

# The Quill



**NJLM LINE UP FOR CEU  
AVAILABILITY FOR  
MUNICIPAL CLERKS &  
VISIT US AT BOOTH  
# 706**



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**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

**PRESIDENT MESSAGE  
FROM MICHELE  
BOBROWSKI**



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**THE NEED FOR LIQUOR  
LICENSE REFORM BY  
ASSEMBLYMAN  
DANIELSEN –DIST. 17**



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**EXECUTIVE SESSION  
QUESTIONS ASKED BY  
MUNICIPAL CLERKS  
ANSWERED**



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## State Department of the Treasury Russia-Belarus Law: Temporary Suspension of Enforcement

NOTICE REGARDING N.J.S.A. 52:32-60.1 (Entities Engaged in Activities in Russia and Belarus) N.J.S.A. 52:32-60.1 requires the Department of the Treasury (Treasury) to establish a list of persons and entities engaging in prohibited activities in Russia or Belarus and to update that list every six months. The law also prohibits the State from engaging in certain activities with a person or entity identified on the list as engaged in prohibited activities or whose subsidiaries, parents, or affiliates are so engaged. The prohibited activities include: (1) entering into or renewing contracts; (2) approving or renewing Public Works Contractor Registrations; (3) approving economic development subsidies; (4) providing tax clearance certificates; and (5) certifying urban renewal entities for the purposes of the “Long Term Tax Exemption Law.” On August 4, 2023, a company obtained a temporary restraining order (TRO) from the United States District Court for the District of New Jersey, which enjoins the State from enforcing N.J.S.A. 52:32- 60.1 against that company on the ground that the statute is likely inconsistent with federal law. The lawsuit remains ongoing. The State continues to defend the law in court. Nonetheless, in light of the Court’s decision, and to protect the integrity and fairness of the State’s business dealings, including the procurement process, the State and its agencies and instrumentalities will be voluntarily applying the terms of the TRO to all persons and entities engaging with the State until further order of the Court. Pending further order of the Court, the State will remove the list from its website, and suspend further implementation of N.J.S.A. 52:32-60.1. Treasury recommends that State agencies should continue to defer to and follow any applicable federal laws, regulations, or guidance regarding sanction programs administered by the U.S. Department of Treasury’s Office of Foreign Assets Control.

# Contact Information for the 2023/2024 MCANJ Executive Board

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**Retired Clerk-Neptune City**

**Monmouth County**

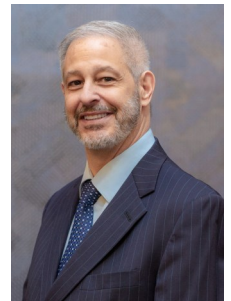
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**Monmouth County**



# IIMC Scholarship Opportunity

## ***FREE MONEY FOR YOU....***

The IIMC Foundation was created in 1984 by a forward thinking group of Municipal Clerks who saw the need for funds 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 Regional educational stipends.

The IIMC Foundation, the fundraising arm of the International Institute of Municipal Clerks, offers numerous scholarships to assist its members in offsetting the cost of various educational 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, 2023 for a scholarship to use during the calendar year 2024.**

### **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, 2023 for a scholarship to use during the calendar year 2024.**

Two reminders for MCANJ Members:

- 1.) Renew your 2023/2024 MCANJ Membership today!!! Save your membership ID and password for future use.
- 2.) The Legal Defense Fund Application is live. You need your membership ID and password from registering to apply at [www.njclerks.org](http://www.njclerks.org).

# IIMC Scholarship Opportunity

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).

2024 IIMC Annual Conference will be held from May 19 – May 24, 2024 in Calgary, Alberta, Canada.

**\*\*\*Application Period: Apply between October 1, 2023 and February 12, 2024.**

**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 [assisted@mcanj.us](mailto:assisted@mcanj.us).

Respectfully submitted:

*Vinny Buttiiglieri*, RMC/MMC

MCANJ Assistant Executive Director



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The advertisement features a dark blue background with a city skyline at night and a highway interchange with light trails. On the right, there is an image of the study guide book cover, which is blue with a gold border and features the NJ Municipal Clerk Association logo and the text "NEW JERSEY MUNICIPAL CLERK Study Guide". The year "2020" and "4th Edition" are also visible on the cover.

# People Page

## 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!!

## RETIREMENTS

Grace Archer of Bordentown City (Burlington County) retired on July 31st. Congratulation Grace and enjoy your much-deserved retirement!

Lebanon Township (Hunterdon County) Clerk Karen Sandorse has retired. Congratulations and enjoy retirement!



On July 1, 2023 Harold Wiener officially retired from the Township of Irvington after 43 years of service, 35 years as their beloved Municipal Clerk. Affectionately called "the Wizard" by his staff due to his wisdom of the field, he served under seven Mayors and 60 individual Council Members during his tenure. Harold attended every Meeting accumulating in more than 1,000 appearances.

Harold considers his crowning achievement to have been when he was named the "Municipal Clerk of the Year" by the Municipal Clerks' Association of New Jersey in 2010.

Harold's parting words of wisdom...

"For those of you entering the profession, you will find it both challenging and rewarding as well. Training, continuing education and networking with colleagues and fellow professionals...are all keys to meeting those challenges head on and successfully. I have met and networked with hundreds of colleagues and local government officials over the years. The experiences and knowledge I received have been invaluable. I urge you to get involved and engaged in our Association. Attend and participate in conferences...become a member of the Association's committees. Make the job much more than a paycheck."

# A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

Where have the last three months gone? Time has flown by and it has been a super busy three months for me. When I sat down to write an article for the October Edition of the Quill and I thought of what I had done, I could not believe all that I accomplished in such a short period of time. In July and August, I facilitated two Athenians Dialogues at two great locations; the National Guard Training Facility in Sea Girt and the Springfield Fire Department in Union County. Attendees were able to tour and learn about these two facilities as well. Other Athenian Dialogues are being scheduled and as soon as I have more details as to final locations and arrangements, I will make that announcement as I continue the "Taking it to the Streets" series across New Jersey. Please be on the lookout for that information.

MCANJ had two Conference Committee Meetings with a rough outline of potential sessions. The Committee is ensuring that CEUs for all disciplines are available. To my fellow Registrars, I've heard you! We currently have 4 CMR credits for the Conference. The Executive Board met twice and the Advisory Board, composed of all County Presidents, Appointees and Chairs to our Boards/Committees, virtually met in August to hear what was planned for the 2023-2024 year.

There was a lot of information to report back to their respective Counties. Since then, you've all sat in on the Zoom Meetings for OPRA. There were 22 meetings held pertaining to this matter and I thank all of you for attending and assisting in this endeavor. For change to occur, we need to all work together to make it happen. Outside of work and Township Meetings, I assisted a neighboring Borough that needed a Municipal Clerk to cover two of its meetings. According to the Mayor, it turned out to be two of the longest meetings ever - lol.

I moved my son to college in Maine and by the time you read this Quill, I would have attended three County Meetings, stopped by a few Municipal Clerk Offices to introduce myself and offer words of encouragement and pledge my support in case they ever need anything. Finally, I went on the IIMC Study Abroad in Belgium and Amsterdam with 47 Municipal Clerks across the United States and Canada and a Municipal Manager Conference. All of that mixed with Covid and Lyme disease - Let's just say, It's been a roller coaster ride these last three months. However, I wouldn't change a thing. I have met some amazing Municipal Clerks across the State of New Jersey, the United States, Canada and Europe! It has been a highlight of my Municipal Clerk career and I've made memories to cherish for a lifetime. I encourage all of you to go on the IIMC Study Abroad at least once during your career.

As the self-appointed "event planner", I never have the opportunity to relax so I didn't know what to expect during the IIMC Study Abroad except what was on the itinerary. Our group visited and toured so many Town Halls, met local Mayors and Town Clerks who organized such wonderful events so we could experience the culture of their Country. Some towns were established as early as the 1200s where their towns halls were painted in gold. Can you imagine that here? In Bruges, I toured the Belfry Tower, a medieval tower built in the 1200s that housed the City's archives and Municipal Seal. This particular tower is 272 feet tall with 366 narrow stairs that one would have to climb to retrieve items. I was already gasping for air when I realized I was only half way up.

Thank God, I don't have one of those towers and had to climb all of those stairs to do OPRA requests because I can tell you right now, I would probably quit! It was a good workout though. There was a fire in that tower in 1741 that surpassed those 366 stairs and that section was never rebuilt. I wondered why there was a fire - someone didn't want to climb those stairs, that's what I think!

We learned that Mayors in the Netherlands are appointed by the King for a six-year term and not by the public. If you do not like your Mayor, but the King does, you are stuck with the Mayor because only the King can remove him. Upon their appointment, Mayors are bestowed with ceremonial necklaces by the King. These necklaces are worn to municipal meetings and outings. At the bottom of the necklace is a medallion that has two sides. One side is for municipal affairs and the other is for national affairs. Depending on what the Mayor is doing will depend on what side the medallion is on. All of the Mayors whom we encountered graciously welcomed us and explained how they were appointed. Some had been Mayors in other towns prior to they currently served. During the Study Abroad we attended the IIMC Region 12 Dutch Municipal Clerk Symposium where we met Municipal Clerks throughout Europe. Listening to these Municipal Clerks I realized how lucky and fortunate we all are here in New Jersey. We are provided multiple educational opportunities and a State Statute that outlines our job duties which these Municipal Clerks are wanting to aid them to where they currently serve.



# People Page Continued

A big congratulations to our fellow New Jersey Municipal Clerks who have earned the prestigious Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC):

Kelly Lettera, Township of Little Egg Harbor, NJ ( Ocean County)

Erin Delaney , City of Garfield ( Bergen County)

Leena Abaza, Borough of Harrington Park (Bergen County)



## History Made in Irvington, NJ

On July 10, 2023, Shawna Supel was virtually administered the Oath of Office by Judge Rashidah N. Hasan Esq. in the presence of the entire Township of Irvington Governing Body, fellow Municipal Clerks, friends and family.

Shawna is the first African American and first female to serve as the Township's Municipal Clerk.

Shawna succeeds Harold Wiener who served the Township of Irvington as its Municipal Clerk for thirty-five years. She credits Harold as her mentor for the 22 years she served in the Office of the Municipal Clerk from April 2001. Congratulations Shawna!!



## CRUISING FOR CEUS:

Every June, Municipal Clerks travel from far and wide to join the Municipal Clerks' Association of Morris County (MCAMC) in obtaining CEUS for Licensing, Records and Elections. On June 16th, the MCAMC sponsored workshops in Limousine Law with Mark Cushing and Active Shooter Threats with James Scartozzi, then treated attendees to its 4th Annual Miss Lotta Cruise Tour around Lake Hopatcong. The Cruise is held rain or shine.



Rayna Harris replaces Delores Williams, who retired from Princeton after four years as clerk and more than 30 years of service with the municipality. Congratulations Rayna!



Congratulations to Hillsborough Township Clerk Pam Borek on being named Executive Director of the Hillsborough Municipal Utilities Authority. Congratulations also to Sarah Brake (seen here being sworn in by Pam Borek) on becoming the new Hillsborough Township Clerk!



# People Page (continued from page 4)

## Retirements:



Kathy VanScoy retired from the Borough of Paulsboro (Gloucester County). Kathy retired from the Borough after 30 years of service and was also employed by Logan Township for five years before the Borough as the Deputy Municipal Clerk for a total of 35 years of service. Pictured to the right with several members of the Municipal Clerks' Association of Gloucester County. The middle picture is Paulsboro Council President, John Giovannitti, presenting Kathy with a proclamation and the picture to the left is MCAGC President and Deptford Municipal Clerk Dina Zawadski also presenting Kathy with a proclamation from the MCAGC where she also is the Vice President. Congratulations Kathy!

At the August 9th Borough of Pine Beach Council meeting, Charlene Carney was presented a proclamation. This was her final Council meeting before her retirement on September 1st. Congratulations on your retirement Charlene!



## Condolences:



Stephen R. Carasia, passed away on August 4, 2023. Stephen had a successful career serving the Borough of Deal. He worked his way through the ranks starting as a dispatcher, eventually retiring as the Chief of Police. Shortly after retirement, he was hired as the Borough Administrator/Clerk where he had currently served. He dedicated many years serving as Fire Chief in Deal and Captain of the Deal First Aid Squad. Stephen's commitment to public service and his contributions to the community will always be remembered.

Condolences to the family and friends of former Knowlton Township Clerk Beatrice Koenneke who passed away on Sunday, June 4, 2023. May she Rest in Peace!

## News/Updates/Transitions:

Congratulations to our MCANJ Attorney, Tom Prol, who was appointed on June 15th by Gov. Phil Murphy to serve on the Election Law Enforcement Commission. Atty. Prol is a civil rights leader and founding member of Garden State Equality and remains on the group's leadership team. A partner at one of the state's top law firms, Sills Cummis & Gross, he led the New Jersey State Bar Association from 2016 to 2017 and argued cases in defense of the state's Anti-Bullying Act and the Criminal Justice Reform Act. Upon Atty. Prol's appointment to the Election Law Enforcement Commission, Governor Murphy called Attorney Prol, "a highly-respected and trailblazing attorney who made history."



"The integrity of elections is a vital and sacrosanct component of a free and fair democracy," Atty. Prol said. "I commit to engaging the important work ahead with fairness, honesty and respect for the dignity of all. Our representative government requires adherence to the rule of law and due process and I look forward to implementing the Commission's mandate with the guidance of those bedrock democratic principles." Best of Luck Tom on your appointment!!



Joann DeBlasis was appointed as the new Township Clerk in West Caldwell.

DeBlasis, who had previously been appointed as Acting Township Clerk in March, was joined by her husband and children as she was sworn into office by Mayor Joseph Tempesta.

Congratulations Joann!



# The Need for Liquor License Reform by Assemblyman Joe Danielsen

In 1947, New Jersey adopted rules to determine how many liquor licenses each municipality could grant to local business owners based on a population formula. As our State's population grew, so did the call to revise the population formula. Today, based on amendments passed nearly sixty years ago, current law allows one consumption license for every 7,500 residents in a municipality.

The sale of alcohol is a major economic driver in our State, and the ability to secure a liquor license is highly sought after and expensive due to their limited supply. That's why it may surprise many to learn that individuals and corporations across the State are hoarding almost 1,300 inactive licenses. And even though these licenses are not in use, they still count against their local municipal government's limit under the population formula.

Because of a lack of availability, many entrepreneurs looking to open a bar or grow their restaurant's offerings are unable to secure the liquor licenses they need to run their businesses. Not only is this bad for business, but it also impedes economic development in our communities.

As Chairman of the Assembly Oversight, Reform and Federal Relations Committee, I believe a comprehensive review of New Jersey's liquor laws is long overdue. We must take action to bring our State into the 21st century with responsible liquor license reform. That is why I have begun a thoughtful review of these statutes, seeking to implement moderate improvements that will benefit all citizens.

Over the past two legislative sessions, I have held committee hearings, met with stakeholders, and spoken with everyday citizens about how best to review, rewrite, and restructure our liquor laws.

The feedback I have received was instrumental in drafting my legislation, [A5461](#), which would allow municipalities to transfer inactive alcoholic beverage retail licenses, and enable retail distribution licenses to be converted into consumption licenses. And I am proud to say that to date, a strong consensus is building in favor of this measure.

Under my legislation, there are four methods to move inactive licenses (defined as being unused for two years, could be transferred to a different municipality). However, I want to highlight two of these proposals that I feel will do the most to solve the problems I have laid out.

In the first procedure, prior to the expiration of a license the license holder may apply to the municipality that issued the license and a contiguous neighboring municipality to use that license in connection to redevelopment, improvement, or revitalization areas. This procedure also gives municipalities enhanced oversight on these transfers, as both municipalities involved would have to adopt identical resolutions authorizing the transfer.

The second procedure meanwhile, allows municipalities that have reached their license cap to acquire inactive licenses by requesting an RFP (Request for Proposal) from any license holder in the State. The host municipality would approve the sale and transfer; and once they have done so, the transfer would take place. As a check on this procedure however, a receiving municipality would only be allowed to acquire one license through this process each year. And any transferred license would have to be used within two years, or it would expire.

This commonsense approach my legislation takes would allow overstocked municipalities that have too many inactive licenses to provide an open market source for bidding on their purchase. I believe this is a win-win for both the purchasing town and the seller, and it will offer a solution to the current issue without adding any additional licenses to the marketplace.

Since discussions on this topic began, I have been impressed and pleased by the openness of those who would be impacted by any changes to license protocols. Their opinions and ideas have allowed me to create legislation that I believe is in the best interest of all New Jersey residents.

In early January, Governor Murphy announced his own proposal where his vision is to grow the industry by allowing for increased licenses each available at a lower price point. Recently, he again stated that he is seeking comprehensive liquor reforms. These statements kick the issue back into the hands of my colleagues in the legislature to seek a resolution.

I remain concerned that the Governor's plan has tremendous economic impact by flooding the market with additional license holders that will devalue all existing current license holders' assets, causing tremendous economic loss, economic instability all while doing nothing about the large number of inactive licenses still available.

The process of seeking change and improving the State's liquor licensing system will begin in earnest after the November elections. It is my hope that we can find common ground and address this issue for the betterment of all.

"Always at your service."

Assemblyman  
**Joe Danielsen**  
Legislative District 17

facebook.com/FriendsOfJoeDanielsen  
@JoeDanielsen17  
AsmDanielsen@njleg.org

# GENERAL ELECTION TIMELINE CHANGES & OTHER LEGISLATION UPDATES

Governor Murphy signed A-5175/SCS-3519 on July 21st, which makes changes to General Election timelines.

The deadline changes that affect municipalities include:

- Moving the date for a candidate to accept the nomination from 70 days to 81 days prior to the general election.
- In the event of a vacancy, moving the date for new petition submittals from 64 days to 75 days before the day of that election.
- When a vacancy occurs after a candidate has been nominated in the primary election for the general election, the date moves from 56 days to 70 days before the general election. or in the event of inability to select a candidate because of a tie vote at such primary, a candidate shall be selected by the political county committees, depending on which office. The date a selection made by the political county committee changes from 54 days to 68 days.
- Moving the date, the county clerk must have ballots ready for the printer to 45 days before an election and moves the printer deadline for federal primary and general elections from 50 days to 64 days prior.
- Moving the date the Board of County Canvassers meets after an election from 13 days to 15 days.
- Moving the time a candidate has to apply to a judge for a recount from 17 days to 3 days following certification.
- Moving the date of filing county or municipal ballot questions with the county clerk from not later than 81 days to 88 days.
- Moving the date a municipal ballot question must be submitted to the county clerk by citizen petition from 67 days to 74 days. It also moves the deadline for inclusion on the sample ballot from 67 days to 74 days.
- Changing the date that a district election officer has to keep the voting machines locked from 15 days to 13 days.
- Moving when boards of education of a type II district may call a special election from the Third Tuesday in September to the last Tuesday in September and expanding the authority of the Commissioner of Education to change authorized special school elections if they fall within 45 days of the general election.
- Moving the date, a school board candidate can withdraw from 70 days prior to an election to 81 days to avoid having their name on the ballot.
- Moving from 64 days to 75 days that candidates for all elective offices have to file with the municipal clerk prior to a regular municipal election.
- Moving the reorganization date from January 1 to January 15 for municipalities that hold non-partisan elections in November. Prohibiting fire district elections from being held prior to 45 days prior to the primary or general election.

Other bills signed by the Governor:

[c.93](#) - Requires sellers of real property and landlords to make certain notifications regarding flooding. The Department of Community Affairs will create a model notice used by realtors and landlords to notify prospective buyers or renters of flooding risks to the property before they become obligated under any contract. The form would indicate if any of the property is located in a Federal Emergency Management Agency Special Flood Hazard Area or a moderate Risk Flood Hazard Area and if the property has ever experienced any flood damage in the past. To support consumer protections, a tenant may terminate the lease without penalty at any time, if the landlord fails to disclose this information and after they become aware that the property is located in a flood plain.

[S-3125](#) - Expands "Daniel's Law" to prohibit disclosure of personal information concerning child protective investigators. This also has some other changes to the law regarding ensuring websites comply.



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# Spotlight Award Recipient-Christina Fischer of So. Bound Brook

Congratulations to Christina Fischer of South Bound Brook for being nominated for the Spotlight Award. Christina was nominated for going above and beyond the title of Municipal Clerk. Christina wears many hats for the Borough of South Bound Brook. She is the Administrator, Technical Assistant to the Construction Official, Code Enforcement, Clean Communities Coordinator, and does so much more. Christina will do anything she can to help every resident, employee, Council Members, or anyone else in her community. Christina is a great leader, co-worker, mother, wife, and friend to so many. She works long hours, always answers the phone, day or night, and does everything she can to make South Bound Brook a wonderful Community to live and work in. Christina does so much behind the scenes that residents do not see. She is always working to make the Borough run smoothly and thrive in every way possible. She has a great heart and deserves recognition for her commitment to South Bound Brook, the long hours she puts in and everything else she does for everyone. Congratulations again Christina!!!

## **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!!

### **MCANJ Summary Report as of 10/9/2023**

<b>CATEGORY</b>	<b>TOTAL</b>
Full - Municipal Clerk	402
Full - Acting Municipal Clerk	12
Full - County Clerk	4
Full - Clerk of Commissioner Board	2
Associate - Deputy Municipal Clerk	161
Associate - Assistant Municipal Clerk	23
Associate - Deputy County Clerk	5
Honorary Membership (Retired)	50
Affiliate - All Others	30
<b>GRAND TOTAL</b>	<b>689</b>

### **Municipal Clerks' Association of New Jersey Legal Defense Fund**

*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.*

The Legal Defense Fund application for FY 2024 is now open to members of MCANJ. Initial Dues are \$75 for the year and renewals are \$25 for each subsequent year. The application for LDF membership can be found on our website – [NJClers.org](http://NJClers.org). Click on Legal Defense Fund and find the application. Once you complete the application, you will get confirmation of your membership. New for FY2024, we now accept credit card payments! If paying by check, please mail a copy of the invoice with your check.

Please remember that your payment is due by November 1, 2023. If your payment is not received by that date, you will be deleted from the system and have to join as a new member. Thank you!

**SAVE THE DATE**  
**TUESDAY, DECEMBER 5, 2023**

**FREE LEGAL SEMINAR FOR LEGAL DEFENSE FUND  
MEMBERS**

**Acacia Youth Center**  
**95 Port Reading Ave**  
**Woodbridge, NJ**





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# A MESSAGE FROM MCANJ PRESIDENT MICHELE BOBROWSKI

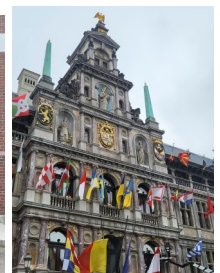
As for the Municipal Clerk world here in New Jersey, Legislative Chair Michele Siegfried of Robbinsville and I met with the NJLM and Officers of the NJ Institute of Local Government Attorneys to review a draft of the OPMA and Remote Meetings Legislative Proposal in July. The MCANJ Legislative Committee made recommendations that would impact Municipal Clerks. There were a few comments made by our Legislative Committee that we shared, and those concerns were incorporated into the draft. Currently, the Conference of Mayors is reviewing the proposal along with the NJLM Intra-Affairs Committee. Frank Marshall, Associate General Counsel of NJLM will be one of our guest speakers at the Legal Defense Fund (LDF) seminar on December 5<sup>th</sup> in Woodbridge to discuss this new legislative bill that is being proposed and the changes being incorporated. If your municipality is conducting Zoom meetings, you are going to want to make sure you attend this seminar to hear the changes that will be incorporated into the bill and the requirements of attendees and Township Councils who want to utilize the Zoom platform to be in compliance with the OPMA. The Legal Defense Fund Committee has been busy securing speakers for the December 5<sup>th</sup> seminar and will hit on some topics that will have a big impact on you, especially if you receive comp time (which I hope you are not) or any type of compensation outside of your regular office hours that can be construed as “comp time”. Example: You worked 16 hours for the election and are being given a day off because of the extra hours worked. It’s considered “comp time” and not permitted. One of our former Municipal Clerks who is now working at the New Jersey Department of Labor and is the Liaison between the Wage and Hour Division and Government Bodies will be speaking on this very subject along with accrued sick time which has been another topic for many nearing retirement due to the NJ Sick Leave Policy. The NJ Comptroller has been reporting on Towns not complying with the NJ Sick Leave laws. We were advised at the NJ Municipal Manager Conference that comp-time is up next to be investigated which is why we are going to be discussing this topic on December 5<sup>th</sup> for Municipal Clerks-**MARK YOUR CALENDERS LDF MEMBERS!!!!**

These past 3 months have been busy, and as we look ahead, we continue to keep busy with the NJLM in Atlantic City from November 14-16, 2023. Come visit us at booth #706 for a really cool giveaway for Municipal Clerks geared towards our conference theme. I will be there Tuesday afternoon and all day Wednesday hanging out with Executive Director Joel Popkin, Asst. Executive Director Vinnie Buttiglieri, and Steve Berry, retired Clerk of Glen Ridge at our booth to meet you all, the Legal Defense Fund (LDF) Seminar is on December 5<sup>th</sup> in Woodbridge for Legal Defense Fund members. **DO NOT FORGET** you have until November 1st to register for the LDF!! The January Quill will have the conference program in there along with the CEU’s. The IIMC Region II Conference in Dewey Beach, Delaware is scheduled for January 8-12, 2024. Hotel registration for this Conference is open and if you go on the IIMC Region II Facebook page you can access the link for the Hyatt Place Dewey Beach for the Delaware Municipal Clerks Association. We will have some fundraising events being announced shortly that we are pretty excited about too. Don’t forget to apply for our MCANJ scholarship opportunities!!! You will find the applications in this edition of the Quill and on our website.

If you are looking to get involved with the Municipal Clerk Association and would like to serve on the Executive Board you can submit an application for secretary. You can find the application in this edition of the Quill. Its also never to early to start thinking about one of our own who is deserving to be the next “Municipal Clerk of the Year” for 2024. If you know of a Municipal Clerk who is deserving of this honor, fill out the enclosed Clerk of the Year nomination form. I can’t wait to see all of the nominations we receive because we have so many amazing Municipal Clerks amongst us who are deserving of this recognition! I would like to thank my right hand Dale Forde, of Cedar Grove for assisting me with the Quill & thank you to Assemblyman Danielsen of District 17 for taking the time out to write an article and contribute to this edition of the Quill with his article as to his stance on the need for Liquor License reform. I appreciate your time and dedication to the State of NJ.

I can’t wait to meet many more of you across  
the State over the next few months.

*Michele*



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

# Clerk of the Year Nomination Application

**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, 2023.**

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, 2023 AND MUST BE MAILED or EMAILED TO:**

**Secretary-Ann Marie McCarthy**

**Township of Franklin**

**45 Demott Lane**

**Franklin, NJ 08873**

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

## 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 Clerk 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 2024???***



## APPLICATION FOR CANDIDACY—MCANJ SECRETARY

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 2024 - 2025 the following application must be filed by January 15, 2024 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, 2024 through June 30, 2025.

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 2024-2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2024 AND MUST BE MAILED TO:**

**Secretary-Ann Marie McCarthy**

**Township of Franklin**

**45 Demott Lane**

**Franklin, NJ 08873**

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



**Save the Date— The 2024 MCANJ Annual Conference will  
be April 23-26th at the Hard Rock Hotel & Casino in  
Atlantic City**



## MCANJ SCHOLARSHIP APPLICATION

Regular Members in good standing (membership paid in full) of MCANJ continuing their pursuit of RMC, CMC and 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 , MMC Programs and Athenian Dialogues 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)

<input type="checkbox"/>	RMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (3 awarded)
<input type="checkbox"/>	CMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (2 awarded)
<input type="checkbox"/>	MMC Scholarship – cost of MMC course offered by Rutgers University, not to exceed \$500 (2 awarded)
<input type="checkbox"/>	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:	

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

**APPLICATION DEADLINE EXTENDED TO JANUARY 15, 2024**

Completed application (2 pages) and any accompanying documents should be emailed directly to Paula Geletei of Atlantic City email: pgeletei@acnj.gov or Cynthia Brown of East Orange email: Cynthia.brown@eastorange-nj.gov.

(MCANJ SCHOLARSHIP Committee Co-Chairs) .

## MCANJ SCHOLARSHIP APPLICATION –Continued

Answer all questions, indicating “N/A” for those which don’t apply.

	Yes	No	N/A
Are you currently a paid member in good standing of MCANJ?			
Are you a tenured Municipal Clerk?			
Do you currently hold a NJ Registered Municipal Clerks Certification (RMC)?			
Are you currently attending classes to obtain your RMC?			
If you are attending classes to obtain your RMC, have you already attended at least three?			
If you are attending classes to obtain your RMC are they being paid for by your municipality?			
Do you currently hold a Certified Municipal Clerks Certification (CMC)?			
Are you currently attending classes to obtain your CMC?			
If you are attending classes to obtain your CMC, have you already attended at least three?			
If you are attending classes to obtain your CMC are they being paid for by your municipality?			
Do you currently hold a Master Municipal Clerks Certification (MMC)?			
Are you currently attending classes to obtain your MMC?			
If you are attending classes to obtain your MMC are they being paid for by your municipality?			
Have you previously attended an MCANJ Education Conference?			
Are you planning to attend the upcoming Education Conference?			
If you are planning to attend the upcoming Education Conference will your municipality pay for your registration?			
Are you a member of International Institute of Municipal Clerks (IIMC)			

At the League last November, MCANJ had three speakers answer your most pressing questions on Open Public Meetings and Executive Meeting Etiquette. The session was well received, and the room was packed. These three speakers were Richard Cushing, 2022 President NJILGA; Gebhardt & Kiefer, PC, Leslie A. Parikh, Esq. and John C. Gillespie of Parker McCay.

Some Executive Session/Rice Notice Questions Answered:

- Who is allowed in the Executive Session? If an employee was given a Rice Notice, that does not give the right for the employee to be present in the Executive Session. If the Governing Body wants to invite the employee to the Executive Session, then the employee can come in and the Governing Body can listen to the employee’s perspective if they wish because depending on the circumstances there are two sides to a story. Letting people into the Executive Session though is not a good idea. Legislation allows the Governing Body discretion to conduct their meetings as they see fit.
- Attorney/Client Privilege is for the client, not for bringing someone in.
- How should Executive Session minutes be approved? Can discuss issues/minutes in Executive Session but are approved in open session.
- Executive Session minutes should reflect who was present, time meeting began/ended, and brief description of discussions.
- When should the Municipal Clerk be asked to leave Executive Session? The Municipal Clerk is to be at **EVERY MEETING AND BE THE ONE TAKING THE MINUTES!** If the Municipal Clerk has a conflict or a personnel matter, then the Township Attorney can be appointed the Deputy Clerk for that discussion only or an Independent Municipal Clerk can be brought in. Bringing in your Deputy Clerk causes conflict in the Municipal Offices and its not recommended that a Deputy Clerk sit in for the Municipal Clerk on their personnel matters.
- When should minutes need to get done by? If you meet once a month, minutes should be done for the next meeting. Minutes do not need to be verbatim.

the *Quill*  
Editor - Michele Bobrowski  
PO Box 77271  
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#### **DEADLINE FOR NEWSLETTER ITEMS**

Please send General News Articles by December 12, 2023 for the January Edition of the *Quill* to either:

Michele Bobrowski, Alexandria Township, via email: [clerk@alexandrianj.gov](mailto:clerk@alexandrianj.gov)

Or

Dale Forde, Cedar Grove, via email: [dforde@cedargrovenj.org](mailto:dforde@cedargrovenj.org)

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

Or

Contributing Editor: Dale Forde, Twp. of Cedar Grove (973) 239-1410 ext. 204 or using the contact information shown above.

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