

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD MEETING
9 November 2015 @ 1:00 pm
Conference Call

1. ROLL CALL

- A. ADOPT/AMEND 2015/2016 MCANJ BUDGET
- B. RFP FOR LEGAL COUNSEL
- C. LEAGUE OF MUNICIPALITIES CONFERENCE 2015

2. ADJOURNMENT

Next Meeting:
Advisory Board Meeting
Friday, 11 December 2015
Woodbridge, New Jersey 07095

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held via conference call on 9 November 2015. The meeting was opened by President Kazmark at 1:03 p.m.

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

Absent: Dina Zawadski, 2nd Vice President

Also, Present: Joel Popkin, Executive Director

PRESIDENT KAZMARK

Adopt/Amend 2015/2016 MCANJ Budget

President Kazmark stated that the draft budget would require an amendment to include the 2016 IIMC Region II conference expenses/revenue since it was being hosted by MCANJ. The projected IIMC conference revenue is \$18,075.00 and projected expenses are \$17,820.00. Following discussion, a motion by Immediate Past President John Mitch to approve the budget as presented with the incorporation of IIMC Region II conference expenses and revenue carried.

1st VICE PRESIDENT

RFP for Legal Counsel

1st Vice President Szabo had previously distributed a draft RFP document for MCANJ Legal Counsel. Immediate Past President Mitch presented questions on current legal counsel rates, potential travel rate, availability for presidential disturbances, and Quill article preparation. Executive Director Popkin reported some historical data on MCANJ Legal Counsel fees. Discussion amended the following RFP items;

- MCANJ Legal Counsel would attend the Executive Board meetings at the direction of the President on an as needed basis
- Line #11 regarding preparation of a Quill article would be removed from the RFP. Attorney Lustgarten had requested to continue preparing an article for the quarterly MCANJ Quill.
- The Executive Board shall be meeting on 22 January 2016 in Woodland Park and conduct said interviews on that date
- The deadline to receive proposals by 1st Vice President Szabo shall be Tuesday, 15 December 2016.

It was agreed that the RFP will be advertised on the NJLM Website; on the MCANJ website; Executive Director Popkin suggested a posting on a Municipal Attorney website; an e-blast to the MCANJ membership; and, copy to Attorney Richard Lustgarten as well.

A conference call of 18 December 2016 at 2:00 pm shall be coordinated to review those applications received. It was stated the Executive Board intention is to interview 3-5 candidates at the 22 January 2016 meeting in Woodland Park

1st VICE PRESIDENT

New Jersey State League of Municipalities 2015 Education Conference

1st Vice President Szabo reported that Joanne Kwasniewski has a family health issue and may be unable to attend the NJLM Conference in November 2015. Executive Director Popkin stated that Ms. Kwasniewski had everything coordinated for the NJLM conference. He also told the board members that ¾ of the MCANJ booth time schedule has been covered with retirees and active members.

ADJOURNMENT

There being no further business, a motion by Immediate Past President Mitch to adjourn the meeting carried.

Meeting adjourned at 1:19 p.m.



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