

ANNUAL BUSINESS MEETING OF THE  
MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY  
MAY 3, 2018  
CEASAR'S  
ATLANTIC CITY, NJ

President Dina L. Zawadski called the meeting to order at 12:00 PM

ROLL CALL OF OFFICERS

Dina L. Zawadski, President; 1<sup>st</sup> Vice President Kevin Galland, Diane Pflugfelder, 2<sup>nd</sup> Vice President, Eileen Gore, Treasurer, Kim-Marie White, Secretary and Denise Szabo, Immediate Past President.

Also Present: Joel Popkin, Executive Director

FLAG SALUTE

Rayna Harris, Municipal Clerk, Rahway City led the attendees in the Salute to the Flag.

INVOCATION

Patricia A. Frontino, Retired Municipal Clerk, Borough of Glassboro presented the invocation.

APPROVAL OF MINUTES

President Zawadski announced the minutes of the April 26, 2017 Annual Meeting were posted to the website and asked for any corrections or changes to the minutes. Hearing none, the minutes were approved by consent.

TREASURER'S REPORT

Eileen Gore, Treasurer, Municipal Clerk, Hamilton Township offered the following Treasurer's Report:

Account Name	April 12, 2018 Balance
Operating Checking	\$107,815.16
Raffle Checking	\$2,390.10
Scholarship Checking	\$11,488.51
LDF Checking	\$50,028.21
Operating CD	\$108,734.59
LDF CD1	\$47,051.14
LDF CD2	\$41,990.26

ADDRESS BY IIMC PRESIDENT

Mary J. Kayser, MMC, City Secretary, City of Fort Worth, TX addressed the 2018 conference attendees.

PROCLAMATION FOR MUNICIPAL CLERK'S WEEK

Presented by Deptford Township Mayor Paul Medany.

LEGISLATIVE UPDATES

Lori Buckelew, NJSLOM Senior Legislative Analyst gave an update on recent legislative updates.

RECOGNITION OF 2017-2018 COMMITTEE CHAIRS & ACCEPTANCE OF ANNUAL REPORTS

President Dina L. Zawadski, thanked the members of the Committees for their service and recognized the Committee Chairs.

Constitution and By-Laws.....	Eugene Padalino, Township of Pennsauken
Education & Professional Development.....	Jennica Bileci, Mantua Township
Education Conference .....	Patricia Frontino, (Retired) Borough of Glassboro
	Nancy Saffos, Township of Cherry Hill
Elections.....	Linda Wanat, Borough of Montclair
Fundraising & Raffles.....	Patty Hunt, Township of Moorestown
Historical Report Committee.....	Andrew Pavlica, City of Garfield
Information Technology/Web Page.....	Daina Dale, Borough of Harvey Cedars
Legal Defense Fund.....	Harold Wiener, Township of Irvington
Legislative Committee.....	Lori Buckelew, NJSLOM Sr. Leg. Analyst
Manual Review Committee.....	Deanna Bennett, Borough of Haddonfield
Past Presidents' Council.....	Andrew J. Pavlica, City of Garfield
Public Relations/MCANJ Booth.....	Joel Popkin, Executive Director
Quill.....	Michele Bobrowski, Alexandria Township
Records.....	Sharon L. Young, Township of West Windsor
Resolutions.....	Pam Borek, Hillsboro Township
	Sandra Bohinski, Borough of Helmetta
Scholarships.....	Rayna Harris, City of Rahway

ANNOUNCEMENT OF SCHOLARSHIP WINNERS

Rayna Harris, Rahway City, announced the following scholarship recipients:

MCANJ SCHOLARSHIP

<u>Awarded To:</u>	<u>Municipality</u>	<u>Scholarship Type</u>
Ashley Wyatt	Hillside Township	RMC
Vanessa Nienhouse	Borough of Haledon	RMC

Rhonda Pisano	Bernards Township	CMC
Kevin D. Harris	Township of S. Orange Village	CMC
Paula Geletei	City of Atlantic City	MMC

**MCANJ EDUCATION CONFERENCE SCHOLARSHIPS AWARDED  
FOR FISCAL YEAR 2017-2018**

*Business Card Drawing at Previous Annual Conference*

Alberto Cabrera, Guttenberg Township  
 Karen Carnevale, West Orange Township  
 Linda Doyle, Bridgewater Township  
 Tamara Brown, Neptune City Borough  
 Demean Probasco, Chester Borough  
 Tanya Panucci, Monroe Township  
 Patty Hunt, Moorestown Township  
 Debra Sopronyi, Hightstown Borough  
 Cathy Reese, Warren Township  
 Lorraine Loudenberry, Phillipsburg Township

**NEED-BASED ANNUAL EDUCATION CONFERENCE SCHOLARSHIP**

<b><u>Awarded To:</u></b>	<b><u>Position</u></b>	<b><u>Municipality</u></b>
Davinna King-Ali	Municipal Clerk/Registrar of Vital Statistics	City of Pleasantville
Dorothy S. Hicks	Borough Clerk	Borough of Far Hills
Nancy Acciavatti	Deputy Municipal Clerk	Borough of Manasquan
Susan Gouveia	Deputy Clerk	Mount Olive Twp.
Kevin D. Harris	Village Clerk & Registrar of Vital Statistics	Twp. of So. Orange
Maria Coppinger	Deputy City Clerk	City of Summit

**TRIBUTE TO RETIRED MEMBERS of MCANJ**

At the request of President Zawadski, Nancy Saffos, Township of Cherry Hill read the Tribute to Retired Members Resolution into the record.

WHEREAS, service to others is the best work of life; and

WHEREAS, continued, unselfish service is the backbone of our society and is to be commended and exemplified; and

WHEREAS, as a Municipal Clerk knowing that you have shared in the growth and success of your community and this organization is a purpose fulfilled.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Clerks' Association of New Jersey, Inc., that we commend your dedication to the residents of your community and this organization, and point to it as an example to be exemplified and emulated; and

BE IT FURTHER RESOLVED, that honorary membership is bestowed upon the below-named retired Municipal Clerks in accordance with the MCANJ Constitution and Bylaws; and

BE IT FURTHER RESOLVED, that we extend to you, upon the occasion of your retirement, our gratitude and best wishes for good health, success and prosperity for many years to come to those Municipal Clerks named herein:

J. Mark Mutter- Toms River

Kelley O'Donnell- Park Ridge

Rosemarie Sees- Hasbrouck Heights

Sandra Jones- Bernardsville

Claire Gray- Westfield

Trudy Atkinson- Montville

Phyllis Drouin- Ogdensburg

Paula Jaegge- Waldwick

Kathleen Cunningham- Cranbury

Amy Strawder- Longport

Darleen Richmond- Bridgeton

Mary MacConnell- Kingwood

Joanne Kwasniewski- Fair Lawn

Sharon Brienza- Branchburg

Carol Donavan- Norwood

Roy Duffield- Woodbury

Christina Helder- Westville

Sharon Wright- Monroe

Patricia Frontino- Glassboro

Lora Olsen- West Amwell

Judy Allen- Delaware

Rosa Sollena- Raritan

Gloria Griffin- Pleasantville  
Jane McCarthy- Bloomingdale

TRIBUTE TO DECEASED MEMBERS of MCANJ

At the request of President Zawadski, Committee Member Sandra Bohinski, Township of, Borough of Helmetta read the Tribute to Deceased Members Resolution into the record.

**WHEREAS**, the strength and spirit of a community are often reflected in the activities and successes of its employees; and

**WHEREAS**, throughout their tenure, Municipal Clerks serve their communities with complete professionalism and at all times demonstrate an extraordinary dedication, enthusiasm and community sprit; and

**WHEREAS**, as a Municipal Clerk, knowing that you have shared in the growth and success of your community and this organization is a purpose fulfilled.

**NOW THEREFORE, BE IT RESOLVED**, by the Municipal Clerks' Association of New Jersey, Inc., that we commend your dedication to the residents of your communities and this organization, and point to it as an example to be exemplified and emulated;

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that we extend a moment of silence, dedicated to the memories of those who have left us for a greater service:

Bergen County	Rosemary R. Martin	Retired Clerk of Franklin Lakes
Camden County	Dorothy Burley	Former Clerk of Camden City
Hunterdon County	Robert A. Hauck	Retired Clerk of Flemington & Past President of Hunterdon County Clerks Association
Middlesex County	Joseph Valenti	Retired Clerk of Woodbridge Past President of Municipal Clerk Association of New Jersey & IIMC
Ocean County	Margaret (Honey) Heaney	Retired Clerk of Bay Head
	Francis E. Smith	Retired Clerk of Brick
	Bernadette Standowski	Retired Clerk of Lakewood. Past President Ocean County Clerks Association & Municipal Clerks Association of New Jersey
Passaic	Lucille Debiak	Retired Clerk of North Haledon
Warren	Lisa Patten	Retired Clerk of Knowlton Township

PRESENTATION OF THE FRIENDS OF THE MUNICIPAL CLERKS AWARD AND THE  
L. MANUEL HIRSHBLOND, DISTINGUISHED SERVICE AWARD

President Zawadski, Deptford Township announced the recipient of the Friend of the Municipal Clerk Award was Pat Frontino.

STATE OF THE ASSOCIATION ADDRESS

President Dina L. Zawadski, Deptford Township

Good afternoon everyone! I hope everyone is enjoying our fabulous conference. We have over 275 attendees, one of our largest ever. We also have over 33 vendors. Last evening we held a vendors reception. We thank all of our vendors for their support and outstanding information.

I hope everyone had an opportunity to join us at the President's Reception with Jimmy and the Parrot's Band. This was a great start to kick off our conference, and an opportunity to continue to network and meet our fellow professionals.

At this time I will commend our Education Conference Committee for doing an OUTSTANDING job coordinating this fantastic conference: Pat Frontino, Nancy Saffos, Rayna Harris, Tina Helder, Janet Pizzi, Lou Pastoriza, Gene Padalino and Deanna Bennett, Joel Popkin. I thank you all for dedication and volunteering to make this conference such a huge success. We were able to offer over 20 ½ CEU's. The most credits offered at any of our conferences.

Time sure has flown by. I was elected in 2012 as the incoming Secretary and now today I stand here very humbly as your President. There are many challenges being President of the organization.

My original intention getting involved in the association was to advance the cause of all the clerks. We are overlooked in municipal government at times. I'm from the southern part of our great state. I wanted to make a difference and my goal was to be a participant and be heard. I encourage all of you from whatever part of the state to get involved with the association. Find out what the board's agenda is, because this is your association. Try to find the time to become a member of the board or committee, and at the very least read the agendas and minutes of the meetings.

My goal was to not only become a part of the association but to have a voice. I wanted to express my concerns on issues that affect our role as Municipal Clerks. I can tell you we have met numerous times since I have been on this Board with: NJ State Senate President Stephen Sweeney, NJ State Senator Loretta Weinberg, 5<sup>th</sup> District Legislative Reps, NJSLOM Reps Mike Cerra and Michael Darcy, Mayor's Associations, Clerks County Association, Press Association and many others and we thank them all for listening.

We've had a productive year. We held our 1<sup>st</sup> Legal Defense Fund Seminar on Dec 6, 2018 which was also well attended. Our terrific Solicitor, Michael Herbert was our Guest Speaker for this session. There was great feedback from this session and many clerks inquired about holding another one in the future.

At this time I'd ask all Clerks to please stand. Look around the room these are your colleagues these are your resources to help make your career profession a success. Take the time to meet these people and network. Story telling comparing notes are the beginning of conversation which leads to discussions and resolutions to situations that will arise in your position. Let's give ourselves a hand.

Today is not only my day but your day! This conference is for every one of us to learn network and meet new colleagues. Communication is your tool for success. As I stated when I began my term be a diamond, stand tall and sparkle! This is your day to shine

I thank all my colleagues who helped & supported me during my term as President and I thank all of you for this honor!

I couldn't have done it without your support. It certainly has been challenging and rewarding as well.

#### RECOGNITION OF INSTRUCTORS OF MUNICIPAL CLERK COURSES

Laura Flagg, Assoc. Program Specialist Rutgers University thanked all the Instructors who teach the Municipal Clerks Courses.

Amy Antonides, Borough of South Plainfield  
Jennica Bileci, Township of Mantua  
Katherine Coviello, Township of Mahwah  
Elaine Kennedy, Beverly City  
Mary P. Madonna, Borough of Surf City  
Paul Margiotta, Township of Wayne  
J. Mark Mutter, Township of Toms River  
Lucy Samuelson, City of Somers Point  
Robert Sloan, City of Bayonne  
Kim-Marie White, Township of Eastampton  
Sercan Zoklu, Borough of Cliffside Park

#### RECOGNITION OF 2017 REGISTERED MUNICIPAL CLERK CERTIFICATION RECIPIENTS

Jennica Bileci, Township of Mantua recognized the 2017 spring and fall recipients who successfully passed the Registered Municipal Clerks exam and asked them to gather for a photo.

#### REGISTERED MUNICIPAL CLERK SPRING 2017

Mary Aveta	Branda Kuhn
Jane Bash	Michael Kwasizur
William Bray	Karen Mastro
Agnieszka Brynczka	Jasmine Mathis
Patricia Chacker	Jodi McKinney
Andrea Christensen	Marilyn Miller
Karen Cosgrove	Jessica Morelos
Najja Davis	Mary Moss
Patricia Donahue	Sandra Olivola
Nancy Eriston	Lisa Passione

Katerine Fenton-Newman  
Mary Field  
Rachel Fryc  
Carolyn George  
Vicki Gough  
Susan Gouveia  
Christine Hannerman  
Linda Kent  
Denise Kohan

Mary Alice Picariello  
Dana Rone  
Debra Rubin  
Nicole Sarna  
Hilda Tavitian  
Sarah Walker  
Lorene Wright  
Leslie Zeledon

REGISTERED MUNICIPAL CLERK FALL 2017

Kelly Andrews  
John Bennett  
Amanda Bransky  
Laura Burns  
Breeanna Calabro  
Donna Campagna  
Linda Cervino  
Cynthia Dziura  
Everett Falt  
Cara Fox  
Sallie Graziano  
Dawn Harriman  
Paula Kosko  
Kelly Lettera

Danielle Lewis  
Dawn Liedtka  
CarolAnne McKenamy  
Madelene Medina  
Caitlyn Midgette  
Debra Milliken  
Wendy Patrovich  
Melissa Pfeifer  
Adelinnny Plaza  
Robert Shafer  
Lisa Sharp  
Stacy Sullivan-Gruca  
Lindsay Walker  
Donna Zilberfarb

RECOGNITION OF NEWLY ATTAINED CERTIFIED MUNICIPAL CLERK (CMC) AND  
MASTER MUNICIPAL CLERK (MMC) CERTIFICATION RECIPIENTS

Mary J. Kayser, IIMC President, MMC, Fort Worth, Texas recognized the CMC's and  
MMC's.

CERTIFIED MUNICIPAL CLERK

Ann H. Bistriz, Borough of Harrington Park  
Ralph Blakeslee, III, Borough of Netcong  
Denise D. Cafone, Township of Fairfield  
Kelley Halewicz, Borough of Ringwood  
Kathryn Hutchinson, Township of Lakewood  
Jessie M. Joseph, Township of Ocean  
Maureen L. Muttie, Borough of Tinton Falls



MASTER MUNICIPAL CLERK

Nikima S. Muller, Township of Mount Holly

Kim-Marie White, Township of Eastampton

PRESENTATION OF THE 2018-2019 MUNICIPAL CLERK OF THE YEAR AWARD  
John Mitch, 2017-2018 Municipal Clerk of the Year presented the 2018-2019 award.

The MCANJ's 2018 Clerk of the Year is a person who has redefined the definition of commitment. Commitment to family, employer, career and of course to the Municipal Clerks' Association.

Our awardee has served with distinction as a Municipal Clerk for some 30 years. Has held numerous Municipal Clerk leadership positions at the County, State and International levels.

Previously awarded the prestigious L. Manuel Hirshblond Award for recognition of going above and beyond to serve the MCANJ.

As MCANJ President, wrote a published editorial entitled "For a Responsible Application of OPRA" which appeared on the front page of the Opinion Section of one of the State's major newspapers - the Bergen Record.

Has been a member and chair of several MCANJ Committees over the years including chairing the vital Education Committee, which oversaw the New Jersey IIMC Institute Rutgers University.

Has been also updating the written history of the MCANJ and takes many photographs to document that history at conferences, meetings, and other events.

Spends countless hours per week as the daily Facebook page administrator, which was created by him and his spouse along with the late Wantage Municipal Clerk/Administrator Jim Doherty half a decade ago.

Has compiled a two-volume Compendium of Ceremonial Resolutions and Proclamations, which has proven to be a useful tool to Municipal Clerks in New Jersey and beyond, and which is now posted on the MCANJ website as a resource for all MCANJ Members.

Has attained the highest IIMC education certificate of Master Municipal Clerk and is a 1983 graduate of Montclair State University.

Co-chaired the New Jersey Fundraising Sub-Committee of the New Jersey Committee that brought the IIMC Conference to NJ in 2013.

Organized a successful Dinner Celebration of the 85th Anniversary of the MCANJ at the Banquet of his Education Conference held in March 2012 at the Taj Mahal Hotel in Atlantic City.

During a recent visit to Washington DC during Veterans Day weekend, arranged for Ocean Township NJ Clerk Vincent Buttiglieri, as the IIMC President, to lay a wreath at the Tomb of the Unknown Soldier in Arlington National Cemetery.

Based on his vast knowledge and experiences, has been asked to speak across the state at Education Sessions, Conferences, and Meetings representing government and the Municipal Clerks profession.

In spare time has been a leader in his community, having been President of the municipality's YMCA, President of the municipality's Rotary Club, a member of the municipality's Chamber of Commerce, Jaycees, Historical Society Advisory Board, Planning Board, Zoning Board, and Free Public Library Board of Trustees.

Our recipient has never missed a single Garfield Mayor and Council meeting during his 30 years of service as the Garfield City Clerk, which documents his devotion and dedication to his employer, his career and our profession.

Congratulations, Mr. Drew Pavlica, City Clerk of the great City of Garfield, our 2018 MCANJ Municipal Clerk of the Year!

PRESENTATION OF THE 2018-2019 SLATE OF OFFICERS:

Kim Marie White, Municipal Clerk, Township of Eastampton presented the slate of officers.

President	Kevin V. Galland, Municipal Clerk, Borough of Woodland Park
1 <sup>st</sup> Vice President	Diane M. Pflugfelder, Municipal Clerk, Township of Liberty
2 <sup>nd</sup> Vice President	Eileen Gore, Municipal Clerk, Township of Hamilton
Treasurer	Kim-Marie White, Municipal Clerk, Township of Eastampton
Secretary	Denise Cafone, Municipal Clerk, Township of Fairfield
Immediate Past President	Dina L. Zawadski, Municipal Clerk, Deptford Township

A motion to accept the 2018-2019 Slate of Officers was made by Nancy Saffos and seconded by Keith Kazmark unanimously approved.

There being no further business the meeting was adjourned at 1:21 pm.

Respectfully Submitted,

Kim-Marie White, MCANJ Secretary  
Approved \_\_\_\_\_, 2019

APPENDIX

Business cards were drawn at the end of the conference to select ten winners for a free 2018-2019 Conference Registration as follows:

Kathleen Hart, Millstone Township  
Rayna Harris, Rahway City  
Alison Carlisle, Toms River Twp.  
Lindsay Walker, Spring Lake Borough  
Janet Pizzi, Woodbury Heights  
Maria Golda, South Toms River  
LaShawn Barber, Tabernacle Twp.  
Tamara Brown, Neptune City  
Elaine Kennedy, Beverly City  
Davinna King-Ali, Pleasantville City

In addition, business cards were drawn at the end of the conference to select five alternate winners for a free 2018-2019 Conference Registration as follows:

Michele Miller, Somerdale Borough  
Regina Preteriot, Manalapan Township  
Leo Selb, Washington Township  
Maria Dellasala, Millstone Township  
Cordelia Staton, City of Trenton