

The Municipal Clerks' Association of New Jersey
Executive Board Meeting Minutes
Friday, 1/19/2018 @ 10:00 AM

Deptford Township Municipal Building, 1011 Cooper Street, Deptford, NJ 08096

President Zawadski, Welcomes All

1. Call to Order
2. Flag Salute & Moment of Silence
3. Roll Call
4. Approval of Minutes: 10/20/2017 - Executive Board Meeting
12/1/2017 - Executive Board Meeting

Some of the executive board members did not see the minutes in google drive after changes were made. The October and December sets of minutes were tabled until the next executive board meeting.

Ms. Szabo stated that the MCANJ website does not have the 2017 minutes listed and asked Ms. Gore to send them to the webmaster to update the site.

5. Unfinished Business
 - a. Proposed LDF By-law changes redlined version

Discussed the proposed LDF by-law changes and a change would need to be made in the SOP's to reflect a full term for Chairperson Harold Weiner expiring June 30, 2019.

Ms. Szabo reminded President Zawadski to update the extension for LDF Members from August 1st to November 1st.

Mr. Galland indicated on page two of the LDF by-laws it should be changed to read three regular voting members, one from each zone. The redline version presented needed to be corrected.

- b. Response to Senator Weinberg by President Zawadski

President Zawadski said a response was not agreed upon by the executive board.

Mr. Galland said there was an email sent on October 30th from President Zawadski to Senator Weinberg suggesting amendments would be to her shortly and he asked what those amendments were. Mr. Galland remembers that when meeting with the Senator there was concern regarding the State's database. He suggested that there be a list of changes made based on the Senator's current legislation.

Mr. Galland asked that any emails be copied to the executive board so it's sent from the entire board and not just an individual.

Ms. Gore suggested that Mr. Herbert craft a letter to the Senator and circulate to the executive board so everyone could agree to the content.

6. New Business Discussion:
President – Dina Zawadski

1. Resolution FY2018-14 Appointment of Mike Herbert – Additional Services of Review of Desk Reference / Manual

Mr. Herbert called Joel and reported that the amount would not exceed \$7,400, to be completed in six months and the MCANJ would be billed on a monthly basis.

Mr. Popkin asked if a completion date can be added to the resolution/contract for the desk reference/manual and the MCANJ can be billed when chapters are completed.

There was discussion regarding how much Coded Systems was charging.

There was motion by SZABO and seconded by GALLAND to table Resolution FY2018-14 to review the proposal from Coded Systems before awarding the contract to Herbert.

Ayes: Galland, Pflugfelder, Szabo
Nays: Gore, White, Zawadski

Tie vote; motion failed.

There was motion by GORE and seconded by WHITE that Resolution #FY2018-14 be updated with the additional information provided by Joel, and that the resolution be approved at the next meeting.

Ayes: Galland, Gore, Pflugfelder, White, Zawadski
Nays: Szabo

2. Resolution FY2018-15 Memorializing Resolution (Scholarships) - as discussed and endorsed at the 6/16/17 and 10/20/17 EB meeting.

Ms. Szabo indicated this was the wrong Resolution. The Resolution t needs to reflect a change in the criteria for priority consideration for scholarships previously discussed. The matter was tabled pending receipt of the correct resolution.

3. Resolution FY2018-16 Absence of Secretary Kim-Marie White from 12/1/17 meeting

Resolution FY2018-16

Approving an Excused Absence of Secretary Kim Marie White
from the December 1, 2017 Executive Board Meeting & Conference Committee 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 Kim-Marie White’s absence for the December 1, 2017 Executive Board meeting and Conference Committee meeting as valid and shall record the absence as an excused absence.

There was motion by GORE and seconded by SZABO to approve Resolution FY2018-16.

All voted in the affirmative.

4. Clerk of the Year Submissions

There were three nominations, two for the same person and one other individual.

Mr. Popkin suggested that he doesn’t need to take part in the conversation and the executive board should discuss on a conference call or privately.

There was motion by GORE and seconded by WHITE to discuss Clerk of the Year Submissions at the end of the meeting.

All voted in the affirmative.

5. Secretary Submissions/Election Process

President Zawadski said three secretary submissions were received. One of the members was a non-tenured Municipal Clerk.

Mr. Galland suggested that a letter be sent to the non-tenured Clerk thanking them for their submission however to comply with the by-laws they must be a tenured Clerk.

Ms. Szabo asked if President Zawadski could reach out to both candidates indicating there would be an election.

6. Solicitor's Bills/Invoices

The association recently received billing from Mr. Herbert for services he performed in the last budget cycle. He indicated that the invoices were for services for work that has been done over a year ago and he heavily discounted the bill. He apologized for the oversight in timely billing and said it would not happen again.

Mr. Popkin said his main concern was the contract amount for his firm was \$8,000 and the MCANJ should've been made aware sooner than the final bill.

Ms. Szabo said it would be helpful if he broke out his charges for contractual and non-contractual services.

There was motion by GORE and seconded by WHITE to pay the bills.

All voted in the affirmative except an abstention by SZABO.

7. Reports:

A. Executive Director- Joel Popkin

Mr. Popkin said most of his items have been discussed during the meeting. The Legal Defense Fund has received two new members so far and eight new members joined the MCANJ. He mentioned that there should be more communication with the Membership Committee on their efforts to try and make sure every municipality in NJ is a member.

B. Attorney-Michael Herbert

Mr. Herbert stated that the League of Municipalities is still discussing doing an amicus brief in the Teaneck OPRA case. A resident in Teaneck was sending in hundreds of OPRA requests and the requests were being denied and the Township had to pay the legal fees for the requestor because the OPRA requests were not being answered in a timely basis.

C. Secretary- Kim White

Ms. White said she sent out some get well cards.

D. Treasurer- Eileen Gore, [Budget Report](#), [General Ledger](#) and [Profit Loss](#)

Ms. Gore stated that Laura Flagg and family sent a thank you card for the baby gift.

E. 2nd Vice President- Diane Pflugfelder

Ms. Pflugfelder said she sent out all of the letters for the conference registration business card draw and has heard back from three recipients.

F. 1st Vice President-Kevin Galland

Mr. Galland said Ms. Gore forwarded an email to the executive board which was a spoofing email and he is seeking confirmation that the only person who writes checks for the association is the Executive Director.

Mr. Popkin clarified that Mr. Galland is correct.

G. Immediate Past President- Denise Szabo

Ms. Szabo noted that DORES will be rolling out an education session for the Municipal Clerk's regarding the email retention policy recently adopted by the State Records Committee.

Ms. Szabo asked if the Executive Board has received any legislative updates from the Legislative Committee.

President Zawadski said she has reached out to the Chairperson and he is working on it.

Ms. Szabo said when the budget was discussed it was decided to keep the GovNet system for a half a year and that is coming up soon and the service should be discontinued if it is not going to be utilized.

There was motion by SZABO and seconded by GORE to discontinue the subscription service to GovNet for being unutilized.

All voted in the affirmative.

H. President

President Zawadski said she attended the IIMC Region 2 conference and it was very nice.

There being no further business, a motion was made by Ms. SZABO and seconded by Ms. GORE to adjourn the meeting.

Respectfully Submitted,

Kim-Marie White, Secretary
Minutes Approved June 15, 2018