

**TOWN OF DEERPARK  
TOWN BOARD MEETING  
MONDAY, MARCH 15, 2010**

Meeting was held at Town Hall, 420 Route 209, Huguenot, New York 12746

**Invocation:** Arthur Trovei

**Attendance**

**Supervisor:** Karl Brabenee

**Councilmember's:** Gary Spears, Arthur Trovei, David Hoovler, David Dean

**Attorney:** Glen Plotsky

**Call to Order at 7:33 p.m.**

**Pledge of Allegiance** led by David Hoovler

**Moment of Silence** in honor of Stephen Cooley, a young Deerpark resident who died March 5th of Hodgkin's lymphoma (cancer of the immune system).

**Motion to Add Discussion of NYSERDA Energy Audit to the Agenda:**

Motion by David Hoovler, 2<sup>nd</sup> by Gary Spears to add to the agenda under New Business, Discussion of the NYSERDA Energy Audit for the Town.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenee**

**MOTION CARRIED**

**Motion to Add Discussion of Explanation of Budget Officer Stipend to the Agenda:**

Motion by David Hoovler, 2<sup>nd</sup> by Gary Spears to add to the agenda under Old Business, Discussion of the Budget Officer stipend.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenee**

**MOTION CARRIED**

**Opening Board Comments**

Supervisor Brabenee stated that Sunday they enacted the Emergency Operations Center at Town Hall with John ("Jack") Flynn, the Emergency Management Coordinator along with clerk Joyce Cirulli and Fred Ladika and Sergeant Potter joined them. The center was opened as a precautionary measure because Sparrowbush was without power, there were downed trees and power lines, rock slides and sections of Highway 42 were closed off. He thanked Orange & Rockland for their prompt attention to the matter and all the emergency workers. Due to this activity, he did not complete the Quality Cost Control Report he wanted to present at this meeting, but will have it for the meeting April 1<sup>st</sup>.

**Presentations/Communications**

Supervisor Brabenee mentioned there were no presentations. Project updates included the town's contract with *Voice Com* to install new phones, which was never completed. The main phone line should have been connected to the Highway Garage and the lines will be connected this week. They hope to disconnect one phone line to save money while improving communication for those trying to reach the Highway Department. Research for *cell phone consolidation* so the Emergency Management Team, Police Department and Highway Department all have the same carrier allowing for easier communication during times of emergency and crime prevention activities. They participated in the Ribbon Cutting Ceremony on March 9<sup>th</sup> for *Nancy's Gifts* at Main Street in Sparrowbush selling candles. There will be another Ribbon Cutting Ceremony on March 20<sup>th</sup> for *Gamo's Deli*, also on Main Street. A letter was received from Rev. John Forest of Cuddebackville, commending Deerpark Police Sergeant Liz Sullivan.

**Motion to place Letter of Commendation in Sergeant Liz Sullivan's Personnel File**

Motion by David Hoovler, 2<sup>nd</sup> by Gary Spears to place the letter of commendation in Sergeant Liz Sullivan's personnel file.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenee**

**MOTION CARRIED**

Supervisor Brabenee continued reporting that a communication was received regarding the *Water Conservation Classes being offered by the Orange County Planning Department* and anyone interested should see him. *Columbia Gas Transmission* had an open house on the gas line. Councilman Dean attended that meeting and reported they are replacing the K-Line, which is an older natural gas line. The overall replacement for New York and Pennsylvania is 17 miles.

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They will work on this late summer through the fall. Supervisor Brabenec mentioned that *Senator John Bonacic* secured money for various towns, and the Town of Deerpark received \$3,125 for the 2010/2011 for small projects. A letter needs to be sent by April 23<sup>rd</sup> indicating the projects this money will be applied for. The Council needs to make a recommendation. A letter from Fusco Engineering regarding the *Grange Building*. There had been some talk from the Museum Officials to start bringing that building up to code and the town engineer was asked to assess the needs to renovate it. The letter states it could cost up to \$200,000. Also, Fusco Engineering will withdraw the *groundwater guardian program* and they said although it looks good on a resume, overall it isn't necessary. March 31<sup>st</sup> is the kickoff for the *2011 Community Development Grant Application* and the Highway Superintendent and Supervisor will attend a meeting in Goshen in that regard. The Police Department has done a phenomenal job the past two weeks, working as a *task force* along with the City of Port Jervis Police Department and the Orange County Sheriff's Office. They busted a major drug dealer and also nabbed the final suspect in a burglary ring.

**Motion to Place a Copy of Minutes Commending the Officers in Personnel Files**

Motion by David Hoover, 2<sup>nd</sup> by Arthur Trovei to place a copy of minutes commending Detective Raymond Cirulli, Chief William Werner, T. J. Kalin and Thomas Yonskie, Dog Control Officer.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabenec**

**MOTION CARRIED**

Supervisor Brabenec went on to communicate that the 4<sup>th</sup> Annual National Night Out is scheduled at Riverside Park in Port Jervis on August 3, 2010. This will eventually be posted on the website. Also, the newest issue of the Deerpark Diary from the Historians and a copy is available.

Supervisor Brabenec mentioned two items to clean up from the February 22, 2010 meeting one being a motion by Karl Brabenec, with a second by Gary Spears on the floor regarding the Motion to establish a Recreation Committee Account for donations, but a vote was not taken.

**February 22, 2010 Motion to Establish A Recreation Committee Account for Donations**

Motion by Karl Brabenec, 2<sup>nd</sup> by Gary spears to establish a Recreation Committee account for donations.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabenec**

**MOTION CARRIED**

Also, when they made appointments at the Reorganization Meeting, they separated the Town Engineer from the Engineer for the Planning and Zoning Boards. On March 1 they appointed a town engineer, but not the Planning and Zoning Board

**Motion to Re-Appoint Fusco Engineering to the Planning Board and Zoning Board of Appeals**

Motion by Karl Brabenec, 2<sup>nd</sup> by David Dean to re-appoint Fusco Engineering to the Planning Board and Zoning Board of Appeals.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabenec**

**MOTION CARRIED**

**Motion to Approve February 22, 2010 Minutes**

Motion by Gary Spears, 2<sup>nd</sup> by David Dean to approve the February 22, 2010 Minutes as presented.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabenec**

**MOTION CARRIED**

**Motion to Approve March and March 4, 2010 Minutes**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoover to approve the March 1 and March 4, 2010 Minutes with the correction to Thursday March 4, 2010.

**VOTE: 4 AYES: Gary Spears, David Hoover, David Dean, Karl Brabenec**

**ABSTENTION: Arthur Trovei**

**MOTION CARRIED**

**Reports of Officers, Committees and Department Heads**

**Police Commission** – Charles Carlsen: They requested PBA to provide new uniforms in March 2010. A senior member of the Deerpark Police requested approval to attend the funeral (date to be announced) for the Sullivan County

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serviceman from the 101<sup>st</sup> Airborne Division killed in Afghanistan. When the funeral is arranged, he would like to represent the Town and use a police car and pay the gas himself. Mr. Carlsen then read the monthly report (a copy is attached to the official minutes).

**Motion to Approve Police Representation at Serviceman's Funeral**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoovler to approve police representation at Serviceman's funeral on regular duty time and using the police car at no expense to him.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenc**

**MOTION CARRIED**

**Highway Department** – Gary Spears, Board Liaison. The Town of Deerpark will receive sealed bids on the following items: clear low sulfur diesel fuel and #89 grade octane gas and stone to be used throughout the year by the highway department.

**Motion to Solicit Bids for Highway Department**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoovler to ask the Town Clerk to solicit bids for the Highway Department low sulfur diesel fuel and #89 grade octane gas, as well as stone by sealed bids.

Discussion: The Town Clerk explained this happens each year and takes two weeks to get back.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenc**

**MOTION CARRIED**

**Court** – Laurie Osowick, Town Justice

Judge Osowick received a letter from a 2009 grant for \$3,000 for outdoor lighting for the court. Councilman Hoovler appreciated Judge Osowick's pursuit of this grant as the lack of lighting poses a problem for the Violence in the Workplace issues.

Discussion: Glen Plotsky, Attorney asked Judge Osowick to obtain confirmation that this grant application allows for outside work because it states interior rather than exterior, and she agreed.

**Town Clerk** – Florence T. Santini

Florence Santini sent an email to the Town Board regarding the Town Clerk's meeting Wednesday, March 17<sup>th</sup> in Sullivan County with Detective Sergeant from the Sullivan County Sheriff's Department regarding *Workplace Violence* and the Supervisor would join her for that presentation. The Orange County Sheriff's Department also makes a nice presentation and she recommended them to speak to the Town of Deerpark one day. An email was received from DEC regarding their website at [www.dec.newyork.gov/permits/6101hotmail](http://www.dec.newyork.gov/permits/6101hotmail) with all the agent locations so people can find them easily. She said it is a great site for hunting/fishing licenses. The *bone marrow drive* for Stephen Cooley was held and she thanked everyone for participating. The Board of Elections sent a memo to all *Election Inspectors* inviting them to an informational session of the new machines at the Middle School Thursday, March 18, 2010 at 6:30 p.m. Also, the Board of Elections is recruiting more election inspectors and they will be trained and receive \$200 for the day. The Board of Elections number is 291-4474 or 291-4562. Election Day is November 2, 2011. The *flags* have been replaced due to harsh weather and were recently flown at half-mast for a lieutenant who passed in Sullivan County. If anyone has a question about flags flying at half-mast, they should call the Town Clerk's office. Senator Bonacic will honor those who helped their community during the February 23<sup>rd</sup> week of harsh weather conditions and she thinks the Highway Department should be recommended for special mention. The fax number is 845-344-3328 and email is [Bonacic@senate.state.ny.us](mailto:Bonacic@senate.state.ny.us) regarding: "Honoring Those Who Helped" and the deadline is March 20<sup>th</sup>. She read the letter later in the meeting.

**Community Development Task Force** – David Dean

A meeting is scheduled for the last Tuesday of the month, March 30<sup>th</sup>. They are working on their 2<sup>nd</sup> Annual Luncheon scheduled for May 25<sup>th</sup> at the Port Jervis County Club. If anyone is interested in helping, they are welcome to call him.

**Recreation Committee** – Daniel Morse

The Easter Egg Hunt will be Saturday, March 27<sup>th</sup> at Harriet Space Park at 11:00 a.m. The Lions Club will have musical entertainment, the Easter Bunny will be there and a press release was sent out. To date they have 16 donations for over \$440.

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**Motion to Accept Recreation Account Fund Donation**

Motion by Karl Brabenec, 2<sup>nd</sup> by David Hoovler to accept the donation of the Recreation Account Fund.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenec**

**MOTION CARRIED**

Mr. Morse expressed gratitude for the Board setting up this Recreation Account Fund. Next month, they will host a Town of Deerpark Safety Awareness. Harriet Space Park was vandalized a couple weeks ago. The next Recreation Committee meeting is March 23<sup>rd</sup> to finalize the Easter Egg plans, then April 6<sup>th</sup> they will have a special meeting at the Town Hall. Supervisor Brabenec asked the public if they saw anything or have tips or leads, please call the police department at 845-856-4333 and all information will be confidential.

**Otisville Prison Advisory Committee** – Charles Carlsen

No report as their meeting was cancelled due to the snow.

Town Clerk Santini added there is a Tricky Tray Saturday, March 20<sup>th</sup> at St. Mary's Catholic Church to benefit relief efforts in Haiti. Doors open at 10:00 a.m.

**Public Comment Period** – None

**Old Business**

**Explanation of Budget Officer Stipend** – Councilman Hoovler, mentioned that former councilperson, Viola Sinsabaugh raised a question at the February 1<sup>st</sup> meeting regarding the board's action in regards to this stipend being legal or proper. The day after her question was raised, Councilman Hoovler called her on the phone and had a conversation with her. He then continued to do his own research and presented his findings based on Town Law and comparisons with 17 other municipalities. Discussion followed. Questions from the audience were answered. The council was in agreement with their appointment of the Supervisor as Budget Officer with the stipend of \$6,000 yearly. They will find out if the stipend is included in the New York State Retirement System.

**New Business**

**Discussion of Local Law #2 of 2010** (Ethics Law and Board) – Councilman Hoovler reported the Ethics Law is still under construction and that it has gotten pretty complex and he welcomed any input.

**NYSERDA Energy Audit** – Supervisor Brabenec explained that NYSERDA (New York State Energy Research and Development) will audit all town facilities and figure out what changes are necessary to save on energy costs. The vendor recommended from Orange & Rockland Utilities, they will work with the NYSERDA recommendations and O & R will put up 70% of the costs for the green initiatives. The costs saved were significant.

**Motion to Approve NYSERDA Energy Audit of All Town Facilities**

Motion by Karl Brabenec, 2<sup>nd</sup> by David Dean to approve the NYSERDA energy audit of all town facilities

**Discussion:** Councilman Hoovler explained that the audit is free and over a 10-year period of time, the savings could be \$47,000 in energy costs. Councilman Trovei asked what some of these recommendations would entail and Supervisor Brabenec answered mostly the cost-efficient light bulbs would be used, daily practices of turning off lights, and using motion sensors, etc. Councilman Belcher in Port Jervis, was very successful shopping for rates for the City of Port Jervis and is now working with the Town of Deerpark.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenec**

**MOTION CARRIED**

**Resolution 19 of 2010 – Workplace Violence Prevention Policy**-Councilman Hoovler

The Workplace Violence Prevention Policy is an unfunded mandate and was discussed in a previous meeting. As part of complying with the required steps, the Supervisor has distributed a survey to each department head. One of the major issues facing them was the lack of lighting around the exterior of the building and the security of the building during normal workdays. The Parking Lot needed to be marked appropriately and three unmanned doors needed better security. The Supervisor and Town Clerk will be attending a one-hour presentation on this topic. The Orange County Sheriff's Office will provide further training in the near future. Discussion continued.

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**Motion to Accept Workplace Violence Prevention Policy Statement**

Motion by David Hoover, 2<sup>nd</sup> by Gary Spears to accept the Workplace Violence Prevention Policy Statement as presented (a copy is attached to the official minutes).

Discussion: Supervisor Brabenec mentioned attending a RISK Management session in Goshen where this was discussed and they are already complying with the list of necessary steps Councilman Hoover mentioned. The keys are accounted for, new alarm codes are set for current personnel, and procedures for locking doors are in place, etc. He then thanked Councilman Hoover for his work on putting this policy.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabene**

**MOTION CARRIED**

Discussion: Councilman Hoover informed the board that the Workplace Violence Prevention Policy Statement must be posted in every town. The Supervisor is responsible for keeping all the surveys as well as the sheet of those receiving training.

**Motion to Approve Resolution 19, 2010 – Workplace Violence Prevention Policy**

Motion by David Hoover, 2<sup>nd</sup> by Gary Spears to approve Resolution 19, 2010 – Workplace Violence Prevention Policy as written. (a copy is attached to the official minutes).

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabene**

**MOTION CARRIED**

Supervisor Brabenec reported that two vehicles were declared surplus in January and they were put out for sealed bids and since they have not received any bids after two months, they want to sell these to a scrap yard.

**Motion to Approve the Sale of Two Surplus Vehicles for Scrap**

Motion by Karl Brabene, 2<sup>nd</sup> by David Dean to approve the sale of two surplus vehicles for scrap, since no sealed bids were received.

**VOTE: 4 AYES: Gary Spears, David Hoover, David Dean, Karl Brabene**  
**1 ABSTENTION: Arthur Trovei**

**MOTION CARRIED**

Supervisor Brabenec stated there was also an old shuttle bus advertised: a Chevy 3500 Shuttle Bus, diesel engine, VIN# IADHG31F921214957.

**Motion to Declare Chevy Shuttle Bus Surplus Equipment and Accept Sealed Bids**

Motion by Karl Brabene, 2<sup>nd</sup> by Gary Spears to declare Chevy Shuttle Bus as surplus equipment and accept sealed bids until April 5, 2010 at 4:00 p.m. through the Town Clerk's Office and to advertise in the official media.

Discussion: Supervisor Brabenec clarified that this shuttle bus is not the current Sr. Shuttle Bus, rather this bus has been unusable for several months and it was suggested two days should be scheduled for inspection before bids are accepted.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabene**

**MOTION CARRIED**

Town Clerk, Florence Santini asked the Board for authorization to attend a Town Clerk's Conference April 25-28 in Saratoga Springs with about 800 other town clerks. She read some of the topics that will be covered to justify the importance and has the money in her budget to cover her costs.

**Motion to Authorize Town Clerk to Attend April Town Clerk's Conference**

Motion by Karl Brabene, 2<sup>nd</sup> by Gary Spears to authorize Town Clerk Florence Santini to attend the April 25-28, 2010 Conference of the Town Clerk's of New York State Town Clerk's Association in Saratoga Springs.

Discussion: Councilman Spears asked if the Deputy Town Clerk would be in the office while she was absent and she confirmed that she would. Councilman Trovei thanked her for going.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoover, David Dean, Karl Brabene**

**MOTION CARRIED**

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Supervisor Brabenec asked the Board for authorization to attend Finance School May 12-14, 2010 regarding managing costs and shrinking revenues 10<sup>th</sup> Annual Association of Town's Finance School also in Saratoga Springs. These educational events are priceless and show new, innovative ways to do things and networking opportunities as in budget preparation workshops, town budget process, recommendations for smart procurement preparation, request for proposals, a how-to guide for shared services, cost cut cutting and control – what are your options, best practices during fiscal stress and ask the attorney. The registration fee is \$200 and the registration fee includes the day's meals and materials.

**Motion to Authorize the Supervisor and Deputy Supervisor to Attend Finance School**

Motion by Karl Brabene

c, 2<sup>nd</sup> by Gary Spears to authorize Supervisor Karl Brabenec and Deputy Supervisor David Hoovler to attend the 10<sup>th</sup> Annual Association of Town's Finance School May 12-13, 2010 in Saratoga Springs.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabene**

**MOTION CARRIED**

Supervisor Brabenec publicly congratulated his bookkeeper, Laura Samson, who returned from vacation engaged and unfortunately will be leaving and moving in July. She has done an excellent job and he now faces the task of looking for another very good bookkeeper. He would like to advertise for a part-time person knowing Quick Books and any experience with governmental accounting would be a plus at \$12.50 an hour, 25-30 hours a week with no benefits.

**Motion to Advertise for Bookkeeper to the Supervisor**

Motion by Karl Brabene

c, 2<sup>nd</sup> by David Hoovler to advertise for a part-time bookkeeper to the Supervisor with Quick Books knowledge at \$12.50 an hour, 25-30 hours a week with no benefits.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabene**

**MOTION CARRIED**

**Motion to Schedule Highway Contract Negotiations - Bargaining Unit**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoovler to start the Highway Contract Negotiations-Bargaining Unit on Monday, April 12, 2010 at 7:00 p.m. in a Special Meeting.

Discussion: The Town Clerk will make sure the Highway Department has a copy of the past contract, and she will contact the Union President and make a Notice as well.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabene**

**MOTION CARRIED**

**Motion to Schedule a Special Meeting for PBA Negotiations, Cell Tower Proposal, Health Insurance Discussions on March 18, 2010**

Motion by Karl Brabene

c, 2<sup>nd</sup> by David Dean to schedule a special meeting for PBA Negotiations, Cell Tower Proposal and Health Insurance Discussions on March 18, 2010 at 12:00 p.m. because those meetings will involve more than 3 councilmen in the room. The PBA Negotiations will be an Executive Session at 3:30 p.m.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabene**

**MOTION CARRIED**

**Motion to Appoint Alternate ZBA Member – James Harrington for 2010**

Motion by Karl Brabene

c, 2<sup>nd</sup> by Gary Spears to appoint James Harrington as the alternate Zoning Board Member for the term ending December 31, 2010.

**VOTE: 4 AYES: Gary Spears, Arthur Trovei, David Hoovler, Karl Brabene**

**1 ABSTENTION: David Dean**

**MOTION CARRIED**

**Motion to Pay Bills**

Motion made by Karl Brabene

c, 2<sup>nd</sup> by Gary Spears to pay the bills that contain the signature or initials of at least three councilmember's in the approval for payment section of the voucher of purchase order.

General Fund Abstract #4 , Voucher #'s 115-151 in the amount of \$151,449.32 for March 15, 2010

Highway Fund Abstract #4, Voucher #'s 53-69 in the amount of \$66,558.51 for March 15, 2010

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabene**

**MOTION CARRIED**

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**Closing Board Comments**

Supervisor Brabenec said the February edition of the Supervisor's Quarter Column is finished and sent to the local newspapers and will be posted on the website. He will try to do this each month to keep the public informed. He wished everyone a Happy St. Patrick's Day on Wednesday. Councilman Hoovler commented on some line items in the abstracts.

Supervisor Brabenec addressed the election question in regards to the Town of Deerpark was the very last town to pay their bill for the 2009 elections. The bill for \$13,000 was received right after the 2009 elections, and it was not paid. After he came into the office he received a 2<sup>nd</sup> notice and is now paid. However, the \$15,000 set aside in 2009 for this bill will show as an asset. The books for 2009 were closed and the money came out of 2010 appropriations. A transfer to that election line will need to be made after the next election in 2010. The fund balance of \$15,000 showing should actually be \$2,000.

Councilman Dean asked if anyone has any idea who vandalized the Harriet Space Park, they were encouraged to report it.

**Motion to enter Executive Session at 9:16 p.m. to discuss PBA Negotiations and an Employee Personnel Issue**

Motion by Gary Spears, 2<sup>nd</sup> by Arthur Trovei to go into Executive Session for the purpose of discussing PBA Negotiations and an employee issue, inviting their attorney, and then the Police Commissioner and Police Chief for the Personnel Issue.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenec**

**MOTION CARRIED**

**Motion to re-enter Regular Session at 11:29 p.m.**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoovler to re-enter regular session.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenec**

**MOTION CARRIED**

**Motion to Adjourn at 11:30 p.m.**

Motion by Gary Spears, 2<sup>nd</sup> by David Hoovler to adjourn the meeting.

**VOTE: 5 AYES: Gary Spears, Arthur Trovei, David Hoovler, David Dean, Karl Brabenec**

**MOTION CARRIED**

Respectfully submitted,

Florence T. Santini  
Town Clerk