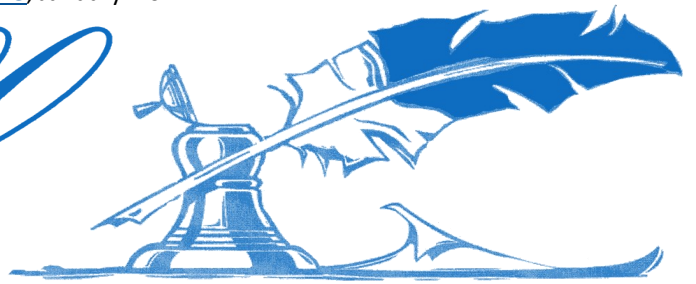


# The Quill



PRESIDENT'S MESSAGE  
EILEEN GORE



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A DAY IN THE LIFE OF A MUNICIPAL CLERK BY MICHELLE LYNN SEIGFRIED



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Transition and "Bureaucratic Hero's"  
By:  
Richard Lustgarten, Esq.



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MCANJ VIRTUAL CONFERENCE PROGRAM



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## MCANJ Virtual Conference Program is Enclosed in this Edition!!!! **REGISTRATION OPENS ON JANUARY 15TH!!**

Municipal Clerks' Association of New Jersey Inc.  
EDUCATION CONFERENCE: March 16 to March 18, 2021  
*NEW PATHS TO SUCCESSFUL LEADERSHIP*  
Virtual Conference Program starts on page 14

**MCANJ WILL GIVE AWAY 5 REGISTRATIONS FOR THE 2022 ANNUAL EDUCATION CONFERENCE FOLLOWING THE LAST SESSION ON THURSDAY.**  
**CEUS HAVE BEEN APPLIED FOR RMC – CMC – MMC – CMR – CTC – CMFO – CPWM – QPA**

### Enrollment Fees for the 2021 MCANJ Virtual Conference

MCANJ Member Rate	Non Member Rate
\$125	\$175

**SAVE THE DATE!**  
**The Annual Meeting has been postponed until summer.**  
**Stay tuned for details. CEUs will be offered.**

## Rest in Peace MCANJ Legend

### L. Manual Hirshblond

A true MCANJ Icon may have passed in October of 2020 at the age of 93 but has left a legacy to truly behold for all of us Municipal Clerks. Manny was a constant presence at the NJLM attending to the MCANJ booth on the exhibitor floor with his side kick Bette Mastropasqua and the registration tables of the MCANJ Conferences. L. Manual "Manny" Hirshblond began his municipal career by becoming Dover Township's first Deputy Clerk in 1962 before the Township was renamed Toms River. He became Clerk in 1967 and then Clerk-Administrator in 1970, where he served until retiring in 1989. Manny became the MCANJ President in 1981, earned the Municipal Clerk of the Year award in 1988, became a MCANJ Administrative Consultant from 1989-2010, and MCANJ renamed the MCANJ Distinguished Service award in honor of Manny in 2010 renaming it the L. Manual Hirshblond Distinguished Service Award. Manny you have left a place in the hearts of all you have touched and will truly be missed by all.



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Hunterdon:	Ceil Covino, Town of Clinton	Warren:	Diane M. Pflugfelder, Liberty Twp.
Mercer:	Kim Macellaro, Ewing Township		

## Message from President Eileen Gore

EMAIL: [President@MCANJ.us](mailto:President@MCANJ.us)

Since the last edition of the Quill, we have had an election like none before. All I can say is thank goodness it's over!! Never before have we as Municipal Clerks had to adapt and change our election preparation and execution of our duties. I for one, could not have done it without the help of my community which allowed us to use their facilities as super polling locations, along with our county offices who worked so cohesively with our municipal clerks to ensure compliance with Governor Murphy's Executive Orders. But as I am sure you will agree, our biggest thanks go out to our staff members who worked tirelessly to ensure our residents could cast their ballot and be heard. So, thank you all!

Well, here it is, the end of the year and what a long year it has been for all of us! It is my hope that you all had a wonderful Christmas and Happy New Year with continued good health, love of family and friends, and only happiness for what the new year will bring. I think it is safe to say that we all have had enough of this to last us a lifetime. So, let's look forward to a brighter 2021 and the hope that we will begin to see signs of our pre-pandemic days. So, cheers to the New Year!

I was hoping that my message to the membership would be different with regard to the 2021 conference, but unfortunately due to the on-going pandemic, we will be conducting a virtual conference. The Conference Committee in making this final decision knew that your safety was our highest and only priority.

And while we would have loved to bring you an in-person conference, it is far more important that we each remain healthy and safe. So, with that said, here is a glimpse of what the 2021 conference will look like.

The MCANJ will conduct its 2021 Annual Education Conference with the help of the New Jersey League of Municipalities who has graciously agreed to allow us to utilize their platform "Go To Webinar" to present the educational sessions. There will be eleven sessions presented with each lasting one hour which will provide you with 1.0 CEU in all subject areas of the Clerk along with 1.0 CEU for Registrars. At the end of each session, there will be time set aside for Q&A's. The sessions will be spread out over two and a half days with 1-hour breaks in between. (Please see our program in this issue of the Quill)

The registration period will begin on January 15<sup>th</sup> with the final payment being due Friday, February 26, 2021 in order to gain access to the Go To Webinar System. The cost of the registration for MCANJ members is \$125.00 and \$175.00 for non-members. Any requests for refunds must be made in writing via email to [Treasurer@MCANJ.us](mailto:Treasurer@MCANJ.us) no later than March 1, 2021. A \$10.00 administrative fee will apply to all requests. No refunds will be given after March 1<sup>st</sup>. Please visit our website at [NJCLERKS.org](http://NJCLERKS.org) to register. Once you register, you will receive links to each of the eleven classes being offered where you will select only those you wish to attend. Please see the attached program.

Lastly, as you know, the Annual Business Meeting is usually held during the conference which is a very important component. So, with the input of the Conference Committee, we have decided to attempt to bring you an outdoor-socially distanced Annual Meeting which will be held in the warmer months to come where we can gather safely. Information about the date and location will be forthcoming.

I would just like to end by thanking everyone who has helped me to this point navigate these unprecedented times. As Diane Pflugfelder knows all too well, when your time as President arrives, you look to bring your ideas to a conference that everyone will enjoy to fruition. When it gets knocked off the rails, you do the best job that you can with what is dealt to you. So, that's we will do to the best of our ability. I wish to thank my fellow Executive Board members and Conference Committee Members for their unwavering support and assistance.



## Contact Information for the 2020/2021 MCANJ Executive Board



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## MUNICIPAL CLERKS GRADUATE FROM THE CPM PROGRAM

By Jane Sharp, MPA Director, Certified Public Manger Program, School of Public Affairs and Administration, Rutgers-Newark

The New Jersey Certified Public Manager (CPM) Program, administered by the New Jersey Civil Service Commission and delivered by Rutgers University–Newark's School of Public Affairs and Administration, graduated 126 students in 2020. Even amidst the COVID-19 pandemic, graduates surpassed expectations and their "Commitment to Public Service," which was also the theme for this year's graduation. From first responders, to municipal leaders, county managers, and state government staff, all graduates had to face unprecedented journeys.

Of the 126 graduates, 7 are Municipal Clerks and represent the diversity of location and size of municipalities in New Jersey.

Congratulations to:

Michele Bobrowski - Alexandria Township

Heidi Brunt - Middletown Township

Mary Canesi - City of Northfield

Lee Dehart - West Depford

Paula Geletei - City of Atlantic City

Robin Ray – Township of Bedminster

Lisa Tilton - Buena Vista Township

CPM participants gain the knowledge needed to tackle complex organizational challenges, manage their day-to-day operations more effectively, and grow as leaders. Each student completes a capstone project to benefit their organization. In 2020 Paula Geletei's capstone project was nominated for the Askew Award for an exemplary capstone. Her project *Atlantic City Public Records, Operation: Search and Destroy* dealt with the common issue of appropriate destruction of municipal records.

CPM graduates receive nine (9) CEUs each for Municipal & County Finance Officer, Qualified Purchasing Agent, Public Works Manager, Tax Collector, and Municipal Clerk. Graduates can also receive up to (15) undergraduate credits towards a Bachelors of Arts degree or (9) graduate credits toward a Master of Public Administration degree at the School of Public Affairs and Administration. The CPM designation is also recognized as a pathway to Municipal Manager or Town Administrator positions.

We would like to acknowledge the leadership, dedication, and noble service of all municipal clerks over the past nine months. We look forward to our continued collaboration and hope to see you at the 2021 conference.

For more information on the CPM program, visit: [spaa.newark.rutgers.edu/cpm](http://spaa.newark.rutgers.edu/cpm)

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-CPM graduates report improved leadership and organizational skills as well as more opportunities for career advancement

-Administered by the New Jersey Civil Service Commission and delivered by Rutgers SPAA

-22 mini-courses offered one day a week for 10 months and a work-related project that will benefit the participant's organization

-Up to 15 undergraduate credits or 9 graduate credits can be applied toward a degree at SPAA

**2021 locations/schedules and application:**

**[spaa.newark.rutgers.edu/cpm](http://spaa.newark.rutgers.edu/cpm)**

# BECOME THE NEXT MCANJ SECRETARY FOR 2021/2022

## APPLICATION FOR CANDIDACY MCANJ SECRETARY-Deadline has been extended!!!

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 February 12th 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 2020 - 2021 the following application must be filed by **February 12, 2021** 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, 2021 through June 30, 2022.

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 2021-2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**APPLICATIONS MUST BE RECEIVED BY FEBRUARY 12, 2021 AND MUST BE MAILED TO:**



Lucy Samuelson  
City of Somers Point  
1 W. New Jersey Avenue  
Somers Point, NJ 08244  
(609) 927-9088  
Email: secretary@MCANJ.us



## A Day in the Life of a Municipal Clerk What I Learned During COVID

By Michele Lynn Seigfried

If you've been following my articles, you probably saw the Facebook comments that said, *I feel like Oompa Loompas should come out and sing a song at the end of every month of 2020 about the lesson we should have learned and All I learned during quarantine 2020 is that Bigfoot's name is Darryl.* That got me to thinking...have I learned anything during these turbulent times? As a matter of fact, I have. Here are a few new insights I have, thanks to COVID:

That I get most of my exercise these days from shaking my head. They must call it COVID-19 because of the associated average weight gain of 19 lbs. per person during the crisis due to stress eating. Cooking and eating at home instead of going to restaurants do NOT make you lose weight, by the way. I really need to get back in shape, but I'm kind of waiting to see if the world is going to end before I put any real effort in!

I learned more about Zoom than I ever imagined I'd need to know, like that people could hack a council meeting and put dirty pictures/videos up on the screen.

That I can remember my childhood phone number, but not the passwords to all the new technology that I now have to use – Zoom, Freeconferencecall.com, SVRS, POSSE, FDS, Dropbox, Efax, GovConnect, EDRS, FAST, JIF, Amazon, Paypal, etc. I should just change all my passwords to "Kenny." That way I'd have all Kenny Loggins.

That it takes way more patience being a teacher than I ever thought. I had trouble home schooling one kid and can't even imagine a classroom of 20 or 30!

That it's wise to keep some Bacardi 151 on hand—just in case of any emergencies. Like if you want to make your own hand sanitizer. And possibly, to keep your sanity at times (i.e. during home schooling)!

How to use a sewing machine, compliments of being a Girl Scout Volunteer. A great skill for sewing masks, although I wish it could be used to sew a few people's mouths shut!

That liquor stores and municipal clerks are considered essential.

Creative ways to open doors with my elbows, feet, back, shirt sleeve. I will never ever look at another door knob the same. I will never want to use one again without hand-sanitizing immediately afterwards.

That as many classes that we've taken as Municipal Clerks on emergency preparedness, no one ever recommended stocking up on toilet paper.

That the initial COVID tests felt like someone was trying to clean out your ears through your nose.

That Amazon wastes cardboard like no one else in the world. I ordered a stick of deodorant and received a box the size of a Fiat 500. I ordered a beach chair and opened the box. Inside was another box. Inside box #2 was another box. Inside the 3rd box was a bag. My chair was inside the bag. At least they are thorough.

That when cleaning out your house, the easiest way to get rid of your old junk is to pack it in those Amazon boxes and leave it on your front steps for those porch pirates. That if I don't take up a hobby after retirement, I will surely go insane if I'm stuck in a house with my husband.

That I would never make it as a doctor or nurse because wearing masks and gloves all day is a special kind of torture. Also, I'm paranoid about catching diseases.

That stores do run out of things like marshmallow fluff. We at least have an idea of why people buy toilet paper, but why the heck did everyone buy out all the marshmallow fluff?

I promised my daughter we'd visit Italy one day, so we decided to try to learn Italian. While it's hard to memorize new phrases at my age, I've learned the most important one—Dov'è la toilette? (Where's the toilet?).

*Continued on Page 8*



**A Day in the Life of a Municipal Clerk**  
**What I Learned During COVID-Continued from Page 7**  
*By Michele Lynn Seigfried*

That six feet is the approximate size of an adult lion.

That older people who would buy all the milk and bread at the threat of snow were not so crazy after all! Before COVID, the only time I panic bought back in my day was when the bartender yelled “last call.” Now I’ll be doing it all the time!

That most of New Jersey agreed on the ballot that smoking pot to relieve tension is a good thing.

That most of my friends have gray hair!

That it won’t kill me to color my own hair and paint my own nails. Also, that I save so much money doing these things on my own!

That being stuck behind a birthday parade is as bad as being stuck behind a funeral procession.

That you have to be careful when making signs for election day. If your poll books contain letters A - - E in the first book and F - - K in the second one, it’s going to look inappropriate.

That it is impossible to open bags in the produce section without licking your fingers.

That snow days are probably a thing of the past, now that schools and businesses can work from home!

And mostly, I learned that Municipal Clerks are a resilient bunch—dealing with paper elections and mass voter confusion, continuing to work when offices were shut down, learning to have remote meetings, and much more, all while under the most stressful of situations. Stay calm and Clerk On! That’s what we do. This too shall pass. It might pass like a kidney stone, but it WILL pass!

**RENT-A-CLERK PROGRAM**

If you have recently retired, or know of someone who has, and you/they want to get back into the profession please contact Elaine Kennedy ([ebeverly@comcast.net](mailto:ebeverly@comcast.net)). We have a listing of available individuals to assist with fulfilling short and long term municipal clerk positions.

IIMC’s 75<sup>th</sup> Celebration will be in Grand Rapids, Michigan.  
This will be a five day event, visit the IIMC website at [www.iimc.com](http://www.iimc.com)  
to check out the exciting events and classes being planned.



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## IIMC Region II News- December 2020

In 2021 IIMC will be celebrating it's 75<sup>th</sup> year as your worldwide professional institute. Come join us at the expanded 5-day, in-person 2021 Annual Education Conference in Grand Rapids, Michigan as we celebrate together. This conference will provide you with an opportunity to participate in education experiences enabling you to advance professionally plus the undeniable networking opportunities. IIMC Education Conferences offer so much more.

- Region II has been actively adjusting to COVID-19 conditions and everyone is doing a darn great job! Be proud of you accomplishments this past year.
- In November 2020, Terri Hudson and I attended the IIMC mid-year meeting in Grand Rapids, Michigan. Some items for your interest are;
- IIMC shall be providing one free IIMC Education Conference registration for any IIMC Foundation donation of \$5,000 or more.
- Restructuring and hiring of a Director of Professional Development is to be completed by July 2021. This would fulfil the vacancy created with the loss of Dr. Jane Long.
- The Policy Committee was directed to create an employee service recognition package for long-time IIMC employees (15 or more years) who are in good standing upon retirement or resignation. The IIMC attorney shall vet the policy to ensure legal compliance.
- The Education Task Force conducted an in-person meeting in November 2020. They focused on the relevancy of IIMC certification, review of current learning delivery methods and timing/length of programs, and exploring the proposed "Beyond the MMC" program.
- The Virtual Athenian Dialogue format has been extended through June 30, 2021
- The Policy Committee was directed to prepare additional Constitutional Amendment language to allowing for a vote by the membership at large if an annual meeting is not possible.
- The projected 2020 budget was adopted as presented, understanding that there may be slight modifications between now and year-end.
- A \$5 increase for membership dues was approved by a slim margin for full, additional full and associate members.
- The 2021 budget was adopted with an anticipated deficit due.
- Janis Daudt explained that a membership stays with a member if they move to a different municipality. A municipality can request the transfer to a new employee, but the membership department first contacts the original member.
- The Region XI Symposium and Study Tour has been potentially re-scheduled for 2022.

In closing,

- Please consider becoming an IIMC Committee member. Applications can be found on IIMC website and submission deadline is January 15, 2021.
- Terri and I are involved with a PA Steering Committee to get them back up and running with an Institute of their own.
- Continue to follow the Region II Facebook page for the latest news.
- Be advised that the January 2021 Region II Conference has been canceled.
- Come join the COVID Cabin Fever Fight 2021 and earn points!
- Don't hesitate to contact me with your IIMC questions or suggestions.



***The strength of IIMC rests with you – the membership***

Diane M Pflugfelder, RMC/MMC, IIMC Region II Director

## **“TRANSITION AND “BUREAUCRATIC HEROES”**

By: Richard A. Lustgarten, Esq.

First off, Happy New Year. Let’s hope 2021 will bring an end to the virus and will restore some economic stability. As this is written, states are certifying the presidential election results and there is a winding down of the numerous lawsuits that were filed challenging the them.. I’m sure that thousands of articles will be written in the future about Covid and the tumultuous election process and its aftermath. I won’t dwell on all that here except for some observations about our democratic process.

To paraphrase Winston Churchill, democracy is a messy and difficult form of government until you compare it with everything else. Which leads me to the local transitions of power we all have observed on reorganization day. Some may remember that by statute, this use to occur on January 1<sup>st</sup>. It was clear that many elected officials, (and some staff) had had a joyous night before with the obvious residuals. I participated in thirty such meetings as Borough Attorney. I was always in awe that, for the most part, these meetings were dignified, respectful and objective. Other than the appointment of professionals and some board appointments (which could be contentious), the incumbents and newly elected Mayor and Councilmembers were pretty cordial towards one another. Kudos from both party chairs were readily given accompanied at times with small gifts. There was no militia outside viewing and perhaps threatening the process and all the transitions were peaceful. We know that is not true in a lot of countries. With all its faults democracy won out and the peoples’ choices prevailed.

Unfortunately, this past federal election did not share this experience. I will not recite all the things that happened as I’m sure that you are aware of them. But I am optimistic about our democracy. Multiple lawsuits were decided by Democratic and Republican affiliated judges, some deemed “liberal” and some “conservative”. In virtually all cases the rule of law prevailed. If the facts and the law did not line up with the allegations, the cases were dismissed. The Founders insight and reliance on checks and balances by the Courts have proven to be wise and necessary.

While “bureaucrats” have been maligned over the years, in my view they are the true heroes. Thousands upon thousands of poll watchers, counters, canvassers and other local and state officials were true to their oaths and despite threats, attempted intimidation, and being maligned they insured the integrity of the ballot count and certification at all levels of government, just as you insure it in your municipality.

So, as I said I’m optimistic as to the future. There is, however, one disappointment and one gratification. I’m gratified that many lawyers withdrew representation when it was clear that there was no merit in what they were asked to pursue. Likewise, it is, in my view, a major black mark on the legal profession when certain lawyers made outlandish statements in the press and then had no substantive proof to present in Court.

I salute every Clerk who probably got up at 6am on election day and then had to respond to numerous questions such as “Which polling place do I go to” or “Did you personally receive my ballot.” And finally at 8:01 pm fending off questions such as “Who won?” I say again, “We all did” even if your candidate didn’t prevail. Our institutions are strong and you, as municipal clerks ( local election officials) are an essential part of them.

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“Never have discussions with the monkey, when the organ grinder is in the room. The greatest lesson in life is to understand that even fools are right sometimes.” W. Churchill

### **MCANJ MEMBER SPOTLIGHT AWARD**

Do you know a Municipal Clerk, Acting Municipal Clerk, Deputy Municipal Clerk, Assistant Municipal Clerk, County Clerk, Deputy County Clerk, Freeholder Clerk or a Deputy Freeholder 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 Eileen Gore at [president@njclerks.org](mailto:president@njclerks.org) so we can all celebrate this achievement!!

**Reminder-Don’t forget to renew your 2020/2021 MCANJ Membership at [njclerks.org](http://njclerks.org)  
and register for the 2021 MCANJ Virtual Conference March 16th-18th**



# COVID CABIN FEVER FIGHT 2021



Come join us for a way to overcome COVID Cabin Fever 2021 and work toward your CMC/MMC certification or your Athenian Leadership Society Fellow

The Warren County Municipal Clerks Association of New Jersey is sponsoring the following IIMC approved Athenian Dialogues.

27 January 2021—Eat More Chikin by Truett Cathy.

Facilitated by Camilla G Pitman, MMC

24 February 2021—Girl Wash Your Face by Rachel Hollis

Facilitated by Janice M Bates, MMC

24 March 2021—Mrs. Lincoln's Dressmaker by Jennifer Chiaverini.

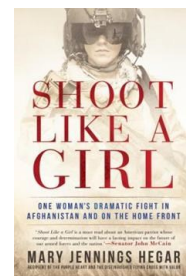
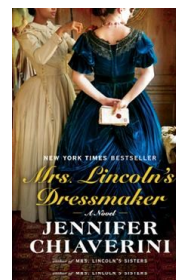
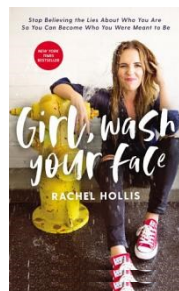
Facilitated by Camilla G Pitman, MMC

28 April 2021—Shoot Like a Girl by Mary Jennings Hegar

Facilitated by Janice M Bates, MMC

All dialogues will be conducted via Zoom in a seven hour session with a one hour lunch break. Participants need to devote six (6) hours to the Dialogue.

This means to be actively engaged in the conversation and to participate in the dialogue. Virtual and audible connections are required to participate



**Visit [WWW.IIMC.COM](http://WWW.IIMC.COM) to register for these Athenian Dialogue Classes today  
before they sell out!!**



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Contract:  
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**Municipal Clerks' Association of New Jersey Inc.**  
**EDUCATION CONFERENCE: March 16 to March 18, 2021**  
**NEW PATHS TO SUCCESSFUL LEADERSHIP**



**TUESDAY, MARCH 16, 2021**

9:00 - 10:00 am

**LEGISLATING IN THE AGE OF COVID**

**Lori Buckelew**, *Assistant Executive Director/Dir. of Gov't Affairs, NJ League of Municipalities*

1 Contact Hour Applied for: RMC (Professional Dev); CMFO/CCFO (Office Mgmt & Ancillary); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)

In this review of recently enacted laws and pending bills in the legislature, this session will cover topics that are of interest to local government officials in a wide range of areas including records, finance, elections and more.

10:00 - 11:00 am

Break

11:00 am–12:00 pm

**HOW TO SAY IT IN MINUTES**

**Diane Pflugfelder**, *Municipal Clerk, Township of Liberty*

1 Contact Hour Applied for: RMC (Records)

This session, prepared by Connie M. Deford, Professional Registered Parliamentarian will acquaint you with the definition of Minutes, explain their purpose, provide tips and how to document and understand Parliamentary actions that transpire during your meetings.

12:00 - 1:00 pm

Lunch

1:00 – 2:00 pm

**FISCAL FITNESS AND OTHER EXERCISES**

**Melanie Walters**, *Director of NJ Division of Local Government Services*  
**Cynthia Lindsay**, *CMFO/QPA, Hamilton Township (Atlantic County)*  
**Gerald Stankiewicz**, *CPA, Samuel Klein & Company*

1 Contact Hour Applied for: RMC (Finance); CMFO/CCFO (Accounting); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)

Like many other government agencies, DLGS and the Local Finance Board have had to make changes in the way they do business during the wake of COVID. Those changes to rules and regulations trickle down to municipalities and new responsibilities are required to be learned by municipal clerks and CFOs. Representatives from DCA will be explaining changes to laws and procedures you need to know to do your job correctly such as with the Audit, Shared Services, and the FAST computer system. Bring your questions!

2:00 - 3:00 pm

Break

3:00 – 4:00 pm

**RECORDS SECURITY IN THE VIRTUAL WORLD**

**Elizabeth Hartmann**, *NJ DORES, Records Management Services*  
**Karen Perry**, *NJ DORES, Records Management Services*

1 Contact Hour Applied for: RMC (Info Tech); CMFO/CCFO (Office Mgmt & Ancillary)

With electronic meetings taking place in all municipalities over the past year, and most records becoming paperless, sometimes our records retention and security practices are lagging behind the virtual times. Each municipality is required by law to maintain their records in an appropriate fashion, but there haven't been classes to take on records lately. Problem solved...In this session, you will learn new best practices and rules to handle your electronic records to make sure you are keeping up with your modern office.



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



**Municipal Clerks' Association of New Jersey Inc.**  
**EDUCATION CONFERENCE: March 16 to March 18, 2021**  
**NEW PATHS TO SUCCESSFUL LEADERSHIP**



**WEDNESDAY, MARCH 17, 2021**

9:00 - 10:00 am

**REGISTRAR'S HODGE PODGE**

**Speaker TBA, NJ Department of Health, Vital Statistics & Registry**

1 Contact Hour Applied for: 1 RMC (Records); CMFO/CCFO (Office Mgmt & Ancillary); CTC (Legislation); CPWM (Govt); QPA (Office Admin/General Duties); 1 Registrar

COVID-19 seems to have affected everything in our world. Birth, Marriage, and Death records are no exception. Leaders from the NJ Department of Health, Vital Statistics and Registry will explain what changes have occurred in the laws as a result of the pandemic, and what new technologies are arising for vital records. Real Q&A questions will be reviewed. While this is a great refresher course for Registrars, the information is pertinent for anyone who may deal with records.

10:00 - 11:00 am

Break

11:00 am-12:00 pm

**I DIDN'T KNOW IS NO EXCUSE**

**Tom Prol, Esq. MCANJ Legal Counsel**

1 Contact Hour Applied for Ethics: RMC; CMFO/CCFO; CTC; CPWM; QPA

Municipal clerks & staff encounter difficult & challenging situations on a daily basis, even more so in these troubled times. It's important that they know and understand the rules & guidelines that are in place to govern their actions and help them do their jobs efficiently, effectively and ethically.

**\*\* The Annual Meeting has been postponed until summer. Stay tuned for details. CEUs will be offered.**

12:00 - 1:00 pm

Lunch

1:00 - 2:00 pm

**I KNOW IT'S A DUMB QUESTION, BUT....**

**Kim Marie White, MCANJ 1st Vice President and Municipal Clerk, Eastampton Township**

1 Contact Hour Applied for: RMC (Prof. Dev.); CMFO/CCFO (Office Mgmt & Ancillary); CTC (General/Secondary); CPWM (Mgmt); QPA (Office Admin/General Duties)

Using the Mentimeter software from your cell phone, participants will try to answer questions about general day to day duties including real-life scenarios involving finance, elections, and miscellaneous office routines. This course is a great review of information that you don't see too often for both the beginner and experienced clerks. Come test your knowledge and learn something new in the process in this fun, interactive session!

2:00 - 3:00 pm

Break

3:00- 4:00 pm

**ELECTIONS: THE GREATEST SHOW ON EARTH!**

**Mary Melfi, Hunterdon County Clerk**

**Joanne Rajoppi, Union County Clerk**

1 Contact Hour Applied for: RMC (Elections)

One thing is for certain, everyone has had to adapt to major changes in the elections process as a result of Covid-19. This course will review what was learned during the pandemic and what permanent differences that clerks will see in elections going forward. Procedures for the Primary and General Elections in 2021 that affect all clerks will be discussed.





**Municipal Clerks' Association of New Jersey Inc.**  
**EDUCATION CONFERENCE: March 16 to March 18, 2021**  
**NEW PATHS TO SUCCESSFUL LEADERSHIP**



**THURSDAY, MARCH 18, 2021**

9:00 - 10:00 am

**THERE'S PLENTY TO CHEER!**  
**Speaker TBA, NJ Division of ABC**

1 Contact Hour Applied for: RMC (Licensing)

Drinking in public at the boardwalk in Atlantic City? Drinking in parking lots of restaurants? Drinking in public parks? My, how our world has changed this past year. Leaders from the Division of ABC will be presenting on the myriad of changes to ABC laws that occurred over the past year and how Municipal Clerks are to handle alcoholic beverage applications in a virtual world going forward

10:00 - 11:00 am

Break

11:00am-12:00 pm

**HOT WATER IN THE WORKPLACE**  
**Danielle Thorne, NJ Civil Rights Commission**

1 Contact Hour Applied for Ethics: RMC; CMFO/CCFO; CTC; CPWM; QPA

This is not your same-old boring ethics class. We all know the gist of the New Jersey ethics laws, or do we? This course will review real court cases of unethical behavior and what the courts are deciding in recent times. Get your notepad ready, because you will learn something new that you may never have thought of before.

12:00 - 1:00 pm

Lunch

1:00 - 2:00 pm

**LAST CLERK STANDING - LICENSING**  
**Kim Macellaro, Municipal Clerk, Ewing Township**  
**Laurie Gompf, Municipal Clerk, Hopewell Township**

1 Contact Hour Applied for RMC (Licensing)

A Mentimeter presentation all about licensing will be conducted in a game format. Participants will have to guess the answers to licensing questions and the instructors will explain the correct answer. Topics will include: Dog licensing, taxis, solicitors/peddlers /hawkers, raffles, bingos, other legalized games of chance and more. This is a great overview of licensing and gives information which clerks may have forgotten or weren't aware of. The newest licensing laws are included in the presentation.

2:00 pm

**Drawing for 2022 Annual Education Conference Registration**

**MCANJ WILL GIVE AWAY 5 REGISTRATIONS FOR THE  
 2022 ANNUAL EDUCATION CONFERENCE**

<b>Enrollment Fees for the 2021 MCANJ Virtual Conference</b>	
MCANJ Member Rate	Non Member Rate
\$125	\$175

Payment must be received no later than Friday, February 26th in order for your registration links to be valid.

After you register, you will receive links to sign up for each individual class you want to take.

Class Confirmations will be emailed to you 3 days prior to the start of the conference.

Cancellation Policy

A \$10 Administrative Fee will apply for cancellations received in writing by March 1st via email to: [Treasurer@MCANJ.us](mailto:Treasurer@MCANJ.us).

**No refunds will be given after March 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.

### **BERGEN COUNTY:**

Retired Bogota Borough Clerk Fran Garlicki, 87 passed away on December 1, 2020. Fran served as President of the Bergen County Municipal Clerk's Association in 1997 and became the Municipal Clerk on January 19, 1987 and retired November 30, 2014.



Marilyn B. Bojanowski, the Municipal Clerk of the Borough of Fair Lawn has retired on December 31, 2020. Marilyn has been employed by the Borough of Fair Lawn since 1998 as an Assistant Municipal Clerk and then appointed as Municipal Clerk in 2017. Marilyn was also the Deputy Clerk in Dumont (1993) and the Borough of Paramus from 1993-1998. Congratulations on your retirement!

Congratulations to Lissette Aportela on her new position from Municipal Clerk of the Borough of Tenafly to the need Borough Administrator for the Borough of River Edge.

Congratulations to Omar Stovall who became the Tenafly Borough Clerk on 1/1/2021.

### **MCANJ Retirement Gift**

If you or someone from your County is planning on or has retired, please let your MCANJ County Representative know so that the Association can provide a retirement gift on behalf of the MCANJ. County Representatives should contact Michele Bobrowski, Treasurer at [Treasurer@NJClerks.org](mailto:Treasurer@NJClerks.org). Please be sure to include the individual's name as it should appear on the engraved gift along with an address where it can be mailed. The request will take approximately 3 to 4 weeks to process, so please ensure that you provide as much advance notice as possible so that it can be presented at a retirement party or last town meeting, etc.

### **BURLINGTON COUNTY-continued:**

Mary Field has been appointed as the Municipal Clerk for Burlington Township. Congratulations!

Anthony ( Tony) Carnavale was elected as Councilman in Burlington Township starting January 1975. He served as Councilman for many years until the previous Clerk passed away and he decided to step down as Councilman and take the position of Municipal Clerk. He was then appointed Municipal Clerk on May 11, 1994. He has served the township for 45 years, but has been Clerk for over 26 + of those years. He has certainly served the township well and will be missed by all.



### **BURLINGTON COUNTY:**



Ms. Sarah Wooding tirelessly worked to serve Willingboro Township. If you ask her about being the Clerk she will quickly and pleasantly share that being the Clerk is her life and her life is being the Clerk. Ms. Wooding loved to serve others and in her role she served over 33,000 residents. Ms. Wooding has served in government roles for over nearly 30 years and more than half of those years as a Municipal Clerk. She took great pride in her job and squarely understands where her job ends and where the jobs of the elected officials and administration pick up. Along with doing a great job as the Clerk Ms. Wooding also shares her favorite recipes with the staff and elected officials along with a delicious samples. Congratulations on your retirement! Sounds like you will be greatly missed by your colleagues and residents.

La Shawn R. Barber, Municipal Clerk of Tabernacle Township is retiring as of February 1st after 25 years of service. This picture is of her last reorganization meeting held January 4th through Go-towebinar. La Shawn will be sorely missed.

## EDUCATIONAL OPPORTUNITIES

### Municipal Clerks



#### UPDATE FOR CURRENT STUDENTS ENROLLED IN MUNICIPAL CLERK COURSES FOR 2021:

**Required Course Materials** - All students enrolled in courses beginning after 1/1/21 are required to supply their own Study Guide for use in class.

##### **How do I purchase a Study Guide?**

General Code is now the sole provider of the Municipal Clerk Study Guide for students enrolled in the Rutgers' Municipal Clerk Program. Information on how to order the Study Guide through General Code is available online at [www.generalcode.com/rutgers/](http://www.generalcode.com/rutgers/).

##### **What edition is being used in class?**

Effective 1/1/21, a new 4<sup>th</sup> Edition of the Study Guide is being sold. The Fourth Edition of the Study Guide is identical in content to the Third Edition with supplements updated through #10. Only the manual's formatting has been altered from the 3rd Edition, Supp.10 to the 4th Edition.

##### **Is there a new supplement to purchase for 2021?**

No, the last supplement issued was Supplement #10 (09/2019).

##### **Does Rutgers CGS still distribute Study Guides to students enrolled in the courses?**

No – All students enrolled in the Introduction to the Duties of the Municipal Clerk course MUST purchase their own Study Guide for use in the program. Information on how to order the Study Guide through General Code is available online at [www.generalcode.com/rutgers/](http://www.generalcode.com/rutgers/).

##### **Is my version of the Study Guide current?**

If your version meets either of the following, you are current and up to date:

- 4<sup>th</sup> Edition, Published 2021
- 3<sup>rd</sup> Edition with updates through and including Supplement #10

##### **What does this mean for students enrolled in Municipal Clerks courses during the Spring 2021 semester?**

Individuals enrolling in the Introduction to the Duties of the Municipal Clerk course must purchase the 4th Edition of the Study Guide through General Code. Please order well in advance of your course start date so that you have the materials needed for day 1 of class. Ordering information is available online at - [www.generalcode.com/rutgers/](http://www.generalcode.com/rutgers/).

**Please Note :** General Code will be releasing a disposition to correlate the two editions for your convenience. Individuals enrolling in the other courses during the Spring 2021 semester will continue to use their Third Edition of the Study Guide with Supplement #10. The content remains the same. No new supplements are being issued at this time.

Individuals not enrolled in the courses during the spring 2021 semester can always purchase the Study Guide for their use. Ordering information is available online at [www.generalcode.com/rutgers/](http://www.generalcode.com/rutgers/).

## MCANJ SCHOLARSHIPS

The Municipal Clerks' Association of New Jersey (MCANJ) offers scholarship opportunities for students pursuing their RMC, CMC, or MMC certifications. Please visit <http://www.njclerks.org/> for more information.

the *Quill*  
Editor - Michele Bobrowski  
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#### DEADLINES FOR NEWSLETTER ITEMS

The deadline for People Page submissions for the April 2021 issue is March 1, 2021 Please send People Page news to:

Drew Pavlica , Municipal Clerk, City of Garfield,  
111 Outwater Lane, Garfield, NJ 07026  
or via Email at [peoplepage@MCANJ.us](mailto:peoplepage@MCANJ.us)

The General News Articles deadline is March 9, 2021, and may be sent 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.