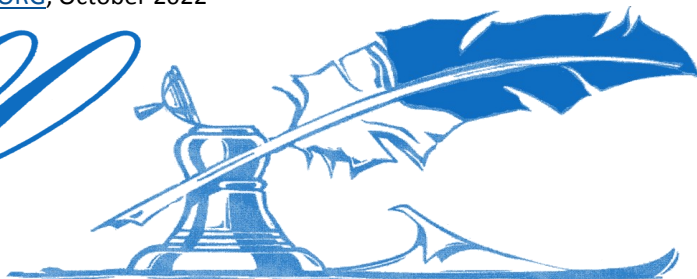


# The Quill



## PRESIDENT MESSAGE FROM DENISE CAFONE



Page 1

## A Message from MCANJ President Denise Cafone

Well, I hope everyone had an amazing summer trying to stay cool during all the heat waves we had, and you were able to spend time with your families relaxing. I had the opportunity to travel to Italy for the 1st time with my husband to see where his mother was born and learn some family history. It was a vacation that he and I will never forget. During our time, there, I also visited many municipal buildings and met Municipal Clerks in various cities we visited. So, here we are, summer has come and gone and the Executive Board is moving right into the fall season working on the Municipal Clerks' Association of New Jersey (MCANJ) memberships and LDF (Legal Defense Fund) registrations. I would like to thank the members that have already renewed their memberships and those who have signed up for the first time. As of September we have 626 members registered with the MCANJ and 184 members for the Legal Defense Fund. MCANJ is running a membership campaign for the first County that has 100% of their Clerks signed up. The first County will win a "free" conference registration and the second County (runner-up) will receive a \$200 gift card. So, County Presidents spread the word and let's see who comes in first.

**PEOPLE PAGE**  
PICTURED BELOW ARE THE NEW OFFICERS FOR THE HUNTERDON COUNTY CLERKS ASSOCIATION WITH COUNTY CLERK MELFI



Page 4

## IIMC SCHOLARSHIP OPPORTUNITIES



Page 7

## MEET OUR NEW MCANJ SECRETARY KIM MACELLARO



Page 12



### Illumination Night in Ocean Grove-August 12th

MCANJ President Denise Cafone and retired Neptune City Clerk/MCANJ Executive Director Joel Popkin (both pictured on the right) are enjoying decorations Joel did for illumination night on August 12<sup>th</sup>. Joel resides in Ocean Grove and every year is the winner of the illumination as he goes all out.

With regards to the Legal Defense Fund, the initial membership fee is \$75.00 paid via personal check, with an annual renewal fee of \$25.00. **REMINDER**, the deadline to register is **November 1<sup>st</sup>** so don't delay as it is too important!!! The Legal Defense Fund was created specifically for MCANJ members in providing financial assistance from the expense of attorney's fees, court filings, litigation costs, or other legal fees. There is a \$500 deductible per application and the LDF will cover expenses up to \$7,500. We never want or expect something to happen with our employment. However, we should always be prepared in case the unexpected does happen and is unfortunately true in these times. The annual Legal Defense Fund seminar has been scheduled for Wednesday, December 7, 2022, in Woodbridge. The seminar provides a morning and afternoon session complete with RMC and IIMC credits. Additional information about the seminar will be forthcoming, most likely in an email blast. (continued on page 9)

# Contact Information for the 2022/2023 MCANJ Executive Board

**President**

**Denise Cafone**

**Fairfield Township**

**Essex County**

**EMAIL: [president@MCANJ.us](mailto:president@MCANJ.us)**



**1st Vice President**

**Michele Bobrowski**

**Alexandria Township**

**Hunterdon County**

**EMAIL: [1vp@MCANJ.us](mailto:1vp@MCANJ.us)**



**2nd Vice President**

**Deanna Bennett**

**Borough of Haddonfield**

**Camden County**

**EMAIL: [2vp@MCANJ.us](mailto:2vp@MCANJ.us)**



**Treasurer**

**Nancy Bretzger**

**Borough of Peapack & Gladstone**

**Somerset County**

**EMAIL: [treasurer@MCANJ.us](mailto:treasurer@MCANJ.us)**



**Secretary**

**Kim Macellaro**

**Township of Ewing**

**Mercer County**

**EMAIL: [secretary@MCANJ.us](mailto:secretary@MCANJ.us)**



**Immediate Past President**

**Kim-Marie White**

**Eastampton Township**

**Burlington County**

**EMAIL: [pastpresident@MCANJ.us](mailto:pastpresident@MCANJ.us)**



**Executive Director Joel Popkin**

**Email: [executivedirector@MCANJ.us](mailto:executivedirector@MCANJ.us)**

**Retired Clerk-Neptune City**

**Monmouth County**

# 2022/2023 MCANJ REGISTRATION REMINDER

MCANJ is now accepting New and Renewal Membership Applications for FY2022/2023 through our online system.

Membership in the Municipal Clerks' Association of New Jersey offers an instant network to hundreds of the most professional local government officials in New Jersey and beyond.

MCANJ offers meaningful and affordable educational opportunities to its members through an Annual Education Conference, as well as webinars, throughout the year. Registered Municipal Clerks can earn continuing education credits towards their certification renewal at these sessions.

The MCANJ also keeps abreast of changes in Trenton and disseminates this information to its membership through continued communications.

The Municipal Clerks' Association of New Jersey serves the oldest of local government officials, offers camaraderie like no other; with members assisting when needed especially to non-seasoned Municipal Clerks or Municipal Clerks who may have faced a particular situation. Municipal Clerks will undoubtedly develop new and long-lasting friendships when they join the MCANJ.

## MCANJ offers the following classes of membership:

**Regular Membership** – Any person holding the office of Municipal Clerk, Acting Municipal Clerk, County Clerk, or Clerk of the Board of Chosen Freeholders of any municipality or county in New Jersey **(\$100 Annual Fee)**

**Associate Membership** – Any person holding the office of Deputy or Assistant Municipal Clerk, Deputy County Clerk, or Deputy Clerk of the Board of County Commissioners **(\$75 Annual Fee)**

**Affiliate Member** – Any person holding any governmental or education office of employment, or any person interested in promoting the objectives of the Association who is not eligible for Regular, Associate or Honorary membership. **(\$75 Annual Fee)**

**Honorary Membership** – Any Regular, Associate or Affiliate Member in good standing upon retirement. **(\$0 Annual Fee)** (Honorary Members must still renew their membership online each year even though there is no annual fee. This is so we have your most up to date contact information).

The annual membership term is from July 1<sup>st</sup> to June 30<sup>th</sup>. Registration online is simple and quick. You do not need to send your PO for our signature, as the confirmation/invoice which is generated from the system has been approved by the Local Finance Board to be acceptable for use by counties and municipalities in the State.

Visit [njclerks.org](http://njclerks.org) to register now!

## LEGAL DEFENSE FUND REMINDER-DEADLINE IS NOVEMBER 1st !



The Legal Defense Fund was established by the Municipal Clerks' Association to financially assist Municipal Clerks when actions have been taken against them in the performance of their duties.

With initial membership costing \$75.00, and \$25.00 annually thereafter to renew, the Legal Defense Fund could prove to be your most valuable insurance coverage. This fund exists for the protection of its members and anyone who is not currently a member is encouraged to join. ***Initial membership and renewals will begin on August 1st.*** Please visit [njclerks.org](http://njclerks.org) to register online. The deadline for joining is November 1st.

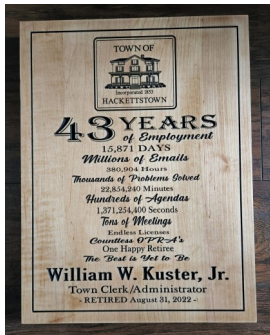
# People Page

The People Page is an opportunity for the members of our Association to celebrate each other's achievements both professionally and personally, as well as to share our condolences during times of sorrow. Additionally, when we as Clerks have an opportunity to participate in community events that are afforded to us as a result of our position, it is another example of something to share on the People's Page. Please feel free to share. Send your submissions to the email of: [peoplepage@MCANJ.us](mailto:peoplepage@MCANJ.us) along with a picture and caption to be included in future editions of the Quill.

## RETIREMENTS

Congratulations to Rhonda Pisano of Bernards Township who retired on October 1, 2022.

Congratulations to Kathy Norcia of Lawrence Township/Mercer County on her retirement!



William Kuster of the Township of Hackettstown retired on August 31, 2022. Congratulations and enjoy your retirement!

Congratulations to Kathleen Stutz of Cedar Grove on her retirement!

Happy Retirement Sandy Bohinski! Congratulations on 34 years of service in Helmetta. We hope you continue your service with MCANJ at our conferences. (Pictured below is Sandy)



Cindy Keller (pictured in the middle above) of Kingwood Township is set to retire on November 1st. The Hunterdon County Clerks presented Cindy with a retirement gift at their quarterly meeting held on September 15th. Congratulations Cindy!

## ARE YOU RETIRING?

### WE WANT YOUR CONTACT INFORMATION SO YOU CAN STAY INFORMED...

Please accept our CONGRATULATIONS on your pending Retirement.

While you will be enjoying the much-deserved rest and relaxation that retirement brings, wouldn't it also be nice to stay informed of all the News and Events from your colleagues and the MCANJ Association as a whole? We also want to keep you informed.

If you wish to keep up to date with all things MCANJ, please provide the following information to [PastPresident@mcanj.us](mailto:PastPresident@mcanj.us) :

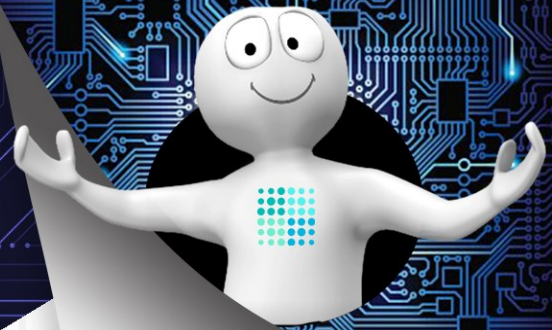
- Name
- Position
- Municipality
- Date of Retirement
- Home Address
- Home Telephone Number
- Cell Phone Number
- Home Email

The MCANJ Executive Board wishes you a very happy, healthy and long retirement!!



ZenGov

Say Hello  
to Zenny



**MUNIDEX**

**ALL NEW IN 2022**

- ✓ Online resident payment portal: Register, Renew, Online
- ✓ Fewer visits to town hall for your residents
- ✓ Cloud-based technology
- ✓ Seamless transition with data conversion, training, and support

**Schedule a demo of our new, upgraded products:**

- ◆ Pets Licensing
- ◆ Mercantile Licensing
- ◆ Parking Management
- ◆ Citizen Connect

***Coming Soon:***

- ◆ *Vital Statistics*
- *Now in the cloud*
- ◆ *Web Design*

**“Where CITIZENS and GOVERNMENT Meet”**

**Call us now!**

**o: (201)291-1000**



**MUNIDEX**  
powered by ZenGov

**a: Munidex Inc | Newark, NJ 07102**

**e: [info@munidex.com](mailto:info@munidex.com) | [www.munidex.com](http://www.munidex.com)**

# People Page (continued from page 4)

## News/Updates/Transitions



Congratulations to Diane B. Ambrosio, RMC, CMC, Municipal Clerk/ Township Administrator, of Ocean Township, Ocean County for receiving her Certified Municipal Clerk Certification. Diane was acknowledged and congratulated at the Township Committee meeting on July 19, 2022. (Pictured to the left)



Acting Clerk to Clerk: Fair Lawn Council Acknowledges Nicholas Magarelli (pictured on left) at the July 12th Council Meeting. Congratulations Nicholas on passing your exam and on your appointment.

Brandon Garcia was appointed as City Clerk of Trenton. Best of Luck!

Tonya Carter has been appointed as the new Municipal Clerk of Lawrence Township/Mercer County– Congratulations!

Congratulations to Ally Vacha who was appointed as Deputy Clerk in Robbinsville Township/Mercer County!

The Mercer County Clerks had a Christmas in July party at Metro North in Princeton.

A new Board of Directors was elected for the Mercer County Clerks' Association. Kim Macellaro of Ewing is President, Peggy Riggio of Hightstown is Vice President, Kathy Fenton-Newman of Hopewell Township is Treasurer and Ally Vacha of Robbinsville is Secretary.



Candace Gallagher was the Municipal Clerk in Hightstown. In the fall of 2009, she moved and became the Municipal Clerk in Jerome, Arizona. She worked there for 13 years and during that time she also ran a B & B, which they closed when Covid hit. Candace has recently retired and is now the Owner/Designer of Medicine Beads Jewelry. You can find her beautiful pieces on Facebook and Etsy.



## New Jersey State League of Municipalities • 107th Annual Conference

November 15-17, 2022 • Atlantic City Convention Center

Below are some sessions that the Municipal Clerks' Association of NJ are sponsoring along with the League.

Tuesday, 11/15	9:00 AM to 11:00 AM	NJLM Joint Legislative Session - 2.0 CEUS for Prof. Dev.	Room 402
Tuesday, 11/15	3:45 PM to 5:00 PM	NJLM Joint Daniel's Law Session - 1.5 CEUS for Records	Room 412
Wed., 11/16	10:45 AM to 12 Noon	Open Public & Executive Meeting Etiquette -1.5 Prof. Dev	Room 418
Wed., 11/16	10:45 AM to 12 Noon	Raffle Review - 1.5 CEUS for Licensing	Room 318
Wed., 11/16	2:00 PM to 3:45 PM	The Review of OPRA - 1.5 CEUS Records	
Thurs. 11/17	10:45 AM to 12 Noon	Election 101 Back to Basics - CEU's 1.5 Election	Room 312

# FREE MONEY FOR YOU.....

The IIMC Foundation was created in 1984 by a forward thinking group of Municipal Clerks who saw the need to assist in funding for Clerk education. The Foundation is a non-profit organization that raises endowed dollars whose earnings are resources for IIMC and its members to pursue educational opportunities. How does it work? It is simple – IIMC members donate, the IIMC Foundation Board conducts fundraisers and the interest earned from the corpus of invested dollars is used to fund IIMC educational programs and member grants, scholarships, online learning and Region educational stipends.

The IIMC Foundation, the fundraising arm of the International Institute of Municipal Clerks, offer numerous scholarships to assist its members in offsetting the cost of various education programs. In order to qualify for these scholarships, one must be a member of IIMC in good standing. One must also be enrolled in the CMC/MMC certification program (if you are not enrolled, you must do so before applying for any of the grants/scholarships).

Below is a list of the various Grants/Scholarships currently available:

- **CMC/MMC SCHOLARSHIPS**

This scholarship program has been designed to assist with the costs of attending an IIMC approved in-person or virtual Institute or Academy program for those working towards IIMC's professional designations.

Scholarship recipients receive up to \$400.00 CMC scholarship or \$400.00 MMC scholarship reimbursement after completion of the program.

**Application Period: Apply between September 1 and November 15, 2022 for a scholarship to use during the calendar year 2023.**

- **JIM TINNIN ONLINE SCHOLARSHIP**

This program annually offers two eligible IIMC Members in each Region (I through XI) an opportunity to receive a \$100.00 scholarship that can be applied towards registration expenses for any of the existing online learning opportunities found on the IIMC website.

Applicants must have an Admission for CMC or MMC Application on file with IIMC and be active members. If the number of applications exceeds available funds, recipients will be selected by random draw. The IIMC Foundation may award additional scholarships depending upon available funding.

**Application Period: Apply between September 1 and November 15, 2022 for a scholarship to use during the calendar year 2023.**

- **IIMC ANNUAL CONFERENCE GRANT**

The Conference Grant Program is designed to allow 2 IIMC members from each of IIMC's eleven regions to attend the IIMC Annual Conference each May. If awarded a grant, the IIMC Foundation will cover the cost of your IIMC Annual Conference REGISTRATION (the recipient will be responsible for all other expenses).

The 2023 IIMC Annual Conference will be held from May 14 – May 17, 2023 in Minneapolis, MN.

**Application Period: Apply between October 1, 2022 and February 12, 2023.**

**ALLOW THE IIMC FOUNDATION TO HELP YOU ..... APPLY FOR ONE OR ALL OF THE ABOVE SCHOLARSHIPS/GRANTS.**

\*\*\* All applications can be found on the IIMC Foundation website at [www.iimcfoundation.com](http://www.iimcfoundation.com)

If you have any questions, please feel free to contact me at [buttiglieri1838@comcast.net](mailto:buttiglieri1838@comcast.net)

Respectfully submitted:

*Vinny Buttiglieri*, RMC/MMC, IIMC Foundation Treasurer

# CLERK OF THE YEAR NOMINATION FORM

## History of the “CLERK OF THE YEAR” Award

The “Distinguished Service Award” was given only once, in 1976. Thereafter, it became known as the “Municipal Clerk of the Year Award” and is awarded annually at the MCANJ Annual Business meeting during the Municipal Clerks’ Conference. The recipient is chosen by members of the Executive Board for the MCANJ and is a well-guarded secret until the announcement is made by the previous year’s recipient. ***Who will be the Clerk of the Year for 2023???***

**CRITERIA TO BE NOMINATED:** A County Association or an individual Clerk may nominate a candidate for Municipal Clerk of the Year. Previous honorees are those individuals who have made positive contributions to our profession for the benefit of all of us. The Association invites you to submit the name of a Municipal Clerk who has had an impact on our profession and who should be considered for this prestigious honor.

- All nominees must be members of the Municipal Clerks’ Association of NJ, Inc., currently employed as Municipal Clerks and tenured in their positions.
- Current members of the Executive Board and former recipients of the award are not eligible.
- Qualifications must include activities within the MCANJ and may include related community and volunteer work. The selection of the annual “Municipal Clerk of the Year” is made by the Executive Board and announced at the Association’s Annual Meeting held during the Association’s Annual Education Conference held each spring.  
**Deadline for submission is December 31, 2022.**

Nominee: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

Qualifications of Nominee:

\*\*\* Attach statement in support of Nominee’s candidacy (maximum 500 words)

Nomination made by: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY DECEMBER 31, 2022 AND MUST BE MAILED or EMAILED TO:**

**Secretary-Kim Macellaro**

**Township of Ewing**

**2 Jake Garzio Drive**

**Ewing, NJ 08628**

**Email: [secretary@mcanj.us](mailto:secretary@mcanj.us)**



## A Message from MCANJ President Denise Cafone (continued from page 1)

Now, onto the 2023 MCANJ Annual Education Conference! It is scheduled for March 20th through March 24, 2023, at the Hard Rock Casino in Atlantic City. The conference theme is “It’s a Small World.” The two co-chairs are extremely experienced Municipal Clerks: Kim Marie White of Eastampton Township, and Vinnie Buttiglieri (retired) and who also is our new MCANJ Assistant Executive Director. Our conference committee is working hard on putting together the educational sessions with all the required disciplines. I cannot thank them enough for their hard work. Let’s not forget the New Jersey League of Municipalities Conference is approaching. We will be in booth # 706. Be sure to stop by our booth to say “Hello” and get an awesome conference giveaway only being handed out at the League. This year we are planning on holding joint sessions with the NJLM on Daniel’s Law, OPRA, and Legislation Updates. CEU’s have been assigned in all the disciplines. Along with the joint sessions with the NJLM, the Municipal Clerks’ Association of New Jersey has arranged to have some sessions on Elections, Executive Sessions, and raffles.

We are also asking for nominations to recognize one of our fellow Clerks as the MCANJ Clerk of the Year. We all know that the Municipal Clerk in every municipality is deserving of recognition for the hard work and dedication to the community they serve each day. We have Clerks who have demonstrated leadership, mentorship, and a commitment to improving municipal government, so please take time to submit a nomination if you know of a Clerk who has distinguished themselves in these principles. All nominees must be current members of the Municipal Clerks’ Association of New Jersey and currently tenured in their position. Qualifications include activities with the Municipal Clerks’ Association of New Jersey, and are encouraged to include community and volunteer work as well. The deadline to submit your nomination is December 31, 2022. We look forward to receiving many worthy nominations as they are a clear representation of the many truly talented Clerks within our Association!

When I first started out on the Executive Board I thought, it will be a long time before I become President and now it is here, and WOW time flew! It is that time again, we will be accepting applications for the Municipal Clerks’ Association of New Jersey Secretary position. My hope is that if you have briefly considered getting involved just DO IT and submit your application and send it to our current secretary, Kim Macarello. The application can be found on our website, [www.njclerks.org](http://www.njclerks.org) and in this edition of the Quill. Remember, you must file the application with the Secretary no later than January 15, 2023. The criteria for eligibility to seek office is that “All candidates shall have tenure in office, shall have experience and training for that office, shall have received the RMC certification, and shall be actively employed as a Municipal Clerk”. The candidate shall serve from July 1, 2023, through June 30, 2024, and will then ascend annually to the next higher office.

I would also like to remind everyone that there are scholarships available for members to receive financial support towards their RMC, CMC, and MMC along with taking Athenian Dialogues. You can find these applications at [www.njclerks.org](http://www.njclerks.org). There is also the opportunity to obtain a free IIMC conference registration for the 2023 conference in Minneapolis as noted by our MCANJ Assistant Executive Director Vinnie Buttiglieri in his article in this edition of the Quill. Please submit your scholarship applications today! No one applies for these scholarships. These scholarships are there to assist you and there is financial support waiting for you out there. Make sure you take the time to read LFN 2022-15 from the Division of Local Government Services on updates as to the banking of CEU’s and regulatory amendments for licensed officials.

In the July Edition of the Quill, I wrote about the importance of being involved and any Municipal Clerk who thinks or is hesitant about getting involved, **don’t** hesitate! Many of you reached out to me and asked how they can be involved, and it was great to see Clerks wanting to help. I do still have Committee vacancies to fill and will need help for my conference with scanning people in, introducing speakers, etc. These are not big commitments, and you will enjoy the comradery of being with fellow Clerks and getting a sense of satisfaction of being involved. Who knows, by getting involved in the littlest ways you may find yourself one day as the “Clerk of the Year”. Please never hesitate to reach out to me or anyone on the Executive Board at any time. Our emails and phone numbers can be found on page 2 of this Quill.

When it comes to the Municipal Clerks’ of New Jersey “It’s a Small World”. We are here for one another, we are here to support one another, and we are here to grow together.

**Denise**



# APPLICATION FOR SECRETARY FOR 2023/2024

Article VI Section 1.1. of the current Constitution and Bylaws of the Municipal Clerks' Association of New Jersey, Inc., specifies, "Any individual seeking to be a candidate for Secretary must file with the Secretary not later than January 15<sup>th</sup> of the current year of the Annual Business Meeting. No additional applications shall be accepted after this date."

Article VI Section 1.3. specifies the criteria for eligibility to seek office: "All candidates shall have tenure of office, shall have experience and training for that office, shall have received the certification of Registered Municipal Clerk (RMC), and shall be actively employed as a Municipal Clerk."

For anyone seeking the position of Secretary on the Executive Board for the fiscal year 2023 - 2024 the following application must be filed by January 15, 2023 in order to be eligible for consideration by the membership at the Annual Meeting to be held during the Annual Education Conference in the Spring. This position shall serve from July 1, 2023 through June 30, 2024.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality Employed by: \_\_\_\_\_

Position: \_\_\_\_\_

\*\* Date of Original Appointment: \_\_\_\_\_

\*\* Date(s) of Reappointment: \_\_\_\_\_

\*\* RMC Certificate Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am actively employed by  
\_\_\_\_\_ as a Municipal Clerk and am qualified to submit  
(Municipality)

my name as a candidate for the office of Secretary of the MCANJ for fiscal year 2023-2024.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\* Attach certified copies of Resolutions of Appointment and RMC Certificate.

APPLICATIONS MUST BE RECEIVED BY **January 15, 2023**, AND MUST BE MAILED/EMAILED TO:

**Secretary-Kim Macellaro**

**Township of Ewing**

**2 Jake Garzio Drive**

**Ewing, NJ 08628**

**Email: [secretary@mcanj.us](mailto:secretary@mcanj.us)**

# IIMC UPDATES

## Warren County Municipal Clerks' Association Athenian Leadership Dialogue

Tuesday, November 22, 2022 9:00 am to 4:00 pm (EST) "VIRTUAL" Participants must have access to quality/stable internet service, a webcam and mic, and be able to participate via the Zoom video conferencing application. Janice Bates, MMC Facilitator.

I Love It Here By: Clint Pulver This dialogue is virtual and limited to 30 people. The book must be read prior to date of the Dialogue. Please return this registration form with check in the amount of \$50 made payable to Warren County Municipal Clerks' Association.

This first 30 checks received will be granted participation in this Dialogue.

Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

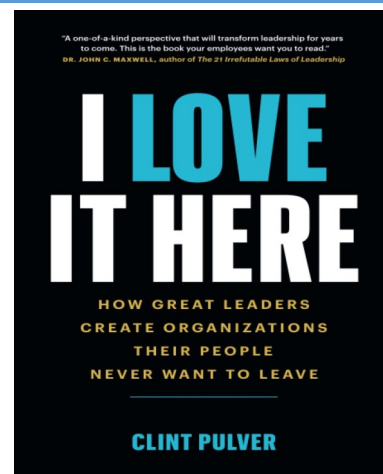
City/State/ZipCode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please make \$50 check payable to: Warren County Municipal Clerks' Association

Please forward completed registration form with check to; Diane M Pflugfelder, RMC/MMC Liberty Township, 349 Mountain Lake Road Great Meadows, NJ 07838



## 2023 IIMC Annual Conference 2023 - Minneapolis, Minnesota, May 14 - May 17, 2023



The 77th IIMC Annual Conference will take place in the Loring Park neighborhood of Minneapolis. Loring Park is one of the largest parks in the city and location of the Walker Art Center. Since 1940, the Walker Art Center has been a Minneapolis institution and one of the most visited modern and contemporary art museums in the country. The interdisciplinary exhibits are enriched by a roof-top terrace--with mini golf in the summer, plazas, and gardens. Across the street, the Minneapolis Sculpture Garden is the largest urban sculpture park in the world, featuring some 40 works of contemporary art, including the city's iconic Spoonbridge and Cherry that is open year-round and free to visit.

Save the Date-Region II Conference will be January 11-13, 2023 hosted by the Maryland Clerks Association of Fredericksburg, MD

Congratulations to Denise Cafone, CMC of Fairfield Township and our MCANJ President on earning her Athenian Fellow!

Congratulations to Diane Ambrosio of Ocean Township on earning her Certified Municipal Clerk certification through IIMC!

**Congratulations ladies on a job well done!!!**

# LET'S MEET MCANJ'S NEW SECRETARY-KIM MACELLARO

**Welcome Kim Macellaro, RMC, CMC / Ewing Township Municipal Clerk!**

Kim started working as a Clerk/Typist at the Township of Ewing in April 2005.

In 2005, having not ever worked in the field of government, she completed all of the Clerk's classes within one year to have a better knowledge of the way government works.

In 2006, she became Deputy Clerk and after her predecessor retired in July of 2011, she moved into the role as Registered Municipal Clerk.

She is a member of the New Jersey Mercer County Clerks' Association, where she served as Secretary for 4 years, Treasurer for 2 years, Vice President for 2 years and now serves as President of the Association. She is a member of the International Institute for Municipal Clerks (IIMC), where she has attended three Athenian Dialogues which resulted in helping her obtain her CMC designation in April 2019. Also, for the last two years she has served as a Committee member on the MCANJ and was recently sworn in as Secretary to the MCANJ Executive Board.

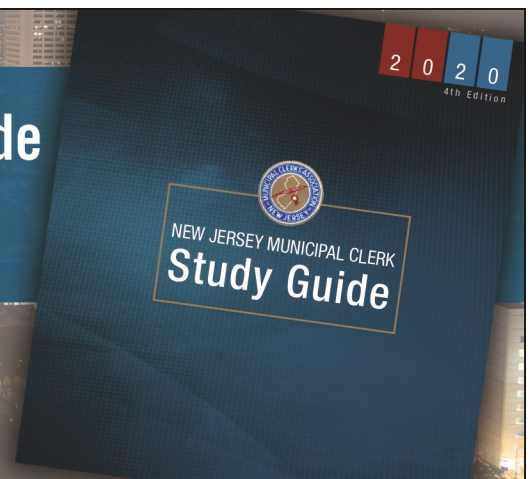
She also sits on the committee for Community Fest at Trenton State College where they hold an annual event each year bringing the community together.

She is a member of the Legal Defense Fund and the Mercer County Chamber of Commerce as well as a member of the New Jersey League of Municipalities and the County Archives and Records Management Association of New Jersey (CARMA/NJ).

Kim is a proud single parent of three kids, Michael (31), Kaitlyn (24) and Justin (22) and has a 4 yr. old dog named Luna.



**New Jersey Municipal Clerk Study Guide  
New Fourth Edition Now Available**



**ORDER TODAY! [generalcode.com/rutgers](http://generalcode.com/rutgers)**

# 15 TIPS FOR LEADERS TO AVOID STRESS AND REDUCE BURNOUT

Leadership burnout is at an all-time high. We've all heard statements like this before, but emerging from the other side of the pandemic makes this statement feel more legitimate. When it comes to stress and burnout, leaders don't have to be controlled by circumstances or events. They can take control of their work and life.

1. Get to bed at a decent hour. Nothing reduces stress and restores energy like solid sack time.
2. Skip the snooze button. When you wake on time, you start your day feeling better because you've already scored your first win before you even get out of bed.
3. Immediately after waking up, drink 16 ounces of water. This simple action hydrates you, fires up your metabolism, and flushes toxins out of your body. Plus, it fuels up your brain and helps you eat less throughout the day.
4. Take some time before diving into your day to lead your life from quiet. 15 to 30 minutes of thinking, reading, journaling, or re-viewing your goals helps you get focused before you "officially" start your day, which is a great way to reduce stress and leadership burnout.
5. Eat a healthy breakfast. Similar to drinking 16 ounces of water when you wake up, this also jumpstarts your metabolism and gives your body the fuel it needs for a great day.
6. Say "I love you" to family members and loved ones before leaving for the day. This simple gesture reminds your loved ones, and you, of what matters most.
7. Get to work a bit earlier than most people. This helps prevent stress by allowing you to be in control of your workday instead of letting your workday be in control of you.
8. When you see others doing something well, say something! In fact, seek to encourage at least one other team member every day. When positive efforts and results are consistently pointed out by the leader, your team will become stronger and more confident.
9. Practice gratitude. According to Dr. Robert A. Emmons in the book **Thanks! How Practicing Gratitude Can Make You Happier**, "The evidence on gratitude contradicts the widely-held view that all people have a *set-point* of happiness that cannot be reset by any known means: in some cases, people have reported that learning gratitude led to transformative life change" (from page 3).
10. Laugh. A LOT. Funny things are happening all around us; we just have to open our eyes and ears to enjoy them.
11. Don't primarily focus on the events that occur throughout your day, especially since most are out of your control. Instead, focus primarily on your response. This is what is called an E+R=O mindset, and it's the greatest tool in your leadership toolbox for overcoming the challenge you face.
12. Schedule time to get your body moving. Walk, run, strength train, play a sport, or practice yoga. Just 20-30 minutes will help melt away stress by releasing endorphins and getting your blood circulating.
13. Say "I love you" to your loved ones again when you re-enter your home. This helps you refocus on what matters most.
14. Sit down at a table, eat dinner together with your family or loved ones, and have a conversation. Better yet, turn on some fun music and prepare dinner together.
15. Unwind. Read a good book. Listen to your favorite music. Enjoy a few of the simple pleasures of life.

**BONUS TIP: Start again with #1 tomorrow.**



Available  
on NJ State  
Contract:  
**89099**

# There's a better way.

Maximize productivity with cost-efficient document management solutions for your government agency.

**ACCSES**Secure

Records Organization | Document Imaging | Document Destruction

Contact Us Today For Your Free Consultation

**609.772.4145** | [AccsesSecure.com](http://AccsesSecure.com)

## MCANJ Membership Summary as of September 26, 2022

County	Total # of Municipalities	Total # of Municipalities Paid	% Paid
Atlantic	23	14	61
Bergen	70	26	37
Burlington	40	24	60
Camden	37	19	51
Cape May	16	7	44
Cumberland	14	7	50
Essex	22	8	36
Gloucester	24	12	50
Hudson	12	2	17
Hunterdon	26	16	62
Mercer	12	4	33
Middlesex	25	12	48
Monmouth	53	29	55
Morris	39	16	41
Ocean	33	15	45
Passaic	16	4	25
Salem	15	7	47
Somerset	21	12	57
Sussex	24	7	29
Union	21	8	38
Warren	22	6	27

The **2023** MCANJ Education Conference is scheduled for **March 20th through March 24th** at the Hard Rock Hotel & Casino in Atlantic City, NJ-Save the Date for another amazing conference!



## MCANJ MEMBER SPOTLIGHT AWARD

Do you know a Municipal Clerk, Acting Municipal Clerk, Deputy Municipal Clerk, Assistant Municipal Clerk, County Clerk, Deputy County Clerk, Commissioner Clerk or a Deputy Commissioner Clerk who is a current member of MCANJ (Municipal Clerks' Association of New Jersey) and they bring positive attention to the role of "Clerk"? They are eligible for nomination!!!! We want to recognize a MCANJ member who promotes their position as "Clerk" through civic activities and events in their work or home community that is outside the scope of their normal duties and responsibilities. Nominees who are selected for recognition will be announced through electronic communications and posted on the Municipal Clerks' Association of New Jersey website. So if you know a fellow Clerk who has been doing amazing things, go to the MCANJ website at [www.njclerks.org](http://www.njclerks.org), fill out the Spotlight Nomination Form and send it to Denise Cafone at [president@mcanj.us](mailto:president@mcanj.us) so we can all celebrate this achievement!!

### The 1<sup>st</sup> MCANJ Spotlight Recipient for 2022/2023 is Hunterdon County Clerk Mary Melfi- Congratulations Mary on a job well done!

- County Clerk Mary H. Melfi is in the fifth year of her third five year term. She has been a resident of Hunterdon County for over 40 years. Mary grew up in Lebanon Borough and is a graduate of North Hunterdon Regional High School (where she graduated with Surrogate Susan J. Hoffman). She has resided in the Borough of Flemington since 1977 where she served on the Borough Council from 1994-2006, the Planning Board from 1993-2018, and Emergency Manager until 2019. She also was one of the first in the County to serve with the Community Dispute Resolution program as a certified mediator. During her tenure as a Councilwoman, she served as a member of the Hunterdon County Planning Board and is a Past President of the Hunterdon County Municipal Officers Association.
- Mary is currently serving as the Vice President of the 200 Hunterdon Club of Hunterdon County. She has been recognized by the Hunterdon County YMCA, Hunterdon Prevention Resources, and SAFE in Hunterdon for her contributions to the community. She was featured on NBC Nightly News with Lester Holt as a Person Making a Difference for her relationship with Safe in Hunterdon.
- She is an active 40+year member of American Legion Post 159 Ladies Auxiliary and received the Distinguished Service Award from the Hunterdon County Marine Corps League for her support of veterans.
- She is involved with the Constitutional Officers Association of New Jersey where she is a Past President (2009-2010) and served 9 years as Treasurer. She currently serves as the Legislative Liaison. She takes an active interest in new legislation affecting the Clerk 's office and her constituents, and will often appear before legislative committees offering testimony in support of or in opposition of new legislation. She is a Past President of the New Jersey Association of Counties.
- Mary " Connects the Clerk to the County " by providing educational programs on running for local office, voting in a Primary, and searching the search room. Her office remains user friendly with passport hours that fit the public needs.
- Participates in the annual bagging for Partners in Caring with Shop Rite.
- Mary has been nominated by Hunterdon Happening's for Best Official.
- Donates yearly "Backpack Kits"-backpacks full of school supplies to the United Way of Hunterdon County
- Delivers meals for Meals on Wheels.
- September of this year, Mary was recognized by the Crimestoppers of Hunterdon County for her community engagement.





# MCANJ NEWS/UPDATES

## Rent-A-Clerk Program Discontinued

The MCANJ Board has decided to discontinue the Rent-a-Clerk program and any organizational involvement with direct placement services of Clerks and Deputy Clerks at municipalities. Unfortunately, state law regarding clerk hiring and retention as well as legal requirements applicable to job recruitment and placement companies compels this decision. MCANJ is not able to develop and maintain an operation that would allow it to provide such direct placement services in strict compliance with applicable legal requirements. In lieu of the program, MCANJ will post list announcements it receives on its website. We encourage MCANJ members to visit our website regularly for these listings and other helpful information. The MCANJ Board thanks Elaine Kennedy for her efforts to help her fellow members over the years, including efforts to connect Clerks and Deputy Clerks with open positions.



**SPIRIT  
MEDIUMSHIP  
GALLERY WITH  
INTERNATIONAL  
SPIRIT MEDIUM**  
*Rich Braconi*

**Join us for this  
MCANJ Fundraiser  
January 2022**

Registration forthcoming  
on our facebook page and  
website:  
[www.njclerks.org](http://www.njclerks.org)

In this Spirit Mediumship Gallery, International Spirit Medium Rich Braconi will communicate with family, loved ones and friends who have passed from your life. People who have passed from our life often ascend to a higher existence where unconditional love is their greatest influence. In this spirit form, they only share the truth about themselves and their life here on earth. During the gallery, spirits will share details about themselves, their death, meaningful people to them, past moments within their life and often true insight of future events. Rich's unique abilities also allow him to relay deep spiritual messages. Messages of personal guidance and love that are often very meaningful to your life. The spiritual messages that Rich shares are often filled with universal wisdom and contain a profound insight that everyone present will find inspiring to their own life. Rich will do his best to communicate with as many of your loved ones spirits as possible but he can not guarantee that everyone who attends this event will receive a personal message from a loved one in spirit. This will be a great evening with your Fellow Municipal Clerks and you can bring your family and friends along as well!



Like us on Facebook –Municipal Clerk's Association of NJ and visit our website at [www.njclerks.org](http://www.njclerks.org)



Swearing in of New Officers for 2022/2023-Welcome Deanna Bennett as 2<sup>nd</sup> Vice President (pictured on the left), Nancy Bretzger, Treasurer (via Zoom-on laptop), and Kim Macellaro as Secretary (pictured on right). MCANJ Attorney, Tom Prol swore them in at the August Executive Board Meeting.



# MCANJ SCHOLARSHIP APPLICATION

Regular and Associate Members of MCANJ continuing their pursuit of RMC, CMC and MMC certifications are eligible for Scholarships. CMC and MMC Scholarship candidates must also be tenured Municipal Clerks; however, if none apply, consideration will be given to non-tenured clerks. These Scholarships will be awarded at the MCANJ Annual Conference. Scholarships to the Annual Conference will be awarded prior to the conference.

Scholarships awarded for RMC, CMC and MMC Programs during one fiscal year may be carried over until the end of the succeeding fiscal year. In order to receive a scholarship, the applicant must show proof of registration prior to the program or proof of attendance if application is made after the program. Failure to attend the program after the award of scholarship will result in reimbursement due to MCANJ. It is the responsibility of the MCANJ Scholarship Committee to present the names of scholarship winners to the Executive Board at least four weeks prior to the Annual Conference.

### Applying for (check one)

- RMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (3 awarded)
- CMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (2 awarded)
- MMC Scholarship – cost of MMC course offered by Rutgers University, not to exceed \$500 (2 awarded)
- Athenian Dialogue- cost of dialogue cost offered by IIMC or Rutgers University, not to exceed \$150.00 (2 awarded)

Application Date:

Name:

Title:

Municipality:

County:

Zip:

Phone:

Email:

### Answer all questions, indicating "N/A" for those which don't apply.

	Yes	No	N/A
1. Are you currently a paid member of MCANJ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a tenured Municipal Clerk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you currently hold a NJ Registered Municipal Clerks Certification (RMC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you currently attending classes to obtain your RMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If you are attending classes to obtain your RMC, have you already attended at least three?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If you are attending classes to obtain your RMC are they being paid for by your municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you currently hold a Certified Municipal Clerks Certification (CMC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you currently attending classes to obtain your CMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If you are attending classes to obtain your CMC, have you already attended at least three?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If you are attending classes to obtain your CMC are they being paid for by your municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you currently hold a Master Municipal Clerks Certification (MMC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are you currently attending classes to obtain your MMC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. If you are attending classes to obtain your MMC are they being paid for by your municipality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you previously attended an MCANJ Education Conference?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are you planning to attend the upcoming Education Conference?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. If you are planning to attend the upcoming Education Conference will your municipality pay for your registration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are you a member of International Institute of Municipal Clerks (IIMC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Briefly explain why you feel this scholarship should be awarded to you.

**APPLICATION DEADLINE EXTENDED TO JANUARY 15, 2023**

Completed applications and any accompanying document should be emailed directly to Paula Geletei @ pgeletei@acnj.gov (MCANJ SCHOLARSHIP Committee Co-Chairperson).

**EDITORIAL STAFF FY 2022/2023**

Editor: Michele Bobrowski, Alexandria Twp. (908) 996-7071 ext. 210 E-mail: clerk@alexandrianj.gov  
Contributing Editor: Dale Forde, Twp. of Cedar Grove (973) 239-1410ext. 204 E-mail: townclerk@cedargrovenj.org  
Advertising: Joel Popkin, MCANJ Executive Director (732) 609-6441 E-mail: executivedirector@mcanj.us

**PAST EDITORS:**

1954-1959: J. Ford Flagg 1960-1970: John R. Zellweger 1971-1973: Joseph E. Bennett  
1974-1982: Harry C. Kates 1983-1993: Janet L. Lynds 1994-1995: Patricia Hullfish and Patricia C. Shuss  
1996-2000: Patricia C. Shuss 2001-2005: Nancy Hatten 2006-2015: Jim Doherty  
2015-2017: Joseph Kostecki

**MUNICIPAL CLERKS' ASSOCIATION OF NEW JERSEY, INC. EXECUTIVE BOARD FY 2022/2023**

President: Denise Cafone, Fairfield Township E-mail: president@mcanj.us  
1st Vice President: Michele Bobrowski, Alexandria Township E-mail: 1vp@mcanj.us  
2nd Vice President: Deanna Bennett, Haddonfield Borough E-mail: 2vp@mcanj.us  
Treasurer: Nancy Bretzger, Borough of Peapack/Gladstone E-mail: treasurer@mcanj.us  
Secretary: Kim Macellaro E-mail: secretary@mcanj.us  
Immediate Past President: Kim-Marie White, Eastampton Township E-mail: pastpresident@mcanj.us  
Executive Director: Joel Popkin E-mail: executivedirector@mcanj.us  
Legal Counsel: Thomas H. Prol

**MCANJ PAST PRESIDENTS \* EX OFFICIO MEMBERS**

1975: Alfred A. Reda 2000: Nancy Hatten 2012: Andrew J. Pavlica  
1977: Otto M. Bock 2001: Sharon L. Brienza 2013: Nancy Saffos  
1985: Elizabeth G. Nolan 2003: Allan Susen 2014-15: John M. Mitch  
1987: Lewis N. Thompson 2004: Joel Popkin 2016: Keith Kazmark  
1988: Elaine Wallace 2005: Jane Williams-Warren 2017: Denise Szabo  
1993: John J. Galvin 2006: Elaine B. Kennedy 2018: Dina Zawadski  
1994: Kathleen A. Thorpe 2007: Barbara M. Hawk 2019: Kevin Galland  
1995: Christina N. Wilder 2008: Heather Mailander 2020: Diane M. Pflugfelder  
1996: Joseph C. Favaro 2010: Vincent Buttiglieri 2021: Eileen Gore  
1997: Elizabeth H. Kiss 2011: Joanne M. Kwasniewski 2022: Kim-Marie White

**IIMC PAST PRESIDENTS**

Robert Radford, Hasbrouck Heights Borough Thomas Redanauer, Barrington Borough  
Joseph V. Valenti, Woodbridge Township Elizabeth H. Kiss, East Brunswick Township  
Christina N. Wilder, Hamilton Township Vincent Buttiglieri, Ocean Township  
Joseph T. Carney, Englewood City

**MCANJ ADVISORY BOARD MEMBERS FY 2022/2023**

Atlantic: Paula Geletei, Atlantic City Middlesex: Norma Carbin, South Brunswick  
Bergen: Heather Mailander, Village of Ridgewood Monmouth: Heidi Brunt, Middletown Township  
Burlington: Amy Cosnoski, Pemberton Twp Morris: Elizabeth Osborne, Madison Borough  
Camden: Michele Miller, Somerdale Borough Ocean: Christine Hannemann, Surf City Borough  
Cape May: Danielle Nollett, Avalon Borough Passaic: Allan Susen, Haledon Borough  
Cumberland: Denise Peterson, Maurice River Twp Salem: Melinda Taylor, Oldsman Township  
Essex: Tara Ventola, Glen Ridge Borough Somerset: Pam Borek, Hillsborough Township  
Gloucester: Dina Zawadski, Deptford Township Sussex: No Representative  
Hudson: Alberto Cabrera, Guttenberg Twp. Union: Rayna Harris, Fanwood Township  
Hunterdon: Karen Romano, Lebanon Borough Warren: Donna Zilberfarb, Frelinghuysen Township  
Mercer: Peggy Riggio, Hightstown Borough

**NEW JERSEY CLERKS' COUNTY ASSOCIATION PRESIDENTS FY 2022/2023**

Atlantic: Lisa Tilton, Buena Vista Middlesex: Barbara Nyitrai, South Brunswick Township  
Bergen: Gina Kim, Palisades Park Monmouth: Janine Gillis, Spring Lake Heights  
Burlington: Kim-Marie White, Eastampton Township Morris: Michele Reilly, Jefferson Township  
Camden: Bonnie Taft, Oaklyn Borough Ocean: Susan Farrell, Little Egg Harbor Township  
Cape May: Patricia Feketics, Wildwood Crest Passaic: Breeanna Smith, Bloomingdale Borough  
Cumberland: Lisa Garrison, Greenwich & Woodbine Salem: Melinda Taylor, Oldsman Township  
Essex: Jennifer Kiernan, Verona Township Somerset: Pamela Borek, Hillsborough Township  
Gloucester: Dina Zawadski, Deptford Township Sussex: Amy Lobban, Sandyston Township  
Hudson: No Representative Union: Nicole Dirado, Union County  
Hunterdon: Lia Burd, Borough of Bloomsbury Warren: Diane M. Pflugfelder, Liberty Twp.  
Mercer: Kim Macellaro, Ewing Township

the *Quill*  
Editor - Michele Bobrowski  
88 Inskip Avenue  
Ocean Grove, NJ 07756

STD MAIL  
U.S. POSTAGE PAID  
PARAMUS, NJ  
PERMIT NO. 363



**DEADLINE FOR NEWSLETTER ITEMS**

Please send People Page News and General News Articles by December 13, 2022 to:

Michele Bobrowski, Alexandria Township, 242 Little York-Mt. Pleasant Rd. Milford, NJ 08848 or via email to:

[clerk@alexandrianj.gov](mailto:clerk@alexandrianj.gov)

Questions or comments regarding this or any issue of *the Quill* may be directed to the Editor, Michele Bobrowski, by calling (908) 996-7071 ext. 210 or using the contact information shown above.

**Articles for submission should be prepared in Microsoft Word, using Calibri 10-point font.**