

## **Clifton Park Town Board Meeting Minutes**

**March 17, 2003**

The regular meeting of the Town Board of the Town of Clifton Park was held in the Town Office Building at 7:00 p.m., Supervisor Barrett presiding.

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

Present: Councilman Paolucci  
Councilman Speckhard  
Councilwoman Walowit  
Supervisor Barrett  
Town Clerk O'Donnell

Absent: Councilman Roth

Also Present: Town Attorney Trainor  
Mark Heggen, Comptroller  
Barbara McHugh, Director of Community Development  
Michael O'Brien, Environmental Specialist  
Michael Shahan, Town Administrator

MOTION by Councilman Paolucci, seconded by Councilwoman Walowit, to approve the minutes of the March 3, 2003 meeting as presented.

### **ROLL CALL VOTE**

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

### **MOTION CARRIED**

### **ANNOUNCEMENTS AND COMMUNICATIONS**

Supervisor Barrett announced a Support the Troops Rally will be held on the Clifton Common on March 29, 2003 at noon. He said donations can be made to "Enduring Freedom Fund".

Coaches and members of the Shenendehowa Hockey Team were introduced and

presented with Resolution No. 53 of 2003 in recognition of their outstanding achievement in winning Section II Championship for the first time since 1983.

Representatives of the churches and synagogue in Clifton Park were presented with Resolution No. 54 of 2003 expressing appreciation for their participation in the Interfaith Musical Festival celebrating the 175th Anniversary of the town.

Town Administrator Shahan reported bids have been open with regard to trash being hauled from the Transfer Station. He compared the cost of trash being hauled by a private company versus by the town. It appears there could be a savings of \$35,000 to \$40,000 by having a private company haul the trash.

Supervisor Barrett said if the town can find areas each year to save money, e.g. the arena in 2002 and the Transfer Station this year, it will cover the anticipated tremendous hikes in health benefits and insurance coverage and still keep a conservative budget.

Comptroller Heggen reviewed financial activities. The closing for the long term bonds at 4.2 percent was held in March, leaving Rexford Water District as the only outstanding BAN. He said the NYS Comptroller has notified the town of a projection of possibly 11 percent in retirement contributions.

Supervisor Barrett said the town will need an extra \$200,000 by the end of the year.

Resolution No. 53 of 2003, a resolution honoring the Shenendehowa Hockey Team.

Introduced by Supervisor Barrett, who moved its adoption, seconded by the entire Town Board.

WHEREAS, the Shenendehowa Hockey Team has excelled in the 2002 school year; and has compiled an outstanding record, and

WHEREAS, the Town Board recognizes the value of athletics to the high school students of our Town, and further recognizes the hard work and dedication of these athletes and their coaches, and

WHEREAS, the Town Board further recognizes the tremendous commitment of time expended by the Shenendehowa Hockey Team and their coaches in preparation for their exemplary season, and

WHEREAS, the Town Board further recognizes and supports the outstanding leadership skills of these athletes as exemplified by their coaches; now, therefore, be it

RESOLVED, that the Town Board honors the members of the Shenendehowa Hockey Team for their ranking as Section II Division Champions and commends them for their outstanding dedication to their sport, school and community.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 54 of 2003, a resolution expressing appreciation to the Churches and Synagogue for their participation in the Interfaith Musical Festival celebrating the 175th Anniversary of the Town of Clifton Park.

Introduced by Supervisor Barrett, who moved its adoption, seconded by the entire Town Board.

WHEREAS, the Town of Clifton Park is celebrating its 175th Anniversary this year, and

WHEREAS, on March 2, 2003 the Churches and Synagogue in the Town of Clifton Park held an Interfaith Musical Festival and shared histories of their various groups to celebrate the 175th Anniversary of the Town; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park wishes to show their appreciation to the participants of this event; and be it further

RESOLVED, that the Town Board wishes to acknowledge and give special thanks to Reverend Ralph Marino, Pastor of the Shenendehowa United Methodist Church, for his leadership in coordinating this musical tribute and to Father John Cairns and the St. Edwards Community for their generous hospitality.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 55 of 2003, a resolution authorizing the installation of three street lights at the entrance to the Rexford Fire District.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Speckhard.

WHEREAS, the Rexford Fire District has requested that three streetlights be installed at the entrance to the Fire Station, and

WHEREAS, the building is accessed in the evening for emergencies and other times for meetings; now, therefore, be it

RESOLVED, that authorization is hereby granted for the installation of three street lights at the entrance to the Rexford Fire District, said property located on the west side of Rt. 146 (Balltown Road) in the Town of Clifton Park; and be it further

RESOLVED, that such street lights shall be a charge to the Town of Clifton Park Lighting District No. 1 and a copy of this authorization shall be forwarded to the Niagara Mohawk Power Corporation.

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

#### DECLARED ADOPTED

Resolution No. 56 of 2003, a resolution transferring \$500,000 from Undesignated, Unreserved Surplus to the Board designated Tax Stabilization Reserve Fund.

Introduced by Councilman Speckhard, who moved its adoption, seconded by Councilman Paolucci.

WHEREAS, the Town of Clifton Park has established a Board designated Tax Stabilization Reserve Fund, and

WHEREAS, it is the practice of the Town, from time to time to designate monies from the Undesignated, Unreserved Surplus for future tax stabilization purposes; now, therefore, be it

RESOLVED, that the amount of \$500,000 be transferred from Undesignated, Unreserved Surplus to the Board designated Tax Stabilization Reserve Fund (A-880).

Councilman Speckhard said the interest generated by this fund has been used to develop

the Open Space Plan but he doesn't feel there is a commitment to do that into the future. He feels the town should hold open the possibility of using that interest in other areas that might arise.

Supervisor Barrett said with the approval of this resolution, \$1.5 million will be in this fund.

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

#### DECLARED ADOPTED

Resolution No. 57 of 2003, a resolution awarding the bid for the control of aquatic vegetation in the Barney, Beechwood and Par Del Rio (Clifton Knolls) ponds.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Paolucci.

WHEREAS, bids were solicited for the above referenced contract, and

WHEREAS, the lowest responsible bidder for this contract is Burden Aquatics, Inc., Averill Park, NY, in the amount of \$14,432 for the treatment of the three ponds, and

WHEREAS, the Environmental Specialist has reviewed the bid and has recommended to the Town Supervisor that the bid of Burden Aquatics, Inc. be accepted; now, therefore, be it

RESOLVED, that the Town Board hereby accepts and awards the above referenced bid to Burden Aquatics, Inc. in the amount of \$14,432 to be budgeted from SP3-7131-24 (Clifton Knolls-General Maintenance).

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 58 of 2003, a resolution authorizing the Comptroller and Assistant Comptroller to attend the New York State-General Finance Officers Association Annual Conference.

Introduced by Councilman Speckhard, who moved its adoption, seconded by Councilman Paolucci.

WHEREAS, Comptroller Mark Heggen has requested that he and Assistant Comptroller James Tunney be authorized to attend the NYS-GFOA Conference to be held in Albany, New York, from March 19 – 21, 2003, and

WHEREAS, their attendance at this conference will confer a benefit upon and be in the best interest of the Town of Clifton Park; now, therefore, be it

RESOLVED, that Comptroller, Mark Heggen and Assistant Comptroller, James Tunney are hereby authorized to attend the NYS-GFOA Conference March 19 – 21, 2003 in Albany, New York, at a cost not to exceed \$540.00 to be paid from A-1315-1 (Comptroller-travel and conference) to be vouchered appropriately.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 59 of 2003, a resolution referring the Wayne VanPatten Acres PUD to the Planning Board for review and comment.

Introduced by Councilman Paolucci, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, an application has been made to the Town Board for the Wayne VanPatten Acres PUD, and

WHEREAS, the Town Code requires a review of all PUD applications by the Planning Board; now, therefore, be it

RESOLVED, that the Wayne VanPatten Acres PUD application is hereby referred to the Town Planning Board for review and comment and that the Planning Board report back

to the Town Board within 60 days.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 60 of 2003, a resolution extending the Transfer Station hours for the annual Spring Clean Up/Green Up Week.

Introduced by Councilman Paolucci, who moved its adoption, seconded by Councilman Speckhard.

WHEREAS, Jeffrey Vedder, Transfer Station Supervisor, has requested authorization to extend the Transfer Station hours for the Spring Clean Up/Green Up Week and open on Sunday April 27, 2003 and Sunday, May 4, 2003; now, therefore, be it

RESOLVED, that the Transfer Station Supervisor is authorized to extend the Transfer Station hours of operation during Spring Clean Up/Green Up Week and open on Sunday April 27, 2003 and Sunday May 4, 2003 as per the attached schedules of hours of operation and overtime costs with May 11, 2003 and May 18, 2003 designated as alternative dates for the Sunday openings; and be it further

RESOLVED, that the Sunday hours will be from 10:00 AM to 4:00 PM for collection of leaves and brush only.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 61 of 2003, a resolution authorizing John Scherer, Town Historian, to attend the Association of Public Historians Conference.

Introduced by Councilman Paolucci, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Director of Parks, Recreation and Community Affairs has recommended that John Scherer, Town Historian, be permitted to attend the Association of Public Historians Conference in Ithaca, New York, April 13 - 15, 2003, and

WHEREAS, John Scherer's attendance at the Association of Public Historians Conference would confer a benefit to the Town; now, therefore, be it

RESOLVED, that John Scherer is authorized to attend the Association of Public Historians Conference in Ithaca, New York, April 13 – 15, 2003 at a cost not to exceed \$300.00 to be paid from budget line item A7510-1 (Historian-Training/Conference).

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

#### DECLARED ADOPTED

MOTION by Councilman Speckhard, seconded by Councilwoman Walowit, to recess in order to listen to President Bush address the nation on the impending war in Iraq. Motion unanimously carried at 8:00 p.m.

Meeting reconvened at 8:17 p.m.

Resolution No. 62 of 2003, a resolution establishing Corporate Commerce Zone Water District No. 1 and authorizing the acquisition and construction of improvements to the water system.

Introduced by Councilman Paolucci, who moved its adoption and seconded by Councilman Speckhard.

WHEREAS, the Town Board of the Town of Clifton Park proposes to establish the Corporate Commerce Zone Water District No. 1 (the "District") in the Town of Clifton Park, New York (the "Town"), pursuant to Article 12-A of the Town Law, and

WHEREAS, a map, plan and report relating to the establishment of the proposed District, prepared by John McDonald Engineering, P.C., a competent engineer licensed by the State of New York, in the manner and detail required by the Town Board, has been filed with the Town Clerk in accordance with the requirements of Article 12-A of the Town



Law, and

WHEREAS, on February 24, 2003, a resolution was adopted by the Town Board reciting the filing of the map, plan and report, the boundaries of the proposed District, the improvements proposed, the estimated expense of these improvements, the proposed method of financing, the cost of the District to the properties in the District, the fact that the map, plan and report are on file in the Town Clerk's office for public inspection and all other matters required by law to be stated, and

WHEREAS, the resolution called a public hearing to be held on March 10, 2003 at 7:45 p.m. to hear all persons interested in this matter and to take action as required by law, and

WHEREAS, the resolution was published and posted as required by law, and

WHEREAS, a public hearing on the matter was held by the Town Board on March 10, 2003, beginning at 7:45 p.m. and the matter was fully discussed and all interested person were heard; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby determines that:

1. The notice of hearing was published and posted as required by law, and is otherwise sufficient.
2. All the property and property owners within the proposed District are benefited thereby.
3. All the property and property owners benefited are included within the limits of the proposed District.
4. The establishment of this District is in the public interest.

AND IT IS FURTHER

RESOLVED, that the District, as set forth in the map, plan and report be approved, that the requested improvements be constructed, and that the necessary easements and lands be acquired, upon the required funds being made available and provided for, and it is further

RESOLVED, that this District shall be known as the Corporate Commerce Zone Water District No. 1 in the Town of Clifton Park and shall be bounded and described as set forth on Exhibit A attached hereto, and it is further

RESOLVED, that the proposed improvements, including construction costs, cost of acquisition of lands and easements, legal and engineering fees, and all other expenses, be financed by the issuance of serial bonds and bond anticipation notes of the Town containing such terms as may be determined by the Town Board, the cost of such

improvements to be assessed by the Town Board in as close a proportion to the benefit to which each lot or parcel will derive from the improvement as is possible; and it is further

RESOLVED, that this resolution is subject to permissive referendum as provided in Town Law Section 209-e, in the manner provided in Article 7 of the Town Law, and is subject to the approval of the State Department of Audit and Control in accordance with Town Law Section 209-f; and it is further

RESOLVED, that this resolution supercedes Resolution No. 53 of 2002, adopted February 25, 2002, previously establishing the Corporate Commerce Zone Water District No. 1.

Councilman Speckhard reviewed the history of Corporate Commerce Zone noting it was a bipartisan effort. He further reviewed the process of forming the water district, explaining the need to extend water to the Rexford Water District and the great need for water in that area of town. Councilman Speckhard said the water pipe will be bigger than actually needed and the extra size will be paid for by future users. Supervisor Barrett explained the extension to Rexford is part of the agreement with the Town of Glenville. Councilman Speckhard said a fund of approximately \$600,000 has been established to work with the Water Authority for the extension.

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

#### DECLARED ADOPTED

Resolution No. 63 of 2003, a resolution establishing Corporate Commerce Zone Sewer District No. 1 and authorizing the acquisition and construction of improvements to the sewer system.

Introduced by Councilman Speckhard, who moved its adoption and seconded by Councilman Paolucci.

WHEREAS, the Town Board of the Town of Clifton Park proposes to establish the Corporate Commerce Zone Sewer District No. 1 (the "District") in the Town of Clifton Park, New York (the "Town"), pursuant to Article 12-A of the Town Law, and

WHEREAS, a map, plan and report relating to the establishment of the proposed District, prepared by John McDonald Engineering, P.C., a competent engineer licensed by the State of New York, in the manner and detail required by the Town Board, has been filed

with the Town Clerk in accordance with the requirements of Article 12-A of the Town Law, and

WHEREAS, on February 24, 2003, a resolution was adopted by the Town Board reciting the filing of the map, plan and report, the boundaries of the proposed District, the improvements proposed, the estimated expense of these improvements, the proposed method of financing, the cost of the District to the properties in the District, the fact that the map, plan and report are on file in the Town Clerk's office for public inspection, and all other matters required by law to be stated, and

WHEREAS, the resolution called a public hearing to be held on March 10, 2003 at 8:00 p.m. to hear all persons interested in this matter and to take action as required by law, and

WHEREAS, the resolution was published and posted as required by law, and

WHEREAS, a public hearing on the matter was held by the Town Board on March 10, 2003, beginning at 8:00 p.m. and the matter was fully discussed and all interested person were heard; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby determines that:

1. The notice of hearing was published and posted as required by law, and is otherwise sufficient.
2. All the property and property owners within the proposed District are benefited thereby.
3. All the property and property owners benefited are included within the limits of the proposed District.
4. The establishment of this District is in the public interest.

AND BE IT FURTHER

RESOLVED, that the District, as set forth in the map, plan and report be approved, that the requested improvements be constructed, and that the necessary easements and lands be acquired, upon the required funds being made available and provided for, and be it further

RESOLVED, that this District shall be known as the Corporate Commerce Zone Sewer District No. 1 in the Town of Clifton Park and shall be bounded and described as set forth on Exhibit A attached hereto, and be it further

RESOLVED that the proposed improvements, including construction costs, cost of acquisition of lands and easements, legal and engineering fees, and all other expenses, be financed by the issuance of serial bonds and bond anticipation notes of the Town

containing such terms as may be determined by the Town Board, the cost of such improvements to be assessed by the Town Board in as close a proportion to the benefit to which each lot or parcel will derive from the improvement as is possible, and be it further

RESOLVED, that this resolution is subject to permissive referendum as provided in Town Law Section 209-e, in the manner provided in Article 7 of the Town Law, and is subject to the approval of the State Department of Audit and Control in accordance with Town Law Section 209-f; and be it further

RESOLVED, that this resolution supercedes Resolution No. 52 of 2002, adopted February 25, 2002, previously establishing the Corporate Commerce Zone Sewer District No. 1.

Councilman Speckhard said the goal of the sewer district is simply to provide sewer services to the Corporate Commerce zone and it will not be extended beyond the zone. He noted the funding for the sewer district will draw on monies given to the town through a grant from the state in the amount of \$250,000. Councilman Speckhard said an outside user policy will have to be discussed.

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

#### DECLARED ADOPTED

Resolution No. 64 of 2003, a resolution honoring Edward J. Vopelak for attaining the rank of Eagle Scout.

Introduced by Supervisor Barrett, who moved its adoption, seconded by the entire Town Board.

WHEREAS, Edward J. Vopelak, Ballston Lake, of Boy Scout Troop 246, has attained the rank of Eagle Scout, and

WHEREAS, the Town of Clifton Park Town Board wishes to acknowledge and honor Edward J. Vopelak's achievements, particularly his community service project, leading a group of adult and youth volunteers to lay a brick walkway in the Gowana Courtyard at the Shenendehowa School District, a walkway that is paved with personalized bricks given by members of the community in memory or in honor of loved ones; now, therefore, be it

RESOLVED, that Edward J. Vopelak, 34 Ashley Drive, Ballston Lake, of Troop 246, is hereby recognized and honored for having attained the rank of Eagle Scout.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 65 of 2003, a resolution awarding the bid for Disposal of Solid Waste.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Speckhard.

WHEREAS, it is necessary to contract for Transfer Station Solid Waste Disposal, and

WHEREAS, bids were received and opened on March 7, 2003 for Transfer Station Solid Waste Disposal, and

WHEREAS, County Waste, Clifton Park, was the lowest conforming bidder at \$52.00 per ton for Town Hauling, total bid \$171,600 and \$55.50 per ton for Contractor Hauling, total bid \$183,150, and

WHEREAS, McDonald Engineering has reviewed the bids and recommends that the bid of County Waste, Clifton Park, be accepted for Transfer Station Solid Waste Disposal; now, therefore, be it

RESOLVED, that the bid of County Waste be accepted in the amount of \$52.00 per ton for Town Hauling, total bid \$171,600 and \$55.50 per ton for Contractor Hauling, total bid \$183,150, as budgeted from A-8160-13 (Solid Waste Management-Refuse Removal/CTS).

Supervisor Barrett said the savings are very significant. He said County Waste will be picking up the trash and bringing it to their facility which will allow better flexibility for town workers at the Transfer Station. It is anticipated this will start no later than April 1. The Supervisor reported there will be savings in many areas, noting the disposal fee, including shipping, will be less than what the town has been paying just for disposal.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,

Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

Resolution No. 66 of 2003, a resolution scheduling a public hearing regarding the establishment of the Appleton Road Water District No. 1, as an extension of the Rexford Water District.

Introduced by Councilman Speckhard, who moved its adoption, seconded by Councilman Paolucci.

WHEREAS, several meetings have been held with property owners on Grooms Road and Appleton Road, and

WHEREAS, a majority of the property owners have expressed an interest in obtaining water from the Rexford Water District, and

WHEREAS, the Town Board proposes to establish a water district to serve properties on Grooms Road and Appleton Road, and

WHEREAS, a map, plan and report (the "Maps and Plans") have been prepared in a manner and detail as determined by the Town Board regarding the proposed establishment of the District, and

WHEREAS, the Maps and Plans have been filed in the Town Clerk's Office and are available for public inspection during regular business hours, and

WHEREAS, the boundaries of the proposed District are as described in the Engineering Report and attached to this resolution, and

WHEREAS, the water system improvements proposed to be constructed in the District (the "Improvements") consist of the construction and acquisition of a water distribution system and appurtenances, including the acquisition of land or rights in land, and furnishings, machinery, equipment or apparatus required in connection therewith, and

WHEREAS, the estimated maximum amount to be expended for the Improvements, including design, construction and administrative costs, is \$178,300, with the average annual cost to the typical residential user being \$1,155.00, and

WHEREAS, the cost of acquiring, constructing and installing the District Improvements will be assessed by the Town Board in proportion as nearly as may be to the benefit which each lot or parcel in the District will derive there from; now, therefore, be it

RESOLVED, that the Town Board will hold a public hearing to hear all persons interested in the establishment of the District, which public hearing shall be held in the

Wood Memorial Room, Town Hall, One Town Hall Plaza, in the Town of Clifton Park on April 7, 2003 at 7:10 p.m.; and be it further

RESOLVED, and ordered that the Town Clerk give notice of such hearing by publishing in the official Town newspaper a copy of this resolution and by posting a copy of this resolution on the Town's official sign-board not less than ten nor more than twenty days before such hearing.

Supervisor Barrett said this is a stand alone project and has nothing to do with any agreements with the Town of Glenville. Councilman Speckhard said the obligation to the Town of Glenville is to have a 24 hour reserve of water.

#### ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Speckhard,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman Roth

DECLARED ADOPTED

#### PUBLIC PRIVILEGE

No one wished to be heard.

MOTION by Councilman Paolucci, seconded by Councilwoman Walowit, to adjourn the meeting to the next regular meeting or any other meeting necessary for the conduct of Town business.

Motion carried at 8:30 p.m.

Patricia O'Donnell  
Town Clerk