

**BOROUGH OF TOTOWA**

**MINUTES OF THE MAYOR AND COUNCIL**

**YOUTH WEEK**

**May 25, 2021**

Due to the COVID-19 (coronavirus) pandemic and the Governor's Executive Order 107, in accordance with N.J.S.A. 10:4-8(b), this meeting was not open to the public, but was held by virtual means on Zoom.

**PRESENT:** Mayor John Coiro, presiding, Council President Lou D'Angelo, Councilwoman Debra Andriani, Councilman Anthony Picarelli, Councilman William Bucher, Councilman John Capo, Councilwoman Lisa Palazzo, Municipal Clerk Joseph Wassel and Municipal Attorney Kristin Corrado.

**ABSENT:** None.

Mayor John Coiro called the meeting to order and asked Municipal Clerk Wassel to call the roll.

Mayor Coiro congratulated everyone on winning their respective elections and welcomed them all to the Youth Week Council Meeting via Zoom.

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to adopt the following resolution authorizing the Youth Week Elected Officials to act in the place and stead of the Duly Elected Mayor and Council of the Borough of Totowa. On roll call vote, all members of the Council present voted in the affirmative.

**RESOLUTION NO. 57-2021**

**YOUTH WEEK RESOLUTION**

WHEREAS, in the observance of Youth Week, students have been designated in the place and stead of the Mayor and Council of the Borough of Totowa; and

WHEREAS, the said students shall conduct the business of the said Governing Body of the Borough of Totowa under the guidance of the duly elected Mayor and Council.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Totowa, County of Passaic, State of New Jersey, that any and all actions taken on behalf of said Governing Body are hereby and herewith ratified and confirmed as the official actions of the Mayor and Council as if the same were acting directly and in person.

Youth Week Mayor Olivia Ciampa called the meeting to order and asked Borough Clerk Olivia Ormsby to call the roll of the 2021 Youth Week Council.

**PRESENT:** Mayor Olivia Ciampa, presiding, Councilman Sean Puglise, Councilwoman Makayla Porter, Councilman Ethan Lamberty, Councilman Daniel Bucher, Councilwoman Arrian Wynter, Councilman Dante Palazzo, Municipal Clerk Olivia Ormsby and Municipal Attorney Mackenzie Beazley.

**ABSENT:** None.

Mayor Ciampa asks everyone to stand for the Prayer and Pledge of Allegiance to the Flag.

Borough Clerk Ormsby recited the following Prayer of the Meeting: Dear Lord: the Mayor and Council pray, that courage and strength abundant be given that the actions of this Council be of benefit to all of the residents of the Borough of Totowa. Lord: we also pray, that you give courage and strength to the Youth Week Mayor, Council and Officials, so that we may fulfill our duties—under the guidance of this duly elected Mayor and Council—to the best of our abilities. And Lord: may you bless our families and friends, teachers and school officials, for all of their love and support.

Borough Clerk Ormsby led everyone in the Pledge of Allegiance to the Flag with the public participating.

Mayor Ciampa asked Borough Clerk Ormsby to read the statement of the meeting.

Borough Clerk Ormsby reads the following statement: This meeting of the Mayor and Council held on this day is being held in accordance with Chapter 231, Public Laws 1975 of the State of New Jersey as amended. The agenda for this meeting has been prepared and distributed to the Mayor and Council and a copy has been on file in the Office of the Borough Clerk.

Mayor Ciampa asked if any Members of the Council, the Borough Clerk or the Borough Attorney wished to address the Council.

Borough Attorney Mackenzie Beazley: Gave the following report.

Honorable Mayor and Council:

Please be advised that the Borough of Totowa is being sued as a Third-Party defendant by Occidental Chemical Corporation in a federal lawsuit seeking contribution and cost recovery under the Comprehensive Environmental Response, Compensation and Liability Act. By way of background information, a company known as Diamond Alkali Company in Newark, New Jersey manufactured Agent Orange from 1951 through 1969. Dioxin, a by-product of that chemical, was discharged into the Passaic River and polluted a 17 mile stretch of the river. This portion of the River is also referred to as the Passaic River Superfund site.

From approximately 2005 to 2013, Totowa was involved in similar litigation brought pursuant to the New Jersey Spill Compensation and Control Act. In that case, the New Jersey Department of Environmental Protection sued Maxus Energy Corporation to recover costs incurred by New Jersey to clean up the Passaic River and Newark Bay. Maxus was the parent company of Diamond Alkali and asserted that Totowa and other municipalities contributed to the River's contamination through their storm water systems which discharged into the waterways. After many years of litigation, the towns settled with the NJDEP to end the lawsuit.

Maxus eventually sold Diamond Alkali to Occidental. Totowa and 41 other towns are now being sued under the federal statute on the same theory of liability that they contributed other contaminants into the Passaic River which then settled in the sediments and polluted the River. Once Totowa is officially served with this lawsuit, the Borough will have 90 days to file an Answer. I will continue to keep you informed as this litigation proceeds.

Mayor Ciampa asked if any citizens watching via Zoom wished to be heard.

## CITIZENS HEARD:

William Laguna, 10 Margaret Street & Silvio Maddamma, 4 Crescent Avenue: Said that their streets have not been paved/repared in many years and that when it snows, they don't even get their roads salted. Mayor Coiro: Responded, that he will take a ride down to the area with Department of Public Works Superintendent Jim Niland to take a look.

Mayor Coiro: Announced that we have not received any emailed questions pertaining to the public portion of the meeting.

There was a motion by Councilman Puglise, seconded by Councilwoman Porter to approve the Minutes of the Mayor and Council for the meeting of May 11, 2021. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

## COMMITTEE ON FINANCE:

Borough Clerk Ormsby announced that we will now have a report from the Tax Assessor and then the Tax Collector.

Tax Assessor Danica Pascucci: Gave the following report.

Honorable Mayor and Council,

2021 began with an increase in total ratables from 2020 of approximately 35 million dollars. This increase was due to Added assessments, completion of the new Data Center and partial construction of other projects. The Assessment/Sales ratio Increased from 97.38% to 102.77%

The 2021 Tax Appeal deadline was April 1<sup>st</sup>. The Passaic County Board of Taxation has received 1,709 appeals, of which 16 were filed by Totowa taxpayers. These appeals were heard on May 13<sup>th</sup>. 26 State Tax Court appeals were filed. 44 Tax Court cases have been settled or withdrawn over the past year, leaving a pending total of 61 at the State level. The Borough Tax Counsel, appraiser and I continue to negotiate settlements or prepare for trial.

239 deeds were processed in 2020 which is a slight increase from the year prior. Of these 239, 183 involved an exchange of money. So far for 2021, 30 deed transactions have been recorded, but only 16 are considered valid for sales analysis. As always, should you have any questions or comments, please stop by the office.

Tax Collector Gianna Navarra: Gave the following report.

Honorable Mayor and Council,

In Totowa, there are 3,823 line items in total. Seventy-eight (78) are for vacant land and 3,427 are for residential properties. There are 235 commercial properties, 79 industrial properties and two farms. In addition, there are 119 exempt properties, nine railroad properties, two schools, 69 public properties, six charitable properties, nine cemeteries and 33 miscellaneous items.

Taxes collected in the year 2021 thus far equal \$27,901,821.71 and we have collected 2020 past due taxes in the amount of \$341,414.11. The amount distributed to the County/Open Space and Added Assessment taxes are \$8,337,694.83. Totowa Schools received \$7,411,735.35 and Passaic Valley High School received \$4,502,737.25. Our collection percentage rate for 2020 was reported at 98.68%.

Regarding tax deductions given in the Borough of Totowa for 2021, they are as follows: 66 senior citizens, 11 disabled persons, 168 veterans and 57 widow of veterans.

Reporting on our tax liens, there are six outside liens and three municipal liens.

There was a motion by Councilman Lamberty, seconded by Councilman Puglise to approve Resolution No. 2021-12 for the payment of bills. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

There was a motion by Councilman Lamberty, seconded by Councilman Puglise to adopt the following resolution authorizing the Treasurer to issue refunds to various property owners pursuant to overpayment of 2<sup>nd</sup> Quarter 2021 taxes. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

#### RESOLUTION

WHEREAS, there has been an overpayment of 2nd quarter 2021 taxes on the property listed below, and

WHEREAS, the taxpayer is entitled to a refund, and

WHEREAS, the chart sets forth the refund as follows:

Block	Lot	Property Owner	Payable To:	Overpayment
13	5	38 Willard Ave. Benito & Rose Veltri	Benito Veltri 38 Willard Ave. Totowa, NJ 07512	\$ 454.46
117	15	224 Dewey Ave. Ahsan Hasnath	Corelogic Attn:Refund Dept. PO Box 9202 Coppell, TX 75019-9760	\$1,925.49
131	10	48 Duffus Ave. Sean Williams & Angela Corsetto	Corelogic Attn:Refund Dept. PO Box 9202 Coppell, TX 75019-9760	\$2,132.57

NOW, THEREFORE, BE IT RESOLVED, that the overpayment shall be refunded to the taxpayer, as stated above, and the Treasurer is authorized to issue separate checks for the refunds, which shall be paid to the stated property or taxing authority.

There was a motion by Councilman Lamberty, seconded by Councilman Puglise to adopt the following resolution authorizing the Tax Collector to adjust 3<sup>rd</sup> & 4<sup>th</sup> Quarter 2020 taxes for Luis Torres, 18 Vita Road, Block 165, Lot 9 due to a 100% Exemption for a 100% permanent and total disability. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

#### RESOLUTION

WHEREAS, Luis Torres, 18 Vita Rd., Block 165, Lot 9 has applied for a 100% exemption for a 100% Permanent and Total Disability due to a wartime service connected disability; and

WHEREAS, he meets all the requirements for the exemption, and his 100% disability became effective on March 19, 2019; and

WHEREAS, he is "Exempt" from real estate taxes from the date of transfer of title to Luis Torres as of July 1, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Totowa that the Tax Collector is authorized to adjust off the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2020, and the property will be listed on the 2021 Tax List as "Exempt".

There was a motion by Councilman Lamberty, seconded by Councilman Puglise to adopt the following Resolution To Introduce The 2021 Municipal Budget. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

#### RESOLUTION NO. 58-2021

#### RESOLUTION TO INTRODUCE THE 2021 MUNICIPAL BUDGET

BE IT RESOLVED, that the following statements of revenues and appropriations attached hereto constitute the local Budget of the Borough of Totowa, Passaic County, New Jersey for the year 2021.

BE IT FURTHER RESOLVED, that the said Budget be published in The North Jersey Herald and News in the issue of June 18, 2021, and that a hearing on the Budget will be held at the Municipal Building on June 29, 2021 at 7:30 P.M. or as soon thereafter as the matter may be reached.

#### COMMITTEE ON PUBLIC SAFETY:

Borough Clerk Ormsby announced that we will have a report from the Police Chief and then the Fire Chief.

Police Chief Kacey DiPasquale: Gave the following report.

Honorable Mayor and Council,

Happy to report that all our Members of the Police Department are Healthy, and we are fully staffed to the pre-Covid 19 levels. As Police Officers, we fall under the category of first responders as do Fireman and EMT's. With that being said, the Passaic County Health Department was able to get the Covid-19 Vaccines for the Police Department during the first few weeks of January. Most of the Officers took part in getting the vaccine. The vaccine offered was Moderna, which was a two-part vaccine and was distributed at the International School on Grand Street in Paterson, NJ.

The Police Department applied and was awarded a \$7,500.00 grant for Distracted Driving for the month of April 2021. The slogan for the campaign was "U Drive, U Text, U Pay." We identified four Main roads to enforce which consisted of Route 46, Riverview Drive, Union Boulevard, and Totowa Road. Officers performed 424 Motor Vehicle Stops, issued 324 Traffic Tickets, made 2 Arrests, and impounded 24 Vehicles. This was a very successful campaign, and we look forward to participating in it again next year.

We also just took delivery on two brand new Speed and Message Board trailers. They were just lettered with Totowa Police and had a Police Patch put on it as well. They already have come in handy for deployment for certain streets for speeding, and for town messages along Union Boulevard including the second annual Car Show held on May 2, 2021.

I would like to again thank the Mayor and Council for the recent hiring of Officer Dan Rinaldi. Officer Rinaldi comes to Totowa Police with over five years of experience as a transfer. He will be a great addition to the Officers of the Totowa Police Department. Lastly, I would like to wish everyone a safe, happy, and healthy summer.

Fire Chief Valerie Schopperth: Gave the following report.

Honorable Mayor and Council,

The Totowa Fire Department has been busy during the first part of 2021. We have responded to 120 calls to date. These calls have been mostly minor ranging from smoke conditions from unattended cooking to rescuing ducklings from a storm drain.

Volunteer Fire Company #1 took delivery of a new 100ft. E-One Aerial Ladder Truck in March of 2020 but due to the pandemic, the unit was not in full service until June. Training was delayed until a representative from E-One was able to travel from Ocala, Florida to train our members. I am happy to report that the Truck is in full service providing fire and life safety to our residents and local businesses.

Our borough has seen much growth in the recent years and through the help of the Mayor and Council, the Fire Department will be ready for the increasing demands in keeping everyone safe.

Some of our members are participating in Firefighter Cancer Assessment and Prevention Study being conducted by Rutgers University's Environmental & Occupational Health Sciences Institute. This study is focused on understanding cancer causing exposures, their effects and cancer prevention in firefighters.

We look forward to a safe and healthy remainder of 2021. See you at this year's Holiday Parade to help bring joy to all our residents. Something we can all look forward to.

There was a motion by Councilman Puglise, seconded by Councilwoman Wynter to adopt the following Resolution Authorizing The Borough Of Totowa Towing List For 2021/2022 License Term. On roll call vote, all members of the Youth Week Council present voted in the affirmative.



RESOLUTION NO. 59-2021

RESOLUTION AUTHORIZING THE BOROUGH OF TOTOWA  
TOWING LIST FOR 2021/2022 LICENSE TERM

WHEREAS, the Mayor and Council of the Borough of Totowa desire to establish a list of towing services to be used by the Borough of Totowa Police Department for the removal, towing and storing of motor vehicles and to set rates and charges for the same; and

WHEREAS, by Ordinance No. 5-2015 adopted February 24, 2015, the Mayor and Council of the Borough of Totowa established the minimum requirements for a towing contractor to provide services including the removal, impoundment and storage of vehicles; and

WHEREAS, a towing list shall be kept with the Borough of Totowa Police Chief; and

WHEREAS, all towing services placed on the towing list shall be available to respond to a call in accordance with a towing rotation schedule of on-call status established by the Borough of Totowa Police Chief; and

WHEREAS, when the need arises, the Borough of Totowa Police Department will call the towing service on the top of the list, which is on-call with the towing rotation schedule. The towing service called shall be placed on the bottom of the towing list and not called again until all other towing services have been called; and

WHEREAS, all towing services shall respond to a call in any part of the Borough within fifteen (15) minutes of a call. If a towing service does not respond within fifteen (15) minutes of a call, the towing service next on the list shall be called and entitled to provide services as needed; and

WHEREAS, all towing services shall be performed in a safe manner and shall be responsible for ensuring the proper and safe storage of all motor vehicles towed; and

WHEREAS, the Borough of Totowa Police Chief has recommended that the following towing services be placed on the towing list for the Borough of Totowa:

1. Frank Leah Towing Service, Inc.  
6 Wilson Avenue  
Totowa, New Jersey 07512
2. Totowa Tire Service, Inc.  
589 Union Boulevard  
Totowa, New Jersey 07512

3. North Jersey Towing & Recovery, Inc.  
84 Union Boulevard  
Totowa, New Jersey 07512
4. JML, Inc.  
116 Dorsa Avenue  
Wayne, New Jersey 07424
5. Pohlman's Gulf LLC  
160 Union Boulevard  
Totowa, New Jersey 07512

WHEREAS, these towing services have the appropriate vehicles, related equipment and storage facilities and maintain the required licenses and insurance to perform these necessary services for the Borough of Totowa; and

WHEREAS, the towing list shall be in use for a period of one (1) year effective July 1<sup>st</sup> of each year and expire on June 30<sup>th</sup> of the following year.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby establish a towing list of the above companies to be used by the Borough of Totowa Police Department for the towing and storage of vehicles.

#### COMMITTEE ON PUBLIC WORKS:

Borough Clerk Ormsby announced that we will now have a report from the Superintendent of Public Works.

Superintendent of Public Works Michael McGovern: Gave the following report.

Honorable Mayor and Council,

This time of year, the Department of Public Works is very busy getting all the parks and fields in the Borough of Totowa cleaned up from the winter months. We are also aerating fields and parks with reseeding, in addition to mulching and planting 325 flowers along Union Boulevard and the PAL grounds.

We have also begun our road paving program which will include Dey Hill Trail, Craig Court, Commerce Way, Stewart Terrace, Knollwood Road, Colonial Court, Artillery Park Road and Knox Terrace, just to name a few.

Next month, we will begin our annual fire hydrant flushing program which consists of exercising and flushing approximately 515 fire hydrants throughout the borough.

Public Service is finished with their Phase 2 High Pressure Gas Main Project, which consisted of replacing old cast iron gas mains and installing plastic mains. The cast iron mains were prone to cracks and leaks. This project consisted of replacing approximately eight miles of pipe. PSE&G just finished paving all the roads they dug up while installing the gas mains.

In February, we ordered a new Ford F-550 Mason Dump Truck with plow and salter. In the past three years, we allotted monies in our budget to be able to purchase the truck without going out to bond. This new dump truck will be replacing a 2002 Dodge 3500 Mason Dump Truck.

We have been doing a lot of work at the town pool which includes, remodeling the bathrooms, replacing deteriorating block wall and pouring approximately 70 yards of concrete for the entrance and patio area.

There was a motion by Councilman Bucher, seconded by Councilman Palazzo to approve Payment Estimate No. 1 in the amount of \$225,469.51 to American Asphalt & Milling Services, LLC for the New Jersey Department Of Transportation Fiscal Year 2020 Municipal Aid Program Improvements To Craig Court, Dey Hill Trail And Commerce Way. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

#### COMMITTEE ON ENGINEERING & PUBLIC PROPERTY:

Borough Clerk Ormsby announced that we will now have a report from the Municipal Engineer.

Borough Engineer Madison Baer: Gave the following report.

Honorable Mayor and Council,

Each year the State of New Jersey Department of Transportation provides municipal aid funding to municipalities throughout the state so they can construct transportation improvements in their home venues. The procedure begins with an application process. In our case, the Borough of Totowa selected several roads which needed to be repaved with crosswalks repainted and corner access ramps installed in compliance with the ADA (American Disabilities Act) so individuals in wheelchairs can ramp into the

crosswalk from the sidewalk without having to mount curbs. The Borough selects the roads they want to repair, and the engineer measures them to estimate the quantities needed to complete the work. Then the engineer assigns values to each of the necessary work items to develop a total cost estimate. The application is then submitted to the New Jersey Department of Transportation with the cost estimate and a location map. The Department of Transportation has a complex formula to give points to the application based on criteria that best satisfy the DOT's goals of improving transportation infrastructure. The roads that carry the most traffic, for instance, receive more points than roads with few cars. Along with many other comparative criteria each application is rated in a hierarchy that determines the share of available funding a project will receive.

This year Totowa will be paving Dey Hill Trail, Commerce Way and Craig Court for which we received a grant award of \$411,192.00. As the Borough Engineers, we prepared plans and specifications so eligible contractors could provide a price all based on the same work. None of the contractors can see the other's price until the designated day when everyone's bids are received and then all opened at the same time. The contractor with the lowest price wins the bid. If the price is acceptable the municipality awards the project to the low bidder and the engineer administers the project to ensure quality workmanship and fair payment.

There was a motion by Councilwoman Wynter, seconded by Councilwoman Porter to adopt the following Resolution Authorizing The Purchase And Installation Of A Virus Shielding Barrier System For The Borough Of Totowa Municipal Court Room. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

#### RESOLUTION NO. 60-2021

#### RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF A VIRUS SHIELDING BARRIER SYSTEM FOR THE BOROUGH OF TOTOWA MUNICIPAL COURT

WHEREAS, SARS-CoV-2 is the virus that causes Coronavirus Disease 19 ("Covid-19"), a contagious and at times fatal, respiratory disease; and

WHEREAS, by Executive Order No. 103 dated March 9, 2020, Governor Phil Murphy declared a Public Health Emergency and State of Emergency in the State of New Jersey in response to the Covid-19 outbreak; and

WHEREAS, by Executive Order No. 107 dated March 21, 2020, Governor Murphy further ordered that all residents of the State of New Jersey were to remain at home and closed all non-essential businesses; and

WHEREAS, in accordance with Executive Order No. 107, the Mayor and Council of the Borough of Totowa directed the Borough of Totowa to close all municipal buildings to the public; and

WHEREAS, thereafter the Borough of Totowa undertook a hazard assessment and implemented infection control strategies and safe work practices to protect our workers from exposure to, and infection with Covid-19; and

WHEREAS, the Supreme Court of the State of New Jersey has also adopted Covid-19 Guidelines for each municipal court to follow which includes the installation of a Virus Shielding Barrier System for the Municipal Court; and

WHEREAS, AAA Metal & Glass, Inc., 786 East 27<sup>th</sup> Street, Paterson, New Jersey 07504 has submitted a proposal to provide the necessary labor and materials for the installation of virus shielding barrier system for the Borough of Totowa Municipal Court in the amount of \$6,840.00, a copy of which is on file in the office of the Municipal Clerk of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to authorize the installation of the virus shielding barrier system for the Municipal Court for the general health, safety and well-being of both the employees and residents of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa further desire that these safety precautions be undertaken as soon as possible so that the virus shielding barrier systems are in place in order to allow the Borough of Totowa Municipal Court to re-open for in-person court sessions; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(i), these safety measures and installation of protective barrier equipment constitutes extraordinary, unspecifiable services that may be authorized by the Borough of Totowa without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal from AAA Metal & Glass, Inc. for the installation of the virus shielding barrier system for the Borough of Totowa Municipal Court in the amount of \$6,840.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize the AAA Metal & Glass, Inc. to provide the labor and materials for the installation of the virus shielding barrier system as set forth in their proposal.

COMMITTEE ON LIAISON & INSPECTION:

A letter was received from the Passaic County Board Of County Commissioners advising that Totowa has been awarded a grant from the Passaic County Open Space, Farmland and Historic Preservation Trust Fund in the amount of \$200,000 for the PAL Fields Recreational Lighting Project. There was a motion by Councilwoman Porter, seconded by Councilman Bucher to authorize the Mayor and Borough Clerk to execute the grant agreement and to accept the grant funds. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

COMMITTEE ON LEGISLATION & ORDINANCES:

There was a motion by Councilman Palazzo, seconded by Councilman Lamberty to introduce on first reading and advertise for public hearing the following entitled ordinance. On roll call vote, all members of the Youth Week Council present voted in the affirmative.

**ORDINANCE NO. 04-2021**

**CALENDAR YEAR 2021 ORDINANCE TO EXCEED THE  
MUNICIPAL BUDGET APPROPRIATION LIMITS AND  
TO ESTABLISH A CAP BANK (N.J.S.A. 40A:4-45.14)**

There being no further business to come before the Council, there was a motion by Councilman Puglise, seconded by Councilwoman Porter that the meeting be adjourned. On roll call vote, all members of the Council present voted in the affirmative.

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Joseph Wassel, RMC  
Municipal Clerk