

**TOWN OF KIRKWOOD
TOWN BOARD MEETING**

January 6, 2015

An organizational meeting of the Kirkwood Town Board was held on January 6, 2015 at 6:00 PM at the Joseph A. Griffin Town Hall with Supervisor Gordon Kniffen presiding.

Present: Supervisor Gordon Kniffen
Councilman Robert Weingartner
Councilman Lewis Grubham
Councilman William Diffendorf, Jr.
Councilwoman Linda Yonchuk

Also Present: Oliver Blaise, III, Deputy Town Attorney
Gayle Diffendorf, Town Clerk
Raymond Coolbaugh, DPW Commissioner
Marchie Diffendorf, Planning Bd. Chairman
Duane Travis, ZBA Chairman
Scott Baker, Broome County Legislator

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

December 30, 2014 Town Board Meeting

PUBLIC PARTICIPATION:

Roy Tondeur of Kirkwood Avenue once again requested that the Board consider changing the night of the work session with the meeting night. By changing the work session to the meeting night it would give a bigger slant of time between the proposal of or change in a law and when it is enacted. Currently there is a week between the work session and the Town Board meeting. Even if the minutes are posted in a timely fashion it only leaves a couple of days for anyone to pick up on something and respond to it. It is not in The Country Courier in time for anyone to do anything about any proposals they read about. He is requesting a discussion by the Board prior to the vote to change the work session to the first Tuesday of the month and the meeting to the last Tuesday of the month.

COMMUNICATIONS:

Re-Appointment for Clerks to Justices Full Time and Clerk Part Time
Elwood Derr, Town Historian reappointment as Town Historian

COMMITTEE REPORTS:

Councilwoman Yonchuk reported that Dan Giblin, Town Assessor, would like more people to be made aware of the **Enhanced STAR Exemption**, which is a school tax exemption. This is available to people who have reached the age of 64 as of December 31, 2014. The filing deadline is March 2, 2015. The person's home must be their primary residence. The 2013 Adjusted Gross Income (filed in 2014) must be less than \$83,300. Dan has applications in his office with explanations of all filing requirements.

Ray Coolbaugh reported that work has begun on **Well #3**. They found 2 holes in the pipe that was to be changed and also holes in the main casing with gravel in the bottom. John Finch said the company is trying to decide what the best approach is to tackle the hurdle they just came across, hopefully by tomorrow, to get the well back on line as soon as possible. One option is putting in a heavy duty screen which would reline the casing, putting a new casing inside the old casing. The problem with this is that it is very expensive and there is a least a 2-week lead time to get the new casing. In regard to another option, John said there should be a casing on the outside of the casing that has a hole in it and between the 2 casings there is gravel. The company is hoping to get access behind the casing that has a hole in it and possibly plug it with some mortar from the outside and seal it off. A concern is the 2 holes that are in the original column, on the inside casing, one of them wore a hole through and although the other one did not, they are not sure how stable the casing is now because of the fact that water has been hitting it for who knows how long. Since the other one may develop a hole later on, and if that is the case, more gravel would fall into the bottom of the well and get sucked up into the

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pump. The company is trying to figure out the best way to solve all the issues. In the short term they want to bring a submersible pump and a motor from their facility and get Well #3 back on line. Once they get it back on line, hopefully by Friday, then they will tear Well #1 apart and clean it and bring it back on line with peak performance so that will maintain the Town's system and then get the issues with Well #3 resolved.

In regard to the cost of these additional problems, John said although he has not gotten a definite price it could be closer to \$80,000 by the time the job is done, depending on what they ultimately have to do. Ray added that the company suggested that in the future the well be cleaned every 10 years so that problems can be identified sooner. The well has been tested before but the flow has been good so it has not been an issue.

John said that they will make sure that the submersible will maintain the system before they take Well #1 down. The company is planning on using a 1,000 gallon a minute pump to maintain the system, which is equivalent to Well #1. It will most likely pump better than Well #1 since the well is not working to capacity now. When Well #1 is cleaned and put back on line it will pump better than the submersible pump. Councilman Grubham noted a concern with this. Ray Coolbaugh added if Well #1 is taken apart and problems are found then there is really a concern. Since there is no way to tell the condition of Well #1, Councilman Grubham suggested that they might consider getting Well #3 back on line before working on Well #1. John said that Well #1 is running 24-7 right now. He added that 2 of the tanks are closed and the big tank is the only one that is open, and the level has not dropped more than a foot. John answered questions in detail as to Board questions and concerns.

Supervisor Kniffen said that currently the not to exceed price is \$40,000 but now it is considered an emergency and there is no idea what the cost will be, but it appears the cost will increase. He questioned whether the Board would like to discuss it at the time the cost is known. Councilman Grubham said the problem is that they are at the mercy of whatever needs to be done. Mr. Blaise said that since the company will be paid after submitting a voucher, at that time the not to exceed amount could be amended. He added that he feels the Board should give the Supervisor at least tacit approval to deal with this company as they will need to know whether they have the approval to proceed. Supervisor Kniffen will deal with this and call a special meeting if needed.

In response to a prior request from Councilman Diffendorf, Ray Coolbaugh reported that the cost of a **by-pass pump** would be about \$49,000 to put a pump in the manhole outside the sewer station. The only other way to do it would be to build a mini sub-station outside the lines with valves which would most likely cost about \$100,000. Since the pump couldn't be left in the system, they would need to have some place to put it on rails or some way to get it out of the way. It would have to be a pretty exclusive setup.

Scott Baker thanked everyone for their support in his recent re-election and invited anyone with questions or concerns to get in touch with him.

Councilwoman Yonchuk questioned if the annual repetitious items on the January agenda could be done by **consent agenda** in the future. She noted that at school board meetings numerous repetitive items are included in a consent agenda each month. Mr. Blaise said it can be done through an organizational resolution, where everything is lumped into one resolution, which some municipalities use. He did caution that the resolution is very lengthy. He can provide an example from another municipality. As a point of interest, Scott Baker added that the County has a preferred agenda, which might include 150 resolutions which were approved in Committee where there was no dissention at all. This does not include any local laws or financial resolutions such as capital improvement projects.

OLD BUSINESS:

Supervisor Kniffen explained that last year the Town Board signed an agreement with Steve Olson to provide services to the Town regarding the server upgrade. Steve has been working on this and it looked like the Town was going to join Broome County until

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it was discovered that Town software programs with Edmunds would not interface with the County's equipment. Since the purchase of a server will cost less than \$20,000 they want to go out to bid. Steve will help put the specs together for the request for quotes.

Steve explained that Broome County offered a virtualized server, meaning that they would physically take control over the server and put it in their data center. He explained why that cannot be done due to the conflict with the Edmunds software for accounts payable and water works for the Town. He said because of that, having a server on site would best serve the Town. Specifications will be put together and a request put out for proposal from area vendors. All the Town's information will be stored on the new server just as it is now. There is a choice to make in regard to the email component, as to whether to it is stored in house or moved to a cloud offered by Microsoft for a monthly charge. Steve explained the advantages of cloud storage. He noted that if anything should happen to the server emails could still be processed. The disadvantage is the monthly cost per month per user. Bluestorm's initial quote, which according to Mary Kay Sullivan is a government rate, is about \$4 a month per user, and the Town has 11 or 12 users. That is subject to change. It was noted that Bluestorm has offered to help with the payment process since the Town does not have a credit card. This would have no impact on the court since they have their own server.

Councilwoman Yonchuk noted a concern that one of the reasons this was looked at was the aspect of consolidation of services with the County. She questioned if other Towns aren't going to run into the same problem as Kirkwood. Steve said it would not be an issue for other towns if they don't have the Edmunds software or an SQL database issue. Steve said there would be a way to get it to work but not only the server would have to be virtualized but every single desktop and that would be too much of a financial investment.

Steve will put together specifications and send quote requests to at least 3 vendors within a 50 mile radius.

Councilwoman Yonchuk moved to adopt Resolution Approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for various appointed officials, in accordance with the attached resolution. Councilman Diffendorf seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

1-15
Approve
Work Day
Reso For
Officials –
Retirement

MOTION CARRIED.

Councilman Diffendorf moved to adopt resolution scheduling a Public hearing for January 27, 2015 at 6:00 PM regarding the Adams CATV, Inc., franchise renewal. Councilman Grubham seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

2-15
Sched PH
Adams
CATV
Franchise
Renewal

MOTION CARRIED.

NEW BUSINESS:

Councilman Grubham moved to adopt resolution appointing the Press & Sun-Bulletin as the official newspaper for 2015 and designating The Country Courier, pursuant to Town Law Section 64 (11), as a supplemental newspaper for publication of all legal notices of the Town for 2015, and requiring the applicant on a zoning matter or an environmental matter to pay the cost of such publication in the official newspaper of the Town, and the Town to pay the cost of such publication in the supplemental newspaper. Councilman Weingartner seconded.

3-15
Appoint
Press Official
Newspaper
Courier
Supplemental

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Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Weingartner moved to adopt resolution naming M & T Bank as the depository for town funds for the Supervisor for 2015. Councilwoman Yonchuk seconded.

4-15
M&T
Depository
Town Funds

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilwoman Yonchuk moved to adopt resolution appointing the Supervisor as Service Officer for 2015. Councilman Diffendorf seconded.

5-15
Appoint
Supervisor
Service
Officer

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Diffendorf moved to adopt resolution authorizing the Supervisor to invest general funds, special district funds and highway moneys not obligated or required for immediate expenditure in United States treasury bills, savings accounts, time deposit or time certificates of deposit through Charter One, Manufacturers & Traders Trust Company, Tioga State Bank, Chemung Canal Trust Company, NBT Bank, Wilber National Bank and First Niagara Bank; said investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided, all pursuant to the provisions of the Investment Policy for the Town of Kirkwood adopted July 3, 1993. Councilman Grubham seconded.

6-15
Supervisor
Invest Funds

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Grubham moved to adopt resolution establishing reimbursement of expenditures incurred in 2015 as follows:

7-15
Exp. Reimb.
Inc. Mileage

Mileage reimbursement at current Federal Government rate for job related travel;
Attendance at job related meetings not to exceed \$20 per meeting (other than New York City);
Attendance at job related meetings in New York City at \$88 per day for meals only.

Councilman Weingartner seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Weingartner moved to adopt resolution designating the following Tuesdays of each month as Town Board meeting nights to be held at 6:00 PM at the Joseph A. Griffin Town Hall:

8-15
Designate
Mtg Nights

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First Tuesday - Regular Town Board Meeting
Last Tuesday - Work Session

Councilwoman Yonchuk seconded.

Discussion: Councilman Weingartner said currently there is a work session and then in 7 days a Board meeting, then there are 21 days to gather new business before the next work session to work on everything. If it is changed to having a work session and going 21 days between the work session and the next Board meeting it would only give the Board 7 days between the Board meeting and the next work session. In essence what would happen is the majority of new business would come in those 21 days so a Board meeting would be similar to a Board meeting/new business meeting because there wouldn't be any new business. That is one of the things that was presented when this issue was addressed previously. It was noted that there could be a concern with the payment of claims as well. Councilwoman Yonchuk said Roy's concern is valid so she suggested 2 weeks between a meeting and work session, such as the 1st and 3rd Tuesday of each month and then the order would be irrelevant and it could possibly be less of a concern in regard to processing claims. This may address the publication issue in The Country Courier. She noted that the minutes are posted in a timely manner but there is a weekend in between. Supervisor Kniffen felt that could be a consideration. Councilman Weingartner said he likes the schedule the way it is. Councilman Diffendorf stated that they meet at a two-week interval in Conklin and there basically is no work session. He said they address everything that night and vote on it that night. They do not discuss it at one meeting in preparation for the next, but vote on it that night, so there is no advantage there. Supervisor Kniffen added that is basically what Kirkwood does in the summer. Councilman Diffendorf said he is happy with the schedule the way it is. The Board addresses something, and if someone is interested they will be here, and it is voted on the next week. This way it is clear and fresh in everyone's mind.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - no
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilwoman Yonchuk moved to adopt resolution requiring all itemized vouchers to be submitted to the Town Clerk's office before noon of the Friday prior to the last Tuesday of each month, and vouchers for reimbursement of medical and optical expenses to be submitted to the Town Clerk's office before noon of the Thursday prior to the last Tuesday of each month to qualify for audit and payment at the next regular Town Board meeting. Councilman Diffendorf seconded.

9-15
Voucher
Submittal

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Diffendorf moved to adopt resolution establishing hourly rates of pay for Public Works personnel for 2015, pursuant to Collective Bargaining Agreement with Teamsters 693 effective January 1, 2015 and with rate sheet from DPW Commissioner for all non-union employees of the DPW. Councilman Grubham seconded.

10-15
Pay Rates
DPW

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

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11-15
Pay Rates
Indep. Cont.
& BAR

Councilman Grubham moved to adopt resolution establishing hourly rates of pay for independent contractors and Board of Assessment Review, in accordance with the attached resolution. Councilman Weingartner seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

12-15
Salaries
Elected &
Appointed
Officials

Councilman Weingartner moved to adopt resolution establishing salaries for all elected and appointed officials and employees as set forth in the 2015 budget. Councilwoman Yonchuk seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

13-15
Appoint
Various
Positions

Councilwoman Yonchuk moved to adopt resolution appointing the following persons to the designated positions for 2015, in accordance with the resolution. Councilman Diffendorf seconded.

Councilwoman Yonchuk read the attached resolution which on file in the Town Clerk's Office.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

14-15
Annual
Report Due

Councilman Diffendorf moved to adopt resolution authorizing Supervisor to submit to the Town Clerk by March 31, 2015, a copy of his Annual Report to the State Comptroller and directing the Town Clerk to cause a notice to be published within ten (10) days after receipt of said report in the official newspaper and supplemental newspaper of the town that a copy of such report is on file and available for inspection in Town Clerk's office. Councilman Grubham seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

15-15
Prepay
Utility &
Property Tax
Bills

Councilman Grubham moved to adopt resolution authorizing the payment of utility bills, town real property tax bills and postage prior to audit pursuant to Town Law Section 118 (2). Councilman Weingartner seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

16-15
Cash
Management
Procurement
& Investment
Policies

Councilman Weingartner moved to adopt resolution reaffirming and re-adopting resolutions establishing Cash Management Policies/Procedures adopted June 5, 1990 and the Procurement Policy adopted December 6, 1994 and revised December 3, 2013 and the Investment Policy adopted July 3, 1993. Councilwoman Yonchuk seconded.

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Roll Call Vote: Councilman Weingartner - yes
Councilman Grubham - yes
Councilwoman Yonchuk - yes
Councilman Diffendorf - yes
Supervisor Kniffen - yes

MOTION CARRIED.

Councilwoman Yonchuk moved to adopt resolution authorizing the Commissioner of Public Works to purchase equipment and tools not to exceed a total of \$2,000.00 per year without prior Town Board approval, providing such purchases are consistent with a resolution adopting a Procurement Policy enacted December 6, 1994 by Kirkwood Town Board and reviewed and reaffirmed herewith. Councilman Diffendorf seconded.

17-15
DPW
Equipment
Purchases

Roll Call Vote: Councilman Weingartner - yes
Councilman Grubham - yes
Councilwoman Yonchuk - yes
Councilman Diffendorf - yes
Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Diffendorf moved to adopt resolution pursuant to section 123 of the Town Law engaging Budget Officer, James Smith, CPA, to make an annual audit of the books and records of each person who as a town officer or employee received or disbursed any moneys in calendar year 2014 and also each Town Justice for the year 2014 including the criminal and civil dockets to determine that the fines and fees shown thereon that have been collected and were turned over to the proper officials as required by law, and to complete said audit by February 28, 2015. Councilman Grubham seconded.

18-15
Budget
Officer
J. Smith
Audit Bks

Roll Call Vote: Councilman Weingartner - yes
Councilman Grubham - yes
Councilwoman Yonchuk - yes
Councilman Diffendorf - yes
Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Grubham moved to adopt resolution reappointing John Mastronardi of Griffiths Engineering as the Stormwater Management Officer for the year 2015. Councilman Weingartner seconded.

19-15
Reappoint J.
Mastronardi
Stormwater
Management
Officer

Roll Call Vote: Councilman Weingartner - yes
Councilman Grubham - yes
Councilwoman Yonchuk - yes
Councilman Diffendorf - yes
Supervisor Kniffen - yes

MOTION CARRIED.

Councilman Weingartner moved to adopt resolution appointing William Tozer as Safety Officer for the year 2015 at an annual salary of \$1500. Councilwoman Yonchuk seconded.

Discussion: Supervisor Kniffen explained that Bill did submit his resignation as Safety Officer but has agreed to continue until a replacement can be found. He contacted Jim Schneider of the Five Mile Point Fire Company to see if a fireman who is a retiree might be interested in the position. He noted that at one time there were monthly safety meetings and the firemen were included since they are part of the Town's Workers' Comp Program. Councilwoman Yonchuk said that she seems to remember talking about a fire fighter doing it as part of their volunteer duties. Mr. Blaise said that could be a concern if they somehow got injured there would be a question as to who would cover it.

20-15
Appoint W.
Tozer
Safety Officer

Roll Call Vote: Councilman Weingartner - yes
Councilman Grubham - yes
Councilwoman Yonchuk - yes
Councilman Diffendorf - yes
Supervisor Kniffen - yes

MOTION CARRIED.

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21-15
Appoint
H. Kline
Town
Attorney

Councilwoman Yonchuk moved to adopt resolution appointing Herbert A. Kline as Town Attorney for a term to expire December 31, 2016. Councilman Diffendorf seconded

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

22-15
Reappoint
Jason Griffin
Ad Hoc
ZBA

Councilman Diffendorf moved to adopt resolution reappointing Jason Griffin as Temporary Ad Hoc Member of the Zoning Board of Appeals, pursuant to Local Law No. 11-1986; to be compensated at \$30.00 per meeting attended, upon submission of a voucher to the Town Board. Councilman Grubham seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

23-15
Reappoint
T. Tracy
Ad Hoc
Planning Bd.

Councilman Grubham moved to adopt resolution reappointing Thomas Tracy as Ad Hoc Member to the Planning Board, pursuant to Local Law No. 1-2004; to be compensated at \$30.00 per meeting attended, upon submission of a voucher to the Town Clerk. Councilman Weingartner seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

OTHER:

24-15
Amend Name
Johnson Rd.
Mobile Home
Park (Moore)

Councilman Weingartner moved to adopt resolution amending Resolution # 119-14 adopted October 7, 2014 to change the name from Johnson Road Mobile Home Park to Moore Mobile Home Park. Councilwoman Yonchuk seconded.

Discussion: Mr. Blaise explained that through the Department of State the Code Office realized this park was registered as Moore Mobile Home Park. The Code Office questioned if the Town's records should conform with the State. Mr. Blaise said it would be easier to cross reference through both agencies if the change was made in Town records.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

MOTION CARRIED.

AUDIT AND PAYMENT OF CLAIMS:

25-15
Audit/Pay

Councilwoman Yonchuk moved to adopt resolution authorizing the audit and payment of the following claims: General and Highway Funds, Special Districts (Fire, Light, Water and Sewer Districts), Professional Services, Capital Projects and Reserve Funds claims, and ratifying the payment of the prepaid claims as authorized by resolution adopted this date, all in accordance with the abstract of claims on file in the Town Clerk's Office. Councilman Diffendorf seconded.

Roll Call Vote: Councilman Weingartner - yes
 Councilman Grubham - yes
 Councilwoman Yonchuk - yes
 Councilman Diffendorf - yes
 Supervisor Kniffen - yes

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Supervisor Kniffen noted that Kirkwood has honored veterans in the past, and most recently at the 2014 Town Fair. Knowing that so many people love veterans, he referenced the movie Unbroken, which is currently showing about a wonderful Italian veteran. His plane was shot down and he survived in a raft for 47 days while being attacked by sharks only to be captured by the Japanese and held for 2 years where he was severely abused because he was an Olympic track star. But after all he endured he did survive. Supervisor Kniffen encouraged everyone to go and see this great movie.

ADJOURNMENT:

Councilman Weingartner moved to adopt resolution to adjourn the meeting.

Councilwoman Yonchuk seconded. All voted in favor.

MOTION CARRIED.

Meeting adjourned at 7:03 P.M.

Respectfully submitted,

Gayle M. Diffendorf
Town Clerk