office and the Planning and Zoning Departments. Special emphasis was given to the Municipal Clerk's role in the 2020 Census. Our next meeting will be held in January and hosted by the East Orange Municipal Clerk.
- Gloucester County - On October 20, 2017 the Gloucester County Clerks gathered at the County Board of Elections. Representatives from the County Clerk's Office, as well as the Board of Elections presented updated information and identified issues specific to the Municipal Clerks in Gloucester County. Attendees received 4 Election CEU's. Our next meeting will be held on Friday, December 8<sup>th</sup>. This will be our Holiday Luncheon Meeting. Our members will donate Wal-Mart Gift Cards to a Gloucester County family in need. Other action that will take place at this meeting is the award of up to five (5) need-based scholarships for the 2018 MCANJ Conference. Additionally, we will celebrate the upcoming retirement of Westville Clerk, Tina Helder and also Sharon Wright, Deputy Clerk of Monroe Township (Gloucester County).
- Hudson County – no report filed.
- Hunterdon County - The Hunterdon County Clerks Association held a luncheon meeting on November 1, 2017 that was sponsored by the Hunterdon County Chamber of Commerce. There were two presentations: Elections and Social Media and Website Archiving for Municipalities. The Hunterdon County Clerks Association will be holding a mini conference and holiday celebration on December 13, 2017 in Bloomsbury. There will be a holiday food drive to support NORWESCAP Food. Attendees can receive the following CEU's: Stormwater Update – 1 contact hour for Professional Development, Municipal Budget Update – 1 contact hour for Finance, OPMA/OPRA – 1 contact hour for Records, Rice Notice & Executive Session Do's and Don'ts – 1 contact hour for Ethics and Requirements for Companies such as Uber/Lyft that use Digital Network or software application to match passengers with drivers – 1 contact hour for Licensing. The Hunterdon County Clerks' Association will have one Clerk retiring at the end of the year – Mary McConnell from Kingwood Township.
- Mercer County – County Meeting was held on 9/20/17 at the NJ State Archives Building in Trenton. The Session included a tour of the NJ State Archives and Mr. Klett, Director of Archives was the guest speaker for the seminar and tour. Margaret Riggio, Deputy Clerk of Hightstown was also sworn in as the Secretary for the County's Executive Board. 2 CEUs for Records and CEUs for Registrars were received. October 3, 2017 — Election Workshop with Mercer County Board of Election, County Clerk, Superintendent of Elections, and State Election Representatives. 3CEUs for Elections were received. January 5, 2018— Mercer County's Holiday Party.

- Middlesex County – no report filed.
- Monmouth County – The holiday luncheon is scheduled for December 15<sup>th</sup> in Colts Neck, NJ (CEU's applied for) and donations are being accepted for a local food bank. New officers were installed; President, Pam Borgyhi, Red Bank; VP Maureen Murphy, Tinton Falls; Treasurer, Marie Dellasala; Secretary, Janine Gillis.
- Morris County – no report filed.
- Ocean County - no report filed.
- Passaic County – A retirement dinner for Jane McCarthy is scheduled for January 25<sup>th</sup>. Jane Williams-Warren was appointed as Mayor of Patterson, NJ. The Christmas luncheon is scheduled for December 14<sup>th</sup> at the Brownstone. On a sad note, Lucille Debiak, formerly of North Haledon passed away.
- Salem County – no report filed.
- Somerset County - Mini-Conference: Wednesday, October 4, 2017 – Hillsborough Township. Classes / CEUs included: Sovereign Citizens - Not "If" But "When" You Meet a Sovereign Citizen Are Politicians Entitled? Notes from Law Enforcement - Anti-Corruption, Notary Public: What is a notary public authorized to do? Prohibitions and liability Internet Security: The Dark-Web – What is it and how does it affect municipalities; ransom ware; bitcons; anti-virus programs and steps we can take to protect our digital data Solicitor's Licenses: Canning, No-Knock Ordinance, Veteran's Permit, Religious Exemptions Conflict Resolution. Holiday Party and Toy Drive to be held December 13<sup>th</sup> honoring recent retirees, past association presidents and Somerset County Clerk Brett Radi.
- Sussex County – (1) Unlike last year, Sussex County only had a dusting of snow in early November and (2) the Sussex County Clerk's Association will be hosting its annual Holiday Party on Thursday, December 7, 2017 at the Boat House at Swartswood Lake. \$26 fee, RSVP to Lynda Knott 973-383-8059 by December 1, 2017. In sum the yearly CEU activity offered by Sussex County Clerks Association was 12 RMC credits. (3) There were no changes in officers in the Association.
- Union County – The Westfield Township Municipal Clerk, Claire Gray has retired. On October 18<sup>th</sup> Diane Pflugfelder presented a session to the county on parliamentary procedure; the county board of elections also presented on elections.
- Warren County – no report filed.

Mr. Buttiglieri brought up the topic of an Education Endowment Fund and after discussion, requested that EB reach out to the membership on the topic. It was stated that it had been brought before the Board last year, but it was voted down at that time. It was requested that the issue be addressed again and that it be brought before the membership for input. President Zawadski advised that it can be discussed at the next EB meeting and asked Mr. Buttiglieri to provide her additional information that be put in the upcoming Quill as an avenue to inform the membership.

There being no further business, President Zawadski adjourned the meeting at 11:55 am.

  
Respectfully submitted,  
Eileen Gore, MCANJ Treasurer

Minutes Approved \_\_\_\_\_