

**MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY  
ADVISORY BOARD MEETING MINUTES  
DECEMBER 12, 2014  
ARIANA'S GRAND, 800 RAHWAY AVENUE  
WOODBIDGE, NJ**

1. CALL TO ORDER

President Mitch called the meeting to order 10:40 AM.

2. FLAG SALUTE

Those in attendance saluted the flag, and President Mitch asked for a moment of silence to acknowledge our service men and women protecting our freedom.

3. ROLL CALL

Present:

President, John Mitch  
1<sup>st</sup> Vice President, Keith Kazmark  
2<sup>nd</sup> Vice President, Denise Szabo  
Secretary, Kevin Galland  
Executive Director, Joel Popkin

Absent:

Treasurer, Dina Zawadski  
Immediate Past President, Nancy Saffos  
Legal Counsel, Richard Lustgarten, Esq.

ADVISORY BOARD MEMBERS IN ATTENDANCE:

COUNTY	NAME	PRESENT	ABSENT	CONFERENCE CALL
ATLANTIC	CAROL DEGRASSI		X	
BERGEN	HEATHER MAILANDER	X		
BURLINGTON	PATRICIA HUNT	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	CEIL COVINO	X		
MERCER	SHARON YOUNG		X	
MIDDLESEX	BARBARA NYITRAI	X		
MONMOUTH	JANE GILLESPIE	X		
MORRIS	YANCY WAZIRMAS		X	
OCEAN	MARYANN ELLSWORTH		X	
PASSAIC	JANE WILLIAMS-WARREN	X		
SALEM	CYNTHIA DALESSIO		X	
SOMERSET	SHARON BRIENZA	X		
SUSSEX	LAUREN KIRKMAN		X	
UNION	JEFF JOTZ		X	
WARREN	KELLY SMITH		X	

4. APPROVAL OF MINUTES

Motion made by Ms. Joanne Kwasniewski, seconded by Ms. Sharon Brienza, and unanimously passed on voice vote, the minutes of September 19, 2014 Advisory Board Meeting were approved.

5. TREASURER'S REPORT

Treasurer Zawadski was not in attendance but did submit a report whereby President Mitch reported the following:

MCANJ Account Balances

Treasurer Zawadski provided the account balances as follows:

Scholarship Account - \$12,141.50

Raffle Account - \$1,725.00

Operating Account - \$53,666.27

Certificate of Deposit - \$105,186.48

Motion made by Mr. Vincent Buttiglieri, seconded by Mr. Alberto Cabrera, and unanimously passed on voice vote, the Treasurer's Report as of December 9, 2014 was accepted by the Advisory Board.

6. REPORT OF OFFICERS

a. SECRETARY

Secretary Galland reported that the deadline to submit applications for candidacy for MCANJ Executive Board is December 29, 2014 and that the deadline to submit nominations for Municipal Clerk Of The Year is also December 29, 2014. Applications are on the website and an e-blast went out last week reminding the membership of these dates.

Secretary Galland also reported that he represented the Association at the New Jersey State League of Municipalities' consulting period on Tuesday, November 18, 2014 during the League's convention. Secretary Galland stated that only one person approached him with a question.

Secretary Galland further reported that at the request of the Executive Director Secretary Galland mailed out the gift cards to the winners of the "Business Card" drawing conducted at the League of Municipalities' convention.

The winners are:

Ms. Alice Anne Pareti, Township of Bethlehem – Panera Bread Gift Card

Ms. Deborah C. Jackson, Borough of Lindenwold – TGI Friday Gift Card

Ms. Beverly Richards, Borough of Elmer – Bed Bath & Beyond Gift Card

Ms. Diane Grimaldi, Borough of New Milford – Stay at the Tropicana Hotel

Ms. Anna Rose Fedish, Township of Lafayette – Macy's Gift Card

b. TREASURER

Treasurer Zawadski was not in attendance but did submit a report whereby President Mitch reported the following:

As of December 1, 2014, there are 793 members.

<b>CATEGORY</b>	<b>TOTAL</b>
Full – Municipal Clerk	481
Affiliate – All Others	28
Honorary Membership (Retired)	45
Full – Clerk of Freeholder Board	2
Associate – Assistant Municipal Clerk	23
Associate – Deputy Municipal Clerk	191
Full – Acting Municipal Clerk	20
Associate – Deputy County Clerk	1
Full- County Clerk	2
<b>GRAND TOTAL</b>	<b>793</b>

President Mitch added that a great deal of effort has been expended by numerous individuals to increase the membership and the numbers reflect that effort. Through this report, President Mitch requested that Treasurer Zawadski provide a report, by County/Municipality, comparing registration to paid, to assure that all members who have registered have in fact paid. There is no County with 100% paid membership. The goal is to have over 800 paid members.

c. 2<sup>ND</sup> VICE PRESIDENT

Second Vice President Szabo thanked those individuals who responded to testing the on-line registration process for mini-conferences and the technology survey. The on-line registration process is ready to go, just needs dates, and at the request of the Board Members, Ms. Szabo will forward the results of the survey to same.

d. 1<sup>ST</sup> VICE PRESIDENT

First Vice President Kazmark thanked Ms. Joanne Kwasniewski and her committee for coordinating the Municipal Clerk Sessions at the League of Municipalities Convention. Mr. Kazmark reported that there were two negative events: (1) scanning issue at the ABC session; and (2) one of the speakers arrived late.

President Mitch added that there is a form in the upcoming edition of The Quill seeking volunteers for the 2015-2016 Committees. President Mitch requested that the Advisory Board Members get out the word and encourage members to participate.

e. IMMEDIATE PAST PRESIDENT

Not in attendance.

President Mitch stated that the Immediate Past President and the Treasurer are not feeling well and neither could be with us today.

f. PRESIDENT

- a. Confirmed - MCANJ 2015 Annual Education Conference/Annual Meeting set for Sunday, April 26, 2015 – Wednesday, April 29, 2015.

President Mitch provided a short synopsis of the progress being made by the Education Conference Committee and plans are coming into place.

- b. MCANJ to seek CEUs for IIMC sessions in CT. (A. Susen)

Mr. Alan Susen will be working with Mr. Dan Kaminski to have NJ Municipal Clerk CEUs approved for attending the IIMC Conference sessions in Hartford, CT.

- c. Additional Items

President Mitch reported that Ms. Laura Flagg from Rutgers is looking to put together an Athenian Leadership Society Dialogue presentation on the Sunday, the first day of our April Conference. Ms. Flagg will be reaching-out to the Executive Director to secure a room for the presentation.

Mr. Vincent Buttiglieri stated that IIMC has a list of facilitators that are available to conduct these sessions for the cost of their travel and rooming expenses.

President Mitch reported that the Executive Board is looking into some minor changes in policy and procedure to facilitate internal controls.

President Mitch reported that on the day of Mr. William Dressel's retirement announcement, Mr. Dressel called the President in the early AM to acknowledge the professionalism of the Municipal Clerks Association, its officers, past and present, and the membership. He stated that he holds our Association in high esteem. President Mitch invited Mr. Dressel to the April Conference, and Mr. Dressel plans on attending.

7. EXECUTIVE DIRECTOR

Executive Director Popkin reported that the fund balances for the Legal Defense Fund are as follows:

Certificate of Deposit - \$87,227.84

Checking Account - \$38,797.68

Total - \$126,025.52

Further, he stated that new members continue to join the fund.

The Executive Director stated that: he is working with Quick Books for the Association's Financial Reporting and although there are some issues with the reports, the data is accurate and has been generated and reported to the Executive Board; Bonding for the Executive Board members is being secured which will protect the Board Members and the Association; that he has Save-The-Date cards with him and encourages the members to take same for distribution at future meetings; Education Conference – everything is set with

the hotel, two towers have been upgraded, the cost per night is \$65.00 with fees and taxes additional; and a Corporate Annual Report for the Association has been completed and filed.

In response to a question regarding the registration fee, President Mitch stated that the fee will be finalized in early January after the expenses for the event have been finalized.

## 8. OTHER REPORTS

- a) LEGAL COUNSEL – Legal Counsel Richard Lustgarten has been excused.
- b) CONSTITUTION & BYLAWS – Ms. Eileen Gore not in attendance.
- c) EDUCATION COMMITTEE – Ms. Joanne Kwasniewski reported that all went well with the education sessions at the League of Municipalities Convention and that she is currently working on descriptions and titles for the courses to be held at the Association’s Education Conference.
- d) EDUCATION CONFERENCE COMMITTEE – Ms. Sharon Brienza and Ms. Heather Mailander stated that there was nothing additional to report at this time.
- e) ELECTIONS – Ms. Jane Williams-Warren thanked everyone for attending her retirement dinner and supporting her career; being a municipal clerk was a great experience; and being part of this association was rewarding. Ms. Williams-Warren stated that the Elections Committee will be meeting soon in Montclair and the committee will keep the Association posted.
- f) FUND RAISING – Ms. Doreen Cali reported that new inventory will be purchased for fund raising at the Education Conference.
- g) INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK – President Mitch thanked Ms. Daina Dale for her efforts regarding the webpage and Mr. Drew Pavlica stated that there are some 370 “likes” on the Facebook page which he believes to be a success. Drew Pavlica also reported that First Vice President Kazmark and Second Vice President Szabo each recently took chief control of the daily posting for the MCANJ Facebook Page at two different times when Drew Pavlica was on vacation. Having two additional MCANJ Officers gain experience administering the Facebook Page, in addition to Information/Technology Committee Members Pavlica, Daina Dale and Jim Doherty, diversified those with experience keeping the Facebook Page active, in case of the unavailability of Information/IT Committee Members to administer the Page.
- h) LEGAL DEFENSE FUND – Ms. Sharon Brienza reported that the Executive Board finally approved the revisions to the by-laws and same will be posted on the website.

- i) LEGISLATIVE REVIEW COMMITTEE – Ms. Kim-Marie White not in attendance. President Mitch stated that the committee’s reports are on line and the committee is doing a great job.
- j) MANUAL REVIEW COMMITTEE – Ms. Deanna Bennett reported that the updates for the latest supplements should be on line, if not, they will be there soon. The records section was a total re-write and the Executive Director will follow-up to determine how supplements can be obtained.
- k) MEMBERSHIP/PEER ALLIANCE NORTH – Mr. Drew Pavlica stated that he looks forward to receiving the membership report comparing membership registered vs. paid. He will then campaign to have those non-paying members pay the fee.
- l) MEMBERSHIP/PEER ALLIANCE CENTRAL – Ms. Ceil Covino dittoed Mr. Pavlica’s report.
- m) MEMBERSHIP/PEER ALLIANCE SOUTH – Ms. Denise Brouse not in attendance.
- n) PAST PRESIDENT’S COUNCIL – Mr. Drew Pavlica stated that he had no report at this time.
- o) PROFESSIONAL DEVELOPMENT/MINI CONFERENCES – Ms. Joanne Kwasniewski reported that the on-line mini conference registration is ready to go live; the test was very successful; and process is user friendly.
- p) PUBLIC RELATIONS/MCANJ BOOTH – Ms. Ceil Covino and Executive Director Popkin reported that the new booth was used at the League Convention and all went well with the erection and take-down of the booth. President Mitch volunteered Mr. Alberto Cabrera, Mr. Vincent Buttiglieri and Ms. Ceil Covino as the new booth committee to be on hand for this effort going forward.
- q) QUILL – Mr. Jim Doherty not in attendance. President Mitch stated that the January issue is ready to be released and that there were two candidates recommended to replace Mr. Doherty. Mr. Joseph Kostecki, Borough Administrator/Municipal Clerk of the Borough of South Toms River has been selected to fill some very large shoes to be left by Mr. Doherty’s voluntary departure from the position of Editor of The Quill, effective July 1, 2015.
- r) RAFFLES – Ms. Yancy Wazirmas not in attendance. Ms. Heather Mailander stated that she would handle the requirements to conduct a 50/50 raffle at the Education Conference.
- s) RECORDS – Mr. Jeff Jotz not in attendance.
- t) RESOLUTIONS – Ms. Sandy Bohinski and Ms. Marie Elena Macari not in attendance. President Mitch reported that he keeps this committee informed of retirements, deaths, etc.
- u) SCHOLARSHIPS – Ms. Karen Hughes not in attendance.

- v) AD HOC: HISTORICAL REPORT – Mr. Drew Pavlica reported that he and Jim Doherty continue to work on the project.
- w) REGION II – ANDREW J. PAVLICA – Mr. Drew Pavlica reported that the regional meeting for Region II is scheduled for January 14-16, 2015 in Dover Delaware; that the Milwaukee IIMC Conference was deemed a success; that he is looking forward to the conference in Hartford in the Spring; that there is a new IIMC Director of Education, Dr. Jane Long; and that the IIMC annual dues will be increasing by \$10.00.
- x) IIMC – VINCENT BUTTIGLIERI – Mr. Vincent Buttiglieri reported that there are many scholarships available for municipal clerks to help pay for conference registrations. Mr. Buttiglieri encouraged members to apply for these scholarships. As a follow-up to Mr. Pavlica's report regarding Dr. Long, Mr. Buttiglieri reported that Dr. Long will be coming on board January 1, 2015; will be based in Chicago and will be spending one week a month at IIMC headquarters; and will be working on developing on-line training institute.

Mr. Buttiglieri also reported that the CEU's earned toward New Jersey State Certification, effective January 1, 2015, will count as 47 credits toward your IIMC-CMC. Historically it was only 20 credits, which results in a large discrepancy between clerks who started the program prior to January 1, 2015 and those starting after that date. Mr. Buttiglieri is working on resolving this discrepancy.

9. NEW BUSINESS – Mr. Vincent Buttiglieri provided his report under the IIMC report.

10. OLD BUSINESS – Ms. Joanne Kwasniewski questioned why the Association was waiting to establish the IIMC Scholarship for New Jersey Clerks to attend IIMC Conferences. Ms. Kwasniewski stated that with the account balances stated at this meeting it appears that funds are available to move on this issue.

President Mitch asked Mr. Vincent Buttiglieri to explain, which he did, the program. Further Mr. Buttiglieri stated that at the last meeting there was agreement to move forward with the program with funding next year after we have passed the first half of next year when annual dues and conference registration fees will come in. Mr. Allen Susen recommended that \$10,000 be ear-marked for this program so that this amount is dedicated for this program.

There was additional discussion regarding additional scholarships for New Jersey Clerks to attend the Association's Education Conference, which would provide the opportunity for all of our members to receive scholarships, not just New Jersey IIMC Clerks to receive scholarships for the IIMC Conference.

Executive Director Popkin suggested that we use non-MCANJ membership dues money for the IIMC Scholarship such as money raised via 50/50 raffles.

After a lengthy discussion, President Mitch suggested that the Scholarship Committee be engaged some more to help address this issue and come back at the next meeting for further discussion. Perhaps an ad-hoc committee can be formed.

**FOR INFORMATIONAL PURPOSES** – below is an excerpt from the minutes of the September 19, 2014 Advisory Board Meeting, which minutes were approved at this meeting.

*Legal Counsel Richard Lustgarten then proposed that the board could make a motion, which would endorse the concept, while reserving the decision on the amount of money as well as the time frame for funding. He proposed the following motion:*

*‘The concept of creating an endowment as presented is approved by the Board subject to the Board determining that it be fiscally responsible to fund the endowment’.*

*A motion was made by Mr. Vincent Buttiglieri, seconded by Ms. Joanne Kwasniewski, to approve the proposed motion. President Mitch clarified that with this motion, the minimum amount to be funded would be \$5,000.00, although it could be higher dependent on the fiscal condition of the Association at the time of funding. President Mitch then called for a voice vote to approve the motion. Motion carried.*

## 11. REPORTS OF COUNTY ADVISORY BOARD MEMBERS

ATLANTIC – Ms. Carol Degrassi not in attendance.

BERGEN – Ms. Heather Mailander reported that at the October meeting, the Bergen County Municipal Clerks’ Association had all of the County officials speak, with representatives from the County Clerk’s Office; the Superintendent of Elections; and the Board of Elections. We received CEUs in Elections. In addition, Neil Grant was honored, as he is retiring on December 31, 2014.

The Annual Meeting was held on December 11<sup>th</sup>, and we swore-in our new officers. Christine Demiris, of New Milford, will be our County President for 2015. We also honored four retirees: Fran Garlicki of Bogota; Virginia DeMaria of Rochelle Park; Barbara Rae of Edgewater; and Diane Thornley of Wood-Ridge.

In addition, the Bergen County Municipal Clerks’ Association is planning our 75<sup>th</sup> Anniversary celebration, in the fall of 2015, with Joanne Kwasniewski and Wanda Worner as Co-Chairs of the events.

BURLINGTON – Ms. Patricia Hunt reported that during the second half of the 2014 year, Burlington County MCA held the following meetings/events:

### **February 18, 2014 – Burlington County Special Services School**

1. Annual Elections Meeting with County Agencies

### **June 19, 2014 – Spring Meeting - Café Madison**

1. Bill Kearns, Esq. – OPRA
2. Christine Donohue – LGCCC – Licensing Overview  
CEU’s – Records (1), Licensing (1)

### **September 26, 2014 – Fall Mini Conference – Burlington County Training Center**

1. Joseph Monzo – Local Finance Notices
2. Armando Riccio, Esq. - Legal Mind Field with Practical Solutions Related to Employment Issues



3. Bill Kearns, Esq. – Understanding OPRA
4. Michael Bonner & David Gross – Property Pilot – How New Technology Improves Municipal Record Keeping  
CEU's – Finance (1.5), Records (2.5), Ethics (1.5), Information Technology (1.5) for RMC

Municipal Finance Officers, County Finance Officers, Tax Collectors, Public Works Managers, QPA's also received CEU's

### **October 16, 2014 – Municipal Clerk/Registrar's Meeting – Moorestown Township**

1. Vinnie Arrisi, State Registrar – VIP Training, Marriage – Legal and Requirements  
CEU's – CMR (6) RMC – Records (2), Professional Development (2), Licensing (1)

All were a great success.

Officers will be sworn in at the first annual meeting in late January or February.

**CAMDEN** – Ms. Deanna Bennett reported that Camden's Holiday Party is scheduled for next week and new Board members will be elected.

**CAPE MAY** – Mr. Scott Jett was unable to attend the meeting but submitted a report in advance of same.

The Cape May County Municipal Clerks Association met on Wednesday, December 3 for its quarterly meeting. Sheila Cottrell, Deputy Clerk of the City of Ocean City, was sworn in for a 2-year term as President by CMC County Clerk Rita Fulginiti. W. Scott Jett, City Clerk of the City of North Wildwood, was sworn in as Vice-President, with Julie Picard, Township Clerk of Lower Township, and Patricia Feketics, Deputy Clerk of the Borough of Wildwood Crest, sworn in as Treasurer and Secretary, respectively.

Outgoing President Chris Wood announced that the charity he has chosen for the annual Christmas donation will be Family Promise of Cape May County, an organization that collaborates with local churches to provide temporary housing for homeless families. After the announcement of the charity, Association members handed in a total of \$545 for the donation, which was forwarded to Family Promise the following morning.

All members congratulated and thanked Chris Wood for his 8 total years of service on the Executive Board of the Association. Cape May City Mayor Edward Mahaney asked for a moment to share some remarks, and thanked all Municipal Clerks for the wonderful work that they perform, most of which goes unnoticed by the public. Mahaney stated that Municipal Clerks are usually the glue that holds the rest of the municipality together, and congratulated all for a job well done.

The next meeting will be held in February, time and date TBA. Michael Kennedy, a Registrar at the Cape May County Board of Elections, will be the guest speaker.

Sorry I can't be there on Friday...Merry Christmas.

**CUMBERLAND** – Ms. Susan Robostello not in attendance.

ESSEX – Ms. Linda Wanat stated the Essex County Municipal Clerks presented its annual mini-conference in October, which was a huge success. New officers for 2015 will be elected at a meeting to be held in January.

GLOUCESTER – Ms. Patricia Frontino not in attendance.

HUDSON – Mr. Alberto Cabrera stated that he is pleased to report that the Bergen County Municipal Clerks Association has reached out to the clerks in Hudson County and have invited them to join the Bergen County Clerks at all functions as Hudson County does not have an active association at this time.

HUNTERDON – Ms. Ceil Covino reported that new officers were elected in October.

MERCER – Ms. Sharon Young was not able to attend, but submitted the following report in advance of the meeting:

Mercer County Municipal Clerks held a meeting on October 1, 2014 where a pre-election workshop was held, which included county and state representatives. Election review and round table discussions were held and credits in Elections were earned.

MIDDLESEX – Barbara Nyitrai reported that at the October meeting Property Pilot made a presentation and CEUs were earned. At the next scheduled meeting the subject matter will be Tax Appeals and again CEUs will be provided.

MONMOUTH – Ms. Jane Marban provided a report which was not recorded.

MORRIS – Yancy Wazirmas not in attendance.

OCEAN – Ms. Maryann Ellsworth has retired and no report for Ocean County was available.

PASSAIC – Ms. Jane Williams-Warren reported that the Passaic County Municipal Clerks held an elections meeting, CEUs provided and new officers were elected at the Holiday meeting in December. Ms. Williams-Warren also reported that there was an issue with the plastic covering over the names in the voting machines. Bubbles in the plastic made it difficult to read the names and the placement of the names of the school board candidates at the bottom of the plate made it difficult to find. These issues were forwarded to the Passaic County Superintendent of Elections.

SALEM – Ms. Cynthia Dalessio was not able to attend, but submitted the following report in advance of the meeting:

Salem County Clerks Association will hold a special meeting on January 28, 2015 for election of officers. The next regular meeting will be April 29, 2015, location and agenda to be determined.

SOMERSET – Ms. Sharon Brienza reported that 19<sup>th</sup> annual Toy & Food Drive to support the Somerset Food Bank will be conducted; new officers will be elected; and scholarships awarded.

SUSSEX – Ms. Kirkman not in attendance.

UNION – Mr. Jeff Jotz not in attendance.

WARREN – Ms. Kelly Smith not in attendance.

12. NEXT ADVISORY BOARD MEETING:

DATE: Friday, March 13, 2015

LOCATION: Woodbridge Municipal Building, Woodbridge, NJ

13. FUTURE DATES

REGION II - January 14<sup>th</sup> through the 16<sup>th</sup>, 2015, Dover, Delaware.

MCANJ Annual Education Conference: April 26 – 29, 2015

Annual Meeting, Monday, April 27, 2015 (Atlantic City)

14. ADJOURNMENT

Motion made by Mr. Drew Pavlica, seconded by Mr. Alberto Cabrera and unanimously passed by voice vote at 12:23 PM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary