

An Advisory Meeting of the Municipal Clerks' Association of New Jersey was held in the Woodbridge Town Hall, Woodbridge, New Jersey on 11 September 2015. The meeting was opened by President Kazmark with the Pledge of Allegiance and a Moment of Silence at 10:05 a.m.

Present: Keith Kazmark, President; Denise Szabo, 1st Vice President; Dina Zawadski, 2nd Vice President; Kevin Galland, Treasurer; Diane M Pflugfelder, Secretary; John Mitch, Immediate Past President

Also, Present: Joel Popkin, Executive Director; Debra Sopronyi, Mercer County; Eileen Gore, Constitution & Bylaws (arrived at 10:20 am); Joanne Kwasniewski, Education & Professional Development; and, Joan Moreland, Past Presidents Council.

Present, via conference call: Heather Mailander, Bergen County; Susan Robostello, Cumberland County; Patricia Frontino, Gloucester County; Kim Marie White, Legislative Review for Laws;

APPROVAL OF MINUTES

A motion by Denise Szabo to adopt the minutes of 13 March 2015, carried.

REPORTS

TREASURER

A prepared report was received from Kevin Galland, Treasurer and placed on file. (Attachment A) A motion by John Mitch to accept said reports carried.

SECRETARY

Dina Zawadski, 2nd Vice President, reported that the application for MCANJ candidacy and the Municipal Clerk of the Year nomination form are available on the MCANJ website. The submission deadline for both is 28 December 2015.

TREASURER

Kevin Galland, Treasurer read the following report; as of 9 September 2015, 599 members have registered with the Association and 404 members have paid their 2015/2016 fiscal year dues, with a break-down of registered membership as follows;

Full – Municipal Clerk	356
Full – Acting Municipal Clerk	2
Full – County Clerk	1
Full – Clerk of Freeholder Board	1
Associate – Deputy Municipal Clerk	150
Associate – Assistant Municipal Clerk	16
Associate - Deputy County Clerk	2
Honorary Membership (Retired)	55
Affiliate – All Others	16
Grand Total	599

2nd VICE PRESIDENT

Dina Zawadski, 2nd Vice President, stated that the annual MCANJ Education Conference was scheduled for 26-29 April 2016. Registration on or before 1 April would be \$310.00 and a non-member \$445.00. Registration after 1 April 2016 for a MCANJ member would be \$360.00 and non-members \$495.00. Payments for the conference are made to the 2nd Vice President. All information in to be posted on the MCANJ website.

1st VICE PRESIDENT

Denise Szabo, 1st Vice President, announced that the education sessions for the NJSL Conference by MCANJ have been finalized. CEUs will be offered in Professional Development, Finance, Elections, Licensing and Records. A unique session this year will be one which is co-sponsored with the New Jersey Parks & Recreation Association. It is titled Management/Licensing/Liabilities for Special Events. The session will review licensing, risk management including insurance and liabilities, food handling and alcoholic distribution and consumption. The session will be moderated by Mayor Doherty of Belmar Borough, who had to shut down access to the municipality after an excess crowd threatened public safety.

IMMEDIATE PAST PRESIDENT

John Mitch, Immediate Past President, conveyed that he continues to work on the SOP amendments with Denise Szabo, 1st Vice President.

PRESIDENT

MCANJ 2016 ANNUAL EDUCATION CONFERENCE/ANNUAL MEETING

President Kazmark stated that the conference begins Sunday, 24 April and runs thru Wednesday, 27 April 2016. Conference planning meetings will transpire via conference call on 22 September and a meeting on 23 October in Woodland Park Borough.

IIMC REGION II CONFERENCE

President Kazmark informed those present that the IIMC Region II Conference will be 12-14 January 2016. Alan Susen is the Chairperson of this conference planning committee. The conference will include an Athenian Dialogue, opportunity to earn CMC and MMC credits as well as RMC CEUs. A block of room at the Resorts has been reserved at the rate of \$55 per night.

OPRA/OPMA/GRC UPDATE

OPRA

President Kazmark reported that the OPRA Bill does not appear to have the votes to get out of the Finance Committee today. It may return after the November election.

DIVISION OF LOCAL GOVERNMENT SERVICES MODERNIZATION AND LOCAL MANDATE RELIEF ACT OF 2014

President Kazmark relayed that P.L. 2015, c.95 was signed by Governor Christie on 10 August 2015 and took effect immediately. This law updates outdated policies and procedures as well as providing municipalities with much needed mandate relief and flexibility. (Attachment B)

DEMOCRACY UPDATE

President Kazmark stated that the Democracy Act had passed both Houses but a veto was anticipated from Governor Christie, in whole or parts. Topics included in this Act are; same day voter registration, elimination of special elections, disability access to the polling place, and early voting sites.

RUTGER'S EDUCATION COMMITTEE

President Kazmark described a meeting that he had attended with Laura Flagg, Rutgers, and Dan Kaminski, DCA. The meeting reviewed State phrasing and law modifications of State exam questions. The meeting also covered the spring 2015 passing rate and instructor interview process with the inclusion of the MCANJ Education Committee. It was agreed that the goal is to create a pool of instructors around the State.

MANUAL UPDATES

President Kazmark reported that MCANJ may need to establish a special committee to remove outdated and obsolete information within the MCANJ Manual.

EXECUTIVE DIRECTOR

LEGAL DEFENSE FUND

Joel Popkin, Executive Director stated that 290 MCANJ members are enrolled in the Legal Defense Fund. 55 members have not submitted payment yet. The renewal deadline is 1 October 2015. There is currently \$129,000 within the Legal Defense Fund account. No payments have been made from this account in the past two years. The option to make LDF membership payments by credit card had been investigated and would incur a 6% fee by the member. Other options of online banking are to be pursued.

IIMC REGION II CONFERENCE

Joel Popkin, Executive Director reported that there would be a meeting within the next thirty days for IIMC Region II Conference planning.

MCANJ 2016 EDUCATION CONFERENCE

Joel Popkin, Executive Director, announced that the Tropicana Contracts for MCANJ Conference 2016 have been signed. Alan Susen expressed concerns that a Union/Labor issue is currently transpiring at the Tropicana and Taj Mahal.

NJSL CONVENTION

Joel Popkin, Executive Director relayed the need for MCANJ members to assist the retirees with the MCANJ booth coverage during the NJSL Convention as well as assembly and disassembly. It is booth #706 in the same location as years prior.

OTHER REPORTS

CONSTITUTION & BYLAWS

Eileen Gore reported that Constitution & Bylaw amendments are to be proposed at the 2016 Annual Meeting. John Mitch, Keith Kazmark, Eileen Gore are to schedule a conference call with Richard Lustgarten, Legal Counsel, to review some of Attorney Lustgarten housekeeping concerns.

EDUCATION COMMITTEE

A prepared report was received from Joanne Kwasniewski, stating the following;

The Education Committee has been working on the sessions for the League of Municipalities Conference with MCANJ 1st Vice President Szabo. All speakers have been confirmed. The schedule is as follows:

Tuesday (11/17)

10:00 am – Legislative Session – Kim Marie White, Municipal Clerk will represent MCANJ on the panel.

2:00 am – Election Potpourri (elections) – Speakers will be David Millstein, Assistant Deputy Director, ADA Administration, Department of Treasury; Keith Kazmark, RMC/MMC, Municipal Clerk, Borough of Elmwood Park and Richard A Lustgarten, Esq., MCANJ Legal Counsel. Topics include electioneering, electioneering laws, accessibility issues and poll workers duties and responsibilities. Actual experiences will be presented.

Wednesday (11/18)

9:00 am – Management/Licensing/Liabilities for Special Events (Licensing) – This will be a joint session with the Community Recreation Society of New Jersey. Speakers include Linda Wanat, RMC/MMC/CPM, Municipal Clerk, Township of Montclair; Frank Covelli, Manager Public Entities Department, PIA, Risk Manager, Borough of Fair Lawn; Matthew Wysokinski, Recreation Environmental Health Specialist, Monmouth County Health Department and Jennifer Gardner, Director Township of Bernard's Parks and Recreation. The moderator will be Mayor Matt Doherty of Belmar who had to close the streets to his town during their recent festival. Topics include licensing, risk management, food handling and alcoholic distribution and consumption.

2:00 pm – Local Government Budgeting, Financial Administration and Oversight Activities (Finance) – Marc Pfeiffer will be the speaker. Topics include budgeting and accounting and their interaction and importance to government accountability.

Thursday (11/19)

2:00 pm – OPRA – joint session with the League

The Education Committee's next project will be to work with the Conference Planning Committee as needed for the 2016 conference.

Pat Frontino reported that Mini Conference South will be held Friday, September 25th. We are still accepting registrants, and at this time 65 people have registered. For Municipal Clerks we are offering 2 CEUs in Ethics, Finance Professional Development and Licensing; and our Speakers are Susan Jacobucci, Elaine Kennedy, Lori Buckelew and the Team of Sharon Young and Eileen Gore. Additionally, attendees will receive 1 registrar credit for the Ethics Session.

EDUCATION CONFERENCE COMMITTEE

Heather Mailander stated she was the Education Conference Co-Chair with Sharon Brienza and the education program would be prepared by Kim Marie White and Diane Pflugfelder.

ELECTIONS

The following report was received from Linda Wanat.

“Although the “Democracy Act” (early Voting) bill (formerly S-50, now A4613) was passed by both bodies of the NJ Legislature, the bill is still awaiting Governor Christie's approval. The prevailing opinion is that the Governor will veto.

In addition to extending elections from one to 15 days, the bill would permit online voter registration, automatic voter registration through the Dept. of Motor Vehicles, pre-registration for 17 year-olds, and lower population threshold for publishing election materials in languages other than English.

On October 8th the Essex County Municipal Clerk's Association will host Assemblyman Tom Giblin, co-sponsor of the bill, at a seminar at the Verona Community Center, 1:30 – 3:00 pm. For more information please call Linda Wanat at 973.509.4900. Also on the program will be Essex County Clerk Christ Dunkin who will address polling locations in the event that the “early Voting” legislation passes.

Members of the Election Committee have been actively sharing news articles regarding number of issues including voter identification laws, exclusion of voters with criminal records and Election Day registration. It appears to be a definitive period for elections in NJ. We will continue to monitor any actions.

FUND RAISING

Doreen Cali reported that she is preparing for an on-line sale of MACNJ merchandise.

INFORMATION TECHNOLOGY/WEBPAGE/FACEBOOK

No report submitted

LEGAL DEFENSE FUND

Sharon Brienza submitted this report;

One case that had been going on for more than two years was finally settled. The Municipal Clerk did very well and their municipality was required to pay her legal fees.

I received a telephone call from a Municipal Clerk last week. She has only been in the position for a little more than a two years and she is having problems. One of the issues is the Tax Collector, Assessor and CFO getting raises where she is not. She is of course familiar with the statute. I told her she should

speak to an attorney, complete the LDF application and submit to me. She said she had just completed the application for membership and sent it in. At that point I had to tell her about the 90 days waiting period. I also suggested that she speak to an attorney because sometimes all it takes is a letter or two to get situations resolved. If this happens in her case, it could cost less than the \$500.00 deductible. She said she didn't want to make waves since she's up for reappointment next year. I asked her to keep me informed on what happens.

Harold Wiener reported the following;

I am unsure if Sharon issued a report from the Legal Defense Fund Committee. I know two issues that may have been raised are mandatory attendance of the Municipal Clerk at Executive Sessions and the statutory language regarding pay increases for certain licensed professionals in local government.

President Kazmark and/or Attorney Lustgarten may be touching base on these materials.

MANUAL REVIEW COMMITTEE

Executive Director Popkin reported that the publication deadline is the end of October 2015. All updates need to be forwarded to the committee members.

Laura Flagg, Rutgers, reported that the current MCANJ Manual binders are of poor quality. She is working with Coded Systems to secure a more durable product with cost consideration for the Manual.

MEMBERSHIP/PEER ALLIANCE

Treasurer Galland provided a listing of those MCANJ members actively registered for the 2015-2016 year. It was agreed that the membership committee should attempt to motivate those individuals not registered to date.

PAST PRESIDENTS COUNCIL

No report submitted

PUBLIC RELATIONS/MCANJ BOOTH

No report submitted

QUILL

No report submitted

RAFFLES

No report submitted

RECORDS

Harold Wiener reported that there is no report.

RESOLUTIONS

No report submitted

SCHOLARSHIPS

President Kazmark reported that a dedicated line item within the MCANJ budget included \$7000.00 for the following scholarships;

- Eight (8) Course Scholarships, not to exceed \$500, toward RMC Certification
- One (1) Course Scholarship, not to exceed \$500, toward CMC certification (Peter H MacLearie)
- One (1) Course Scholarship, not to exceed \$500, toward MMC certification
- Ten (1) MCANJ Education Conference Registration Scholarships, for full payment
- Five (5) Alternate MCANJ Education Conference Registration Scholarships, for full payment

AD HOC: HISTORICAL REPORT

No report submitted

REGION II

No report submitted

NEW BUSINESS

UNFINISHED BUSINESS

RUTGER'S EDUCATION COMMITTEE.

Joanne Kwasniewski expressed concern that the President of the MACNJ Education Committee was not a member of the Rutgers's Education Committee, creating a lack of continuity. President Kazmark stated that he would present this concern to Laura Flagg, Rutgers's representative.

REPORTS OF COUNTY ADVISORY BOARD MEMBERS

ATLANTIC

No report submitted

BERGEN

Heather Mailander reported that the Bergen County Clerk's Association had met in April 2015 (this meeting offered Finance CEUs) and in June 2015 (this meeting offered professional development CEUs). Bergen County Municipal Clerk's Association will be celebrating their 75th Anniversary in December 2015.

CAMDEN

No report submitted

CAPE MAY

No report submitted

CUMBERLAND

Susan Robostello stated that the Cumberland County Municipal Clerks Association held the following meetings in 2015;

- Artemis Records Retention and Disposition Management System Training, Mark Szemple, Sunrise Systems
- Understanding NJ Municipal Audit Reports, Carol McAllister, CPA, RMA, Bowman and Co., LLP
- Their next meeting will be on October 5, 2015 in the City of Bridgton. A 2015 Election Update will be provided by Celeste Riley, Cumberland County Clerk.

ESSEX

Harold Wiener supplied the following report;

Essex County will hold its annual education session on Thursday, October 8, 2015 at the Verona Community Center from 9:00 am to 3:10 pm. We will be offering 6 CEUs at the session, 1 in Records featuring Richard Lustgarten, MACNJ Attorney; 3 in Ethics featuring Dr. Stephanie Bush-Baskette, Attorney At-Law, former DCA Commissioner under Governor Florio, former East Orange Corporation Counsel, current instructor in ethics for Rutgers, the State University and currently Irvington's Health Director and Public Information Officer, and finally, 2 in Elections CEUs featuring Christopher J Durkin, Essex County Clerk and Thomas P Giblin, Assemblyman from the 34th Legislative District. Registration information is available on the MCANJ website.

GLOUCESTER

Pat Frontino reported that the Gloucester County Clerks will be meeting Friday, October 2nd, and our Speakers are Stephanie Salvatore and Mark Harris, from the Gloucester County Board of Elections.

HUDSON

No report submitted

HUNTERDON

No report submitted

MERCER

Deb Sopronyi read the following report;

- The past meeting of the Mercer County Clerks Association was held on May 7, 2015 where Rich Hidalgo, Project Manager of Everyone Counts, conducted a seminar on SVS and the Clerks who attended received credits in information technology and elections.
- Michele Seigfreid and Sharon Young attended the CARMA meeting on 9/3/15. There was a seminar on GIS technology given by David Kunz of Civil Solutions. Representatives from CARMA spoke about how the State had rolled out Artemis to all the Board of Education and all the State Departments now. They said they are changing everything to E-signatures and there will be no more scanning and uploading forms by the end of this year. DOERS said there was a change in the rules where you no longer need certification for your imaging systems, now there is a "registration" process. You will still need to send DOERS an annual renewal, similar to what you do now for your imaging systems. It was reported that you can immediately get rid of documents once you scan them into a registered system and that microfilm backup is no longer required – BUT the State Archives still has to approve which permanent records you can get rid of, because there may be historical/intrinsic value to those records. They are still working on the 7-year broadband policy for destroying emails, but it will not be required that you use the policy. You can also go by the current regular retention schedules. It is not yet available to pick the 7 year broadband for emails in Artemis, so you are not able to use this policy yet. This will likely be implemented next year.

The Monmouth County library is having an Archives and History week, with most activities being held on Saturday, October 3. They will have seminars and exhibits from the WWI era. There will be 63 tables with archival organizations taking part. More information is available on their website at: <http://www.visitmonmouth.com/page.aspx?Id=4517>. The next CARMA meeting is on December 10 in Middlesex County where they will distribute an update of their bylaws and discuss Social Media and Archiving Records.

MIDDLESEX

John Mitch advised that the next meeting of the Middlesex County Clerks Association would be next Thursday. The topic will be VIP training and CEUs will be offered.

MONMOUTH

No report submitted

MORRIS

No report submitted

OCEAN

No report submitted

PASSAIC

Kelly Ringwood reported that the Passaic County Clerks Association would be meeting October 15 and receive elections and notary CEUs. They had coordinated a Spring Mini Conference and were sold out. The program was an entire day and offered CEUs in elections and records.

SALEM

No report submitted

SOMERSET

Sharon Brienza reported she really does not have anything to report as it has been a pretty quiet summer.

SUSSEX

No report submitted

UNION

No report submitted

WARREN

No report submitted

The next regularly scheduled meeting of the Advisory Board would be in December 2015 and John Mitch would research a location and date.

ADJOURNMENT

There being no further business, a motion by Alan Susen to adjourn the meeting carried at 11:30 am.

Diane M Pflugfelder RMC/MMC
MCANJ Secretary
Minutes Approved 11 December 2015