

**The Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
September 8, 2016
Bernards Township Municipal Building
Basking Ridge, NJ**

1. CALL TO ORDER

The meeting was called to order by President Szabo at 10:05 am

2. FLAG SALUTE & MOMENT OF SILENCE

The members in attendance recited the Pledge of Allegiance.

3. ROLL CALL

Members Present: President, Denise Szabo
1st Vice President, Dina Zawadski
2nd Vice President, Kevin Galland (arrived at 10:32 am)
Treasurer, Diane Pflugfelder
Secretary, Eileen Gore
Executive Director, Joel Popkin
Legal Counsel, Steve Goodell, Esq.

Members Absent: Keith Kazmark, Immediate Past President

Committee's Present: Andrew Pavlica, Historical Report Committee
Harold Weiner, Legal Defense Fund via conference call

Advisory Board Members Present:

County	Rep. Name	Present	Absent	Call-in
ATLANTIC	Carol Degrassi		X	
BERGEN	Heather Mailander		X	
BURLINGTON	Amy Cosnoski	X		
CAMDEN	Deanna Bennett	X		
CAPE MAY	Scott Jett		X	
CUMBERLAND	Susan Robostello			X
ESSEX	Linda Wanat	X		
GLOUCESTER	Patricia Frontino	X		
HUDSON	Alberto Cabrera		X	
HUNTERDON	Karen Dysant		X	
MERCER	Sharon Young	X		
MIDDLESEX	Barbara Nyitrai			X
MONMOUTH	Debra Sopronyi	X		
MORRIS	Michele Reilly	X		
OCEAN	Sherry Mason		X	
PASSAIC	Allan Susen		X	
SALEM	Cynthia Dalessio			X
SOMERSET	Pam Borek	X		
UNION	Doreen Cali		X	
WARREN	Kelly Smith		X	

4. UNFINISHED BUSINESS
None

5. NEW BUSINESS

None

6. REPORT OF OFFICERS

- President's Report

President Szabo reported the results of a recent membership survey concerning the location of the Annual Education Conference. Forty-two percent of respondents preferred that the conference be moved to a more central location and thirty-eight percent preferred that the conference remain in Atlantic City. Accompanied by Executor Director Popkin visited several possible facilities both inside and outside of Atlantic City and were prepared to sign a contract with the Taj Mahal, but the facility has since advised it will close for business. A contract was recently signed with *The Palace at Somerset Park* which is centrally located in the state that can accommodate the dates of April 25, 26, & 27, 2017. While the Palace does not have housing attached to the facility, reserved blocks of rooms at the Fairfield Inn & Suites and Doubtree by Hilton have been secured. The theme of the 2017 conference is "Everything Counts."

Additionally, based on a recommendation made to the Executive Board last year, the MCANJ has adopted a Code of Ethics which can be found on the website. Lastly, it was asked that all representatives take back to their respective counties and committees, nomination information for the Spotlight Award which highlights municipal clerks who bring positive attention to their role through civic activities and events in their community which is outside the scope of their normal duties and responsibilities.

- Immediate Past President's Report

Immediate Past President Kazmark was not in attendance, but provided the following report. An update to the MCANJ 2016/2017 Policy Manual regarding reimbursement for scholarship awards was approved at the July 22, 2016 Executive Board meeting. The revised policy shall state that payment for attendance of RMC, CMC, and MMC certification classes will be made after confirmation and proof of attendance by the attendee. Payments made by the member will be reimbursed to the member, and payments made by the municipality will be made to the municipality.

- 1st Vice President's Report

1st Vice President Zawadski reported that speakers have been secured for the 2016 NJSLOM Conference as follows:

November 15, 2016 @ 10:00AM

Legislative Update: Christine Zappicchi, Deputy Director DLGS
Lori Buckelew, Sr. Legislative Analyst, NJLM

November 15, 2016 @ 2:00PM

The Local Finance Board As The Enforcer Of The Local Government Ethics Laws:
Susan Jacobucci, Esq.
RMC, CTC, CPWM, QPA and CMFO/CFO – 2 Ethics

November 16, 2016 @ 9:00AM

Issues in Municipal Finance:
Marc Pfeiffer, Assistant Director, Bloustein Local Gov't Research Center
RMC- 2 Finance, CMFO/CFO- 2 Financial & Debt Management
QPA - 1 Procurement Procedures & 1 Office Admin/General Duties

November 16, 2016 @ 2:00PM

Anybody Need a Ride:
Mark Cushing, Investigator NJ Motor Vehicle Commission's Fraudulent Documents Training Unit
RMC - 2 Licensing

- 2nd Vice President's Report

2nd Vice President Galland provided the following report regarding need based scholarship opportunities:

The MCANJ Executive Board has elected to award five (5) need based scholarships to current members of the Association to attend the 2017 Annual Education Conference (AEC) to be held on April 25th through the 27th, 2017. These scholarships are being offered to encourage attendance at the AEC based on selected criteria that would promote interest by those members who have not attended prior conferences, or have attended at their own expense. The scholarship covers the cost

of the conference. All ancillary costs including hotel and travel are not covered by the scholarship and are the responsibility of the scholarship recipient.

Priority Consideration for award is as follows:

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

The application deadline is January 15, 2017 and all applications should be directed the MCANJ Scholarship Committee Chairperson, Cynthia Brown. Publication and notification of this opportunity has been posted on the website under the heading "Scholarships".

- Treasurer's Report

Treasurer Pflugfelder advised that as of August 31, 2016, there are 616 members.

Full – Municipal Clerk	364
Full – Acting Municipal Clerk	8
Full – Clerk of Freeholder Board	1
Full – County Clerk	1
Honorary Membership (Retired)	44
Associate – Asst. Municipal Clerk	24
Associate – Deputy Municipal Clerk	150
Associate – Deputy County Clerk	4
Affiliate – All Others	<u>20</u>
	616

Additionally, the following account balances as of September 2, 2016 were reported:

Scholarship Account	\$14,718.51
Raffle Account	\$ 2,530.00
Operating Account	\$77,298.04

- Secretary's Report

Secretary Gore reported that a thank you note was received from scholarship recipient Patty Donahue from the Township of Berkeley Heights, a sympathy card was sent to Vincent Buttiglieri on the passing of his father, Charles.

7. OTHER REPORTS

- Legal Counsel

Legal Counsel Steve Goodell reported that the Association was approached by the NJSLOM to participate as amicus in the *Sheeler v. Cape May* case before the Appellate Division and that after consideration the Board agreed to join the League's brief, which was filed at no cost to the Association on August 16, 2016. In addition, the attorney for Galloway Township requested that Association to participate in the *Paff v. Galloway* case as Amicus before the Supreme Court, however after discussion by the Board it was decided not to participate as it would present with unbudgeted cost being involved. It was suggested that the Board discuss a policy for such requests for participation and even whether participation in court cases should be considered part of the Association's mission.

- Executive Director

Director Popkin advised that there are currently 199 members who have renewed with the Legal Defense Fund with 61 still outstanding. He reminded representatives that the last day to renew is October 1st payable by person check. With regard to the NJSLOm Conference, the Association will have the same booth as last year (#706) and that the Booth Committee will solicit volunteers for coverage.

8. REPORTS OF COMMITTEES

- Constitution & By-Laws – Mr. Eugene Padalino was not in attendance/no report.

- Education & Professional Development – Ms. Joanne Kwasniewski reported that a webinar entitled *Statewide Voter Registration Training* has been scheduled for October 4, 2016. The presenters are Brittany Giampola, Project Manager of Everyone Counts, Inc. and Robert Giles, Director of the Division of Elections at the NJ Department of State. CEUs have been obtained in Elections.
- Education Conference Committee – No report.
- Elections – Ms. Linda Wanat reported that the committee is gathering information regarding successful strategies to encourage voters to exercise their right to vote. Although there has been no more information on the mandated closing of schools on election day, concerns regarding an update to the SVRS system will be addressed at MCANJ's first webinar to take place on October 4, 2016.
- Fundraising & Raffles Committee – Neither Ms. Cali nor Ms. Hunt were present for the meeting. Secretary Gore provided the following report on their behalf. The 2016 online Merchandise Sale is available, but sales have been slow. Ms. Cali will photo and submit additional items at the end of September to update the web page. New conference suggested sale items are being researched and will be submitted for approval at the December conference meeting. On April 26, 2016, a 50/50 raffle was conducted at the Annual Education Conference with proceeds of \$667.00 and the Report of Operations was filed on May 3, 2016.
- Historical Report Committee – Mr. Andrew Pavlica reported that with Jim Doherty's illness and subsequent passing last year, the work was put on pause. As a result, the committee was advised that it did not need to complete the project for the Association's 90th Anniversary next year so there was less of a sense of urgency, but he continues to work towards the completion of the project.

He also provided information on the 2017 IIMC Region II Conference to be held January 10-13, 2017 at the Oglebay Resort in Wheeling, West Virginia.

The mid-year board meeting will be held in Alexandria, VA. Additionally, during the Veterans' Day weekend, IIMC President Vinny Buttiglieri will lay a wreath at the Tomb of the Unknown Soldier at Arlington National Cemetery with a US Army Honor Guard playing TAPS on November 4, 2016. Lastly, Vinny's conference as IIMC President will be held in Montreal, Canada in May, 2017.

Mr. Pavlica reported that the MCANJ's Facebook Page currently has over 500 "Likes". He asked that any information on county meetings or mini-conferences along with event pictures be sent to him for posting.

- Information Technology/Webpage – Ms. Daina Dale reported that on July 1st, the website was updated with the new Executive Board information as well as the new membership and new Legal Defense Fund applications in August. Two online polls were conducted on the website, one in May regarding annual conference locations and one in July regarding IIMC courses. Other regular updates to the website include job postings, legislative updates, CEU opportunity postings and meeting dates. All requests for postings are usually done within a day or two of the request.
- Legislative Review Committee – Ms. Kim-Marie White reported that the Committee is currently tracking over 490 pieces of legislation on topics of Local Government-Municipalities, Initiative & Referendum, Animals, Health & Misc, Motor Vehicle Regulation, Affordable Housing, Contracts, Gambling, Records/Notices/Meetings, Vital Statistics, Pensions, Employees, Officer, Benefits, Land Use, Public Fees, Bonds, Budget, Finance, Hotels, Landlord Tenant, ABC, Ethics, and Elections. Some bills that are being followed are:

A511 Exempts Municipal Clerk from penalties for Open Public Records Act violations under certain circumstances. (Last Session Bill Number: A487)

A2631 Requires boil water notices be provided to mayor and Municipal Clerk within one hour. (Last Session Bill Number: A2718 S1122)

A534 Modifies Notary public application process by removing requirement for application endorsement by member of Legislature. (Last Session Bill Number: A3942)

- Legal Defense Fund – Mr. Harold Wiener reported that the Legal Defense Fund Committee has been quiet thus far this year and there have been no new cases. Membership was at 188 earlier this year when renewals were due and that he would be meeting with Executive Director Popkin shortly after the September 8, 2016 Advisory Board Meeting to go over the policies and procedures of the Legal Defense Fund Committee, as well as the recently approved amended by-laws.

- Manual Review Committee – Ms. Deanna Bennett reported that the Committee has started the review process for this year and as they move forward the recommended changes will be emailed to the Executive Board, as well as the instructors for their review. Most importantly, under the direction of President Denise Szabo the Executive Board as contracted with Steve Goodfellow of Access Systems to help with a complete update Chapter 4, keeping in mind the role and responsibilities of the 21st Century Municipal Clerk and Records Manager. Additionally, there will be updates to the OPRA portion as well to reflect any changes that may have been made to that law. All chapters are being reviewed for updates as is done every year.
- Membership-Peer Alliance – Ms. Michele Reilly reported that the Committee is currently discussing methods to help determine when a municipality has a new municipal clerk and reach out to that individual. President Szabo spoke about using a Google Alert using specific keywords which will then automatically generate a notice with the accompanying article.
- Past President's Council – Mr. Andrew Pavlica reported that in the past the Council hasn't had a charge for a number of years. It has been suggested that the members come together at the direction of the Executive Board to examine issues that are non-binding and provide recommendations.
- Public Relations/MCANJ Booth – no report.
- Quill – Mr. Joseph Kostecki reported that the Committee continues to make improvements to the Quill's content and format. Under President Szabo's leadership, there is now more variety and new guest writers. He asked that anyone interested in being a guest writer to contact him.
- Records – Ms. Sharon Young reported on several meetings attended as follows:
 - 7/21/16 – *Meeting with the NJ State Government Records Committee*
 - Imaging Systems need to be registered and amendments/annual review to be conducted
 - Consideration of re-adoption of NJAC 15:3 with non-substantive streamlining changes – eliminating outdated and unnecessary language and also modernize the rules
 - DORES/NJ Archives will be reviewing record series numbers that are permanent to determine the accuracy and the need.
 - Work flow for the request to dispose of hardcopy of scanned records with permanent or archival retention was approved.
 - Migration path is still not fully resolved and still under discussion by DORES/NJ Archives.
 - 7/21/16 – *Meeting with Steve Goodfellow of Access Systems/Chapter 4 – Records and Right to Know*. Intended goals are to incorporate digital and paper into the global definition and reference of records. A draft outline was provided by Mr. Goodfellow on 8/3 which will be reviewed.
 - 7/26/16 – *Attended Government Records Council Meeting*. Administrative and individual complaints adjudications with and without recusals were affirmed by the GRC. The GRC has yet to yield on whether out of state requests are valid (*Amici Curia Sheeler v. City of Cape May*)
- Resolutions – Ms. Sandra Bohinski reported that Marge Francisco, the retired municipal clerk from Bedminster Township passed away.

9. REPORTS OF COUNTIES

- A. Atlantic County – Carol Degrassi was not in attendance (no report).
- B. Bergen County – Joanne Kwasniewski reported on behalf of Heather Mailander who advised that the county meet in June and received CEUs in Finance. In October, the Bergen County will be conducting a workshop in Elections for which CEU's will be provided.
- C. Burlington County – Amy Cosnoski reported that the Burlington County Clerk's Association will be hosting a Fall Mini Conference on September 23, 2016 which will provided CEUs in records, ethics, professional development, and finance. The Fall Association Meeting is scheduled for October 19th at which time candidates for office will be presented. In addition, Damon Koslow will provide an update to the Clerk/Registrar members for CEUs. By the end of 2016, three colleagues will be retiring; Joy Weiler of Florence Township, Donna Ryan of Westampton Township, and Barbara Sheipe of the City of Beverly.
- D. Camden County – Deanna Bennett reported that a seminar entitled "From Angry to Dangerous" was held on June 16th which dealt with difficult customers and attendees received 2 CEUs in professional development.
- E. Cape May County – Scott Jett reported that the County held its Spring Meeting at the Flanders Hotel in Ocean City. The guest speaker was MCANJ President Kazmark who spoke about the

responsibilities of the Municipal Clerks and their relationships with their governing bodies. The Association made its annual charitable contribution, based on funds collected from county members which were over \$400 to the Cape May Food Ban. The Association's next meeting will be held on October 5th in Sea Isle City.

- F. Cumberland County – Susan Robostello reported that the County held a meeting on May 9th at which time authorization to award (4) \$100 scholarships to students at each of the high schools in the County who are pursuing a career path in Political Science or Government. The members received CEUs in Records for a presentation entitled “Records Management: Best Practices, Records Retention & ARTEMIS.” Their next meeting is scheduled for October 3rd with Celeste Riley, County Clerk will be addressing General Election details for the upcoming election.
- G. Essex County – Linda Wanat reported the County is readying for their annual Fall Mini Conference to be held on October 13th for which 6 CEUs will be awarded (2 Finance, 2 Elections, and 2 Licensing) The membership will also be attending a training session to be resented by the County Clerk and Superintendent of Elections that is currently provided to all boardworkers.
- H. Gloucester County - Patricia Frontino reported that the County met in March with a session on OPRA and OPMA presented by County Counsel, Thomas Campo. Attendees received .5 CEU in Professional Development and .5 in Records.

The Association was also able to bring back a long held tradition of the founding members to give each and every member a County Association pin. It was through the efforts of the Association officers that the pin was able to be re-created with the help of a vendor and distributed to all of its membership.

On May 31st their Annual Clerk's and Mayor's Dinner meeting was held at the Lake House in Newfield where each Mayor recognized their Clerk, and thanked them for the great job done on a daily basis.

Their next meeting will be on Friday, September 30th at the Gloucester County Board of Elections where the membership will receive updated election information and review concerns raised by the Clerk's on election day.

Their annual Mini Conference South is scheduled for September 9th in Deptford Township and the speakers will be Debby Schiffer from the TRICO JIF, who will provide exercises and information on Stress and Wellness Management. Unfortunately, DCA would not approve CEU's, which we appealed. So many times one reads articles that strongly suggest people learn techniques to better manage stress. With that in mind, they reached out to someone to bring this information and knowledge to the folks who really need it, and we regret that CEU's have not been approved. However, the committee decided the information gained is too important and it was opted to keep the speaker as planned. President Szabo commended the County for moving forward on the topic as there is so much more to our job than CEUs.

Speakers for the conference include Ellen Callahan, Collection Manager at the New Jersey State Archives (2 Records), Sgt. Ronald Koller, from the Gloucester County Prosecutor's Office will demonstrate a program on Active Shooter (2 Professional Development), and Sgt. Steven LaPorta from the Gloucester County Prosecutor's Office who will present a program on Cyber Bullying (2 Technology).

- I. Hudson County – Alberto Cabrera was not in attendance (no report).
- J. Hunterdon County – Karen Dysart was not in attendance (no report).
- K. Mercer County – Sharon Young reported at their meeting of June 23rd, the newly elected officers (President Debbie Sopronyi, Vice President Laurie Gompf, Secretary Lisa Fania, and Treasurer Kim Macellaro) were sworn in by President Kazmark who also presented the seminar “The Municipal Clerk and the Governing Body” for which 2 CEUs in Professional Development were awarded.
- L. Middlesex County – Barbara Nyitrari reported that Sharon Doerfler, Monroe Township Clerk retired after 36 years. Congratulations were extended Patricia Reid who was appointed to replace Sharon effective September 1st. Future meetings scheduled are September 15th presented by Philip George, Esq. (2 Ethics) and October 20th as presented by NJLGCC (2 Licensing).
- M. Monmouth County – Debra Sopronyi reported that at their August 18th meeting an education session entitled “Last Clerk Standing” was presented with 2 CEU's in Licensing. On October 17th the Monmouth County Clerk will be conducting a seminar on Elections for which 2 CEU's will be awarded.
- N. Morris County – Michele Reilly reported that their Association had a meeting in May for which 2 CEU's in Finance were awarded. A longtime boardworker was also recognized by the Association

for his 26 years of service. Their annual Mini Conference is scheduled for September 16th and will award 6 credits (2 each in Ethics, Elections, and Professional Development).

- O. Ocean County - Sherry Mason was not in attendance but provided a report which indicated that the Association hosted a Registrars class on June 15th which was attended by approximately 50 Registrars. The next meeting is scheduled for October 28th where Bill Dressell will be providing a brief overview of NJ Manufacturers insurance for public employees. In addition, Michael Jedziniak of Surenian and Associates provided an update about COAH in New Jersey.
- P. Passaic County - Allan Susen was not present (no report filed).
- Q. Salem County - Cynthia Dalessio reported that a meeting was held on August 31st. Additionally, the Association met with representatives from NJ Advance Media to discuss some of the recent changes and challenges encountered with legal advertising. The next meeting is scheduled for November 30th.
- R. Somerset County - Pam Borek reported that their annual Fall Mini Conference is scheduled for September 14th at the Hillsborough Township Municipal Building for which attendees will receive CEU's in Professional Development (1), Licensing (2), Elections (1), and Finance (1.5).
- S. Sussex County - Lauren Kirkman was not in attendance, however the following report had been provided. Wantage Township Clerk and Administrator Jim Doherty passed away earlier this year. Jim held a RMC, CMC and MMC and was also a CMR. Additionally he was a QPA, and a Certified Public Manager and Certified Public Works Manager as well as Certified Recycling Coordinator. No other person in the State has held all of these qualifications simultaneously. In 2011, he received the Clerk of Year Award and was the longtime author of "The Quill". His presence will be sorely missed in Sussex County.

Additionally, the Association will be hosting a seminar on September 15, 2016 and topics will include Legalized Games of Chance, Social Media for Municipalities and OPRA.

- T. Union County - Doreen Cali was not in attendance, however the following report had been provided. The Association will be holding a meeting on September 21st and the speakers will include Eric C. Carlsen of Metro Shore Scan on digital record retention and archiving, Dennis Kobitz, Administrator Board of Elections on ADA polling requirements and Erica Rosso, Sr. of New Jersey Manufacturers Insurance (Account Representative).
- U. Warren County - Kelley Smith was not in attendance - no report filed.

There being no further business to come before the Executive Board, President Szabo adjourned the meeting at 11:07 am.

Respectfully submitted,
Eileen Gore, RMC, CMC, MMC
MCANJ Secretary
Minutes Approved 12/2/16