



**2023/2024 EXECUTIVE BOARD CONTACT INFORMATION**



Page 2

**2023/2024**

**Membership**

**Renewal is now Open**



Page 3

**2023 IIMC CONFERENCE RE-CAP IN MINNEAPOLIS**



Page 10

**PRESIDENT MESSAGE FROM MICHELE BOBROWSKI**



Page 11

## Spotlight Award Recipient-Liz Fritzen of the Township of Maplewood

Past President Denise Cafone has selected Elizabeth J. Fritzen as the final Spotlight Award Recipient for the 2022/2023 year. Elizabeth or "Liz" as her friends call her, began her employment with the Township of Maplewood fresh out of college with a degree in Urban Outdoor Recreation and Health. Liz was hired by the Township of Maplewood in the Recreation Department as Program Supervisor and Senior Citizen Coordinator in August 1979 and remained in the position until May of 1988 when she was appointed Maplewood Township Clerk.

Liz has held the position of Township Clerk for Maplewood for 35 years. In that time, she has obtained professional certification as a Municipal Clerk (RMC), Certified Municipal Clerk (CMC) and Certified Municipal Registrar (CMR).

Consistent with her passion to serve the community as a Municipal Clerk, Liz has also devoted herself to emergency medical services and saving lives. She is a New Jersey Certified Emergency Medical Technician (EMT), and active volunteer and riding member of the Springfield First Aid Squad. Liz first joined the squad as a high school senior in 1974. She has held the position of Captain on the squad for 22 years and has been President for over 20 years. Liz has served the people of Springfield for almost 50 years as a volunteer EMT.

Liz's commitment and dedication in promoting the position of "Municipal Clerk" outside of the scope of her normal duties and responsibilities and serving the Municipal Clerks' Association of New Jersey and the Essex County Municipal Clerks' Association is quite commendable.

Liz is humble, wise and selfless. Her unyielding enthusiasm and devotion towards serving the residents of Maplewood and her fellow clerks, has earned her tremendous gratitude and the utmost respect of her fellow Municipal Clerks, elected officials, members of the community, and co-workers, just to name a few. All of these attributes, along with her perpetual optimism, warmhearted nature, friendly and sparkling personality inspires all those around her.

Liz was honored with a Proclamation by her Township Committee (pictured below on left) on April 5th for her 35 years of service to the Township and she was recognized for being presented with the Joel Popkin President's Award of Excellence at the March MCANJ conference. Congratulations Liz on your Spotlight Award, all that you do as an EMT and as a Municipal Clerk!!! You're a true life saver in every way.



# Contact Information for the 2023/2024 MCANJ Executive Board

**President**

**Michele Bobrowski**

**Alexandria Township**

**Hunterdon County**

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



**1st Vice President**

**Deanna Bennett**

**Borough of Haddonfield**

**Camden County**

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



**2nd Vice President**

**Nancy Bretzger**

**Borough of Peapack/Gladstone**

**Somerset County**

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



**Treasurer**

**Kim Macellaro**

**Township of Ewing**

**Mercer County**

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



**Secretary**

**Ann Marie McCarty**

**Township of Franklin**

**Somerset County**

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



**Immediate Past President**

**Denise Cafone**

**Fairfield Township**

**Essex 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**

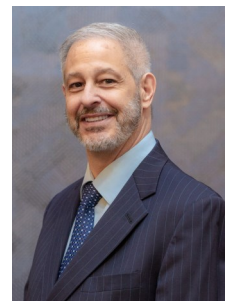
**Assistant Executive Director**

**Vincent "Vinnie" Buttiglieri**

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

**Retired Clerk-Ocean Township**

**Monmouth County**



# 2023/2024 MCANJ REGISTRATION IS NOW OPEN

MCANJ is now accepting New and Renewal Membership Applications for the FY2023/2024 through our online system.

Membership in the Municipal Clerks' Association of New Jersey (MCANJ) offers an instant network to hundreds of fellow Municipal Clerks along with Acting Municipal Clerks, Deputy Clerks, County Clerks, Clerks of the Board of County Commissioners, Retired Municipal Clerks, Associate/Affiliate Members, local Professional Government Officials in New Jersey and beyond. MCANJ offers meaningful and affordable educational opportunities to its members through an Annual Education Conference and members can earn continuing education credits towards their RMC certification renewal at these sessions along with other licenses they may hold for their Municipality.

MCANJ also keeps on top of changes in Trenton and disseminates this information to its membership through its continued communications. Municipal Clerks, the oldest of local government officials, offers camaraderie like no other; with members offering assistance when needed, especially to non-seasoned Municipal Clerks or Municipal Clerks who may not have faced a particular situation before. Municipal Clerks will undoubtedly develop new and long-lasting friendships when they join 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 County Commissioners 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 (LDF)



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



After 32 years of service to the Township of Livingston, including more than 20 years of service as the Livingston Township Clerk and more than a decade as Municipal Prosecutor, longtime Livingston resident Glenn Turteltaub was presented with a proclamation and honorary "Key to the City" upon his retirement on Monday, March 27th which was also declared Glenn R. Turteltaub Day in the Township of Livingston.



Congratulations to retiring Municipal Clerk of the City of Phillipsburg Lori Loudenberry!

Congratulations to Ann Bistriz of the Borough of Harrington Park/ Bergen County on her retirement.

Daina Dale retired as Borough Clerk of Harvey Cedars as of May 1st-Enjoy retirement Daina!

### **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!!



Stafford Twp. Clerk Linda Martin retires after 27 years of service. Congratulations Linda! Enjoy retirement!



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One Gateway Center, Suite 2600  
Newark, NJ 07102

● Ian Shore, RMC

✉ [sales@munidex.com](mailto:sales@munidex.com)



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# IIMC's New Certification Program Coming Soon

## Education PLUS Program (EPP)

\*PROFESSIONAL \* LEADERSHIP \* UNITED \* IN \* SERVICE\*

The Education PLUS Program is designed for Municipal Clerks who have completed their MMC and are looking for a way to continue learning and for professional development in a structured IIMC module.

The Education PLUS Program is designed as an **ENHANCEMENT** of your overall education plan and is **NOT** a standalone designation.

The following are the requirements for participating in the EPP:

1. **Hold an MMC designation in good standing** - *Current MMC holders who would like to transition to the Education PLUS Program may do so by the 1st of any scheduled enrollment cycle.*
2. **Be an active Full, Additional Full, or Retired Member of IIMC** - *If you are an Associate Member, please contact the Education Department to discuss your options.*
3. **Reaffirm IIMC's Code of Ethics** - *This requirement will take place when you submit your applications.*
4. **Attain 30 hours per two-year cycle** - *The two-year cycle begins on the Epp Enrollment Date and ends on the EPP Completion Date. No "saving" hours for future cycles or allocating hours completed prior to the specified EPP Enrollment Date.*

All hours must be earned according to the provisions of the [Education Guidelines](#).

### EPP Step-by-Step Process

#### STEP #1 - EPP ENROLLMENT APPLICATION \*\*\* **EPP ENROLLMENT Application Coming Soon!** \*\*\*

Submit the EPP Enrollment Application on the specified EPP Enrollment Date along with the \$200.00 USD enrollment fee. This fee is NON-refundable.

#### STEP #2 - EPP HOURS APPLICATION \*\*\* **EPP HOURS Application Coming Soon!** \*\*\*

Submit the EPP Hours Application along with supporting documentation for each item being evaluated. All education hours must be completed during the two-year cycle and submitted for review by the specified EPP Completion Date.

#### STEP #3 - EDUCATION DEPARTMENT EVALUATION

Once you have completed your two-year cycle and have submitted all the required supporting documentation, the Education Department will contact you regarding the status of your review and next steps.

**PLEASE NOTE:** One may not begin the next two-year cycle until the next EPP Enrollment Date is open and confirmation from the Education Department of the current cycle has been completed.

Congratulations! Once the Education department confirms you have successfully completed your EPP cycle requirements, we will proudly reward you and your commitment to lifelong learning with the following:

1. **BRONZE** (2-year cycle 1) – A Digital Bronze EPP Certificate of Achievement and Letter of Recognition from the IIMC President
2. **SILVER** (2-year cycle 2) – A Digital Silver EPP Certificate of Achievement, 25% off the IIMC Annual Conference registration, Digest profile feature, and a Letter of Recognition from the IIMC President
3. **GOLD** (cycle 3) - A Digital Gold EPP Certificate of Achievement, a \$200 IIMC Annual Conference Scholarship or \$200 IIMC approved Academy Scholarship, and a Letter or Recognition from the IIMC President
4. **PLATINUM** (cycle 4) - A Digital Platinum EPP Certificate of Achievement, a \$400 Academy Scholarship, and a Letter of Recognition, from the IIMC President



## A Word from Scott Steinman

- For all new Municipal Clerks who have not met Mr. Steinman and have not heard one of his presentations-he asks that **“NO STAPLES BE USED”** to attach correspondence being sent to him, **“ONLY USE PAPERCLIPS”** !!!!!
- Background checks are needed on Members in Charge and those “assisting” in the games.
- **13:47-5.4 NEW DATE** If a game of chance cannot be held on the date stated in the license because of emergency weather conditions or because of other emergency conditions determined by the Control Commission, the organization may within 48 hours fix a new date for the game, which date shall be within seven days of the original date. Within such 48-hour period, and in any case before the postponed game is held, written notification of the new date shall be filed in duplicate with the Municipal Clerk of the municipality in which the Game of Chance is to be held. The Municipal Clerk shall immediately forward the duplicate copy of the notification to the Control Commission.
- **13:47-6.8 AUTHORIZATION BY MUNICIPALITY FOR GAMES ON SUNDAY** No municipality may authorize the holding, operating or conducting of a game of chance on Sunday, unless specifically so authorized by an ordinance duly adopted by the municipality.
- **13:47-7.3 ALCOHOLIC BEVERAGE PROHIBITION** a) Except as provided in (b) below, no game may be conducted in any room or outdoor area where alcoholic beverages are sold, dispensed or consumed during the period between the commencement of the first and the conclusion of the last bingo game of the occasion. b) Alcoholic beverages may be sold or served during bingo games held on the licensed premises of the holder of a plenary retail consumption license pursuant to P.L. 1954. c. 6 (N.J.S.A. 33:1-12) as long as the holder of the plenary retail consumption license is licensed as an approved renter pursuant to N.J.S.A. 5:8-49.3 and N.J.A.C. 13:47-14.2.
- **13:47-9.7 ANNUAL REPORT BY MUNICIPALITY** a) The Municipal Clerk of a municipality which has adopted the Bingo Licensing Law or the Raffles Licensing Law or both shall submit to the Control Commission annually for the 12 month period ending December 31, each year on or before January 31 of the following year, a report containing the following information as to the operation of both bingo and raffles within the municipality for the preceding 12 month period:
  - 1) The number of licenses issued pursuant to each law;
  - 2) The names and addresses and identification number issued by the Control Commission, of each licensee;
  - 3) The aggregate amount of municipal license fees collect;
  - 4) The name and address of all persons detected in violation of the laws or regulations; and
  - 5) The names and address of all persons prosecuted for such violations, the result of each prosecution and the penalty imposed. b) The report may contain recommendations for the improvement of the Bingo Licensing Law or the Raffles Licensing Law or the administration thereof.
- Mr. Steinman is receiving a lot of raffle applications with “4.A” on the Application for a Raffle License not filled out-please make sure applicants are filling out this information so their application is not returned.
- There are NO RAIN/SNOW DATES!!!!!! Applicants have a 7-day grace period. Make sure you get something in writing. If they can’t do within 7 days, then a new application must be filed.
- Pocket Book Bingo- If the applicant does not own the facility, they can only have a pocketbook bingo at an establishment that conducts/registers bingos. They need to provide a letter that the facility is granting them authorization to use their facility for event.
- You don’t need to list prizes. A statement advising that, “We will not award any prohibited prizes” will satisfy NJLCCC for on-premises merchandise raffles, casino nights, and armchair races only!

**Legalized Games of  
Chance Control  
Commission**



# People Page (continued from page 4)

## News/Updates/Transitions



Congratulations to Jacqueline Murray who was sworn in as the new Municipal Clerk for the City of Paterson (pictured on left).

Raritan Township announced the appointment of Marguerite Schmitt as the new Municipal Clerk for a three-year term starting May 22, 2023. Schmitt replaces Lisa Fania, who resigned last month to accept a new opportunity in another Township.

Raritan Township welcomes Debbie Reynolds as the newly appointed Deputy Municipal Clerk.

Congratulations Joann DeBlasis on your appointment as Acting Clerk for West Caldwell.

Congratulations to Susan Turner on your appointment as the new Deputy Municipal Clerk for the City of Phillipsburg.

The City of Paramus has appointed new Deputy Clerk, Kristin Rohner-Congratulations!!



Anna Grimste (pictured left) started her Harvey Cedars career as a Zoning/Code Enforcement Officer. May 1st was her first official day as Borough Clerk.

Congratulations to Beth Dilts of Lopatcong Township on earning her Master Municipal Certification through IIMC! Way to go Beth!!



Lisa Brown was sworn in as City of Wildwood Municipal Clerk. Congratulations Lisa!



Please welcome Erin Fogarty as South Bound Brook's 1st ever Deputy Municipal Clerk as of May 1st 2023. (pictured left)



Lisa Fania (pictured above, third on the left) steps down as the Municipal Clerk in Raritan Township to take a position as Municipal Clerk with Montgomery Township. Best of Luck Lisa in your new Township!

At the May 1, 2023 Delanco Township Committee Meeting, Mayor Kate Fitzpatrick and Deputy Mayor Matthew Bartlett presented Delanco Municipal Clerk, Janice M. Lohr, RMC with a proclamation recognizing the 54<sup>th</sup> Annual Professional Municipal Clerks Week April 30 – May 6, 2023. At the same time, Mrs. Lohr was honored with a separate proclamation for her many years of service to the residents, Governing Body members and staff of Delanco Township. Mrs. Lohr served as a Committeewoman and as Mayor before becoming the Municipal Clerk, a position she has held for 30+ years. Mrs. Lohr's family were in attendance to congratulate her, along with numerous staff members.





## In Memoriam



Robert Byrne, a highly respected former Jersey City Clerk for 31 years and in a league of his own passed away after an illness at the young age of 63. Flags were flown at half staff in Jersey City in his honor. Byrne was named City Clerk in 1989.

Steven Fulop, the Mayor of Jersey City since 2013, noted that Byrne’s death “is a massive loss to Jersey City as he embodied everything that was special about Jersey City. He loved Jersey City more than one could convey.”

“Robert’s legacy will be remembered here forever, and in a place that prides itself on historical bigger-than-life government officials, Robert will join the ranks of the most significant in Jersey City history,” the mayor has stated.

***Our thoughts and prayers are with Jersey City and the Byrne family on their loss of Robert.***



Terri R. Stahl, longtime Municipal Clerk of East Amwell Township, passed away unexpectedly at home on April 6, 2023. Born and raised in Philadelphia on October 6, 1951, she married the love of her life, her late husband, James (Jim) Stahl Sr. on December 18, 1971. The two spent 42 wonderful years together. They moved to Ringoes, New Jersey in 1983 and raised their family in Hunterdon County. Teri became the Deputy Clerk of East Amwell in 1988 and the Municipal Clerk shortly after up until her retirement in 2019. Teri actively volunteered for many causes throughout her life. Whether a bake sale, a rabies clinic, or bible camp, you could always count on her to raise her hand to help. As a Municipal Clerk in Hunterdon County, Teri was always the first person to pick up the phone to congratulate someone or offer praise. Teri always had a smile on her face and always was full of spunk. Teri was full of life and love for her co-workers, her family and will truly be missed.



## The 2023 General Code Municipal Clerk Honor Roll Recipients of New Jersey

In 2001, General Code created and began hosting a special recognition program to honor the unsung heroes of our communities: Municipal Clerks. The Municipal Clerks Honor Roll ran for nine years and coincided with “Municipal Clerks Week” (as designated by the International Institute of Municipal Clerks (IIMC)). In 2019, the Municipal Clerks Honor Roll was reintroduced to help celebrate the 50th Anniversary of Municipal Clerks Week. Below is a list of New Jersey Municipal Clerks who are the 2023 honorees of the General Code Honor Roll. This year, there were over 300 nominations from 27 States. Congratulations to all for your well-deserved recognition.

Diane Ambrosio, Township of Ocean  
 Michele Bobrowski, Township of Alexandria  
 Sarah Brake, Township of Hillsborough  
 Diane Brauchle, Township of Frankford  
 Cynthia Brown, City of East Orange  
 Carol Torres, Township of Plainsboro  
 Linda Donnelly, Township of Springfield  
 Theresa Enteado, Borough of West Cape May  
 Robin Hough, City of Ogdensburg  
 Victoria Ann Kupsch, City of Perth Amboy  
 Maureen Lawshe, Town of Westfield  
 Julie Martin, Borough of Eatontown  
 Michele Reilly, Township of Jefferson

Eileen DeFabis, Township of Montague  
 Maria Carrington, Township of Bordentown  
 Doreen Schott, Borough of Hamburg  
 Donna Zilberfarb, Township of Frelinghuysen  
 Pamela Borek, Township of Hillsborough



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

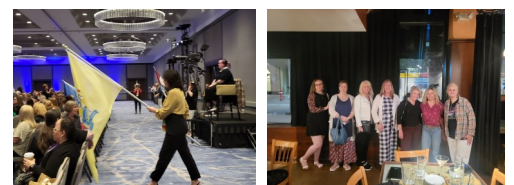


The 77th Annual IIMC Conference in Minneapolis, Minnesota had Municipal Clerks across the world learning and networking like it was 1999 and we have never seen so much purple in one State. With musician Prince who is regarded as one of the greatest musicians of his generation, his hometown of Minneapolis has embraced his favorite color in honor of him since his death in 2016. Everything is purple from airport parking lots, sidewalk markings, bus /train routes, highway signs, buildings illuminated at night, etc. The sessions and keynote speakers were amazing as always and everyone in attendance left with so much knowledge to bring back to their offices. About a dozen Clerks from New Jersey headed to the mid-west for this Conference. Congratulations to our Past President, Denise Cafone of Fairfield Township and Susan Jackson, of New Hanover on both being recognized on becoming Paul Craig Athenian Fellows. Diane Pflugfelder of Liberty Township was recognized for her service as New Jersey's Region II Director as her term ended May 31st. Past President Denise Cafone carried the flag for the State of New Jersey in the Parade of Flags during the opening ceremonies and enjoyed experiencing her first IIMC conference. The Minneapolis, Minnesota Municipal Clerks did a fabulous job hosting this year's conference and we thank them for their hospitality!

**2024 - Calgary, Alberta, Canada, May 19th - May 22nd**

**Region II Conference January 9-12, 2024-Dewey Beach, DE**

**Save the Dates!**





# A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

As we start the transition with our new Executive Board, we begin the summer season. I hope you all have a fabulous trip planned even if it's for the day. You don't need to go far for some fun. New Jersey has so many places to explore. From Sussex County, where you have hiking trails galore or a visit to Space Farms or Wild West City; to Cape May County where you can hunt for the Cape May Diamond on Sunset Beach or hit the Cowtown Rodeo in Pilesgrove Township, Salem County with a bunch of other amazing spots to visit in between. Our beaches and boardwalks can not compare to any in the United States. Trust me, I have been to them all from the west coast to the east coast and no boardwalk compares to ours. During my Presidency, I will be taking some of my vacation time this summer to randomly visit many of you from the northern part of the State to the southern part of the State, to the smallest town to the largest city to say, hi and check in.....and possibly bearing some MCANJ swag as well. With both of my kids not home this summer, as they serve in the military, this is my first summer where I will not be going on a family vacation with them. I haven't wrapped my head around not having them around for the summer yet. As they could not attend my swearing in and I spent it with my MCANJ family, I will spend my summer with you as well. I want to make sure you are all aware of the amazing opportunities afforded through MCANJ, meet you in person, see how your office operates, and visit with your staff. I encourage others on the Executive Board to join me as well or visit towns in their surrounding areas that they have never been to and meet Municipal Clerks they have never met in person.

At the time of writing this article, our 2023/2024 membership drive will be on its way, and we will once again have our County contest. MCANJ will offer a free 2024 conference registration to the County that comes in at 100% of paid memberships by October 31<sup>st</sup>. That's a huge savings for a member of your County Association!

You can never start too early with planning the 2024 conference which will start shortly. I have the survey responses for the last two conferences of what people liked, courses people would like to see, etc. I plan to send a survey out to the Association shortly regarding the conference. The conference surveys received by the Executive Board are from the attendees of the conference and do not represent all.

When I started on the Executive Board, I was determined that my conference would not be in Atlantic City. I like different and I wanted to change things up. I went out for RFP's all over New Jersey from Newark, Jersey City, Weehawken, East Rutherford, Princeton, Long Branch, etc. You name a Township/City that had a large hotel, I submitted an RFP and almost everyone rejected us, but one hotel who wanted over \$350.00 a night just for the hotel room and that was not an option. All the RFP's that were rejected were due to the inability to accommodate our size and needs. It also didn't help that we were coming out of Covid and these venues rescheduled events people had canceled during the pandemic. We explored two other hotels in Atlantic City but cost is what fueled the decision to stay at the Hard Rock and we signed a two-year deal to obtain maximum savings for our membership. We want to host an affordable educational conference for our attendees. The Hard Rock Hotel and Casino was pretty much our only viable option. Even with prices still rising for food and being given a discount on meals and rooms, cost is always a concern.

The 2024 conference is scheduled for Tuesday, April 23<sup>rd</sup> to Friday, April 26<sup>th</sup>. We are starting the conference later in the week and at the end of April. We will explore having the conference in full days and not half days to provide maximum learning opportunities with minimal impact out of the office with the last day of the conference packed with Registrar credits for the day. We look to obtain 4.5 credits for Municipal Clerks who are also Registrars, and I am confident that the Conference Committee will be able to secure one more session to get us a minimum of 5 Registrar CEU's for the 2024 conference. MCANJ recently sent out a survey to the membership asking who held the dual title of Municipal Clerk and Registrar. Out of 524 municipalities only 177 municipalities answered. Those that did answer the survey showed us that over 300+ are Registrars or Deputy Registrars who would benefit from these CEU's. I know many more who will benefit from these sessions which will also provide additional CEU's in other disciplines, not just for Registrars. It will be exciting to plan this conference for you and as we finalize details, I will get those out to you as fast as we can so you can make your plans for Camp MCANJ in 2024 and we can all set out on our educational conference adventure together. We are also trying to partner with the State Registrar Association for our -



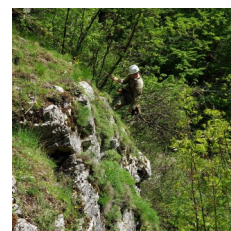
# A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

final day of the conference for any Registrars who would like to attend that day to obtain CEU's as well. This would be a first for two large Associations to work together like this, but we will see what we can do. The State Registrar Association held a successful Spring Conference in Bridgewater and they also want to explore the opportunity to collaborate with us along with exploring the possibility of keeping the Spring conference in Bridgewater. Right now, everything is in the infancy stages of planning and as we finalize sessions and the conference program we will get that information out to all. As we wrap up the year-end 2023, I want to congratulate Heather Mailander one more time from the Village of Ridgewood as the Municipal Clerk of the Year for 2023. Heather is an amazing Municipal Clerk whose resume shows her dedication, hard work, and fearless determination. Heather exemplifies the Municipal Clerk and I could not think of anyone more befitting to have been awarded this year's award. Congratulations again Heather on your long overdue achievement.

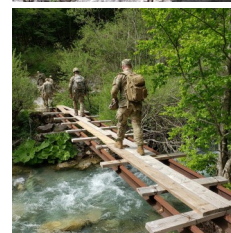
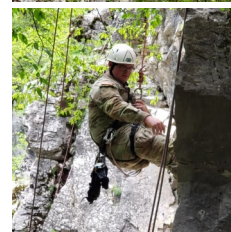
To my fellow Executive Board Members- 1st Vice President Deanna Bennett, 2nd Vice President Nancy Bretzger, Treasurer Kim Macarello, Secretary Ann Marie McCarthy (welcome aboard), Executive Director Joel Popkin, Assistant Director Vinnie Buttiglieri, and Attorney Tom Pro: I look forward to working together in continuing to move this Association forward. I would like to acknowledge and thank out-going Past President Denise Cafone for her many years of dedication on the Executive Board and service to the Association and always being there for me to assist me as I have progressed up through the ranks on the Executive Board. To the Advisory Board Members, Committee Members and retired volunteers that I have reached out to over the past few months, I thank you for continuing to serve MCANJ and providing so much knowledge that helps plan and move forward the association to the future. To my Hunterdon County Clerks, you all are going to be my lifeline and support I need to help me through this year and I thank you all for your continued support, especially to Lisa, Karen R., Ceil, Linda, L. and Jenn for helping out on some Committees with a little arm twisting for some of you (lol)-I thank you!!!

I cannot stress enough that the Municipal Clerk Association provides tools to help you grow and advance in your career. I encourage you to take the time in 2024 to pursue your career aspirations to better yourself. Take the risks and take the chances. We are all here for one another and to encourage each other to climb new heights along our way.

I look forward to helping you all climb to those new heights in your career in the upcoming year. For those that have reached out to me because of my speech, I'm so touched, humbled and proud of you to want to better yourself and that you are taking the initiative to start your journey. I'm here for you!! You got this!



Sharing some pictures with you all of my daughter Sarah on the left and my son Joseph on the right of what they are up to as the summer season starts up. Sarah who is a 2nd Lt. in the U.S. Marines is stationed in Okinawa, Japan for 3 years, but has been busy on assignment in the Philippines and in Miyagi on mainland Japan. Sarah is a Comm Strat Officer and oversees press conferences and field exercises for social media publication for the 3rd Marine Division. Joseph is in Montenegro (yes, never heard of it myself until he was going there-its outside of Kosovo in the Balkans) He is an Army Infantryman with a Mountain Division and they went over there for the 1st time in a NATO Alliance Joint Exercise. He will then head to Ft. Knox, Kentucky in the middle of July for the rest of the summer until he returns back to the University of Maine. He will be in Kentucky for ROTC Advanced Mandatory Training for MSIII Cadets who will be future Officers of the U.S. Army.



## NJ Legalized Games of Chance Control Commission-Continued

11.) NJLCCC Regulations prohibits alcohol AT ALL BINGO GAMES

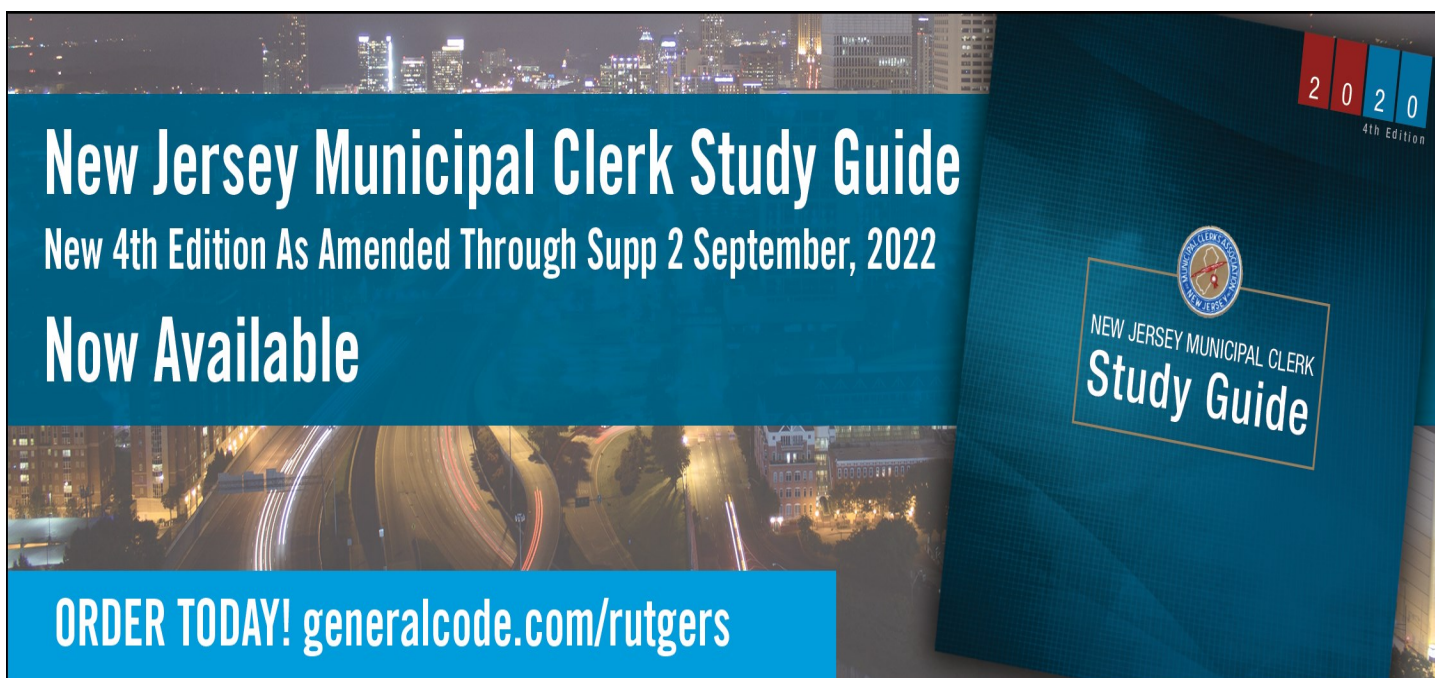
12.) Electronic payments of PayPal, Venmo, credit card, etc. are prohibited in New Jersey therefore can not be accepted as forms of payment to purchase a raffle/bingo in NJ.

13.) N.J.A.C. 13:47-14.3 (o) states: "Qualified organizations **registered** with the Control Commission may donate their premises to another qualified organization, licensed to conduct bingo, but may not make any changes for services rendered for such license.

N.J.A.C. 13:47-14.3 (c) states: No renter shall rent, or allow the use of, any premises for bingo to be conducted by a licensed organization unless such renter is either itself a qualified organization holding a valid license issued by the municipality in this State for the conduct of bingo for a period including the date of such rental or use, or is a licensed renter holding a valid license issued by the Commission for the specific premises.

14.) You do not need to include a copy of the applicants gaming license with application being sent to NJLCCC.

Remember-**NO STAPLES!!!!!!!!!!**



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### 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 Michele Bobrowski at [president@mcanj.us](mailto:president@mcanj.us) so we can all celebrate this achievement!!





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Editor: Michele Bobrowski, Alexandria Twp. (908) 996-7071 ext. 210 E-mail: clerk@alexandrianj.gov  
Contributing Editor: Dale Forde, Twp. of Cedar Grove (973) 239-1410 ext. 204 E-mail: townclerk@cedargrovenj.org  
Advertising: Joel Popkin, MCANJ Executive Director (732) 609-6441 E-mail: executivedirector@mcanj.us  
People Page: April Claudio, Borough of Belmar (732) 681-3700 ext. 225 E-mail: peoplepage@mcanj.us

#### PAST EDITORS:

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## 2023/2024 MCANJ COMMITTEES

### CONSTITUTION & BY-LAWS

Brown	Cynthia-Chair	East Orange	773-266-5110	cynthia.brown@eastorange-nj.gov
Mitch	John	Woodbridge	732-634-4500	john.mitch@twp.woodbridge.nj.us
Weiner	Harold	Irvington	973-399-8111	haroldweiner@hotmail.com
Mason	Sherry	Beach Haven	609-492-0111	smason@beachhaven-nj.gov

### EDUCATION CONFERENCE COMMITTEE

Romano	Karen Co-Chair	Lebanon Boro	908-236-2425 ext.	clerk@lebanonboro.com
White	Kim-Marie Co-Chair	Eastampton	609-267-5723 ext.	kwhite@eastampton.com
Cafone	Denise	Fairfield Township	973-882-2700 ext.	pastpresident@mcanj.us
Bennett	Deanna	Haddonfield Borough	856-429-4700 ext.	1vp@mcanj.us
Macarello	Kim	Ewing Township	609-883-2900 x	treasurer@mcanj.us
McCarthy	Ann Marie	Franklin (Somerset)	732-873-2500 x 6208	secretary@mcanj.us
Bobrowski	Michele	Alexandria	908-996-7071 x 210	president@mcanj.us
Bretzger	Nancy	Peapack/Gladstone	908-234-2250 x 100	2vp@mcanj.us
Cali	Doreen	Retired	201-665-2945	doreencali@verizon.net
Claudio	April	Belmar	732-681-3700	aclaudio@belmar.com
Buttiglieri	Vincent	Ocean (retired)		assisanted@mcanj.us
Popkin	Joel	Neptune (retired)	732-609-6441	executivedirector@mcanj.us
Seigfried	Michele	Robbinsville	609-259-3600	micheles@robbinsville.org
Reese	Cathy	Warren	908-753-8000 x 223	creese@warrennj.org
Burd	Lisa	Bloomsbury	908-479-4200	clerk@bloomsburyborough.com
Ilaria	Barbara	Manasquan	732-223-0544 x 233	billaria@manasquan-nj.gov
Sopronyi	Debbie	Hightstown (retired)		k2deb@optonline.net
Susen	Allen	Haledon (retired)		Allan.ruthsusen@yahoo.com

### ELECTIONS

Nyitrai	Barbara-Chair	South Brunswick	732-329-4000 x 7313	Nyitrai@sbtnj.net
Lanier	Joyce	Orange	973-266-4025	jlanier@orangenj.gov
Fania	Lisa	Montgomery	908-533-9188	lisafania89@comcast.net
Brown	Nancy	Wyckoff	201-891-7000 x 1020	wyckoffclerk@wyckoff-nj.gov
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Hannemann	Christine	Surf City	609-494-3064	frontdesk@surfcitynj.org
Giercyk	Teri	Manchester	732-657-8121 x 3204	tgiercyk@manchestertwp.com

Thank you to everyone who has volunteered to be on these Committees and Boards for the 2023/2024 year.

Your time and dedication to the Municipal Clerks' Association of NJ is very much appreciated!!

<b>FUNDRAISING &amp; RAFFLES</b>				
Siegfried	Michele-Chair	Robbinsville	609-259-3600	micheles@robbinsville.net
Burd	Lisa	Bloomsbury	908-319-3522	clerk@bloomsburyborough.com
Sopronyi	Debra	Hightstown (retired)	609-490-5100	k2deb@optonline.net
Doreen	Cali		201-665-2945	doreencali@verizon.net
Romano	Karen	Lebanon Boro	908-236-2425 x 101	clerk@lebanonboro.com
Ilaria	Barbara	Manasquan	732-223-0544	bllaria@manasquan-nj.gov
<b>HISTORICAL</b>				
Andrew	Pavlica-Chair	Garfield City	973-340-2001	<a href="mailto:Apavilica@garfieldnj.org">Apavilica@garfieldnj.org</a>
<b>INFORMATION TECHNOLOGY &amp; WEBPAGE</b>				
Claudio	April-Chair	Belmar	732-681-3700	websitemanager@mcanj.us
<b>LEGISLATIVE</b>				
Siegfried	Michele-Chair	Robbinsville	609-259-3600	micheles@robbinsville.net
Hutchinson	Katherine	Old Bridge	732-721-5600 x 2211	khutchinson@oldbridge.com
Quinones-Wilson	Marie	Bergenfield	201-387-4055 x 4057	boroclerk@bergenfield.com
Martino	Rita	Hamilton	609-625-1511 x 600	Clerks.office@hamiltonatinj.gov
Pettas	Eleni	Nutley	973-284-4955	epettas@nutleynj.org
Falt	Everett	Rockaway	973-983-2834	efalt@rockawaytownship.org
<b>LEGAL DEFENSE FUND</b>				
Sopronyi	Debra-Chair	Hightstown (retired)		Dsopronyi.ldf@mcanj.us
Harold	Weiner	Irvington	973-399-8111	Hweiner.ldf@mcanj.us
Mailander	Heather	Ridgewood	201-670-5500	Hmailander.ldf@mcanj.us
Mitch	John	Woodbridge	732-602-6007	Jmitch.ldf@mcanj.us
White	Kim Marie	Eastampton	609-267-5723	Kwhite.ldf@mcanj.us
Rosario	Evelyn	Fort Lee	201-592-3500 x 1040	Erosario.ldf@mcanj.us
Cosnoski	Amy	Pemberton	609-894-3314	Acosnoski.ldf@mcanj.us
<b>MANUAL REVIEW</b>				
Ventola	Tara-Chair	Glen Ridge	973-748-8400 x 2200	tventola@glenridgenj.org
Kiernan	Jennifer	Verona	973-735-8098	jkiernan@veronanj.org
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Berry	Steve	Glen Ridge (retired)	973-267-5724	scberryjr@yahoo.com
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Joel	Popkin	Executive Director	732-609-6441	executivedirector@mcanj.us
Buttiglieri	Vinnie	Asst. Executive Dir	908-875-7522	assisted@mcanj.us



# OPRA REFORM & LEGISLATIVE UPDATES

Assemblyman Danielsen has introduced four pieces of legislation to begin the conversation on OPRA reform. The bills address commercial request (A5613), reforms to GRC and limits attorneys fees (A5614), provides for protective orders to limit access (A5615), and makes various changes to the OPRA process (A5616).

Highlights of the bills include:

- Changes prevailing attorney fees from mandatory to permissive and the rate would be based on the hourly rate of the municipal attorney (or public agency for other levels of government).
- Defines “commercial purposes” and limits commercial request to 2 request per month.
- Includes penalty for falsifying commercial request certification – including inability to make any commercial request for one year.
- Removes the Superior Court as an option for OPRA challenges. All challenges will first go to the GRC then appeals handled by Superior Court.
- Permits the Superior Court to issue a protective order limiting or eliminating the right to request records for a one year period.
- Exempts from disclosure all telephone numbers, email addresses, social media addresses and metadata.
- Permits a records custodian to deny request if they are required to conduct research or review government record in order to identify, analyze, collate or sort information within the record.
- Expands timeframe to respond to multiple requests from the same requestor.
- Permits records custodian to direct requestor to documents on website, if the request is emailed.
- Requires certain records be available on the municipal (public agency) website for a period of five years.
- The bills do not address police records.

[A-4889](#) **PENDING** - *Removes requirement that government officers who file financial disclosure statements with the Local Finance Board disclose the address of their home or secondary residence, or that of their immediate family on financial disclosure statements. Given the timing of filing FDS's and computer changes that would be necessary for this, the CV defers the implementation date until next year's cycle.*

[c.30](#) (S-2866) **PASSED**: Establishes the "Elections Transparency Act," requires reporting of campaign contributions in excess of \$200; increases contribution limits; concerns independent expenditure committees, certain business entity contributions, and “certain local provisions.” There are three “certain local provisions:”

1. Local pay to play laws that were permitted under 40A:11-51 are repealed retroactive to January 1, 2023. If you have one of these, consult with legal counsel on if you need to formally repeal your ordinance.
2. Explicitly states that QPAs may award “window” contracts (between \$17,500 and bid threshold). There was uncertainty about if the QPA or the governing body could do it and its application to fair and open and non-fair and open contracts. That has now been clarified. It is recommended that if you want the QPA to award those contracts, you should specifically authorize their authority in your purchasing ordinance/code.
3. Clearly defines that public bidding and competitive contracting are considered “fair and open” processes.

Assembly Bill No. 5627, Introduced on June 20, 2023-Sponsored by Assemblywoman Knight (District 31-Hudson). **This bill would require a Municipal Clerk to post ALL municipal documents on the municipality's Internet website. Specifically, the bill would require that the Municipal Clerk, unless otherwise prohibited by Federal or State law, rule, or regulation, post all municipal documents, forms, renewal documents, license applications, and license certificates on the municipality's Internet website. The bill also provides for State reimbursement through the Department of the Treasury for costs incurred by a municipality to comply with the requirements of the bill.** This will be a Bill to watch!!

## 2023/2024 MCANJ COMMITTEES-Continued

### RESOLUTIONS

Covino	Ceil Co-Chair	Town of Clinton	908-752-9128	ccovino@clintonnj.gov
Reese	Cathy Co-Chair	Warren	908-753-8000 x 223	creese@warrennj.org

### SCHOLARSHIPS

Geletei	Paula Co-Chair	Atlantic City	609-437-5510	pgeletei@acnj.gov
Brown	Cynthia Co-Chair	East Orange	973-266-5110	cynthia.brown@eastorange-nj.gov
Fritzen	Elizabeth	Maplewood	973-762-8120	liz@twp.maplewoodnj.us
Claudio	April	Belmar	732-681-3700 x 225	aclaudio@belmar.com
Leider	Linda	Hampton Boro	908-537-2329	hamptonboroclerk@hamptonboro
llaria	Barbara	Manasquan	732-223-0544	bllaria@manasquan-nj.gov



#### Tuesday, November 14

9:00 a.m. – 10:40 a.m.: Legislative Update (Joint Session w/ AMANJ, MCANJ, GPANJ & TCTANJ), Room 402, ACCC– CEU’s Prof. Dev. 1.5

3:45 p.m. - 5:00 p.m.: Daniel’s Law (MCANJ Joint Session with NJLM), Room 303, ACCC-CEU’s Records 1.5

#### Wednesday, November 15

2:00 p.m. – 3:15 p.m.: The Review of OPRA (MCANJ Joint Session with NJLM), Room 402, ACCC-CEU’s Records 1.5

3:45 p.m. – 5:00 p.m.: Liquor License Reform (MCANJ Joint Session with NJLM), Room 412, ACCC-CEU’s Licensing 1.5

#### Thursday, November 16

10:45 a.m. – 12:00 p.m.: Back to Basics with Ethics, Room 305/306, ACCC-CEU’s Ethics 1.5



Just a friendly reminder that the 2023/2024 Membership Registration is open!!! Now accepting credit card payments! When you register, remember to **keep** your Membership ID you receive at the end of registration in a safe place along with your password. You will need both of these items to access the MCANJ website, register for future MCANJ events, etc.

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April Claudio for the People Page via [email-peoplepage@mcanj.us](mailto:email-peoplepage@mcanj.us)

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.**