

The Municipal Clerks' Association of New Jersey
Executive Board Meeting
Agenda - 1/20/17 - 10 AM

Bernards Township Municipal Building, 1 Collyer Lane, Basking Ridge, NJ 07920

- 1) Call to Order
- 2) Flag Salute & Moment of Silence
- 3) Roll Call
- 4) Approval of Minutes: 10/14/16 - Executive Board Meeting
- 5) Unfinished Business
 - A. Memorializing Resolutions
Memorializing Resolutions
 - Resolution FY2017-22 Memorializing Resolution of Approval - Custom Programming with Cit-e-Net, LLC Applications & Services for Development of Programmed Web Registrations Forms for Exhibitors & Sponsors for the FY2017 Education Conference
 - Resolution FY2017-23 – Memorializing Resolution Authorizing Return of Unused Contributions to Vincent Buttiglieri, IIMC President and Amending the MCANJ FY2017 Budget
 - Resolution FY2017-24 - Memorializing Award of FY2016 Scholarships for RMC – Denise Kohan, Borough of Hillside
 - Resolution FY2017-25 - Memorializing Award of FY2016 Scholarships for RMC - Marie Quinones, Borough of Bergenfield
 - Resolution FY2017-26 - Memorializing a Donation to Caring Bridge in Honor of MCANJ Attorney Steven Goodell, Esq.
 - Resolution FY2017-27 – Memorializing the Endorsing Changes to the Municipal Clerks Record Retention Schedule M200000-009 as Proposed by NJ DORES
 - Resolution FY2017-28 – Memorializing the Contract Award to Concept Print for the Design and Purchase of the NJ State Pin for the IIMC Conference
 - B. New Resolutions
 - Resolution FY2017-29 - Amending Resolution FY2017-03 Authorizing a Contract for Legal Services with Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell for FY 2017 to Reflect the New Firm of Parker McCay, PA, and Adding Michael Herbert, Esq. as an Attorney Representing MCANJ
- 6) Reports
 - A. CPA Steven Weinstein – FY2017 Mid Year Financial Report
 - B. Executive Director
 - C. Attorney
 - D. Secretary
 - E. Treasurer, Budget Report, General Ledger
 - F. 2nd Vice President
 - G. 1st Vice President
 - H. Immediate Past President
 - I. President
- 7) Executive Session
 - A. Review of Nominations for Municipal Clerk of the Year
 - B. Review of Applications for Candidates for Secretary
- 8) Adjournment

Conference Committee Meeting

The Municipal Clerks' Association of New Jersey
Advisory Board Meeting Minutes
January 20, 2017
Bernards Township Municipal Building
Basking Ridge, NJ

A meeting of the Municipal Clerks' Association of New Jersey Executive Board was held in Bernards Township, New Jersey on January 20, 2017. The meeting was opened by President Szabo with the Pledge of Allegiance and Moment of Silence at 10:00 am

The following members of the Executive Board were present:

President Denise Szabo

1st Vice President Dina Zawadski (arrived at 10:10 am)

2nd Vice President Kevin Galland

Treasurer, Diane Pflugfelder

Secretary, Eileen Gore

Immediate Past President Keith Kazmark

Also present:

Executive Director, Joel Popkin

Legal Counsel, Michael Herbert

Accountant, Steven Weinstein

Approval of Minutes

A motion was made by Keith Kazmark and seconded by Kevin Galland, to approve the minutes of the Executive Board Meeting Minutes of October 14, 2016 as amended; unanimously approved.

Unfinished Business (Memorializing Resolutions)

- Resolution FY2017-22 Memorializing Resolution of Approval - Custom Programming with Cit-e-Net, LLC Applications & Services for Development of Programmed Web Registrations Forms for Exhibitors & Sponsors for the FY2017 Education Conference
- Resolution FY2017-24 - Memorializing Award of FY2016 Scholarships for RMC – Denise Kohan, Borough of Hillside
- Resolution FY2017-25 - Memorializing Award of FY2016 Scholarships for RMC - Marie Quinones, Borough of Bergenfield
- Resolution FY2017-26 - Memorializing a Donation to Caring Bridge in Honor of MCANJ Attorney Steven Goodell, Esq.
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- Resolution FY2017-28 – Memorializing the Contract Award to Concept Print for the Design and Purchase of the NJ State Pin for the IIMC Conference

A motion was made by Mr. Kazmark and seconded by Mr. Galland, to adopt the above resolutions in consent; unanimously approved.

- Resolution FY2017-23 – Memorializing Resolution Authorizing Return of Unused Contributions to Vincent Buttiglieri, IIMC President

It was the recommendation of Mr. Weinstein that the 2017 budget not be amended to reflect the refund. It was advised that by not amending the budget, the variance would then serve as a tool in the preparation of the 2018 Budget by providing an actual to budget analysis. A motion was made by Ms. Pflugfelder and seconded by Mr. Kazmark to approve the above resolution; unanimously approved.

- Resolution FY2017-29 - Amending Resolution FY2017-03 Authorizing a Contract for Legal Services with Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell for FY 2017 to Reflect the New Firm of Parker McCay, PA, and Adding Michael Herbert, Esq. as an Attorney Representing MCANJ

A motion was made by Ms. Zawadski and seconded by Ms. Pflugfelder to adopt the above resolution; unanimously approved.

Reports

CPA Steven Weinstein

Mr. Weinstein advised that as of the end of June 2016, funds had increased by \$23,000; total fund balance for operations, legal, raffle and scholarships total \$319,000.

Executive Director

Mr. Popkin spoke about the possibility of an update to study guide manual. While it is a time consuming project to go through each chapter, it was felt that it could be done in multiple stages depending upon the cost. It was determined that Ms. Szabo would reach out to Laura Flagg to discuss the issue further. Mr. Popkin further advised that he is currently working with Ms. Zawadski for the possible locations for the 2018 conference. As time moves forward, he will update the Board further.

Attorney

Mr. Herbert addressed an OPRA request to the MCANJ requesting certain documents. It was advised that the documents were provided using the basis of *Fair Share Housing v. NJSLOM* (2010) where a finding by the Supreme Court which reversed the Appellate Division and the trial court, which found that the NJSLOM is subject to OPRA. As such, an equivalency could be made to the MCANJ because it is an association that represents public body clerks throughout the state.

Secretary

Ms. Gore advised that one application was received for the position of Secretary from Kim Marie White. Additionally, Ms. Gore provided information relative to quotes received to charter a bus for transportation to the IIMC Conference for New Jersey clerks. It was advised that she would seek an additional quote and report back.

Treasurer

Ms. Pflugfelder provided an update on an older computer that was no longer usable. A motion was made by Mr. Galland and seconded by Mr. Kazmark that the computer/hard drive be destroyed at an electronic recycling center; carried.

It was reported that as of January 17, 2017 there were 704 members, including 48 Honorary Memberships (non-paying retirees), have registered their membership with the Association.

| MCANJ Membership Summary | |
|---------------------------------------|----------|
| Full – Municipal Clerk | 415 |
| Affiliate – All Others | 28 |
| Honorary Members (Retired) | 48 |
| Full – Clerk of Freeholder Brd. | 0 |
| Associate – Assistant Municipal Clerk | 24 |
| Associate – Deputy Municipal Clerk | 173 |
| Full – Acting Municipal Clerk | 13 |
| Associate – Deputy County Clerk | 2 |
| Full – County Clerk | <u>1</u> |
| Grand Total | 704 |

| ACCOUNT NAME | ACCOUNT NUMBER | BALANCE |
|--------------|----------------|--------------------|
| Scholarship | 4284096413 | \$13,688.51 |
| Raffle | 3453661257 | \$ 2,530.00 |
| Operating | 7861948276 | \$51,633.60 |
| Total | | \$67,852.11 |

2nd Vice President – no report

1st Vice President

Ms. Zawadski provided a summary of a meeting held with Chief of Staff member Dylan Hawkins of Senator Weinberg’s office with regard to OPRA and OPMA. While there are several areas where compromise is needed, she felt that it was important that the members of the Association communicate their issues to the Board so that they can be addressed at future meetings with Senator Weinberg.

Immediate Past President

Mr. Kazmark spoke about the solicitation of sponsors for the upcoming conference. He advised that he sent a template to members of the Executive Board, Advisory Board, Committee’s and Past President’s that can be used to request support from potential sponsors; currently there are 14 exhibitors and 7 sponsors registered.

President

Ms. Szabo advised that Laura Flagg is currently reviewing the course content of Chapter 4 (Records) with instructors for the development of curriculum. She thanked Mr. Kazmark for his presentation at the Newly Elected Officials seminar which was well received. She announced that the recipient of the Spotlight Award for the quarter is Amanda Lobban. There were a record number of 23 applications for the need-based scholarships which are currently being reviewed by the committee. Announcements for the RMC, CMC/MMC scholarship winners will be announced at the conference business meeting with a follow-up letter to be provided.

Executive Session

- Nominations for Municipal Clerk of the Year
The Board reviewed the nominations received for Municipal Clerk of the Year. At the conclusion of the discussion, the successful nominee was chosen which will be announced at the conference. The *Manny Hirshblond and Friends of Clerk* recipients were also determined.
- Review of Applications for Candidates for Secretary
An application was received for the position of Secretary by Kim Marie White; there being no other applications, it was determined that Kim will serve as Secretary for the coming year.

There being no further business, a motion was made by Ms. Zawadski to adjourn; carried. Meeting was adjourned at 11:33 a.m.

Eileen Gore, RMC/MMC
Secretary MCANJ
Minutes Approved _____

MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---------------------------------------|------------|--------|---------------------------------------|-------------------------------------|---------------------------------|-----------|-------------|
| Cash - Raffle Account | | | | | | | 2,510.00 |
| Total Cash - Raffle Account | | | | | | | 2,510.00 |
| CD-Legal Defense Fund (#8439) | | | | | | | 46,676.76 |
| Deposit | 12/30/2016 | | | Deposit | Interest Inc-Legal Defense Fund | 23.79 | 46,700.55 |
| Total CD-Legal Defense Fund (#8439) | | | | | | 23.79 | 46,700.55 |
| CD-Operating Fund (#5027) | | | | | | | 107,303.55 |
| Deposit | 12/31/2016 | | | Deposit | Interest Income-Operating Fund | 90.72 | 107,394.27 |
| Total CD-Operating Fund (#5027) | | | | | | 90.72 | 107,394.27 |
| CD #2-Legal Defense Fd (#7427) | | | | | | | 41,656.14 |
| Deposit | 12/14/2016 | | | Deposit | Interest Inc-Legal Defense Fund | 9.59 | 41,665.73 |
| Deposit | 12/31/2016 | | | Deposit | Interest Inc-Legal Defense Fund | 11.64 | 41,677.37 |
| Total CD #2-Legal Defense Fd (#7427) | | | | | | 21.23 | 41,677.37 |
| Checking - Legal Defense Acct | | | | | | | 48,922.77 |
| Check | 12/30/2016 | 995019 | Joel Popkin | | Executive Director Expenses | -500.00 | 48,422.77 |
| Deposit | 12/30/2016 | | | Deposit | Interest Inc-Legal Defense Fund | 4.00 | 48,426.77 |
| Total Checking - Legal Defense Acct | | | | | | -496.00 | 48,426.77 |
| Checking - Operating Account | | | | | | | 60,208.26 |
| Check | 12/02/2016 | 995348 | NJ Division of Consumer Affairs | Renewal CRI-300 R | Charities Registration Fee | -60.00 | 60,148.26 |
| Check | 12/05/2016 | 995351 | Weinstein & Weinstein | 1Q FY2017 | CPA Retainer | -750.00 | 59,398.26 |
| Check | 12/05/2016 | 995350 | Shore Estate Sales | NJLM Booth Transport | Booth Expenses | -775.00 | 58,623.26 |
| Check | 12/08/2016 | | | Capital One | -SPLIT- | -1,070.51 | 57,552.75 |
| Check | 12/12/2016 | 995352 | Government Network News | Nov 2016 | Newsletter Expenses | -100.00 | 57,452.75 |
| Deposit | 12/16/2016 | | | PNC Bank | Sponsors | 3,000.00 | 60,452.75 |
| Check | 12/19/2016 | 995354 | Hoi Polli Band | Downpayment 2017 Conference... | Entertainment/Speakers | -100.00 | 60,352.75 |
| Check | 12/19/2016 | 995358 | Martin Agency | Directors and Officers Errors an... | Insurance, Bonds and D & O | -1,107.00 | 59,245.75 |
| Check | 12/20/2016 | 995357 | Access Systems | Final Payment | Consultant Desk Ref Retainer | -2,000.00 | 57,245.75 |
| Check | 12/21/2016 | 995356 | Joel Popkin Municipal Consulting L... | 2Q FY2017 | Executive Director Retainer | -6,075.00 | 51,170.75 |
| Deposit | 12/30/2016 | | | MCANJ Operating Account | Membership Dues Revenue | 275.00 | 51,445.75 |
| Deposit | 12/30/2016 | | | | Interest Income-Operating Fund | 2.36 | 51,448.11 |
| Total Checking - Operating Account | | | | | | -8,760.15 | 51,448.11 |
| Checking - Scholarship Account | | | | | | | 14,188.51 |
| Check | 12/12/2016 | 995010 | Marie Quinones | Scholarship Reimbursement | Scholarships Expense | -500.00 | 13,688.51 |
| Total Checking - Scholarship Account | | | | | | -500.00 | 13,688.51 |
| Fund Balance-Scholarship Fund | | | | | | | -12,142.50 |
| Total Fund Balance-Scholarship Fund | | | | | | | -12,142.50 |
| Fund Balance - Unrestricted | | | | | | | -154,897.38 |
| Total Fund Balance - Unrestricted | | | | | | | -154,897.38 |
| Legal Defense Fund - Restricted | | | | | | | -120,256.10 |
| Total Legal Defense Fund - Restricted | | | | | | | -120,256.10 |
| Raffle Account - Restricted | | | | | | | -1,673.20 |
| Total Raffle Account - Restricted | | | | | | | -1,673.20 |

MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---------------------------------------|------------|-----|----------|----------|--------------------------------|-----------|------------|
| Investment Income | | | | | | | -700.68 |
| Interest Income | | | | | | | -700.68 |
| Interest Inc-Legal Defense Fund | | | | | | | -241.12 |
| Deposit | 12/14/2016 | | | Deposit | CD #2-Legal Defense Fd (#7427) | -9.59 | -250.71 |
| Deposit | 12/30/2016 | | | Deposit | CD-Legal Defense Fund (#8439) | -23.79 | -274.50 |
| Deposit | 12/30/2016 | | | Deposit | Checking - Legal Defense Acct | -4.00 | -278.50 |
| Deposit | 12/31/2016 | | | Deposit | CD #2-Legal Defense Fd (#7427) | -11.64 | -290.14 |
| Total Interest Inc-Legal Defense Fund | | | | | | -49.02 | -290.14 |
| Interest Income-Operating Fund | | | | | | | -459.56 |
| Deposit | 12/30/2016 | | | | Checking - Operating Account | -2.36 | -461.92 |
| Deposit | 12/31/2016 | | | Deposit | CD-Operating Fund (#5027) | -90.72 | -552.64 |
| Total Interest Income-Operating Fund | | | | | | -93.08 | -552.64 |
| Total Interest Income | | | | | | -142.10 | -842.78 |
| Total Investment Income | | | | | | -142.10 | -842.78 |
| Other Types of Income | | | | | | | -334.35 |
| Miscellaneous Revenue | | | | | | | -334.35 |
| Total Miscellaneous Revenue | | | | | | | -334.35 |
| Total Other Types of Income | | | | | | | -334.35 |
| Program Income | | | | | | | -73,760.00 |
| Conference Fees Revenue | | | | | | | -6,535.00 |
| Annual Conference 2016 Revenue | | | | | | | -6,535.00 |
| Registration Fees | | | | | | | -535.00 |
| Total Registration Fees | | | | | | | -535.00 |
| Sponsors | | | | | | | -6,000.00 |
| Total Sponsors | | | | | | | -6,000.00 |
| Total Annual Conference 2016 Revenue | | | | | | | -6,535.00 |
| Annual Conference 2017 Revenue | | | | | | | 0.00 |
| Sponsors | | | | | | | 0.00 |
| Deposit | 12/16/2016 | | PNC BANK | PNC Bank | Checking - Operating Account | -3,000.00 | -3,000.00 |
| Total Sponsors | | | | | | -3,000.00 | -3,000.00 |
| Total Annual Conference 2017 Revenue | | | | | | -3,000.00 | -3,000.00 |
| Total Conference Fees Revenue | | | | | | -3,000.00 | -9,535.00 |
| Membership Dues Revenue | | | | | | | -66,175.00 |
| Membership Dues-Legal Defense | | | | | | | -7,875.00 |
| Total Membership Dues-Legal Defense | | | | | | | -7,875.00 |
| Membership Dues-Operating Fund | | | | | | | -58,300.00 |
| Total Membership Dues-Operating Fund | | | | | | | -58,300.00 |

3:11 PM
01/07/17
Accrual Basis

MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance | |
|--|------------|--------|---------------------------------------|------------------------------|-------------------------------|----------|-----------|------------|
| Membership Dues Revenue - Other | | | | | | | 0.00 | |
| Deposit | 12/30/2016 | | MCANJ Operating Account | | Checking - Operating Account | -275.00 | -275.00 | |
| Total Membership Dues Revenue - Other | | | | | | | -275.00 | -275.00 |
| Total Membership Dues Revenue | | | | | | | -275.00 | -66,450.00 |
| Newsletter Ad Revenue | | | | | | | -1,050.00 | -1,050.00 |
| Total Newsletter Ad Revenue | | | | | | | -1,050.00 | -1,050.00 |
| Total Program Income | | | | | | | -3,275.00 | -77,035.00 |
| Contract Services | | | | | | | 10,591.54 | 10,591.54 |
| Consultant Desk Ref Retainer | 12/20/2016 | 995357 | Access Systems | Final Payment | Checking - Operating Account | 2,000.00 | 2,750.00 | |
| Total Consultant Desk Ref Retainer | | | | | | | 2,000.00 | 2,750.00 |
| CPA Retainer | 12/05/2016 | 995351 | Weinstein & Weinstein | 1Q FY2017 | Checking - Operating Account | 750.00 | 1,500.00 | |
| Total CPA Retainer | | | | | | | 750.00 | 1,500.00 |
| Executive Director Expenses | 12/30/2016 | 995019 | Joel Popkin | | Checking - Legal Defense Acct | 500.00 | 1,016.54 | |
| Total Executive Director Expenses | | | | | | | 500.00 | 1,016.54 |
| Executive Director Retainer | 12/21/2016 | 995356 | Joel Popkin Municipal Consulting L... | 2Q FY2017 | Checking - Operating Account | 6,075.00 | 12,150.00 | |
| Total Executive Director Retainer | | | | | | | 6,075.00 | 12,150.00 |
| Executive Director Retainer LDF | | | | | | | 500.00 | 500.00 |
| Total Executive Director Retainer LDF | | | | | | | 500.00 | 500.00 |
| Legal Counsel Retainer | | | | | | | 1,650.00 | 1,650.00 |
| Total Legal Counsel Retainer | | | | | | | 1,650.00 | 1,650.00 |
| Legal Counsel Retainer LDF | | | | | | | 350.00 | 350.00 |
| Total Legal Counsel Retainer LDF | | | | | | | 350.00 | 350.00 |
| Total Contract Services | | | | | | | 9,325.00 | 19,916.54 |
| Operations | | | | | | | 2,561.02 | 2,561.02 |
| Advisory/Exec. Board Meetings | 12/08/2016 | | Capital One | Conf Com Mtg. - Ruby Tuesday | Checking - Operating Account | 115.59 | 610.27 | |
| Total Advisory/Exec. Board Meetings | | | | | | | 115.59 | 725.86 |
| Bank Charges | | | | | | | 93.45 | 93.45 |
| Total Bank Charges | | | | | | | 93.45 | 93.45 |
| Charities Registration Fee | 12/02/2016 | 995348 | NJ Division of Consumer Affairs | Renewal CRI-300 R | Checking - Operating Account | 60.00 | 60.00 | |
| Total Charities Registration Fee | | | | | | | 60.00 | 60.00 |

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3:11 PM
01/07/17
Accrual Basis

MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance | |
|---------------------------------------|------------|--------|----------------|-------------------------------------|--------------------------------|----------|-----------|-----------|
| Information Technology | | | | | | | 0.00 | |
| Check | 12/08/2016 | | Capital One | IP Address Renewal | Checking - Operating Account | 285.89 | 285.89 | |
| Total Information Technology | | | | | | | 285.89 | 285.89 |
| Office Supplies | | | | | | | 45.85 | 45.85 |
| Office Supplies LDF | | | | | | | 56.55 | 56.55 |
| Total Office Supplies LDF | | | | | | | 56.55 | 56.55 |
| Postage and Delivery | | | | | | | 86.90 | |
| Check | 12/08/2016 | | Capital One | Postage - Joel | Checking - Operating Account | 48.99 | 135.89 | |
| Check | 12/08/2016 | | Capital One | Postage - Joel | Checking - Operating Account | 4.70 | 140.59 | |
| Total Postage and Delivery | | | | | | | 53.69 | 140.59 |
| Storage | | | | | | | 1,068.00 | |
| Total Storage | | | | | | | 1,068.00 | 1,068.00 |
| Subscriptions/Registrations | | | | | | | 600.00 | |
| Total Subscriptions/Registrations | | | | | | | 600.00 | 600.00 |
| Total Operations | | | | | | | 515.17 | 3,076.19 |
| Other Types of Expenses | | | | | | | 10,388.55 | |
| Fundraising/Special Events | | | | | | | 6.80 | |
| Total Fundraising/Special Events | | | | | | | 6.80 | 6.80 |
| IIMC - President's Expenses | | | | | | | 4,831.17 | |
| Total IIMC - President's Expenses | | | | | | | 4,831.17 | 4,831.17 |
| IIMC - Region II 2017 Expense | | | | | | | 2,944.38 | |
| Total IIMC - Region II 2017 Expense | | | | | | | 2,944.38 | 2,944.38 |
| Insurance, Bonds and D & O | | | | | | | 0.00 | |
| Check | 12/19/2016 | 995358 | Martin Agency | Directors and Officers Errors an... | Checking - Operating Account | 1,107.00 | 1,107.00 | |
| Total Insurance, Bonds and D & O | | | | | | | 1,107.00 | 1,107.00 |
| Miscellaneous Expenses | | | | | | | 7.00 | |
| Total Miscellaneous Expenses | | | | | | | 7.00 | 7.00 |
| Retirement Pins/Plaques | | | | | | | 99.20 | |
| Total Retirement Pins/Plaques | | | | | | | 99.20 | 99.20 |
| Scholarships Expense | | | | | | | 2,500.00 | |
| Check | 12/12/2016 | 995010 | Marie Quinones | Scholarship Reimbursement | Checking - Scholarship Account | 500.00 | 3,000.00 | |
| Total Scholarships Expense | | | | | | | 500.00 | 3,000.00 |
| Total Other Types of Expenses | | | | | | | 1,607.00 | 11,995.55 |
| Program Expenses | | | | | | | 18,757.11 | |
| Conferences Expense | | | | | | | 12,574.54 | |
| Annual Conference 2016 Expenses | | | | | | | 474.54 | |
| Total Annual Conference 2016 Expenses | | | | | | | 474.54 | |

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MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|--|------------|--------|-------------------------|------------------------------------|------------------------------|--------|-----------|
| Annual Conference 2017 Expenses | | | | | | | 12,100.00 |
| Entertainment/Speakers | | | | | | | 100.00 |
| Check | 12/19/2016 | 995354 | Hoi Polli Band | Downpayment 2017 Conference... | Checking - Operating Account | 100.00 | 200.00 |
| Total Entertainment/Speakers | | | | | | | 100.00 |
| Facility Expenses | | | | | | | 12,000.00 |
| Total Facility Expenses | | | | | | | 12,000.00 |
| Total Annual Conference 2017 Expenses | | | | | | | 100.00 |
| Total Conferences Expense | | | | | | | 100.00 |
| Newsletter Expenses | | | | | | | 5,077.57 |
| Quill Printing & Postage | | | | | | | 5,077.57 |
| Total Quill Printing & Postage | | | | | | | 5,077.57 |
| Newsletter Expenses - Other | | | | | | | 0.00 |
| Check | 12/12/2016 | 995352 | Government Network News | Nov 2016 | Checking - Operating Account | 100.00 | 100.00 |
| Total Newsletter Expenses - Other | | | | | | | 100.00 |
| Total Newsletter Expenses | | | | | | | 100.00 |
| NJLM Expenses | | | | | | | 1,005.00 |
| Booth Expenses | | | | | | | 383.00 |
| Check | 12/05/2016 | 995350 | Shore Estate Sales | NJLM Booth Transport | Checking - Operating Account | 775.00 | 1,158.00 |
| Check | 12/08/2016 | | Capital One | UPS - Mounting Photos | Checking - Operating Account | 10.70 | 1,168.70 |
| Check | 12/08/2016 | | Capital One | Convention Charges | Checking - Operating Account | 390.55 | 1,559.25 |
| Total Booth Expenses | | | | | | | 1,176.25 |
| Give Aways Expense | | | | | | | 428.00 |
| Check | 12/08/2016 | | Capital One | Walmart - Candy for Booth | Checking - Operating Account | 54.08 | 482.08 |
| Total Give Aways Expense | | | | | | | 54.08 |
| Gratus Rooms | | | | | | | 194.00 |
| Check | 12/08/2016 | | Capital One | Room for president | Checking - Operating Account | 97.00 | 291.00 |
| Total Gratus Rooms | | | | | | | 97.00 |
| Hospitality | | | | | | | 0.00 |
| Check | 12/08/2016 | | Capital One | Irish Pub - Lunch for Booth Wor... | Checking - Operating Account | 48.01 | 48.01 |
| Total Hospitality | | | | | | | 48.01 |
| Miscellaneous Expenses | | | | | | | 0.00 |
| Check | 12/08/2016 | | Capital One | Parking - Joel | Checking - Operating Account | 15.00 | 15.00 |
| Total Miscellaneous Expenses | | | | | | | 15.00 |
| Total NJLM Expenses | | | | | | | 1,390.34 |
| | | | | | | | 2,395.34 |

MCANJ
General Ledger - EB Report
As of December 31, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|-------------------------|------|-----|------|------|-------|--------|-------------|
| Spotlight Awards | | | | | | | 100.00 |
| Total Spotlight Awards | | | | | | | 100.00 |
| Total Program Expenses | | | | | | | 1,590.34 |
| TOTAL | | | | | | | 0.00 |
| | | | | | | | 0.00 |

RESOLUTION FY2017-22

MEMORIALIZING RESOLUTION OF APPROVAL - CUSTOM PROGRAMMING WITH CIT-E-NET, LLC APPLICATIONS & SERVICES FOR DEVELOPMENT OF PROGRAMMED WEB REGISTRATIONS FORMS FOR EXHIBITORS & SPONSORS FOR THE FY2017 EDUCATION CONFERENCE

WHEREAS, MCANJ annual holds an Education Conference for the benefit of the general membership; and

WHEREAS, MCANJ solicits Exhibitors and Sponsors to offset the cost of the conference; and

WHEREAS, MCANJ currently contracts with Cit-e-Net, LLC Applications & Services for website services; and

WHEREAS, Cit-e-Net submitted a proposal dated 10/6/16 for development of programmed web registrations forms for Exhibitors & Sponsors as follows:

Custom Programming

| CIT-<i>e</i>-NET, LLC Applications & Services | <u>Annual Application Subscription Fees</u> | <u>One-Time-Charge Services</u> |
|--|--|--|
| Custom Programming - Exhibitor Opportunities 3-5 hrs @ \$85 | N/A | \$255-\$425 |
| Custom Programming - Sponsorship Opportunities 3-5 hrs @ \$85 | N/A | \$255-\$425 |
| Standard Services (<i>Included in Application Subscription</i>) | | |
| Web Site Hosting | | |
| Technical Support | | |
| Daily Back-up | | |

WHEREAS, the Executive Board discussed the proposal at their meeting of October 14, 2016, and authorized the work with Cit-e-Net.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby memorialize the actions taken at the October 14, 2016, meeting to approve a contract with Cit-e-Net for development of programmed web registrations forms for Exhibitors & Sponsors.

Agenda and Date Voted: 1/20/17

RESOLUTION FY2017-23

AUTHORIZING RETURN OF UNUSED CONTRIBUTIONS TO VINCENT BUTTIGLIERI, IIMC PRESIDENT

WHEREAS, on May 23, 2016, Vincent Buttiglieri (VB), Municipal Clerk of the Township of Ocean in Monmouth County, New Jersey, was sworn in as President of the International Institute of Municipal Clerks (IIMC) in Omaha, New Jersey; and

WHEREAS, MCANJ allocated in its FY2016 Budget, \$2000 towards a reception in honor of VB attaining this position; and

WHEREAS, not being sure of the final cost of the reception, VB solicit contributions to supplement the MCANJ allocation of \$2000 and raised an additional \$3,350 which were deposited into the MCANJ Operating Account in FY2016; and

WHEREAS, MCANJ’s fiscal year ended on June 30, 2016; and

WHEREAS, by letter dated October 6, 2016, to MCANJ President Denise Szabo, VB submitted an accounting of the funds used for the reception and requested that the unused funds be returned to him to be used during his IIMC presidency; and

WHEREAS, the accounting was reviewed by the Executive Board and Executive Director and found to be accurate; and

WHEREAS, the Executive Board discussed and approved the request at its meeting of October 14, 2016.

WHEREAS, by email received on October 28, 2016, VB, subsequently requested the money be refunded to the IIMC Foundation.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby memorialize the actions taken at the October 14, 2016, meeting as follows:

- 1) That payment be issued to IIMC Foundation in the amount of \$2,194.38 as requested in his October 28, 2016 letter

Agenda and Date Voted: 1/20/17

RESOLUTION FY2017-24

MEMORIALIZING AWARDS OF FY2016 SCHOLARSHIPS FOR RMC - DENISE KOHAN, BOROUGH OF HILLSIDE

WHEREAS, the purpose of the Municipal Clerks' Association of NJ (MCANJ) is to promote education and training for municipal clerks; advance a better understanding of the official obligations of our members; and as far as possible set-up uniform methods of procedures in NJ Municipalities; and

WHEREAS, in furtherance of its purpose, MCANJ annual awards scholarships to deserving members for courses required for certification and recertification as Registered Municipal Clerks (RMC), Certified Municipal Clerks (CMA) and Master Municipal Clerks (MMC); and for attendance at the Annual MCANJ Education Conference.

WHEREAS, the Scholarship Committee has recommended award of Scholarships to the following who have provided documentation of successful completion of courses:

| Name Scholarship Winner | Employer | Amount of Reimbursement Authorized | Reimbursement Paid To |
|---|---------------------|--|-----------------------------|
| Denise Kohan, Acting Municipal Clerk | Borough of Hillside | \$500 (RMC Scholarship) | Borough of Hillside |

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby authorize payments of scholarship as noted above.

Agenda and Date Voted: 01/20/2017

RESOLUTION FY2017-25

MEMORIALIZING AWARD OF FY2015/16 SCHOLARSHIPS FOR RMC MARIE QUINONES, BOROUGH OF BERGENFIELD

WHEREAS, the purpose of the Municipal Clerks' Association of NJ (MCANJ) is to promote education and training for municipal clerks; advance a better understanding of the official obligations of our members; and as far as possible set-up uniform methods of procedures in NJ Municipalities; and

WHEREAS, in furtherance of its purpose, MCANJ annual awards scholarships to deserving members for courses required for certification and recertification as Registered Municipal Clerks (RMC), Certified Municipal Clerks (CMA) and Master Municipal Clerks (MMC); and for attendance at the Annual MCANJ Education Conference.

WHEREAS, the Scholarship Committee has recommended award of Scholarships to the following who has provided documentation of successful completion of courses:

| Name Scholarship Winner | Employer | Amount of Reimbursement Authorized | Reimbursement Paid To |
|---|---------------------------|--|-----------------------------|
| Marie Quinones, Acting Municipal Clerk | Borough of Bergenfield | \$500 (RMC Scholarship) | Marie Quinones |

NOW THEREFORE BE IT RESOLVED, by the Executive Board of MCANJ that we do hereby authorize payments of scholarship as noted above.

Agenda and Date Voted: 01/20/2017

RESOLUTION FY2017-26

MEMORIALIZING A DONATION TO CARING BRIDGE IN HONOR OF MCANJ ATTORNEY STEVEN GOODELL, ESQ.

WHEREAS, in FY2017, MCANJ retained Steven P Goodell, Esq. of the firm of Herbert Van Ness Cayci Goodell Law Firm, as legal counsel for MCANJ; and

WHEREAS, Steve P Goodell was involved in a cycling accident in October 2016 and suffered a severe cervical spine injury; and

WHEREAS, the family of Steven P Goodell established a Caring Bridge connection allowing people to easily get updates on his progress and offer support and encouragement.

WHEREAS, in lieu of gifts for Steven as he recuperates, Steve has requested donations to Caring Bridge.

NOW THEREFORE BE IT RESOLVED BY MCANJ, that we do hereby memorialize approval of a \$100 donation made to Caring Bridge from MCANJ in honoring Steven P Goodell and wishing him a speedy recovery.

Agenda and Date Voted: 01/20/2017

RESOLUTION FY2017-27

ENDORING CHANGES TO THE MUNICIPAL CLERKS RECORD RETENTION SCHEDULE M200000-009 AS PROPOSED BY NJ DORES

WHEREAS, on December 20, 2016, Nichole Carthan, Records manager for NJ DORES contact MCANJ with proposed changes to the Municipal Clerks Record Retention Schedule M200000-009

WHEREAS, members of the MCANJ Executive Board via email circulated and reviewed the changes with no objections and the president notified Nichole Carthan of this approval.

NOW THEREFORE BE IT RESOLVED BY MCANJ, that we do hereby memorialize approval of the changes to the Municipal Clerks Record Retention Schedule M200000-009

Agenda and Date Voted: 01/20/2017

RESOLUTION #FY2017-28

MEMORIALIZING THE CONTRACT AWARDED TO CONCEPT PRINT FOR THE DESIGN AND PURCHASE OF THE NJ STATE PIN FOR THE IIMC CONFERENCE

WHEREAS, it is customary that attendees of the International Institute of Municipal Clerk’s Conference exchange State or City pins; and

WHEREAS, New Jersey had historically presented the “Devil” pin for numerous years; and

WHEREAS, it was the decision of the Municipal Clerk’s Association of New Jersey Executive Board to generate a new pin design for distribution at the 2017 IIMC Conference; and

WHEREAS, a subcommittee to investigate the design of a new pin was created at the 14 October 2016 Executive Board meeting, and authorized to make a decision and purchase the pins; and

WHEREAS, the subcommittee reviewed multiple designs; and

WHEREAS, the subcommittee obtained multiple quotes from various vendors.

NOW THEREFORE BE IT RESOLVED, by the MCANJ Executive Board that we do hereby memorial the action of the subcommittee to award the contract to Concept Print, 40 Lydecker Street, Nyack, New York 10960 for the production of one thousand (1000) 1.25” diameter lapel pins, printed with four colors, soft enamel die stuck with nickel finish and military clutch backing at the cost of \$1030.00



Agenda and Date Voted: 01/20/2017

RESOLUTION FY2017-29

AMENDING RESOLUTION FY2017-03 AUTHORIZING A CONTRACT FOR LEGAL SERVICES WITH STEVEN P. GOODELL - HERBERT, VAN NESS, CAYCI & GOODELL FOR FY 2017 TO REFLECT THE NEW FIRM OF PARKER MCCAY, PA, AND ADDING MICHAEL HERBERT, ESQ. AS AN ATTORNEY REPRESENTING MCANJ

WHEREAS, on June 17, 2017, the MCANJ Executive Board authorized a contract with Steven P. Goodell of Herbert, Van Ness, Cayci & Goodell for FY 2017 legal services pursuant to Resolution FY2017-03; and

WHEREAS, on January 12, 2017, MCANJ was notified by email that the firm of Herbert, Van Ness, Cayci & Goodell was being dissolved into Parker McCay, P.A., 3840 Quakerbridge Road, Suite 200, Hamilton, New Jersey 08619; and

WHEREAS, MCANJ wishes to amend the contract to reflect the new firm and to add Michael Herbert, Esq., to the existing contract; and

WHEREAS, all other terms of the contract as approved pursuant to Resolution #2017-03 remain in full force and effect.

NOW THEREFORE BE IT RESOLVED, by the Executive Board of the Municipal Clerks' Association of New Jersey that the contract for Legal Services with Steven P. Goodell - Herbert, Van Ness, Cayci & Goodell for FY 2017 is hereby amended to reflect the new firm of Parker McCay, PA, and that Michael Herbert, Esq. be added to the contract as an Attorney representing MCANJ.

Agenda and Date Voted: 01/20/2017