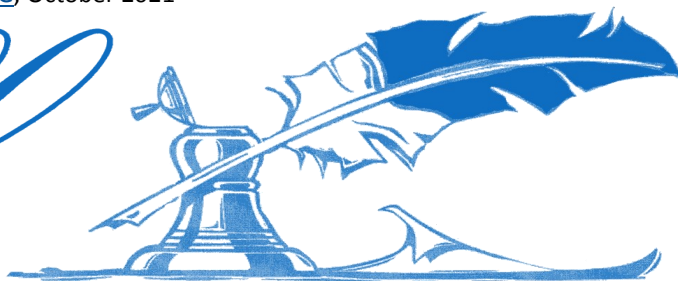


# The Quill



PRESIDENT'S  
MESSAGE  
KIM-MARE WHITE

## Message from MCANJ President Kim-Marie White



Page 1

Hello....I hope everyone had a good summer and you were able to spend time with your families, get some Vitamin D and relax. I am happy that this summer was not like 2020, although it is very disheartening that other variants continue to alter our daily lives. I find it extremely hard to keep track of it all, there must be an app for that! I was able to get a nice tan this summer, and everyone that knows me understands my love for the sun and beach. I enjoy relaxing listening to the crashing of the waves and reading. My 13-year-old son Zachary went to Iceland for ten days with his father and grandmother, and he visited Reykjavik and the Golden Circle. He climbed four ice glaciers, was in awe over the Puffin bird, and said they have the best pasta over there. I was so happy that he was able to experience such a beautiful country! I was able to take a lot of time out of the office this summer as last year like I was most essential workers and was unable to take any time away. I enjoyed many days on the beaches of NJ and DE, and I also went to Watertown, NY to see where Sean spent his summers up on the family farm. Upstate NY is so beautiful, and the temperatures were cool and fabulous compared to the heat wave here, so I definitely look forward to going back. Although I love summer, I really like the fall and sitting outside with the crisp air enjoying my first cup of coffee. The leaves are changing colors, its sweater weather, and pumpkin-flavored everything is out - so go ahead and take a whiff while you can! Okay enough about that, let's get down to MCANJ business.

MEMOS YOU WILL NEVER  
RECEIVE AND EVENTS THAT  
WILL NOT HAPPEN

By: Richard Lustgarten



Page 5

The MCANJ Executive Board has been working on the memberships and LDF (Legal Defense Fund) registrations. We can't thank you enough for renewing your membership or signing up for the first time. We have 649 members and 187 members for the LDF. On the topic of the LDF allow me to explain in greater detail. The LDF was created specifically for MCANJ members to provide financial assistance from the expense of attorney's fees, court filings, litigation costs, or other legal fees. With a \$500 deductible per application, the LDF will cover expenses up to \$7,500. While we never want or expect anything to happen with our employment with a town, you should be prepared in case the unexpected does happen, which is especially true in these uncertain times. The initial membership fee is \$75.00 paid via personal check, with an annual renewal fee of \$25.00. You can't buy that type of insurance at such a low cost anywhere! The deadline for membership is November 1st so don't delay in sending in your application. A free seminar open to all LDF members is scheduled for January 2022 at the Mercer County Boathouse in West Windsor, Mercer County. The seminar will provide a morning and afternoon session complete with RMC and IIMC credits. Additional information about the seminar and speakers will be forthcoming, most likely in an email blast.

Spotlight Award Recipients  
Announced for July, Aug &  
Sept. on Page 8



Above: Linda Leidner of  
Hampton Borough

CEU Opportunity for  
Clerks at NJLM



Page 12

The 2022 MCANJ Annual Education Conference is scheduled for March 21 through March 24, 2022, at the Hard Rock Casino in Atlantic City. The conference theme is **"Follow the Yellow Brick Road to your Educational Success"** and is being led by two very experienced Municipal Clerk's: Michele Seigfried of Robbinsville and Linda Semus of Mansfield Township. I can't thank my conference team members enough for all they have done thus far. They have already begun on the educational sessions, and we will have all of the required disciplines.



**Continued on Page 3**

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1974-1982: Harry C. Kates                      1983-1993: Janet L. Lynds                      1994-1995: Patricia Hullfish and Patricia C. Shuss  
1996-2000: Patricia C. Shuss                      2001-2005: Nancy Hatten                      2006-2015: Jim Doherty  
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1975: Alfred A. Reda	2000: Nancy Hatten	2012: Andrew J. Pavlica
1977: Otto M. Bock	2001: Sharon L. Brienza	2013: Nancy Saffos
1985: Elizabeth G. Nolan	2003: Allan Susen	2014-15: John M. Mitch
1987: Lewis N. Thompson	2004: Joel Popkin	2016: Keith Kazmark
1988: Elaine Wallace	2005: Jane Williams-Warren	2017: Denise Szabo
1993: John J. Galvin	2006: Elaine B. Kennedy	2018: Dina Zawadski
1994: Kathleen A. Thorpe	2007: Barbara M. Hawk	2019: Kevin Galland
1995: Christina N. Wilder	2008: Heather Mailander	2020: Diane M. Pflugfelder
1996: Joseph C. Favaro	2010: Vincent Buttiglieri	2021: Eileen Gore
1997: Elizabeth H. Kiss	2011: Joanne M. Kwasniewski	

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Bergen:	Heather Mailander, Village of Ridgewood	Monmouth:	Vincent Buttiglieri, Ocean Township
Burlington:	Amy Cosnoski, Pemberton Twp	Morris:	Elizabeth Osborne, Madison Borough
Camden:	Michele Miller, Somerdale Borough	Ocean:	Christine Hannemann, Surf City Borough
Cape May:	Danielle Nollett, Avalon Borough	Passaic:	Allan Susen, Haledon Borough
Cumberland:	Denise Peterson, Maurice River Twp	Salem:	No Representative
Essex:	Tara Ventola, Glen Ridge Borough	Somerset:	Pam Borek, Hillsborough Township
Gloucester:	Dina Zawadski, Deptford Township	Sussex:	No Representative
Hudson:	Alberto Cabrera, Guttenberg Twp.	Union:	No Representative
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Cape May:	W. Scott Jett, North Wildwood	Passaic:	Breeanna Calabro, Bloomingdale
Cumberland:	Lisa Garrison, Greenwich & Woodbine	Salem:	Melinda Taylor, Oldsman
Essex:	Eleni Pettas, Nutley, NJ	Somerset:	Pamela Borek, Hillsborough Township
Gloucester:	Dina Zawadski, Deptford Township	Sussex:	Amy Lobban, Sandyston Township
Hudson:	No Representative	Union:	Nicole Dirado, Union County
Hunterdon:	Ceil Covino, Town of Clinton	Warren:	Diane M. Pflugfelder, Liberty Twp.
Mercer:	Kim Macellaro, Ewing Township		

## Message from President Kim Marie White-continued from Page 1

Last November the 105<sup>th</sup> New Jersey League of Municipalities Conference was completely virtual, and this year we are back in person. This is the 106<sup>th</sup> NJLM Conference “Creating your Legacy”. Please be sure to stop by the MCANJ booth and say “Hi”. We will be in booth **706**.

The role of a municipal clerk is often a misunderstood position in local government. To the uninformed, clerks are often thought to fulfill a primarily clerical role. However, the importance of the role is that municipal clerks are often the first and most direct link between residents and government. The position is also responsible for providing transparency in local government, and the tasks are dictated by law or statute, and include some of the most basic services expected by residents.

While clerks are tasked with some functions that are clerical in nature, the professionalism associated with this position is apparent to those familiar with local government functions. Clerks are knowledgeable about day-to-day operations in their communities, and managers can be among the people who benefit most from their knowledge and strengths.

I am asking for nominations to recognize one of our members as the MCANJ Clerk of the Year. We all know that the Municipal Clerk in every municipality is deserving of recognition for the hard work and dedication to the community they establish each day. We have clerks who have demonstrated leadership, mentorship, and a commitment to improving municipal government, so please take time to submit a nomination if you know of a clerk who has distinguished themselves in these principles.

Please note that all nominees must be members of the Municipal Clerks’ Association and currently tenured in their position. Qualifications include activities with the MCANJ, and they are encouraged to include community and volunteer work as well. The deadline to submit your nomination is December 31, 2021. We look forward to receiving many worthy nominations as they are a clear representation of the many truly talented clerks within our Association!

Come on now, don’t be shy – consider becoming an Executive Board Member. Applications for MCANJ Secretary Candidates are now being accepted by Deanna Bennett, MCANJ’s current Secretary. The application can be found on our website, [www.njclerks.org](http://www.njclerks.org), and any candidates interested must file the application with the Secretary no later than January 15, 2022. The criteria for eligibility to seek office is that “All candidates shall have tenure in office, shall have experience and training for that office, shall have received the RMC certification, and shall be actively employed as a Municipal Clerk”. The candidate shall serve from July 1, 2022 through June 30, 2023, and will then ascend annually to the next higher office.

*“Always be a first rate version of yourself and not a second rate version of someone else” ~Judy Garland*



**“FOLLOW THE YELLOW BRICK ROAD TO YOUR  
EDUCATIONAL SUCCESS”**

## Contact Information for the 2021/2022 MCANJ Executive Board



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**1st Vice President Denise Cafone**  
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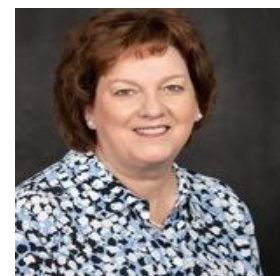
**2nd Vice President-Michele Bobrowski**  
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**Executive Director Joel Popkin**  
Email: [executivedirector@MCANJ.us](mailto:executivedirector@MCANJ.us)  
Retired Clerk-Neptune City  
Monmouth County



Thank you for your support of the MCANJ this past year. Membership along with your involvement is essential to our organization, which is very much appreciated!

We know that you're busy, but just wanted to take the time to remind you that your current MCANJ membership will expire June 30, 2021.

MCANJ members enjoy the many benefits of exclusive membership; access to the website, legislative updates, networking, and reduced registration rates for statewide educational opportunities.

Please take the time to renew your membership and continue to be a part of MCANJ.

Thanks Again!



## MEMOS YOU WILL NEVER RECEIVE AND EVENTS THAT WILL NOT HAPPEN

By: Richard Lustgarten

After a pretty tumultuous year I thought a lighter view of possible events might be in order. So, have you ever felt that you were in a parallel universe but you were parked diagonally? If so, come along for the ride.

Court decides that the “no smoking in public buildings” ban does not apply to weed as that has now been legally approved for use.

League of Municipalities adopts resolution that recommends municipal employees should work a four day week, five hours a day.

To avoid disruption of services, all municipal unions and governing bodies agree that contracts should be for a term of ten years.

With new high end technology, voting is authorized to be by phone, directly into the voting machine. If a voter doesn't have a phone, he/she can borrow a friend's and vote that way.

In the spirit of cooperation, counties return fifteen percent of their revenues to any municipality that asks for it. If they don't ask, they get five percent.

In a further spirit of cooperation, eighty percent of municipalities agree to merge provided they can keep all their employees, elected officials and administrative boards. State still predicts massive savings over thirty years.

Since post election, people are more cordial and are more understanding of each other, municipal court need only be in session once every three months.

New regulation from Dept. of Community Affairs: Any form or permit that is required to be filed, shall be deemed to have been filed timely if received no later than three months after its due date.

Discovery--New turf used for town's ball fields must be of a self-renewal kind whether or not they are of natural or artificial material.

The Legislature in the spirit of transparency agrees that OPRA applies to the Senate and Assembly. Governor breathes sigh of relief.

For two years running no municipality has received a complaint concerning leaf and snow removal and garbage pick up.

All Democrats and Republicans agree to run on joint tickets to reduce cost of campaigns and elections. This agreement has a sunset provision of one election cycle.

Statute authorizes all citizen complaints to be outsourced overseas. Must be heard within one year.

To save money all departments must surrender their landlines as only cell phone use is permitted. If department doesn't have a cell phone, notice of same shall be published in local paper once each January.

To assure quality services, all professional fees shall equal or exceed those charged on average in NYC and Philadelphia. Municipal attorneys, engineers and auditors only reluctantly agree because they believe their current fees and services are above average.

Department of Law issues an opinion that municipal clerks can veto and remove any agenda item that they deem “stupid”. DOL estimates a reduction of agenda items by 65%.

As it is desirable to have contract bidders familiar with town matters, no bid contracts may be awarded to relatives of Mayors and Councilmembers as they are best situated to know what's going on.

If the time for public comment continues too long, the Council shall provide another room for the residents to talk among themselves while the Council stays in meeting room and proceeds with its meeting.

The Legislature, in a unique experiment, disbands all local elected officials. CLERKS RULE.

---

***Justice will not be achieved until those not affected by a matter are as outraged as those who are. B. Franklin***

*Welcome*



**IIMC Region II  
Municipal Clerks**

**IIMC Region II  
Conference**

**Oglebay Resort, WV**

**February 8-11,  
2022**

## **Tentative Overview of Education Sessions**

### **Tuesday, February 8, 2022**

Athenian Dialogue

Facilitated by Libby Humme, MMC of Cape Charles, VA

### **Wednesday, February 9, 2022**

8:00 am-10:00 am

Jim Strawn, Motivational Speaker

Director of Marketing-Highland Hospital

10:00am-12:00pm

Jason Christopher, Hypnotist

1:00 pm-3:00 pm

TBA

3:00 pm-5:00 pm

Jim Hunt, National League of Cities

6:00 pm

Welcome Reception-Cottage

### **Thursday, February 10, 2022**

8:00 am-10:00 am

Roundtable Discussions

10:00am-12:00pm

Amy Gamble, Former U.S. Olympian

1:00 pm-3:00 pm

Mountaineer Therapy Dogs

3:00 pm-5:00 pm

IIMC Region II Business Meeting

6:00 pm

Dinner, Oglebay Mystery Theater

### **Friday, February 11, 2022**

8:00 am-12:00 pm

International Institute of Municipal Clerks

What is the Importance of IIMC?

Dinner, Band, Good vibes Cosentino Medium





# IIMC VP CANDIDATE FOR 2022 ELECTION

My name is Diane M Pflugfelder RMC/MMC, and I am running for the position of your IIMC Vice President.

For those of you who don't know me, I am a farm girl that began her professional career as a Clinical/Administrative Dietitian in hospitals, nursing homes and W.I.C. I worked as a part-time Deputy Municipal Clerk during my off days from the hospital and eventually transitioned into a full-time Municipal Clerk position which I am today.

## Professional Accomplishments

- Obtained my New Jersey Municipal Clerk certification
- Obtained my IIMC MMC certification and IIMC Athenian Leadership Society Fellow
- Served on these MCANJ Committees including Legislative Review for Laws Pertaining to Municipal Clerks Profession, County Advisory Board, Education, Conference Planning, Fundraising, Membership-Peer Alliance, and Public Relations/MCANJ Booth
- Volunteered on Hunterdon and Warren County Municipal Clerks' Executive Boards
- Past member of MCANJ Executive Board; Worked with State Legislators on OPRA (Open Public Records Act) and OPMA (Open Public Meetings Act); Interviewed and hired professionals to work on legislature and litigation; Recreated the MCANJ Records Manual; Received state approval for email destruction; Constitution and Bylaw updates.
- Presently an IIMC Board of Director; Previous Records, Education and Professional Development Committee; Currently serving on the Public Relations and Marketing Committees
- Pennsylvania Clerks Institute Steering Committee

Coordinator of IIMC COVID Cabin Fever Athenian Dialogue program 2021 and 2022



## Community Involvement

- Secretary for the Bloomsbury Hose Co No.1 past several years
- Co-chair for the local PTO (Parent Teacher Organization) annual clothing drives
- Team member of NexTrex plastic big/film recycling program for Liberty Township

Coordinator for Hunterdon Warren NJ Chapter of Project Linus

Networking and meeting new Clerks is an optimal environment to learn from one another. Please don't ever hesitate to walk up to a new face. That new relationship can open many new doors for learning and sharing.

My heart is in the needs and goals of IIMC and I would love your consideration of support for my VP candidacy. I will be YOUR VOICE. If elected, I will be in touch with IIMC's membership and make your interests my priority. I want to hear from you. I welcome and encourage you to call me or ask me to visit.

In the words of Kamella Emmanuel, "Education and Expose lead to Expansion". So let's join all together in IIMC education opportunities to make ourselves the best professionals that we can be!

Email: [clerk@libertytownship.org](mailto:clerk@libertytownship.org) or telephone: 908.637.4579

*Thank you, Diane*

## Spotlight Award Recipients

### July- MCANJ Member Spotlight Recipient – Margaret “Beth” Dilts of Lopatcong Township Municipal Clerk /Warren County

Beth was nominated because she is the hub, the glue that holds Lopatcong Township together. She has taken on all recreation programs/activities responsibilities for the public pool, municipal summer activities, summer camp, and public dances without financial compensation. Her dedication to the Township is out of love and respect to the residents through the good times and the bad at Lopatcong Township. Beth has remained steady and true to the Township. Beth is the “Cullinan Diamond” of the Township.

### August- MCANJ Member Spotlight Recipient- Linda Leidner of Hampton Borough Municipal Clerk/ Hunterdon County

Linda is a true role model of a Municipal Clerk in and out of the office with her perseverance, dedication, passion, and leadership. Linda is a Girl Scout Leader of Troop 94356 and has watched her girls blossom and follow her lead in leadership through her guidance to have one of them earn their Gold Award which is the highest honor that can be bestowed on a Girl Scout and earned through completing a community service project that is approved by the Girl Scout Council. All three girl scouts in her troop earned their Bronze and Silver awards along with another earning her Garden State Degree through Future Farmer’s of America. Linda has been their troop leader since they were Daisy’s. Linda took her Girl Scout troop in July to Belize where they planted a tree as part of their local cultural exchange. Once the tree is large enough a plaque with the girls Troop number will be placed on the tree to stay there forever. The mahogany tree takes 80 years to grow to full size and was a nice way to leave a positive mark in Belize. Linda has also helped with graduation celebrations for her twins graduating high school this past year. Linda also volunteers her time with Warren County’s FFA (Future Farmer’s of America). If anyone is deserving of a being in the "Spot Light" it's Linda!! She is a true inspiration, role model, and leader.



### September- MCANJ Member Spotlight Recipient- Sarah Brake of Hillsborough Township Deputy Clerk/Somerset County

Ms. Sarah Brake was nominated for the Spotlight award for her dedication to Hillsborough Township in her position as Deputy Clerk and Digital Communications Specialist. Sarah had a tremendous opportunity earlier this year when Municipal Clerk Pam Borek was out on leave for 2 months and unable to respond to any calls or emails. As a result of the extensive business continuity planning and use of general operating guidelines, Sarah seamlessly filled in the gap resulting from Pam’s extended absence. Sarah also is a long-time resident of the community, with 3 sons. She has been a CDC teacher as well as a team manager for her son’s hockey teams over the years. Additionally, Sarah participates in many task force committees at the Township. Furthermore, Sarah is a go-to person for many Township employees when it comes to the use of some of our platforms such as SDL and Civic Plus. She is always willing to help and does so with a smile. Sarah recently achieved the RMC designation, and Hillsborough Township is lucky to have her.

## **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 Kim Marie White at [president@mcanj.us](mailto:president@mcanj.us) so we can all celebrate this achievement!!





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- ✓ Seamless transition with data conversion, training, and support

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- ◆ Mercantile Licensing
- ◆ Marina Management
- ◆ 3-1-1 Resident Services

**Coming Soon:**

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- ◆ Parking

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## A Day in the Life of a Municipal Clerk Brain-Fried

By Michele Lynn Seigfried

I went onto the OPRA machine website one day to see if other towns got the same OPRA as me. One town was requested to provide a brain activity report for the Municipal Clerk. I was certain that if I had a brain activity report, it would show my brain was completely fried after 23 years working in this profession. And these are some of the reasons why:

We reopened to the public recently. A resident asked to see the Municipal Clerk. I told her that was me, and asked how I could help. She said, "You are not the Municipal Clerk!" "I'm not?" I asked. "Your window says you are the Township Clerk." I explained that they were the same thing. She insisted they weren't. I asked if she wanted the Court Clerk, and her reply was "No, I want to see the Municipal Clerk!" I told her the Municipal Clerk wasn't in at the moment, but I could take a message. She gladly gave her name and her phone number, but wouldn't tell me what it was regarding. I waited a few minutes to make sure she got home, then I called her and introduced myself as the Municipal Clerk. She wanted to register to vote.

A resident emailed me to see if their house was in a flood plain and asked if they should submit an OPRA. I told them that FEMA is who would know that information and that if he were to submit an OPRA, it would be denied as we don't have these records at the Township. He replied saying, "Thank you. I will submit an OPRA to you."

A lady contacted me because she has a video of her neighbor bringing his dog to her yard to defecate. She wanted to know if she should send me the video. I thought "Sure, just add that to my list of duties – Dog Pooping Viewer."

I took a check from a resident for a payment, copied the check, then sent it to the finance department to deposit. They sent check to bank. The bank denied it – it wasn't filled out. I double checked the copy we made – the check was filled out! The ink actually disappeared from the check! How does that happen?

I received an OPRA for a "Liquid License List." I was about to give them the ABC list, but then I wondered if they meant orange juice? Or Milk? You should never assume...you know what happens when you assume things!

I saw an internet post that said "Attention Seniors! If you are still having trouble securing a vaccine appointment because you do not have a computer, please email us at..." I wondered how the seniors would email someone if they don't have a computer. Or how they'd even see the posting?

A fellow clerk asked if I had a proclamation for car-free day. I told her I never heard of it. She explained by saying it's a day you don't take your car to work—like when you carpool. I noted that if we can carpool then there'd still be cars on the road, so I still didn't quite understand why they are calling it car-free day.

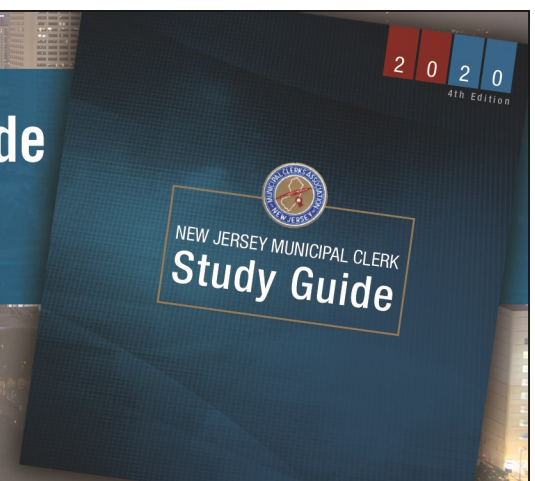
I received a special event permit application for a baby jumping festival. Questions I never thought would come out of my mouth: Where are you getting the babies from? Who will be jumping over them? Are they in strollers or just lying on the ground? Apparently, this is a thing in Spain.

A resident came to a council meeting and wrapped a vine around her neck like a noose to demonstrate how her neighbor's shrubs are choking out her own plants. Someone in the audience yelled, "Pull tighter." I just shook my head.

I was starting to think that maybe I should retire and move to Florida. Until I saw the National Weather Service warning about falling iguanas due to the uncharacteristically cold temperatures in Florida. I wasn't sure I want to add falling iguanas to my list of things to worry about. Until the next edition of the Quill, keep smiling! And if you know of any ways to unfry a brain, let me know!

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## 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, 2021.**

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, 2021 AND MUST BE MAILED or EMAILED TO:**

**Secretary-Deanna Bennett**

**Borough of Haddonfield**

**242 Kings Highway East, Room 101**

**Haddonfield, NJ 08033**

**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 2022???***

# NJLM Conference Courses Sponsored by MCANJ

## MCANJ Legislative Updates-Affiliates: TCATNJ, GFOANJ, MCANJ

Tuesday- November 16, 2021 9:00am-10:15am

Atlantic City Convention Center Room 402

This session will provide an update on Legislative issues within the State of New Jersey

CEU's:CCFO-2.0 Off Mgmt.; CMFO-2.0 Off Mgmt; CTC-2.0 Leg; RMC -2.0 Prof Devel; QPA-2.0 Off Admin;

## Election Law Updates-Affiliates: MCANJ

Tuesday, November 16, 2021 1:30pm – 2:45pm

Atlantic City Convention Center Room 409

This session will provide an update on current and proposed election laws affecting Municipal Clerk, with time for Q & A

CEU's: RMC-2.0 Elections

## MCANJ-Daniel's Law Update-Affiliates: MCANJ, NJLM

Wednesday, November 17, 2021 9:00am – 10:15am

Atlantic City Convention Center Room 414

This session will provide an overall view on the implementation of Daniel's Law Bill A1649

CEU's: CTC (TBD), RMC-2.0 Records,

## General Licensing Update -Affiliates: MCANJ

Wednesday, November 17, 2021 1:30pm – 2:45pm

Atlantic City Convention Center Room 414

This session will review current rules and regulations of general licensing . A range of topics to be discussed, registration, licenses, reports, tickets and fee schedules, along with any proposed laws. There will be time for Q &A

CEU'S: RMC-2.0 Licensing



## MCANJ LEGAL DEFENSE FUND REGISTRATION

While we never want or expect anything to arise during our employment with a town, you should be prepared in case the unexpected does happen. This is especially true in these uncertain times! The Legal Defense Fund (LDF) was created for MCANJ Members in order to provide them financial assistance with the costs associated with legal representation. With a \$500.00 deductible per application, the LDF will cover legal expenses up to \$7,500.00. We are currently holding an Open Enrollment Period for MCANJ members. The initial enrollment fee is \$75.00 (personal check only), with a yearly renewal fee of \$25.00. You can't buy that type of insurance anywhere. All it takes is 5 minutes to fill out the application to ensure that your employment rights are protected. It's better to be prepared for something that may never happen, than be unprepared if it does!

**The deadline to register is November 1<sup>st</sup>.** To register go to [www.njclerks.org](http://www.njclerks.org), click on Legal Defense Fund, click on: LDF Application 2021. Complete the application & mail your personal check for \$75.00 to the address noted on the application.

# PEOPLE PAGE

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

## RETIREMENTS



Congratulations to Lorriane Read who is retired after 33 years as Newton (Sussex County) Town Clerk on September 1st. Town Manager Thomas Russo, Jr, said that Read's last day was July 30th as she used unused time until her official retirement day.

Congratulations to Little Egg Harbor (Ocean County) Township Clerk Diana McCracken on her retirement.



MCANJ First Vice-President Kim-Marie White (L) and MCANJ President Eileen Gore (R) present Garfield (Bergen County) City Clerk Drew Pavlica (MCANJ Past-President 2012) with an engraved MCANJ letter opener at his Retirement Dinner held at the Venetian Restaurant in Garfield, New Jersey on Thursday, May 20, 2021. Drew retired effective July 31, 2021.

## MCANJ Retirement Gift

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



Congratulations to Robert Knapp on his retirement after 30 years of service to East Newark (Hudson County), including 17 years as Borough Clerk!

Congratulations to Ridgewood (Bergen County) Deputy Village Clerk Donna Jackson on being recognized by the Village Council for her dedication to the Village in a ceremony that was held on Wednesday, July 14th in front of friends and family. Jackson has been working for the Village of Ridgewood for over ten years as the Deputy Village Clerk. She retired on August 1st. Congratulations also to Incoming Deputy Village Clerk Eileen Young who was sworn in alongside her family on Wednesday after Jackson was honored.



## People Page-Continued from Page 13

### HONORS, RECOGNITIONS AND NOTEWORTHY EVENTS AND NEWS



New Milford (Bergen County) Mayor Michael J. Putrino said he was honored to proclaim May 2 - May 8, 2021 Professional Municipal Clerks Week and present the proclamation to New Milford Borough Clerk Christine Demiris and Deputy Borough Clerk Diane Grimaldi. He also said, "On behalf of the Mayor & Council, I want to sincerely thank them for always providing the professional link and highest level of service between the governing body, our residents, and agencies of government at all levels."



IIMC Past-President and Ocean Township, New Jersey's own Vinny Buttiglieri accepting the "Step-Up Award" on behalf of Garfield, New Jersey City Clerk Drew Pavlica from IIMC Past-President Mary Lynne Stratta of Bryan, Texas at the IIMC Conference in Grand Rapids, Michigan on Monday, May 10, 2021. Drew was unable to attend the Conference to accept the award which is presented to those who have "Stepped-Up" the most to contribute to the IIMC Foundation which benefits education of Municipal Clerks worldwide. Thank you and Congratulations, Drew!



Congratulations to Manchester (Ocean County) Township Clerk Sabina Martin on being publicly recognized for her 25 years of service to Manchester by her Mayor and Council at a recent Township Council Meeting. Effective June 1<sup>st</sup>, she had been the Township Clerk for the past 13 years.

IIMC Past-President Vinny Buttiglieri (Ocean Township, New Jersey) accompanies IIMC Region 2 Director Diane Pflugfelder (Liberty Township, New Jersey) into the Banquet at the 75th IIMC Conference in Grand Rapids, Michigan on May 12, 2021.



Of the 565 municipalities in the Garden State, Nutley (Essex County) found itself in the role of being the first to host the Division of Motor Vehicles mobile DMV in June 2019. The DMV returned in October 2019, and after a COVID-19 induced hiatus, will return in June 2021. Township of Nutley Commissioner Tom Evans credited Municipal Clerk Eleni Pettas with bringing the concept to the Township.



Congratulations to Monmouth County Clerk Christine Giordano Hanlon who was sworn in as President of the Constitutional Officers Association of New Jersey!



Pamela Borek (L), President of the Municipal Clerks Association of Somerset County, presented the Appreciation Award to Bernards Township Municipal Clerk Rhonda Pisano (R) in recognition of her dedicated service to her community during a July Township Committee Meeting. The plaque was also awarded for Pisano's time spent on the Executive Committee of the Municipal Clerks Association of Somerset County both as a member of the Education Committee and as the Secretary for the Association. "Rhonda I want to say thank you. I am blown away by how competent you are," said Bernards Township Committeewoman Kathleen Grochala. Mayor Janice Fields said, "You don't announce a lot of things you do, you just do it with grace, style and just dedication and love for our community. I just want to say we can't do what we do here without you every day. You are a blessing and I appreciate you."

## People Page-Continued from Page 14

### Newly Appointed Clerks

Best Wishes to Bill Bray who has resigned as South River Borough Clerk to become a Municipal Clerk outside of Middlesex County.



Congratulations to Deborah Zupan, who was the Principal Librarian at the Metuchen Public Library, on her appointment as the new Metuchen (Middlesex County) Municipal Clerk. She was appointed by a unanimous vote of the Mayor and Council during the April 12th virtual Council meeting.



Congratulations to Robin Ray on her appointment as Bedminster (Somerset County) Township Clerk. She had been the Recreation Director in Bedminster for the last 19 years, and more recently, had been serving as the Deputy Township Clerk since 2019.

Congratulations to Susan Jackson on her appointment as the Hanover (Burlington County) Municipal Clerk. Susan had previously been the Metuchen (Middlesex County) Municipal Clerk.

Congratulations to Susan Minock who was appointed South River (Middlesex County) Borough Clerk on May 24<sup>th</sup> during the Council Meeting conducted via video conference. She succeeded Bill Bray who recently resigned from the position. Susan had been the Municipal Clerk in Howell.



At a meeting held in September, Newton (Sussex County) Mayor Matthew Dickson swore in the new Town Clerk, Terri Oswin, who had been serving in a temporary capacity. Oswin was a long-time assistant to Town Manager Thomas Russo before moving to the position of Deputy Clerk pending Lorraine Read's formal retirement as Newton Town Clerk. Also sworn in was Town Registrar Janien Roberts, who had also worked in the Clerk's Office. Congratulations to Terri and Janien!



During their September 9th meeting, the Little Egg Harbor (Ocean County) Committee hired Kelly Lettera as Municipal Clerk. Lettera was the Municipal Clerk of East Windsor for four years after rising through the ranks from her start in that town's Police Department in 2012. Congratulations and best wishes to Kelly!



Dwayne Harris, who previously served as the Municipal Clerk in Atlantic Highlands, Trenton and Berlin, is Howell's (Monmouth County) new Municipal Clerk. Harris, who joined the township in July, succeeds Sue Minock. Harris holds a doctorate in public administration from Liberty University and a master's degree in theology from Regent University.

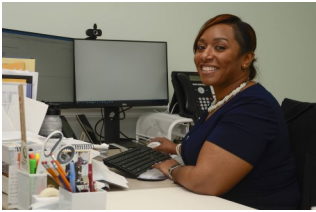


## People Page-Continued from Page 15

### TRANSITIONS



Congratulations to Jeff Jotz on being appointed (again) as Rahway (Union County) City Clerk on Thursday, April 1st, replacing Rayna Harris, who has accepted a full-time position as the Borough Administrator of Fanwood but will remain with Rahway as the Alcohol Beverage Control Board and Social Justice Commission Secretary. When Jotz left the first time, he first worked for Union County, and then for the city of Long Branch in Monmouth County. He said that he is glad to return as the Rahway City Clerk.



Congratulations to former Rahway City Clerk Rayna Harris on her new position as Fanwood (Union County) Business Administrator.



Congratulations to Peapack-Galdstone (Somerset County) Borough Clerk Nancy Bretzger who was unanimously appointed to the newly combined post of Borough Administrator/Clerk effective October 1<sup>st</sup>!



Congratulations to Erin N. Delaney who was recently appointed Garfield (Bergen County) City Manager and City Clerk. She succeeds Thomas J. Duch as City Manager and she succeeds Drew Pavlica as City Clerk. She had previously served as Elmwood Park Borough Clerk.



Congratulations to Hasbrouck Heights (Bergen County) Borough Clerk Laurie Varga on her appointment at the beginning of 2021 as Hasbrouck Heights Borough Administrator in addition to her duties as Borough Clerk!



Congratulations to Laura Borchers on her appointed as Deputy City Clerk of Garfield (Bergen County). Laura had most recently been the Deputy Borough Clerk in Englewood Cliffs and had been Borough Clerk in Norwood and Ho-Ho-Kus.



On August 2nd, Robbinsville (Mercer County) Mayor Dave Fried and the Township Council named Beth Rinyu the new Senior Center Manager. Rinyu started at the town tax office until moving onto the Deputy Clerk position in 2003.

### CONDOLENCES

Former Montville Township Clerk Gladys Jarombek passed away, Mayor Frank Cooney announced recently. Jarombek served as the Township Clerk for 42 years. "She began her career with Montville Township (Morris County) in 1956 and retired in 1998. Gladys was very knowledgeable and professional," he said.



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## MCANJ SCHOLARSHIP APPLICATION

Regular and Associate Members of MCANJ continuing their pursuit of RMC, CMC and MMC certifications are eligible for Scholarships. CMC and MMC Scholarship candidates must also be tenured Municipal Clerks; however, if none apply, consideration will be given to non-tenured clerks. 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 MCANJ Annual Conference, and these Scholarships will be awarded at the Conference. Scholarships awarded for RMC, CMC and MMC Programs during one fiscal year may be carried over until the end of the succeeding fiscal year.

In order to apply for a scholarship, the applicant must: (1) complete this single page application form with all requested information; and (2) submit the application by the due date.

In order to secure payment for the scholarship, if selected, the Member must provide to the MCANJ Treasurer documentation confirming payment and successful completion of the course. Payments made by the Member will be reimbursed to the Member, while payments made by the employer will be reimbursed to the employer, up to a total of \$500.00.

### Applying for (check one)

- RMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (8 awarded)
- CMC Scholarship – cost of one course offered by Rutgers University, not to exceed \$500 (1 awarded)
- MMC Scholarship – cost of MMC course offered by Rutgers University, not to exceed \$500 (1 awarded)

Application Date:

Name:

Title:

Municipality:

County:

Zip:

Phone:

Email:

---

List the RMC, CMC or MMC education course for which you are applying for this scholarship and indicate whether you or your employer will be paying for the course.

Name of Class	Self-Funded	Employer Funded

List the RMC, CMC and MMC education courses that you have successfully completed and indicate whether you or your employer have paid for your attendance.

Name of Class	Self-Funded	Employer Funded

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

---

***APPLICATION DEADLINE IS EXTENDED TO FEBRUARY 15, 2022***

Completed applications and any accompanying document should be emailed directly to Kevin Harris: [clerk@boroughofeastnewark.com](mailto:clerk@boroughofeastnewark.com)  
(MCANJ SCHOLARSHIP Committee Chairperson)

**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 2022 - 2023 the following application must be filed by January 15, 2022 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, 2022 through June 30, 2023.

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 2022-2023.

\_\_\_\_\_  
Signature Date

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

**APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2022 AND MUST BE MAILED TO:**

**Secretary-Deanna Bennett  
Borough of Haddonfield  
242 Kings Highway East, Room 101  
Haddonfield, NJ 08033  
Email: secretary@mcanj.us**





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Ocean Grove, NJ 07756



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#### DEADLINES FOR NEWSLETTER ITEMS

The deadline for People Page submissions for the January 2022 issue is December 7, 2021. Please send People Page news to:

Drew Pavlica, Retired Municipal Clerk, City of Garfield,

via Email at [peoplepage@MCANJ.us](mailto:peoplepage@MCANJ.us)

The General News Articles deadline is December 14, 2021, and may be sent to:

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

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

Questions or comments regarding this or any issue of *The Quill* may be directed to the

Editor, Michele Bobrowski,

by calling (908) 996-7071 ext. 210 or using the contact information shown above.

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