

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING
23 October 2015 @ 10:00 am
5 Brophy Lane
Woodland Park, NJ 07424

1. CALL TO ORDER
2. FLAG SALUTE AND MOMENT OF SILENCE
3. ROLL CALL
4. APPROVAL OF MINUTES

14 August 2015 – Executive Board Transition Meeting

5. TREASURER'S REPORT KEVIN GALLAND/JOEL POPKIN

- A. MCANJ Account Balances
- B. Profit & Loss Budget V. Actual

6. REPORT OF OFFICERS

SECRETARY: DIANE PFLUGFELDER

TREASURER: KEVIN GALLAND

- A. Membership Report

2ND VICE PRESIDENT: DINA ZAWADSKI

- A. Constitution & By-Laws Updates Posted

1ST VICE PRESIDENT: DENISE SZABO

- A. League Of Municipalities Conference
 - a. Education Sessions

PRESIDENT: KEITH KAZMARK

- A. OPRA – Letter from Mayor Chiarello
- B. Constitution & By-Laws Recommendations from Committee
- C. Mailing to Non-MCANJ Member Clerks
- D. Appointments:
 - a. Patty Hunt – Raffle Chair (asked)
 - b. Michele Reilly – Advisory Board – Morris County
- E. 2016 Annual Education Conference
- F. League OPRA Session – 1 December 2015 – Tinton Falls
- G. Scholarship Language Added to Rutgers RMC and CMC/MMC Program Brochures
- H. NJ Pins For IIMC Conference
- I. Executive Director Reimbursement Requirements
- J. Municipal Clerks Spotlight Award – Michele Seigfried, Robbinsville
- K. NJSLM Elected Officials Seminar
 - A. 9 January 2016 (KEITH)
THE RENAISSANCE MEADOWLANDS HOTEL, RUTHERFORD
 - B. 23 January 2016 (Dina)
THE HOTEL ML IN MOUNT LAURLE

IMMEDIATE PAST PRESIDENT: JOHN MITCH

A. Updated SOP, Policies And Bylaws

LEGAL COUNSEL: RICHARD LUSTGARTEN, ESQ.

A. Tenure Statute

EXECUTIVE DIRECTOR: JOEL POPKIN

A. SEE ATTACHED

7. OLD BUSINESS

8. NEW BUSINESS

9. ADJOURNMENT

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Woodland Park, New Jersey on 23 October 2015. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 10:11 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1st Vice President; Dina Zawadski, 2nd Vice President; and, Diane M Pflugfelder, Secretary

Absent: Kevin Galland, Treasurer; and, John Mitch, Immediate Past President

Also, Present: Joel Popkin, Executive Director; and, Richard Lustgarten, Association Counsel.

APPROVAL OF MINUTES

A motion by Dina Zawadski to adopt the minutes of 19 September 2015, carried.

REPORTS

TREASURER

Prepared reports were received from Treasurer Galland for Profit/Loss and General Ledger and placed on file. (Attachment A) A prepared report was received from Executive Director Popkin with Account Balances to date and placed on file. (Attachment B) A motion by Dina Zawadski to accept said reports carried.

SECRETARY

It was reported that all MACNJ documents have been transferred to a dedicated MCANJ Google drive. It was suggested that a file be created within the Google drive for a collection of form letters.

TREASURER

MCANJ Membership 2015/2016

Treasurer Galland reported that as of October 16, 2015, 662 members have registered their membership with the Association and that 556 members have paid their 2015/16 fiscal year dues, with a break-down of registered members by category as follows:

MCANJ, INC.
MEMBERSHIP SUMMARY
(REPORTED 10/16/2015)

CATEGORY	TOTAL
Full - Municipal Clerk	400
Affiliate - All Others	17
Honorary Membership (Retired)	57
Full - Clerk of Freeholder Board	1

Associate - Assistant Municipal Clerk	17
Associate - Deputy Municipal Clerk	163
Full - Acting Municipal Clerk	3
Associate - Deputy County Clerk	3
Full - County Clerk	1
<hr/>	
GRAND TOTAL	662

1st VICE PRESIDENT

New Jersey State League of Municipalities 2015 Education Conference

1st Vice President Szabo reported that all NJLM sessions have been set.

Membership Drive

1st Vice President Szabo stated that she would send President Kazmark the data necessary for a membership e-blast reminder. It was agreed that a paper letter would be forwarded to those RMC holders who are not currently MCANJ members.

PRESIDENT

OPRA – Letter from Mayor Chiarello

President Kazmark informed those present of this letter and the potential for a revisit the OPRA/OPMA legislature during the lame duck session. He stated that after the General Election he would forward a letter to the Honorable Loretta Weinberg to pare down the expenses and remind her that the MCANJ position focuses on time consumption and the personal liability of the Municipal Clerk.

CONSTITUTION & BY-LAWS RECOMMENDATIONS FROM COMMITTEE

President Kazmark presented the concept that there is no need for annual filing of MCANJ Officer's positions other than Secretary. It was agreed that a Vacancy Law provision must remain within the policy. In closure, President Kazmark agreed to contact Eileen Gore, Chair of the Constitution & By-Laws Committee and put her in contact with Richard Lustgarden, MCANJ Legal Counsel.

APPOINTMENTS

President Kazmark appointed Patty Hunt as Raffle Chair.

President Kazmark appointed Michele Reilly as Morris County Advisory Board member.

2016 ANNUAL EDUCATION CONFERENCE

President Kazmark indicated that the 2016 Education Conference logo had been generated and an Education conference planning meeting would be at 12 noon today.

LEAGUE OPRA SESSION – 1 DECEMBER, 2015 – TINTON FALLS

President Kazmark announced that NJLM would be conducting an ORPA Session on 1 December, 2015 at Tinton Falls, NJ.

SCHOLARSHIP LANGUAGE ADDED TO RUTGERS RMC AND CMC/MMC PROGRAM BROCHURES

President Kazmark announced that Rutgers had included Scholarship Language within the Rutgers RMC and CMC/MMC Program Brochures.

MCANJ LAPEL PINS

President Kazmark presented a draft of the "VINNY" deigned lapel pin for IIMC distribution to acknowledge the appointment of Vincent Buttiglieri as IIMC President 2016. The quote for production of 500 pins was received at \$1.24 per pin for a cost of \$620.00. A motion by 2ND Vice President Zawadski to authorize the ordering of "Vinny" lapel pins for distribution at the 2016 IIMC conference at a cost not to exceed \$650.00 carried.

EXECUTIVE DIRECTOR REIMBURSEMENT REQUIREMENTS

During this discussion, Executive Director Joel Popkin left the meeting, at 10:45 am. Executive Director Popkin returned to the meeting at 11:04 am.

A motion by 2ND Vice President Zawadski regarding the following requirements of Executive Director Popkin regarding reimbursements carried.

- a). The Quarter ending in September 2015 would be paid \$1400.00 as submitted by Executive Director Popkin.
- b). Any and all future reimbursement requests shall be more thoroughly documented stating travel/time; mileage; data compensation; cell phone charges; etc.; and that any large reimbursements include original invoices..
- c). Executive Director Popkin shall conclude all reimbursement requests with a certification signature line.

MUNICIAPL CLERK SPOTLIGHT AWARD – Michele Seigfried, Robbinsville

President Kazmark reported that he would forward a \$50 gift card to Michele Seigfried as the third quarter recipient. One application has been received to date for the fourth quarter.

NJLM ELECTED OFFICIALS SEMINAR

President Kazmark reminded those present that the NJLM seminars have been scheduled for the following;

- 9 January 2016
THE RENAISSANCE MEADOWLANDS HOTEL, RUTHERFORD
President Kazmark will be speaking
- 23 January 2016
THE HOTEL ML IN MOUNT LAURLE
2ND Vice President Zawadski will be speaking

IMMEDIATE PAST PRESIDENT

Immediate Past President Mitch had submitted updated SOP, Policies and By-Laws via the Google drive. Following review, a motion by 1ST Vice President Szabo to accept the amendments as presented carried. This document shall be saved to Google drive, but is not made available to the entire membership.

LEGAL COUNSEL

Tenure Statute

Legal Counsel Lustgarten reported on the 60 day look back after a three-year appointment of a Municipal Clerk. After review it was agreed MCANJ would not support a change in legislation at this time. The Executive Board would continue to monitor if the trend continues for non-reappointment of Municipal Clerks.

Retirement

Legal Counsel Lustgarten announced his retirement, effective 31 December 2015. He stated that he would continue to prepared a publication for the Quill, as well as be available for seminars and consultation. 1ST. Vice President Szabo agreed to take the lead on a Legal Counsel search by defining limitations for legal services/litigation; salary requirements; municipal clerks understanding; and, resume. Legal Counsel Lustgarten agreed to review a RFP for the position.

EXECUTIVE DIRECTOR

Executive Director Popkin informed those present that his report had been posted on the MCANJ Google Drive (Attachment C).

LEGAL DEFENSE FUND

Executive Director Popkin expressed concern that members continue to have difficulty following directions for electronic online LDF renewal processing. It was agreed to amend the screen to include a bold, red "SEND" for submission of an application and, a statement stating that this application is not complete until the check for this application has been received. It was agreed that the ten-day grace period between receipt of the electronic application and check shall continue, contingent upon the electronic submission being received on or before 1 October.

Discussion ensued on the Legal Defense Fund Committee and the changes since its conception. It was suggested that the Committee consist of three members who shall process a LDF request. Executive Director Popkin would submit a clean copy with suggested verbiage at the next Executive Board meeting for review and consideration.

NJ CONFERENCE OF MAYORS CONFERENCE INVITATION

Executive Director Popkin announced that MCANJ had received an invitation to the NJ Conference of Mayors Conference in spring 2016. Following discussion, it was agreed that MACNJ would not be attending the NJ Conference of Mayors Conference.

IIMC REGION II

Executive Director Popkin reported that MCANJ would be collecting all the registration fees for the IIMC Region II Conference 12-14 January 2016 at the Resorts in Atlantic City, New Jersey and reimbursing Rutgers for their portion of the program. Sherry Mason would be forwarding an e-blast to the MCANJ membership within the first week of November to remind them of the Region II Conference. This IIMC conference would be by paper registration submitted to Eileen Gore. If the enrollment is less than 40 participants the program can be canceled.

MCANJ MANUAL

Executive Director Popkin stated that Coded System updates go to Rutgers for distribution. President Kazmark announced that he would contact Laura Flagg of Rutgers to attend the next Executive Board

meeting to obtain a proposal for them to prepare, maintain and distribute the MCANJ Manual. Concerns were expressed that the Manual continue to be available on-line for the general membership.

LEGALIZED GAMES OF CHANCE APPLICATION

Executive Director Popkin reported that the Legalized Games of Chance Application has been filed with the Division of Consumer Affairs.

NEW JERSEY LEAGUE OF MUNICIPALITIES

Executive Director Popkin informed those present that he would require assistance with the setup and breaking down of the MCANJ booth at the NJLM Conference in November. Following discussion, it was agreed to pay the trucker for delivery of the supplies and booth as well as the setup and break down of the booth on the NJSLM convention floor. Ceil Covino is attempting to get volunteers to sit at the booth throughout the conference. Executive Director Popkin reported that all rooms and contracts for the NJLM Conference have been completed. He is awaiting AV needs for some sessions.

PHONE CONFERENCE SYSTEM

Executive Director Popkin reported that Alan Susan has been using a "Free Conference" program online system for the Regional II conference planning. 1st Vice President Szabo reported that an offer had been previously made by NJLM for the MACNJ use of their tele-conferencing system. President Kazmark will investigate.

ADJOURNMENT

There being no further business, a motion by 2nd Vice President Zawadski to adjourn the meeting carried. Meeting adjourned at 12:20 p.m.

Diane M Pflugfelder RMC/MMC
Secretary MCANJ
Minutes Approved 22 January 2016

ATTACHMENT A

9:06 AM
10/06/15
Accrual Basis

**MCANJ
Profit & Loss Budget vs. Actual - EB+AB Report
July 1 through October 6, 2015**

	Jul 1 - Oct 6, 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Uncategorized Income	1,500.00	0.00	1,500.00	100.0%
Investment Income				
Interest Income				
Interest Inc-Legal Defense Fund	142.99	133.07	9.92	107.2%
Interest Income-Operating Fund	271.94	133.07	138.87	204.4%
Total Interest Income	414.53	266.14	148.39	155.8%
Total Investment Income	414.53	266.14	148.39	155.8%
Program Income				
Membership Dues Revenue				
Membership Dues-Legal Defense	7,175.00	7,000.00	175.00	102.5%
Membership Dues-Operating Fund	44,950.00	68,000.00	-23,050.00	66.1%
Total Membership Dues Revenue	52,125.00	75,000.00	-22,875.00	69.5%
Quill Newsletter Revenues	0.00	663.71	-663.71	0.0%
Total Program Income	52,125.00	75,663.71	-23,538.71	68.9%
Total Income	54,039.53	75,929.85	-21,890.32	71.2%
Gross Profit	54,039.53	75,929.85	-21,890.32	71.2%
Expense				
Program Expenses				
Conferences Expense				
Annual Conference 2016 Expenses	1,000.00	500.00	500.00	200.0%
League Conferences Expense				
MCANJ Booth Expenses	0.00	1,750.00	-1,750.00	0.0%
NJLM Other Expenses	0.00	1,193.55	-1,193.55	0.0%
Total League Conferences Expense	0.00	2,943.55	-2,943.55	0.0%
Total Conferences Expense	1,000.00	3,443.55	-2,443.55	29.0%
Contingency Expense	0.00	199.60	-199.60	0.0%
Newsletter Expenses				
Quill Printing & Postage	2,415.60	3,133.06	-717.46	77.1%
Total Newsletter Expenses	2,415.60	3,133.06	-717.46	77.1%
Retirement-Pins/Plaques/Awards	79.80	426.13	-346.33	18.7%
Spotlight Awards	0.00	52.90	-52.90	0.0%
Total Program Expenses	3,495.40	7,255.24	-3,759.84	48.2%
Contract Services				
CPA Fees	1,200.00	1,375.00	-175.00	87.3%
Legal Defense Fund Expenses				
Legal Fees	0.00	350.00	-350.00	0.0%
Claims	0.00	1,995.97	-1,995.97	0.0%
Total Legal Defense Fund Expenses	0.00	2,345.97	-2,345.97	0.0%

ATTACHMENT B

MUNICIPAL CLERKS ASSOCIATION ACCOUNT BALANCES AS OF: October 16, 2015

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE
Scholarship	4284096413	\$16,685.50
Raffle	3453661257	\$1,703.00
Operating	7861948276	\$60,212.50
Total		\$78,601.00

ATTACHMENT C

MCANJ EXECUTIVE BOARD MEETING
OCTOBER 23, 2015
REPORT FROM EXECUTIVE DIRECTOR

1. Legal Defense Fund
 - A. Membership Update
 - B. Issues with Renewals
 - C. Amendments to LDF Bylaws
2. NJ Conference of Mayors Conference Invitation
3. Membership Concerns (See Attached)
4. IIMC Region II – 2016 Update
5. 2016 Conference Update
 - A. Local 54 –Hotel Workers in AC
 - B. Information for Booth in AC
6. Manual
 - A. Current Timeline
 - B. Proposed Revision to Structure of Manual Committee (See Attached)
7. Legalized Games of Chance Application filed with Division of Consumer Affairs
8. Reimbursement Vouchers for Executive Director
9. League of Municipalities
 - A. Booth Schedule – Need Volunteers
 - B. Booth 706 – Assistance in Set-Up and Take Down
 - C. Room Reservation Complete
 - D. Contracts for Booth, Booth Equipment, and Electric are Complete
 - E. Trucker Proposal
10. Phone Conference Systems

	2015/ 2016	2014	2013	2012	2011	2010	2009	2008	2007
	<i>as of 10/6/15</i>								
Total Municipalities Renewed	401	488	493	502	510	513	502	494	516
Number of Municipalities	565	565	565	566	566	566	566	566	566
Percent Municipalities Renewed	71%	86%	87%	89%	90%	91%	89%	87%	91%
Full - Municipal Clerk	398	492	457	495	502	501	497	474	500

Full - Acting Municipal Clerk	3	22	26	7	8	12	15	20	16
Full - County Clerk	1	2	4	11	8	1	8	6	11
Full - Clerk of Freeholder Board	1	2	4	5	3	0	4	3	0
Associated - Deputy Municipal Clerk	162	194	171	229	231	240	257	244	272
Associate - Assistant Municipal Clerk	17	23	22	18	15	24	15	21	5
Associated - Deputy County Clerk	3	1	1	6	3	0	2	1	12
Associate - Deputy Clerk of Freeholder Board	0	0	1	0	0	0	0	0	0
Affiliate - All Other	17	37	25	23	17	0	24	14	20
Honorary Members (Retired)	57	47	21	0	0	17	0	0	0
	659	820	732	794	787	795	822	783	836

MCANJ MANUAL REVIEW
Proposal for Change – As of Oct., 2015

Facts:

1. Manual is a concern to the Education Committee and Rutgers
2. Updates have been made with the input of less than approx. 5 or 6 people.
3. Much needs to be deleted from Manual
4. Manual Committee structure has not been a success in the past
5. We need to make more of a commitment to the Manual with both staff and dollars.
6. Other disciplines do not own the Manual. Rutgers pays people to update them.

Proposal:

1. Two Co-Chairs should be responsible for the Manual

(Give a stipend of \$750 each)

Define Responsibilities:

- A. Oversee the Editorial Board
- B. Seek input for amendments from Instructors, Education Committee, and Executive Board
- C. Implement time line for input, editing, approvals, codification, and Rutgers deadlines.
- D. Give Update Reports to Executive Board

(Give a stipend of \$750 each)

2. Eliminate appointment of Committee Members (as we have in the past – with no defined responsibilities)

3. Appoint an “Editorial Board” of 4 members.

Give an hourly stipend of \$25.00 per hour (with a maximum of 20 hours per person)

Define Responsibilities:

- A. Meet 3 or 4 half days to revise manual.
- B. Work with and under direction of the two Co-Chairs.
- C. Work with-in a defined schedule.
- D. Send final draft of the “Updates” to Instructors, Education Committee, Executive Board, Rutgers, and DCA