

**MUNICIPAL CLERK'S ASSOCIATION OF NEW JERSEY
EXECUTIVE BOARD TRANSITION MEETING
JUNE 19, 2015 @ 10:00 A.M.
WOODBRIE MUNICIPAL BUILDING
ONE MAIN ST.
WOODBRIE, NJ 07095**

1. CALL TO ORDER

President John Mitch called the meeting to order at 10:02 AM.

2. FLAG SALUTE AND MOMENT OF SILENCE

Those in attendance saluted the flag, and President Mitch asked for a moment of silence to acknowledge our service men and woman protecting our freedom.

3. ROLL CALL.

The following members of the Executive Board were present for the meeting:

President, John Mitch

1st Vice President, Keith Kazmark

2nd Vice President, Denise Szabo

Treasurer, Dina Zawadski

Secretary, Kevin Galland

Secretary-Elect, Diane Pflugfelder (via speaker phone)

Immediate Past President, Nancy Saffos; and

Executive Director, Joel Popkin

Legal Counsel, Richard Lustgarten, Esq.

4. APPROVAL OF MINUTES

Upon motion made by Immediate Past President Saffos, seconded by 1st Vice President, Keith Kazmark, and unanimously passed on voice vote, the minutes of the May 8, 2015 Executive Board Meeting were approved.

5. TREASURER'S REPORT (DINA ZAWADSKI / JOEL POPKIN)

A. ACCOUNT BALANCES.

Treasurer Dina Zawadski reported the following account balances as of June 18, 2015:

Scholarship Account -	\$ 14,085.50
Raffle Account -	\$ 2,803.00
Operating Account -	\$ 27,914.01
Total Available Balance -	\$44,802.51
Certificate of Deposit -	\$105,709.63

Upon motion made by Immediate Past President Nancy Saffos, seconded by Secretary Kevin Galland, and unanimously passed on voice vote, the Treasurer's Report was accepted.

B. CONTRACTS

1. Executive Director

First Vice President Kazmark reported that a copy of the Executive Director's contract for the time period July 1, 2015 through June 30, 2016 is on Google Drive and that the Executive Board needs to decide on the Director's stipend for that time period.

The Executive Director was asked to excuse himself and left the room while the Board discussed the matter. After an extensive discussion regarding all of the Director's accomplishments, hard work and his value to the Association, it was agreed that the fiscal year stipend would be \$25,500.00 (split between the Association and the Legal Defense Fund in the same proportion as the previous year) and a budgeted reimbursement for expenses in the amount of \$6,000.00.

Upon motion made by Immediate Past President Nancy Saffos, seconded by Second Vice President Szabo, and unanimously passed on voice vote, the Executive Director's contract for the time period July 1, 2015 through June 30, 2016 was approved by the Executive Board.

The Executive Director returned to the meeting.

After discussion of the financial functions to be performed by the Executive Director and First Vice President-Elect Szabo for the upcoming fiscal year, it was agreed that both would continue to perform their current assigned functions going forward.

Upon motion made by Secretary Kevin Galland, seconded by Immediate Past President Saffos, and unanimously passed on voice vote, the financial functions currently being performed by the Executive Director and the First Vice President-Elect shall remain through the upcoming fiscal year.

2. Attorney

First Vice President Kazmark reported that a copy of the Attorney's contract for the time period July 1, 2015 through June 30, 2016 is on Google Drive and that the Executive Board needs to review its contents.

The Attorney was asked to excuse himself and left the room while the Board discussed the matter. First Vice President Kazmark stated that the Association's Attorney is willing to hold his stipend at the rate of \$8,000.00 for the fiscal year and charge \$125.00/hour for additional services with an amount not to exceed of \$7,000.00. First Vice President Kazmark stated that he is not aware of any time that the hourly rate was ever billed in spite of the fact that the Attorney has historically been entitled to same.

After acknowledging Mr. Lustgarten's contributions to the Association, a motion was made by Immediate Past President Saffos, seconded by First Vice President Kazmark, and unanimously passed on voice vote, the Attorney's contract for the time period July 1, 2015 through June 30, 2016 was approved by the Executive Board.

The Attorney returned to the meeting.

3. Auditor

First Vice President Kazmark reported that a copy of the Auditor's contract for the time period July 1, 2015 through June 30, 2016 is on Google Drive and that the Executive Board needs to review its contents.

The Auditor was not present at the meeting. First Vice President Kazmark stated that the Association's Auditor's stipend would be \$750.00 per quarter with hourly rates of \$175/hr for CPA work and \$50.00/hr for clerical for work beyond that stated in the contract.

After acknowledging the Auditor's contributions to the Association, a motion was made by Immediate Past President Saffos, seconded by Secretary Kevin Galland, and unanimously passed on voice vote, the Auditor's contract for the time period July 1, 2015 through June 30, 2016 was approved by the Executive Board.

4. Cit-e-net

President Mitch reminded the Board Members that the Cit-e-net contact expires in February of next year and that it needs to be renewed at that time.

C. BANK SIGNATURE CARDS / RESOLUTION

President Mitch explained to the Board that current Treasurer Zawadski's name needs to be removed as a signatory on the TD Bank accounts as she will no longer be the Treasurer as of July 1, 2015; that Executive Director Popkin's name is already registered as a signatory requiring no action; and that Kevin Galland's name needs to be added as a signatory, since he will be the incoming Treasurer effective July 1, 2015.

A motion was made by Immediate Past President Saffos, seconded by Second Vice President Szabo and unanimously passed on voice vote, to remove current Treasurer Zawadski's name as signatory; to retain Executive Director Popkin's name on the account; and to add Treasurer-Elect Galland's name as a signatory on the TD Bank accounts.

D. SENATOR WEINBERG SENATE BILLS 781 & 782

In preparation for the meeting with Senator Weinberg to discuss Senate Bill 781, revisions to the OPMA, and Senate Bill 782, revisions to the OPRA, First Vice President Kazmark provided an overview of the proposed revisions to the Board. He stated that although the revisions have not addressed all of the Association's concerns, progress has been made.

Senator Weinberg and members of her Staff arrived and the Senator addressed the Board. The Senator thanked the Association for partnering with her on her efforts; acknowledged that the Clerks are on the front lines; acknowledged that the revisions still do not address the "frequent flyers", frivolous lawsuits, or subcommittee minutes; but concludes that the bill is an improvement to the current law in spite of the fact that the League of Municipalities will not endorse the revisions. Senator Weinberg then took questions from the Board members and an exchange of ideas ensued.

At the conclusion of this discussion, Senator Weinberg and her staff left the meeting.

E. MEMBERSHIP (individual or municipality is member)

Immediate Past President Nancy Saffos stated that the Board still needs to make a determination regarding the issue of who owns title to the Association's membership, the municipality or the individual; and that

there might be a conflict between what is stated in the Association's Constitution/By-Laws and the Standard Operations Procedure Manual.

After a lengthy discussion, it was agreed that the following language would be added to the Manual:

"Any person holding an active membership with MCANJ, whose address or jurisdiction changes during the membership year, may carry the membership with him/her to the end of the membership year upon written notice to the MCANJ Membership Chairman. The Membership Chairman will update the information in the membership database to reflect the change in address, municipality or county; however, the membership type will remain the same until the end of that membership year."

Association Attorney Richard Lustgarten recommended that this change be accepted as a policy of the Board, negating the need to revise the By-Laws.

A motion was made by Treasurer Dina Zawadski, seconded by Immediate Past President Saffos, and unanimously passed on voice vote to insert the reference language into the Standard Operations Manual and accept this change as a policy of the Board without amending the Association By-Laws.

6. REPORT OF OFFICERS

SECRETARY: KEVIN GALLAND

Secretary Galland reported that he had no updates to provide at this time.

TREASURER: (DINA ZAWADSKI)

Treasurer Zawadski reported that as of this date, 197 members have responded to the 2015-2016 membership drive.

2nd VICE PRESIDENT (DENISE SZABO)

Second Vice President Szabo reported that she had no updates to provide at this time.

1st VICE PRESIDENT (KEITH KAZMARK)

A. IIMC HARTFORD, CT.

First Vice President Kazmark reported that there were twenty-six New Jersey municipal clerks in attendance at the IIMC Conference; that the 2016 Region II Conference will be hosted by MCANJ; and that Haledon's Municipal Clerk Allen Susen will chair the Region II Conference, which will be scheduled for January of 2016.

B. FY16 Meeting Dates & Locations.

First Vice President Kazmark stated that the calendar setting the MCANJ meeting dates has been sent to the Executive Board Members via email.

Attachment A to these minutes.

C. FY16 Committee & Advisory Board Representative Listing.

First Vice President Kazmark stated that the Fiscal Year 2016 Committee & Advisory Board Representative Listing has been sent to the Executive Board Members via email.

Attachment B to these minutes.

D. Updated Contact List for Executive Board Members.

First Vice President Kazmark stated that the updated contact list for Executive Board Members will be available of Google.

Attachment C to these minutes.

E. Letters to Retirees reminding them to renew their complimentary membership.

First Vice President Kazmark requested a current list of retirees so that a letter may be sent reminding them of the opportunity to enroll in a complimentary membership in MCANJ. Second Vice President Szabo stated that twenty-four retirees have already registered.

F. PRESENTATION OF FY16 BUDGET (7/1/15 – 6/30/15)

First Vice President Kazmark presented the proposed FY2015-16 MCANJ budget and provided a line-by-line explanation of each and every revenue and appropriation in the budget.

After discussion and a few minor revisions, a motion was made by First Vice President Kazmark, seconded by Treasurer Zawadski, and unanimously passed on voice vote, the FY2015-16 MCANJ budget was adopted.

Attachment D to these minutes.

G. 2016 ANNUAL EDUCATION CONFERENCE.

First Vice President Kazmark reported that Ms. Heather Mailander and Ms. Sharon Brienza have agreed to co-chair the conference, and that the first meeting of the Education Conference Committee will be scheduled for September.

H. NJLM / DLGS Panel on FDS Updates (need clerk for League Conference).

First Vice President Kazmark stated the there is a need for a Municipal Clerk to participate on this panel, and Immediate Past President Saffos volunteered.

PRESIDENT (JOHN M. MITCH)

A. MOTIVATION MATTERS CONFERENCE (SCHEDULE A WRAP UP MTG.)

President Mitch reported that a profit of \$32,775.00 was achieved as a result of the Annual Education Conference; that there will be a “wrap-up” meeting in September; and that as of March 31, 2015 there was a fund balance of \$342,013.00.

B. OPRA / OPMA / GRC /

OPRA and OPMA were previously vetted when Senator Weinberg met with the Board; however, the Board agreed not to take formal positions on the bills until the final drafts of the bills were received.

Attorney Richard Lustgarten reviewed the Lyndhurst case regarding the release of Police records relative to police investigations under OPRA.

C. RUTGER'S EDUCATION COMMITTEE

President Mitch stated that the next committee meeting has yet to be scheduled; and that 61 applicants took the most recent RMC exam and 59% of those sitting passed the exam.

D. PRESIDENT'S GRATITUDE

President Mitch thanked the Board for their support and guidance over the past eighteen months while he served as MCANJ's President.

IMMEDIATE PAST PRESIDENT (NANCY SAFFOS)

UPDATED SOP BOOK FOR NEW SECRETARY AND PRESENTATION OF UPDATED POLICIES AND BYLAWS

Immediate Past President Saffos reviewed the proposed changes to the Standard Operating Procedure Manual with the Board. After a lengthy discussion regarding same, the Board requested that Ms. Saffos finalize the document for acceptance by the Board.

A motion was made by First Vice President Kazmark, seconded by Second Vice President Szabo, and unanimously passed on voice vote to proceed with the finalization of the Manual.

Immediate Past President Saffos thanked the Board Members for all of their support throughout her tenure on the Board.

EXECUTIVE DIRECTOR (JOEL POPKIN)

A. FY16 LDF MEMBERSHIP

Executive Director Popkin reported that enrollment in the LDF will be activated in the next few weeks.

B. GENERAL MATTERS

New Credit Cards, Executive Director Popkin distributed the new credit cards to the Board Members in attendance and advised the members to destroy the previously issued ones as they are no longer active.

Executive Director Popkin reported the following:

1. Tropicana Update

- A. All invoices from 2015 have been paid.

B. Contract and Deposit for 2016 –a tentative contract has been secured from the hotel for the 2016 Education Conference; enhancements to the food menus have been negotiated; a few freebies have been added; the hotel room rate remains as last year; and the dates are April 24 – 27, 2016.

2. Insurance Updates

There are three insurance policies that are current and cover the Executive Board and the Executive Director: Liability Policy; Error & Omissions; and Crime Bond (covered up to \$300,000). Second Vice President Szabo requested that covered Board Members be listed by title.

3. League Conference Updates

A. The Booth Contract has been executed and payment made.

B. In September the additional contracts for Booth Equip., Electric, etc. will be executed.

C. Request for Program Info. and Non- Municipal Speaker comp. badge. Second Vice President Szabo stated that she is working on the program and that the submission deadline will be met.

D. Give-A-Ways – To Do Pads, a supply is on hand, but an order will be placed for an additional 1000 units.

E. Anything different for this year's booth? After discussion, it was agreed that further discussion is required and changes will be addressed.

4. Left-over Devil Pins – it was agreed that the left-over pins will be used as a handout at the 2016 Education Conference.

5. League Legislative Committee Meeting, the meeting was held and all issues affecting Municipal Clerks were put on hold.

6. Quick-Books? It was agreed that the Executive Director and the First Vice President-Elect will continue to work together as is currently being done.

7. 2015 Charitable Registration Form (CRI-300R), this is an annual renewal, the Auditor renewed it last year and the information is on Google Drive. The Executive Director and the Auditor will complete the form for this period.

8. Points from Credit Card, currently there are some 106,000 points on the credit card that can be used on behalf of the Association.

9. Auditors report dated March 31, 2015 was provided to the Board Members.

10. Suggestion – Person on Executive Board to be Scholarship Liaison, to assure that all the scholarships available to our members are awarded. President-Elect Kazmark stated that Ms. Heather Mailander has been appointed to this committee and he will speak with Ms. Mailander regarding this suggestion.

11. Concern: Notify RMC's not holding a position of CEU opportunities, it was agreed that non-RMC's should be directed to the Association's and the League's websites where courses are listed.

12. IIMC Region II – Jan, 2016 Location proposals are being solicited.

13. Gifts honoring "Spotlight Award" \$50.00 award(s) to be awarded quarterly.

14. Still have old laptop computer, it was agreed that the Executive Director will hold for future use.

7. OLD BUSINESS

There was no “Old Business” to discuss at this time.

8. NEW BUSINESS

RECORDING OF FY16 SECRETARY RESULTS (NON-CONTESTED ELECTION)

Secretary Galland reported that the position of Secretary on the MCANJ Executive Board was uncontested, and that Ms. Diane M. Pflugfelder, Municipal Clerk, Township of Liberty was the only applicant for the position and was sworn into office at the Annual Education Conference Dinner on April 28, 2015.

9 ADJOURNMENT

Motion made by Immediate Past President Saffos, seconded by First Vice President Kazmark and unanimously passed by voice vote at 2:48 PM.

Respectfully submitted by:

Kevin Galland, MCANJ Secretary

ATTACHMENT A

**MCANJ 2015-2016 MEETING DATES
(July 1, 2015 – June 30, 2016)**

EXECUTIVE BOARD MEETING FRIDAY, AUGUST 14, 2015
Woodland Park Municipal Building
5 Brophy Lane, Woodland Park, NJ 07424

ADVISORY BOARD MEETING FRIDAY, SEPTEMBER 11, 2015
Woodbridge Municipal Building
1 Main Street, Woodbridge, NJ 07095

EXECUTIVE BOARD MEETING FRIDAY, OCTOBER 23, 2015
Woodland Park Municipal Building
5 Brophy Lane, Woodland Park, NJ 07424

ADVISORY BOARD MEETING FRIDAY, DECEMBER 11, 2015
Meeting & Holiday Party
Location to be determined.

2016 REGION II – NJ HOST STATE – DATES TO BE DETERMINED

EXECUTIVE BOARD MEETING FRIDAY, JANUARY 22, 2016
Woodland Park Municipal Building
5 Brophy Lane, Woodland Park, NJ 07424

ADVISORY BOARD MEETING FRIDAY, MARCH 11, 2016
Woodbridge Municipal Building
1 Main Street, Woodbridge, NJ 07095

(APRIL 24-27, 2016 MCANJ CONFERENCE, TROPICANA, ATLANTIC CITY)

ANNUAL MEETING MONDAY, APRIL 25
Tropicana
Atlantic City, New Jersey

EXECUTIVE BOARD MEETING FRIDAY, MAY 6, 2016
Woodland Park Municipal Building
5 Brophy Lane, Woodland Park, NJ 07424

(MAY 22 – 25, 2016 IIMC CONFERENCE - OMAHA, NE)

TRANSITION MEETING FRIDAY, JUNE 17, 2016
Woodland Park Municipal Building
5 Brophy Lane, Woodland Park, NJ 07424

ATTACHMENT B

MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. MCANJ 2015 / 2016 COMMITTEE ROSTER

** Denotes Chair*

CONSTITUTION AND BYLAWS

1. Eileen Gore *
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2. Harold Wiener
haroldewiener@hotmail.com Irvington 973 399 8111
3. Gene Padalino
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EDUCATION & PROFESSIONAL DEVELOPMENT

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3. Ann Marie McCarthy
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4. Heather Mailander
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5. Kim-Marie White
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6. Gene Padalino
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7. Sharon Young
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8. Linda Wanat
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9. Louise Palagano
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10. Elaine Jasko
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EDUCATION CONFERENCE

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2. Heather Mailander * (Co-Chair)
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3. John M. Mitch
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4. Keith Kazmark
kkazmark@elmwoodparknj.us Elmwood Park 201 796 1457
5. Denise Szabo
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6. Dina Zawadski
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7. Kevin Galland
kgalland@wpnj.us Woodland Park 973 345 8100

8. Kim-Marie White kwhite@eastampton.com	Eastampton	609 267 5723
9. Joanne M. Kwasniewski munclerk@fairlawn.org	Fair Lawn	201 794 5340
10. Joel Popkin joelpopkin@optonline.net	MCANJ Exec. Dir.	732 609 6441
11. Ceil Covino ccovino@clintonnj.gov	Clinton	908 735 8616
12. Pat Frontino pfrontino@glassboro.org	Glassboro	856 881 9230
13. Diane Pflugfelder clerk@libertytownship.org	Liberty	908 637 4579
14. Doreen Cali dcali@rosellepark.net	Roselle Park	908 245 6222
15. Andrew Pavlica apavlica@garfieldnj.org	Garfield	973 340 2001

ELECTIONS

1. Linda Wanat * lwanat@montclairnjsa.org	Montclair	973 509 4900
2. Michele Reilly mreilly@mtnlakes.org	Mountain Lakes	973 334 3131
3. Amada Curling cityclerk@cityofpassaicnj.gov	Passaic	973 365 5500
4. Kelley Halewicz khalewicz@ringwoodnj.net	Ringwood	973 475 7102
5. Cynthia Brown cynthia.brown@eatorange-nj.gov	E. Orange	973 266 5115

FUNDRAISING

1. Doreen Cali * dcali@rosellepark.net	Roselle Park	908 245 6222
2. Rhona Bluestein rbluestein12@gmail.com	Roselle	973 472 7352
3. Cynthia Brown cynthia.brown@eatorange-nj.gov	E. Orange	973 266 5115
4. Adeline Hanna mpclerk@optonline.net	Midland Park	201 445 5720

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3. Joseph Kostecki joseph.kostecki@boroughofsouthtomsriver.com	South Toms River	201 796 1457
4. Jim Doherty administrator@wantagetwp-nj.org	Wantage	972 875 7192

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- Alternate** 3. Vacant
- Central**
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- Alternate** 3. Mary Lou Bergh Evesham (2015) 856 983 2004
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PAST PRESIDENT'S COUNCIL

- 1. John Mitch 2014-2015
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- 2. Nancy Saffos 2013
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- 4. Joanne Kwasniewski 2011
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- 5. Vincent Buttiglieri 2010
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- 6. Joan Moreland 2009
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- 7. Heather Mailander 2008
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- 8. Barbara Hawk 2007 (R)
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- 9. Elaine B. Kennedy 2006 (R)
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10. Jane Williams – Warren	2005
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13. Bernadette Standowski	2002 (R)
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16. Bernadette Dubuss	1999 (R)
17. Lynn Stanzlaus	1998 (R)
18. Elizabeth Kiss	1997 (R)
19. Joseph Favaro	1996 (R)
20. Christina Wilder	1995 (R)
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21. Kathleen Thorpe-Holder	1994 (R)
22. John Gavin	1993 (R)
23. Elaine Wallace	1988 (R)
24. Lewis Thompson	1987 (R)
25. Elizabeth Nolan	1985 (R)
26. L. Manual Hirschblond	1981 (R)
27. Otto Block	1977 (R)
28. Alfred Reda	1975 (R)
29. Joseph Valenti	1974 (R)

PUBLIC RELATIONS / MCANJ BOOTH

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3. Vinny Buttiglieri	Ocean Township	732 531 5000 x3321
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3. Joel Popkin (Advertising)	MCANJ Exec. Dir.	732 609 6441
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RAFFLES

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- | | | |
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| 4. Susan Witkowski | Hillsdale | 201 666 4800 |
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- | | | |
|--|---------------------|--------------------|
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| 5. Gene Padalino | Pennsauken | 856 665 1000 x122 |
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RESOLUTIONS

- | | | |
|--|--------------|-------------------|
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| 2. Marie Elena Macari * (Co-Chair) | Saddle River | 201 327 2609 |
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| 3. All Advisory Board Members | | |

SCHOLARSHIPS

- | | | |
|--|-------------------|-------------------|
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| 3. Vita Mekovetz | Readington | 908 534 4051 x224 |
| vmek@readingtontwp-nj.org | | |
| 4. Barbara Shepard | Boonton Twsp. | 973 402 4012 |
| bshepard@boontontownship.com | | |
| 5. Rayna Harris | Raritan | 908 231 1300 |
| rharris@raritan-nj.org | | |
| 6. Heather Mailander | Ridgewood Village | 201 670 5500 |
| hmailander@ridgewoodnj.net | | |

AD HOC COMMITTEE(S)

HISTORICAL REPORT COMMITTEE

- | | | |
|--|----------|--------------|
| 1. Andrew J. Pavlica * (Co-Chair) | Garfield | 973 340 2001 |
| apavlica@garfieldnj.org | | |
| 2. James Doherty * (Co-Chair) | Wantage | 973 875 7192 |
| administrator@wantagetwp-nj.org | | |

Updated 6/11/2015

ATTACHMENT C

MCANJ 2015-2016 EXECUTIVE BOARD PHONE LIST

Keith Kazmark President	Elmwood Park 182 Market St. Elmwood Park, NJ (Office) 201 796 1457 x292 (Fax) 201 794 0976 kkazmark@elmwoodparknj.us	160 Highview Dr. Woodland Park, NJ (Home) 973 684 3604 (Cell) 973 420 9962
Denise Szabo 1st Vice President	Bernards Township 1 Collyer Lane Basking Ridge, NJ 07920 (Office) 908 766 2510 (Fax) 908 204 3015 dszabo@bernards.org	98 Haas Road Basking Ridge, NJ 07920 (Home) 908 747 2138 (Cell) 908 334 3389
Dina Zawadski 2nd Vice President	Deptford Township 1011 Cooper St. Deptford, NJ 08096-3090 (Office) 856 686 2203 (Fax) 856 845 8804 dzawadski@deptford-nj.org	811 Highland Ave. Deptford, NJ 08096 (Home) 856 229 4848
Kevin Galland Treasurer	Woodland Park 5 Brophy Ln. Woodland Park, NJ 07424 (Office) 973 345 8100 x201 (Fax) 973 345 8194 kgalland@wpnj.us	14 Hunter Rd. North North Haledon, NJ 07508 (Home) 973 423 4923 (Cell) 862 377 5369
Diane Pflugfelder Secretary	Liberty 349 Mountain Lake Road Great Meadows, NJ 07838 (Office) 908 6374579 (Fax) 908 637 6916	9 D.Hull Lane Asbury, NJ 08802 (Home) 908 479 6154 (Cell) 908 391 0578
John M. Mitch Immediate Past President	Woodbridge Township 1 Main St. Woodbridge, NJ 07095 (Office) 732 602 6007 (Fax) 732 602 6053 john.mitch@twp.woodbridge.nj.us	270 Ella Ave. Avenel, NJ 07001 (Home) 732 634 6957 (Cell) 732 598-5919
Joel Popkin Executive Director	88 Inskip Ave. Ocean Grove, NJ 07756 (Cell) 732 609-6441 joelpopkin@optonline.net	
Richard Lustgarten Legal Consultant	Goodman & Lustgarten 12-28 Burbank St. Fair Lawn, NJ 07410 (Office) 973 736 5333 (Fax) 201 773 0792 rich@gnlesq@aol.com	

ATTACHMENT D

FY2015-2016 BUDGET

<i>Major Operating Account - #786-1948276</i>			
CATEGORY	Description for FY 2015-2016	Expense	Revenue
Advisory/Executive Board Mtgs	Refreshments served at meetings, conference call costs	\$2,750	\$0
Annual Conference Fiscal Yr. 2016	All costs associated with the annual meeting, as well as the annual education conference, and corresponding revenue collected	\$82,000	\$90,000
Annual Conference Fiscal Yr. 2017	All costs associated with the annual meeting, and annual education conference and corresponding revenue collected	\$1,000	\$0
CPA Fee	Quarterly and annual reports; also QuickBooks setup	\$5,500	\$0
Contingency	Unbudgeted items	\$750	\$0
Donations	Unplanned donations	\$0	\$0
Executive Director Expenses	Expenses of the ED accounted for on separate bill	\$6,000	\$0
Executive Director Retainer	Contracted amount of retainer	\$23,900	\$0
Fundraising/Special Events	Purchase and sale of novelty items such as sweatshirts	\$3,000	\$3,200
IIMC - President Expenses	All MCANJ president related expenses such as reimbursements to attend IIMC conference and Region II meetings including registration, lodging, travel, and hospitality (IIMC conference reception or dinner for NJ delegates).	\$7,000	\$0
Information Technology	Annual licenses fee to webprovided and additional development of online forms	\$2,500	\$0
Insurance, Bonds, & D&O	Insurance, Bonds for Assoc and Officers-three policies	\$3,000	\$0
Interest	Bank Interest on Operating Account	\$0	\$500
Legal Counsel/Professional Fees	Contracted amount of retainer	\$6,600	\$0
Membership	Membership Dues	\$0	\$68,000
Mini Conferences	Expenses for Mini-conferences and revenue collected to offset	\$500	\$0
Miscellaneous Renveue/Refunds	Revenue not accounted for elsewhere, includes refunds	\$0	\$0
MCANJ Booth	Cost of booth, booth rental equipment (chairs, table, carpet, electric, etc.), cost of give-aways (items decided by Board-candy, gift cards, etc.), trucking of booth and associated items	\$1,750	\$0
NJLM Other Expenses	Room for Executive Director and retirees who may be assisting at MCANJ booth during NJLM.	\$2,000	\$0
Office Supplies	Computer toner, paper, mailing pouches, etc.	\$1,000	\$0
Officer Reimbursements	Reimbursements as voted on annual by EB	\$4,000	\$0
Other Conferences	If needed could be used to attend special meetings/conference	\$500	\$0
Postage and Delivery	Postage for mailings	\$600	\$0
Printing and Reproduction	Letterhead, envelopes, business cards	\$300	\$0
Quill Misc. Expenses/Photographer	Expenses outside annual meeting photographic services	\$200	\$0
Quill Printing and Postage	Cost for print Quill and Mailing	\$10,500	\$0
Retirement Pins/Plaques/Awards	Presidents Award, Friends of MC Award, MH Award, Letter Openers, Presidents Gifts, Officer Pins, Annual Mtg. Awards and New IIMC Pins	\$3,200	\$0
RMC Pins	RMC pins	\$500	\$0
Spotlight Awards	Monthly awards given by president for individuals nominated for excellence (Quarterly Awards for \$50 each)	\$200	\$0
Stipend - Information Technology	Remuneration for Webmaster	\$1,200	\$0
Stipend - Legal Defense Fund	Remuneration for LDF Admin	\$0	\$0
Stipend - Manual Review	Remuneration for Manual Editor	\$1,000	\$0
Stipend - Quill Editorial	Rumeration for Editor	\$2,600	\$2,500
Storage Space	Cost of storage for MCANJ supplies	\$1,000	\$0
Subscriptions/Registrations	GovNetwork News used by Education Committee	\$1,200	\$0
Subscription (Charitable Reg. Fee)	Registration w/State of NJ for MCANJ	\$25	\$0
Surplus	In order to have a balanced budget, the anticipated revenues should be subtracted from the anticipated expenditures. Almost always this is a shortfall. The shortfall should be made up from Surplus Funds		\$12,075
	Total Operating	\$176,275	\$176,275

Scholarship Budget Account - #4284096413			
CATEGORY	Description for FY 2015		
Scholarships	Scholarships Awards for RMC, CMC, MMC, Conference. Raffle proceeds will be transferred into this account from the Raffle Account. Silent Auction proceeds will be deposited directly into this account.	\$5,000	\$5,000
	Surplus from Scholarship Account		
	Total Scholarships	\$5,000	\$5,000

Raffle Budget Account - #345-3661257			
CATEGORY	Description for FY 2015		
Raffle	Expenses, includes LGCC Fees. Raffle proceeds to be deposited here, with a minimum balance remaining in the account, but the majority transferred to the Scholarship Account.	\$300	\$3,000
	Total Raffle	\$300	\$3,000

Legal Defense Fund - #-7920			
Category	Description for FY 20152014	Expense	Revenue
Administrative Expenses: Auditor, Exec Dir., Stipend LDF	includes \$1600 ED Stipend	\$1,900	
Claims		\$7,500	
Membership			\$7,000
Legal Expenses		\$1,400	
Office Supplies		\$100	
Postage		\$50	
Interest			\$500
Surplus			\$3,450
	Total Legal Defense	\$10,950	\$10,950