MINUTES OF THE REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE BOROUGH OF HAMBURG HELD ON MARCH 5, 2018 AT THE MUNICIPAL BUILDING, 16 WALLKILL AVE., HAMBURG, NJ

CALL TO ORDER:

Mayor Marino called the meeting to order at 7:00 p.m. and opened with a flag salute.

MOMENT OF SILENCE

Mayor Marino asked for a Moment of Silence for the Parkland school tragedy shooting in Florida.

ROLL CALL:

Mayor Marino requested a roll call:

Councilman Chris Fitzpatrick Councilman Law
Councilman Krasnomowitz Councilman Garrett
Councilman Burd Councilman Sena
Mayor Marino

Also Present: Kathy Garrett

Richard Clemack, Attorney

STATEMENT OF CERTIFICATION:

Deputy Clerk will advise:

Adequate notice of this meeting has been provided to the public and the press January 5, 2018 by delivering to the New Jersey Herald and the Sunday Herald and posting at the Municipal Building a copy of the "Annual Notice of Meetings" pursuant the provisions of the "Open Public Meetings Act".

February 5, 2018 Regular Meeting Minutes

Motion by Councilman Garrett, seconded by Councilman Law to approve the February 5, 2018 Regular Meeting Minutes of the Mayor and Council.

Roll Call:

Ayes: Krasnomowitz, Fitzpatrick, Law, Garrett, Sena

Nays: None Abstain: Burd Absent: None

February 5, 2018 Executive Session Meeting Minutes

Motion by Councilman Garrett, seconded by Councilman Law to approve the February 5, 2018 Executive Session Meeting Minutes of the Mayor and Council.

Roll Call:

Ayes: Krasnomowitz, Fitzpatrick, Law, Garrett, Sena

Nays: None Abstain: Burd Absent: None

APPROVAL OF BILLS:

As there are no additions or deletions to the bill list, motion by Councilman Krasnomowitz, seconded by Councilman Law to open the meeting to the public with regards to the bill list only.

All Council members present in favor.

Hearing no comments from the public, motion by Councilman Garrett, seconded by Councilman

Krasnomowitz to close to the public. All Council members present in favor.

Motion by Councilman Fitzpatrick, seconded by Councilman Garrett to approve and pay the bill list as presented.

Roll call showed all Council members present in favor.

ORDINANCES:

ORDINANCE #02-2018 Second Reading

ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICIALS, OFFICERS AND EMPLOYEES OF THE BOROUGH OF HAMBURG, COUNTY OF SUSSEX, STATE OF NEW JERSEY.

Motion by Councilman Krasnomowitz, seconded by Councilman Burd for Attorney Clemack to read the Ordinance by title for second reading and publication.

Roll Call:

Ayes: Krasnomowitz, Fitzpatrick, Burd, Law, Sena

Nays: None Abstain: Garrett Absent: None

ORDINANCE FIXING THE SALARIES OF CERTAIN OFFICIALS, OFFICERS AND EMPLOYEES OF THE BOROUGH OF HAMBURG, COUNTY OF SUSSEX, STATE OF NEW JERSEY.

Motion by Councilman Fitzpatrick, seconded by Councilman Garrett to open the meeting to the public for any questions and comments they may have with regards to the ordinance prior to adoption. All Council members present in favor.

This ordinance was introduced on first reading at the February 5, 2018 regular meeting and published as provided by law.

PUBLIC HEARING

Hearing no comments from the public, motion by Councilman Law, seconded by Councilman Krasnomowitz to close to the public. All Council members present in favor.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to adopt the ordinance as presented. Roll Call:

Ayes: Krasnomowitz, Fitzpatrick, Burd, Law, Sena

Nays: None Abstain: Garrett Absent: None

ORDINANCE #03-2018 – First Reading

AN ORDINANCE ESTABLISHING CHAPTER 118 OF THE CODE OF THE BOROUGH OF HAMBURG ENTITLED "GAMES OF CHANCE"

Motion by Councilman Krasnomowitz, seconded by Councilman Law for Attorney Clemack to read the Ordinance by title for the first reading and publication. All Council members present in favor.

AN ORDINANCE ESTABLISHING CHAPTER 118 OF THE CODE OF THE BOROUGH OF HAMBURG ENTITLED "GAMES OF CHANCE"

Motion by Councilman Krasnomowitz, seconded by Councilman Law to approve the ordinance on first reading and introduction with said ordinance to be published in full with second reading scheduled for April 2, 2018.

DISCUSSION

Attorney Clemack relayed to members there is a waiting period from the time the Borough receives an application to the time the State approves/disapproves the application. Many times an applicant comes in shortly after a meeting and has to wait until the next month's meeting for Council approval. This would give the Borough Clerk the authority to process the application and send it to the State to expedite the time

frame process. Council would still have final approval but whether the applicant can conduct the Games of Chance is up to the State. Councilman Garrett questioned the background check and Deputy Clerk Kathy Garrett explained the member in charge on an application has to have a background check; the time frame of Legalized is not specific.

Roll call showed all Council members present in favor.

RESOLUTIONS:

#2018-24 - Budget Self-Exam

Mayor Marino stated this year Hamburg's budget is self-exam as it is in sound fiscal condition and meets the requirements set forth with State laws.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to approve Resolution #2018-24 – Budget Self-Exam.

All Council members present in favor.

#2018 -25 - Extension of 2% CAP on Police and Fire Arbitration Contract Awards

Mayor Marino said the 2% cap is expiring and the League of Municipalities is trying to get an extension which will benefit municipalities.

Motion by Councilman Law, seconded by Councilman Krasnomowitz to approve Resolution #2018 -25 – Extension of 2% CAP on Police and Fire Arbitration Contract Awards.

All Council members present in favor.

#2018-26 – EMEX Reverse Auction for Natural Gas Supply

Motion by Councilman Krasnomowitz, seconded by Councilman Law to approve Resolution #2018-26 – EMEX Reverse Auction for Natural Gas Supply.

Mayor Marino stated this and the next resolution were for the utilities for the Borough and the auction will be held on this coming Wednesday the 7th. All Council members present in favor.

#2018-27 – EMEX Reverse Auction for Electricity Supply

Motion by Councilman Krasnomowitz, seconded by Councilman Burd to approve Resolution #2018-27 – EMEX Reverse Auction for Electricity Supply. All Council members present in favor.

#2018-28 – 2017 NJDOT Municipal Aid Grant – Tilcon New York, Inc. via (MCCPC)

Motion by Councilman Fitzpatrick, seconded by Councilman Burd to approve Resolution #2018-28 – 2017 NJDOT Municipal Aid Grant – Tilcon New York, Inc. via (MCCPC).

Mayor Marino relayed this is for the 2017 Road Resurfacing Project that is awarded to Tilcon New York Inc, via 2018 Morris County Cooperative Pricing Council at a bid of \$100,075.00.

All Council members present in favor.

#2018-29 - 2017 NJDOT Municipal Aid Grant - Campbell Foundry Company via (MCCPC)

Motion by Councilman Fitzpatrick, seconded by Councilman Law to approve Resolution #2018-29 – 2017 NJDOT Municipal Aid Grant – Campbell Foundry Company via (MCCPC).

Mayor Marino said this is for the 2017 Road Resurfacing Project that is awarded to Campbell Foundry Company via 2018 Morris County Cooperative Pricing Council at a bid of \$1,332.00. All Council members present in favor.

#2018-30 – 2017 NJDOT Denville Line Stripping via (MCCPC)

Motion by Councilman Fitzpatrick, seconded by Councilman Garrett to approve Resolution #2018-#2018-30 – 2017 NJDOT Denville Line Stripping via (MCCPC).

Mayor Marino stated this is for the 2017 Road Resurfacing Project that is awarded to Denville Line Striping via 2018 Morris County Cooperative Pricing Council at a bid of \$1,836.00.

All Council members present in favor.

#2018-31 – Support of the 2020 Sussex County Parade hosted by Hamburg Fire Department (under CR Burd.)

Councilman Burd relayed he met with Keith Sukennikoff as the Fire Department will be hosting the County Parade the 1st Saturday in October 2020 and they discussed he will begin to get the necessary DOT permits and then see the OIC. The Fire Dept. is asking for a resolution of continued support for the parade. Motion by Councilman Burd, seconded by Councilman Law to accept Resolution #2018-31 -Support of the 2020 Sussex County Parade hosted by Hamburg Fire Department.

All Council members present in favor.

#2018-23 - Borough of Hamburg 2018 Annual Salaries

Mayor Marino stated this resolution shows the actual salaries made by Borough employees. Motion by Councilman Krasnomowitz, seconded by Councilman Sena to accept Resolution #2018-23 Borough of Hamburg 2018 Annual Salaries.

Roll Call:

Ayes: Krasnomowitz, Fitzpatrick, Burd, Law, Sena

Nays: None Abstain: Garrett Absent: None

BUDGET INTRODUCTION

Mr. William Schroeder and CFO Christine Licata will present the Mayor and Council with the 2018 Budget for discussion and Introduction.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to open the meeting to Mr. William Schroeder and CFO Christine Licata. All Council members present in favor.

Mr. Schroeder stated the budget that was prepared shows an \$8.17 a month increase in the local rate on an average home of \$150,000.00. In breaking it down, \$161,000.00 increase in taxes, \$68,000.00 for Police, \$28,000.00 for pension. There was a \$30,000.00 drop in the fund balance (the fund balance was already down \$45,000.00 from the last year), and a few misc. increases. On the plus side, Mr. Schroder stated the water/sewer utilities fund balance is in good shape, up \$30,000.00 therefore maintaining the same budget so no increase is needed. He also added that Hamburg is self-review this year.

Councilman Fitzpatrick asked what our surplus was and Mr. Schroeder answered it was \$1,566,567.00. Councilman Fitzpatrick then inquired what the total police budget was and was told the S&W was \$893,000.00 and other expenses were \$89,000.00 for a total of approximately \$980,000.00. Councilman Fitzpatrick wanted a breakdown of expenditures and since it was throughout the budget, he would need to get the figures from the CFO. He also wanted to know why we would have to increase taxes when we have a surplus. Mr. Schroeder replied that we are using \$665,000.00 of the fund balance to balance the budget. He also stated if we keep using the fund balance at that rate, we will run out of money in 10 years.

Council members Fitzpatrick and Sena would like to see a 0 % tax increase, stating that projects have come in under budget and we should give some of that money back to the people. Council members do not want to use savings to pay for current expenses. Councilman Garrett said if we were not going to raise taxes, he believed this would be the year to do it but would be more comfortable with only a 1% and not 2% increase, with Councilman Krasnomowitz agreeing. Mayor Marino said he would go along for one year with a tax increase of \$3.67 but also said taxes on the school and county level keep going up.

Motion by Councilman Fitzpatrick to have a 0% local municipal tax rate instead of \$8.17. No second.

Motion by Councilman Sena, seconded by Councilman Garrett to reduce the payment of \$77,000.00 on deferred charges in half and reduce \$50,000.00 on the capital improvement fund bringing the tax increase down to \$3.67 on the average home.

Councilman Law asked how that puts us for next year with Mr. Schroeder responding this is a good

compromise and a good time to do this.

Roll call showed all Council members present in favor.

Mr. Schroeder will make the adjustments tomorrow and return it as we have three days to get it to the State; then adopt in April.

Motion by Councilman Sena, seconded by Councilman Law to introduce the 2018 budget of the Borough of Hamburg with public hearing and second reading scheduled for April 2, 2018 at 7 pm. at the municipal building and published in full.

Roll call showed all Council members present in favor.

ATTORNEY HOUR:

1. Memorandum of Understanding – Mobile Project Self-Sufficiency Initiative.

Attorney Clemack explained the received Memorandum of Understand from Project Self-Sufficiency which outlines the services they will provide here through their mobile unit. They will use the municipal parking lot on Linwood Ave as agreed and Attorney Clemack said there will be no financial agreements. Mayor Marino stated nowhere in the agreement does it say that the Linwood Ave parking lot is to be used and he would like clarification before it is signed. Attorney Clemack stated that the agreement can be signed upon clarification of the parking of the mobile unit.

Motion by Councilman Krasnomowitz, seconded by Councilman Law that the Memorandum of Agreement for the Mobile Project Self-Sufficiency be signed upon clarification of the use of the Linwood Ave municipal parking lot. All Council members present in favor.

ENGINEERING:

MAYOR'S AGENDA:

1. Letter of Resignation – Gerald Kastner

Mayor Marino received a letter of resignation from water superintendent Gerald Kastner that informed him his last day with the Borough will be on May 31, 2018 due to retirement. Mr. Kastner thanked all for the opportunity to work here for the past 25 plus years.

Motion by Councilman Garrett, seconded by Councilman Krasnomowitz to accept the resignation of Gerald Kastner as Water Superintendent as of May 31, 2018 with regrets.

All Council members present in favor.

2. Application for Raffle License (PTA Hamburg) – Calendar Raffle- background check complete

Council is in receipt of an application for a Calendar Raffle License for PTA Hamburg. The background check showed no issues.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to approve the license as received. All Council members present in favor.

Mayor Marino reiterated the Police Committee consisted of Council members Sena, Burd, and Krasnomowitz.

3. Holiday Decorating Contest 2017

Mayor Marino presented certificates and cash prizes to the winners of the 2017 Holiday Decorating Contest: 1st place-Douglas and Vanessa Galante; 2nd place-Clarisse Ramirez and Roy Beauchamp; and 3rd place-Roberta Pomykala. Ms. Ramirez was in attendance to receive her certificate.

COMMITTEE REPORTS

COUNCILMAN KRASNOMOWITZ:

1. POLICE COMMISSIONER

Motion by Councilman Krasnomowitz, seconded by Councilman Garrett to open the meeting to Police Director Wayne Yahm. All Council members present in favor.

Monthly Report - February 2018

The February 2018 monthly report for the Police Department showed 690 calls of service, including 10 arrests, 6 motor vehicle accidents, and 87 motor vehicle summonses issued (E-Tickets – 87, paper copies – 0).

Mr. Yahm reported the police vehicle will be in at the end of April. A computer in one of the cars went out, will take approximately four weeks to get one in and hopefully by the end of March will be installed. The Alcotest machine will not be repaired and a new one costs between \$15-30,000.00. The department will look into sharing with a neighboring town. Councilman Sena asked about how many times it is used and Mr. Yahm was unable to give a number amount as it would depend on the situation. Other towns also used ours when theirs was down. Councilman Sena would like to pursue talking to Hardyston about sharing the cost of the machine. Councilman Fitzpatrick asked if this is also used for marijuana testing and was answered no. Councilman Garrett asked about the radios/signals and Mr. Yahm replied they tested OK – nothing consistent about the disruptions and they would happen in different parts of town but it does seem to be on the portables.

Mayor Marino asked how Sergeant Gunderman was doing and Mr. Yahm replied very well but in some areas more communication is needed.

Motion by Councilman Krasnomowitz, seconded by Councilman Garrett to close to Director Yahm. All Council members present in favor.

Letter of Resignation - Patrolman Larry Barcza

Council is in receipt of a letter of resignation from Patrolman Larry Barcza effective March 31, 2018. He thanked the Council for the opportunity to serve the Borough of Hamburg for three years.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to accept with regrets the resignation of Patrolman Lawrence Barcza effective March 31, 2018. All Council members present in favor.

Letter of Resignation – Patrolman Devin Gormlev

Council is in receipt of a letter of resignation from Patrolman Devin Gormley effective March 31, 2018. He thanked the Council for the opportunities the police department has brought to him and the opportunity to work for the Borough of Hamburg.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to accept with regrets the resignation of Patrolman Devin Gormley effective March 31, 2018. All Council members present in favor.

Distracted Driving Grant

OIC George Gunderman submitted an application for a Distracted Driving Grant in the amount of \$6,600.00 and is waiting for a reply back approving such funds.

Motion by Councilman Krasnomowitz, seconded by Councilman Sena to approve said grant. All Council members present in favor.

3. CONSTRUCTION DEPARTMENT

Monthly report January 2018

The monthly report for January 2018 showed there were 18 permits issued, 2 certificates of occupancy, and 23 certificates of approvals with a total of \$2865.00 collected in fees for the month of January.

4. LAND USE BOARD

A Land Use meeting will be held on Monday March 12th at 7:00 pm. Continued discussions on the Master

Plan are on the agenda.

COUNCILMAN FITZPATRICK

1. SOLID WASTE

Councilman Fitzpatrick informed members that the same three applications are pending before Solid Waste.

2. RECREATION COMMISSION

The following clinics were held: hockey-15 attended; ice skating -4; and golf is coming up. Bowling at Sparta Lanes will be held March 23: Family Swim Fun-April 21; ice cream social-June 3; Miss Hamburg contests-June 10; Miners baseball game-July 7; Music in the Park-to be determined; and Hamburg Day-September 9.

COUNCILMAN BURD

2. FIRE COMMISSIONER

Resolution 2018-31 support for the 2020 Sussex County Parade hosted by Hamburg Fire DepartmentDiscussed under Resolutions

COUNCILMAN LAW

2. OEM

Motion by Councilman Law, seconded by Councilman Krasnomowitz to open the meeting to OEM coordinator Keith Sukennikoff. All Council members present in favor.

Mr. Sukennikoff thanked the Police, DPW, and Borough employees for all the help with the recent snow storms. He said he sends out a lot of communications and so we were prepared. OEM took generators to Branchville to help out as they were out of power. There is another storm coming on Wednesday; he thought we may possibly have some salt issues but we have plenty on hand.

Mr. Sukennikoff also relayed that he acquired the large signs from the DOT to be place on Rt. 23 and Rt. 94 for the Distracted Driving occurrence that will caution drivers it will be taking place.

Motion by Councilman Law, seconded by Councilman Krasnomowitz to close to Mr. Sukennikoff. All Council members present in favor.

COUNCILMAN GARRETT

Councilman Garrett reminded members that the League of Municipalities was holding a municipal intervention presentation at the Mohawk House on March 15th at 6 pm. It would be a panel discussion and working session to address the opioid epidemic. He was attending along with five other members and it was not too late to register if anyone else could attend.

1. BUILDING AND GROUNDS

Chelbus Cleaning Co. Proposal for cleaning EMS Building bathrooms

Councilman Garrett reviewed the proposal from Chelbus regarding the cleaning of the EMS building bathrooms and stated that he will look around for quotes as he felt the proposal was a bit high. This will be placed on hold and he will contact Chelbus.

Farmside Landscape proposal for 2018

Council is in receipt of the landscaping services proposal for 2018 from Farmside Landscape. Three areas are included in the proposal: Area 1 Orchard Street, Route 23 Parking Lot and Clock Tower area-spring cleanup, bi-weekly weed control, fall cleanup/ cutbacks and weeding areas by monument and walkway as necessary for a total of \$4,875.00; Area 2 Athletic Field TurfCare for Hamburg Fields-fertilizer lawn care treatments and core aeration with seed for a total of \$4,565.00; Area 3 Borough Hall Building-summer and fall plantings – monument area only for a total of \$2,090.00.

Motion by Councilman Garrett, seconded by Councilman Sena to approve the proposal as offered. All Council members present in favor.

3. BOARD OF PUBLIC WORKS

Request for additional EDU – 108 Route 23 South.

Councilman Garrett stated the owner of 108 Rt. 23 South requested an additional EDU from the BPW for an existing basement apartment for a rental unit which at one time it did have the EDU. BPW granted the request.

Motion by Councilman Garrett, seconded by Councilman Burd to approve said request for the additional EDU for 108 Route 23 South.

Councilman Krasnomowitz asked which house this was and Councilman Garrett responded Dr. Glick's past office building.

All Council members present in favor.

Request for additional EDU – 19 Route 23 North (Merry Go Round)

Councilman Garrett relayed the new owners of 19 Route 23 North are renovating the barn to include a kitchen and bathroom for a restaurant. Since the owners have to go before Land Use, BPW will grant one EDU so the owners can proceed. They also understand they may have to return to BPW should they need additional EDUs.

Motion by Councilman Garrett, seconded by Councilman Burd to approve said request for the additional EDU for 19 Route 23 North.

All Council members present in favor.

A BPW meeting will be held March 14th at 7 pm.

COUNCILMAN SENA

1. FINANCE / TAX DEPARTMENT

The Tax Collector's report for January 2018 showed a total of \$1,598,647.77 being collected. No paperwork has been received to date.

Motion by Councilman Sena, seconded by Councilman Garrett to accept the Resolution to redeem third party tax sale certificate #17-0012 in the amount \$2636.40. All Council members present in favor.

2. ROAD DEPARTMENT

Councilman Sena and Mike Schneider discussed going with Hardyston for the street sweeping.

Councilman Sena noticed the line stripping on Main Street is fading badly. He thought perhaps the town could co-ordinate with the road paving and have this area line stripped at the same time. Councilman Sena will contact John Ruschke to contact them.

Councilman Sena said he has been talking with some store owners on Main Street and there is an issue with people parking where they should not be. He added they are not taking advantage of the parking spaces on Orchard and suggested going door to door recommending that employees park there to free up the spaces on Main Street.

Councilman Sena added the trees in the right of way on Orchard Street are still laying there and the pavement by the Post Office is still not repaired. Councilman Garrett said the Borough Engineer was contacting the Post Office about the pavement.

Councilman Sena mentioned putting in a gazebo at the rec fields. A new tractor is also needed to cut the grass at the rec fields.

3. BOARD of HEALTH

A meeting will be held on April 10^{th} at 6:30 pm. Animal licenses are overdue. There is a Mental Health Forum on May 3^{rd} that Councilman Sena will be attending.

PUBLIC PORTION:

Motion by Councilman Fitzpatrick, seconded by Councilman Garrett to open the meeting to the public for any questions or comments they might have with regard to the good and welfare with the Borough. All Council members present in favor.

Mike Schneider-Road Dept. Foreman- said the trees are on State property and a hazard. Mr. Ruschke was going to send a letter to have them removed.

Sheila Frayko – BOE Liaison- was asked about how the raffle tickets were going to be sold and as the license is under PTA, she did not know the details.

Motion by Councilman Fitzpatrick, seconded by Councilman Krasnomowitz to close to the public. All Council members present in favor.

EXECUTIVE SESSION RESOLUTION:

Attorney Clemack offered the following resolution to enter into executive session later this evening. WHEREAS, the Mayor and Council of the Borough of Hamburg find it necessary to enter into executive session for the reasons hereafter cited:

- 1. Personnel
- 2. FOP Negotiations
- 3. Prospective Contract Bond Counsel

WHEREAS, N.J.S.A. 10:14012(b) of the Open Public Meetings Act provided for matters of this nature to be discussed in closed session; and

WHEREAS, the minutes of the closed session be taken and made available to the Public upon conclusion of the matter:

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council advises the public that formal action may be taken later this evening on the matters discussed in closed session or on other matter.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to accept the resolution as offered. All Council members present in favor.

Motion by Councilman Krasnomowitz, seconded by Councilman Law to enter into Executive Session at 8:37 pm. All Council members present in favor.

Discussion regarding Personnel; FOP Negotiations; Prospective Contract – Bond Counsel.

Motion by Councilman Fitzpatrick, seconded by Councilman Krasnomowitz to return to the Regular Meeting at 10:08 pm. All Council members present in favor.

No action taken as a result of Executive Session.

CORRESPONDENCE (Parenthesis indicate correspondence already copied and the date it was copied to Council)

- 1. Water Quality Management Agenda February 8, 2018 (2/12/2018)
- 2. Sussex Solid Waste Advisory Council Agenda February 13, 2018 (2/12/2018)
- **3.** Copy of resume received (2/12/2018)
- **4.** JCPL Notice of public hearing proposed increase of Rider RAC
- 5. Notice Managing Deer in NJ

- **6.** Notice of Change in Ownership 27 Heritage Lane (2/16/2018)
- 7. Notice of filing of foreclosure 109 Rt 23 (2/16/2018)
- **8.** From Sussex County Preliminary Equalization Table (2/26/2018)
- **9.** Sussex County First Annual Mental Health Forum (2/26/2018)

ADJOURNMENT

Motion by Councilman Fitzpatrick, seconded by Councilman Garrett to adjourn the meeting at 10:09 pm. All Council members present in favor.

Date Approved	
Date Released	
Vothy Corrett	_
Kathy Garrett	
Deputy Clerk	