

BOROUGH OF TOTOWA

MINUTES OF THE MAYOR AND COUNCIL

September 23, 2025

PRESENT: Mayor John Coiro, presiding, Council President Lou D'Angelo, Councilman Anthony Picarelli, Councilman William Bucher, Councilman Patrick Fierro, Councilman Sanders Reynoso, Councilwoman Kristen Coiro, Municipal Clerk Joseph Wassel and Municipal Attorney Kristin Corrado.

ABSENT: None.

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

Municipal Clerk Wassel recited the Prayer of the Meeting followed with the Pledge of Allegiance to the Flag with the public participating.

Mayor Coiro asked the Clerk to read the statement of the meeting.

Municipal Clerk Wassel read the following statement: This meeting of the Mayor and Council held on this day is being held in accordance with Chapter 231, P.L. 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 Municipal Clerk.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to dispense with the regular order of business in order to hold a public hearing on Ordinance No. 14-2025 as advertised. On roll call vote, all members of the Council present voted in the affirmative.

Municipal Clerk Wassel announced that Ordinance No. 14-2025 has been advertised for public hearing for Tuesday, September 23, 2025.

Municipal Clerk Wassel read the legal notice and the title of Ordinance No. 14-2025.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to open the public hearing. On roll call vote, all members of the Council present voted in the affirmative.

Mayor Coiro asked if any citizens wished to be heard on Ordinance No. 14-2025.

CITIZENS HEARD:

There were no citizens who wished to be heard.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to close the public hearing. On roll call vote, all members of the Council present voted in the affirmative.

Municipal Clerk Wassel read Ordinance No. 14-2025 by title:

ORDINANCE NO. 14-2025

A CORRECTIVE ORDINANCE OF THE BOROUGH OF TOTOWA, COUNTY OF PASSAIC, NEW JERSEY, RELATED TO THE NORTH JERSEY DEVELOPMENTAL CENTER SECOND AMENDMENT TO REDEVELOPMENT PLAN FOR THE PROPERTY IDENTIFIED ON THE TAX MAP OF THE BOROUGH AS BLOCK 154, LOTS 19.01, 19.02, 19.04, 19.05, 19.06, 19.08, 19.09, 19.10, 19.11 AND 19.12 AND FORMERLY KNOWN AS BLOCK 154, LOT 19 AND BLOCK 154.01, LOT 1

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to adopt Ordinance No. 14-2025 on second and final reading. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to revert to the regular order of business. On roll call vote, all members of the Council present voted in the affirmative.

Mayor Coiro asked if any members of the Council, the Municipal Clerk or the Municipal Attorney wished to address the Council.

Councilman D'Angelo: Stated he received an email from Fire Chief Rich Schopperth regarding a fire that occurred at Sunbelt Rentals on August 2nd which was the worse fire we've had since 1979. Wanted to thank the following departments that assisted – West Paterson, Little Falls, Wayne, Clifton, Passaic, Haledon, Paterson, Hawthorne, Prospect Park and Pompton Lakes. Also, advised that Sunbelt requested that our Fire Department submit a grant application to the Gary Sinise Foundation, which we did and received a grant for 19 Thermal Imaging Cameras in the amount of \$24,661. Mayor Coiro: Said he will send out thank you letters to all of the departments.

CITIZENS HEARD:

There were no citizens who wished to be heard.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to approve the Minutes of the Mayor and Council for the meeting of September 9, 2025. On roll call vote, all members of the Council present voted in the affirmative.

COMMITTEE ON FINANCE:

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to approve Resolution No. 2025-19 for the payment of bills. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution Authorizing Settlement Of The 2023, 2024 & 2025 Tax Appeals Entitled Usher Svetlana TTE V. Borough Of Totowa. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 119-2025

RESOLUTION AUTHORIZING SETTLEMENT OF THE 2023, 2024 & 2025 TAX APPEALS ENTITLED USHER SVETLANA TTE V. BOROUGH OF TOTOWA

WHEREAS, there have been appeals of the real property tax assessments for the stated tax years; and

WHEREAS, each Block and Lot listed therein was assessed at the amount stated therein; and

WHEREAS, the proposed Stipulation of Settlement, a copy of which is incorporated herein as if set forth at length, has been reviewed and recommended by the Borough Tax Assessor and Borough Tax Expert; and

WHEREAS, the settlement of these matters on the attached list are in the best interest of the Borough of Totowa.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Totowa, New Jersey, as follows:

1. The Borough's Tax Appeal Attorney, Raymond B. Reddin, Esq. is authorized to execute the Stipulation of Settlement on behalf of the Borough of Totowa with respect to the tax appeals on the attached list which are currently pending in the Tax Court of New Jersey.
2. All municipal officials are hereby authorized to take whatever action may be necessary to implement the terms of this Resolution and authorizes the Special Tax Counsel to enter into the Stipulation of Settlement as provided by Taxpayer.

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution Authorizing In Rem Foreclosure Of Tax Sale Certificates. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 120-2025

RESOLUTION AUTHORIZING IN REM FORECLOSURE OF TAX SALE CERTIFICATES

WHEREAS, N.J.S.A. 54:5-104.35 provides that the Borough Council of the Borough of Totowa is authorized to proceed with the In Rem Foreclosure of municipal tax sale certificates held for more than six (6) months from the date of the Tax Sale; and

WHEREAS, the Borough is desirous of foreclosing on such municipal tax sale certificates by way of an In Rem Foreclosure proceeding filed in accordance with New Jersey law.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Totowa, Passaic County, State of New Jersey, the governing body of the Borough of Totowa, that the Tax Sale Certificate(s), as shown on the attached Tax Foreclosure List certified by the Borough Tax Collector, now held by the Borough of Totowa be foreclosed by the summary proceedings In Rem, and as described by N.J.S.A. 54:5-104.29 to - 104.71 as amended, and pursuant to the rules of Civil Practice of the Superior Court of New Jersey.

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution To Acknowledge Receipt Of And Accept The 2024 Audit Corrective Action Plan. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 121-2025

RESOLUTION TO ACKNOWLEDGE RECEIPT OF AND ACCEPT THE 2024 AUDIT CORRECTIVE ACTION PLAN

WHEREAS, by Resolution No. 21-2025 dated January 1, 2025, the Mayor and Council of the Borough of Totowa authorized the firm of Lerch, Vinci & Bliss, LLP, 17-17 Route 208, Fair Lawn, New Jersey 07410, to serve as the Municipal Auditor for the Borough of Totowa; and

WHEREAS, the professional services to be provided by the Municipal Auditor include but are not limited to auditing the financial statements for the Borough of Totowa; preparing the unaudited annual financial statement; review and certification of the annual budget; and preparing the annual debt statement and performing all general auditing services as needed; and

WHEREAS, the Municipal Auditor has completed the Borough of Totowa, Passaic County, New Jersey Report of Audit Year Ended December 31, 2024; and

WHEREAS, the Municipal Clerk and Chief Financial Officer/Treasurer prepared the 2024 Audit Corrective Action Plan based on the recommendations listed in the Audit Report, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, copies of the 2024 Audit Corrective Action Plan have been distributed to the Mayor and Council of the Borough of Totowa and the Recommendations and 2024 Audit Corrective Action Plan have been forwarded to all affected personnel.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby acknowledge receipt of and accept the 2024 Audit Corrective Action Plan as prepared by the Municipal Clerk and Chief Financial Officer/Treasurer.

COMMITTEE ON PUBLIC SAFETY:

There was a motion by Councilman D'Angelo, seconded by Councilman Bucher to adopt the following Resolution Providing For The Insertion Of A Special Item Of Revenue In The Budget Pursuant To N.J.S.A. 40A:4-87 (Ch. 159, P.L. 1948) - Public And Private Revenues Offset By Appropriations – Municipal Alliance On Alcoholism And Drug Abuse Program. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 122-2025

RESOLUTION PROVIDING FOR THE INSERTION OF A SPECIAL ITEM OF
REVENUE IN THE BUDGET PURSUANT TO N.J.S.A. 40A:4-87 (CH. 159, P.L. 1948) -
PUBLIC AND PRIVATE REVENUES OFFSET BY APPROPRIATIONS – MUNICIPAL
ALLIANCE ON ALCOHOLISM AND DRUG ABUSE PROGRAM

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an item of appropriation of equal amount; and

WHEREAS, the Borough of Totowa has been awarded funds in the amount of \$8,277 from the Governor's Council on Alcoholism and Drug Abuse Municipal Alliance Program and wishes to amend its 2025 Budget to include this amount as an item of revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the 2025 Budget in the sum of \$8,277 which is now available as a revenue item from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written Consent of the
Director of Local Government Services:

Public and Private Revenues Offset with Appropriations:

Municipal Alliance on Alcoholism and Drug Abuse Program \$8,277

BE IT FURTHER RESOLVED, that a like sum of \$8,277 be and the same is hereby, appropriated under the caption:

General Appropriations

(A) Operations - Excluded from CAPS
Public and Private Programs Offset by Revenues
Municipal Alliance on Alcoholism and Drug Abuse Program \$8,277

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby directed to upload a copy of this Resolution to the Division of Local Government Services Financial Automation Submission and Tracking System (FAST).

There was a motion by Councilman D'Angelo, seconded by Councilman Bucher to adopt the following Resolution Authorizing The Purchase Of Bulletproof Vests For The Police Department. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 123-2025

RESOLUTION AUTHORIZING THE PURCHASE OF BULLETPROOF VESTS FOR THE POLICE DEPARTMENT

WHEREAS, the Borough of Totowa Police Chief has recommended that the Borough of Totowa purchase 15 new bulletproof vests for the Borough of Totowa Police Department; and

WHEREAS, State of New Jersey State Contract No. 17-FLEET-00787 T3083 has been awarded to Atlantic Tactical, 14 Worlds Fair Drive, Somerset, New Jersey 08873 for the purchase of body armor and related accessories; and

WHEREAS, Atlantic Tactical has submitted a proposal for the purchase of 15 Safariland XTREME Level IIIA vests in the amount of \$16,716.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to authorize the purchase of this protective equipment for the Borough of Totowa Police Department; and

WHEREAS, pursuant to the applicable New Jersey State laws, the purchase and delivery of this equipment may be authorized without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize the purchase of 15 new bulletproof vests for the Borough of Totowa Police Department in the amount of \$16,716.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize the Municipal Clerk and Police Chief to execute any and all instruments related thereto.

COMMITTEE ON PUBLIC WORKS:

There was a motion by Councilman Bucher seconded by Councilman Fierro to acknowledge receipt of the following bids for the FY2025 NJDOT Municipal Aid & 2025 Road Program. On roll call vote, all members of the Council present voted in the affirmative.

<u>Company</u>	<u>Total Amount Bid</u>
AJM Contractors, Inc. Clifton, NJ 07011	\$511,569.00
D.S. Meyer Enterprises, LLC Waldwick, NJ 07463	\$531,076.00
D&L Paving Contractors, Inc. Nutley, NJ 07110	\$560,888.28
Crossroads Pavement/Cifelli & Son Pompton Plains, NJ 07444	\$589,897.88
4 Clean Up North Bergen, NJ 07047	\$594,803.88
DLS Contracting, Inc. Fairfield, NJ 07004	\$607,053.00

Upon the recommendation of the Engineer, there was a motion by Councilman Bucher seconded by Councilman Fierro to adopt the following resolution to award the contract to the lowest responsible bidder for the FY2025 NJDOT Municipal Aid & 2025 Road Program. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 124-2025

RESOLUTION AWARDING CONTRACT FOR THE FY2025 NEW JERSEY
DEPARTMENT OF TRANSPORTATION MUNICIPAL AID PROGRAM AND
2025 ROAD PROGRAM

WHEREAS, the Municipal Engineer for the Borough of Totowa has recommended improvements to streets throughout the municipality including sections of Mair Avenue, Duffus Avenue, Sandra Drive, Chamberlain Avenue, South Winifred Drive, Winifred Drive North, Maple Lane, Shady Lane and Thistle Court as part of the FY2025 New Jersey Department of Transportation ("NJDOT") Municipal Aid Program and 2025 Road Program; and

WHEREAS, the project will consist of roadway subbase repair, the milling and resurfacing of the roadways, the installation of ADA compliant curb ramps, the installation of Stop Signs and Stop bars and replacing pavement markings; and

WHEREAS, by Resolution No. 58-2025 dated April 22, 2025, the Mayor and Council of the Borough of Totowa authorized the Borough of Totowa Municipal Engineer, Richard A. Alaimo Engineering Associates, to provide design services, prepare bid documents, assist in the bidding process and supervise construction of the FY2025 NJDOT Municipal Aid Program and 2025 Road Program; and

WHEREAS, the Borough of Totowa did receive sealed bids at its Municipal Building on September 18, 2025; and

WHEREAS, the apparent low bid was submitted by AJM Contractors, Inc., 300 Kuller Road, Clifton, New Jersey 07011 in the amount of \$511,569.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the Municipal Engineer has reviewed the bids submitted and advised that the contractor is capable of completing the project; and

WHEREAS, the Mayor and Council of the Borough of Totowa have determined that the bid submitted by AJM Contractors, Inc. be accepted as the lowest responsible bid.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the bid of AJM Contractors, Inc. for the FY2025 NJDOT Municipal Aid Program and 2025 Road Program as the lowest responsible bid for the total sum of \$511,569.00.

BE IT FURTHER RESOLVED, that the Municipal Council of the Borough of Totowa does hereby authorize the Mayor and Municipal Clerk to execute any and all necessary instruments relating thereto.

BE IT FURTHER RESOLVED, that the award of this contract is subject to the approval of the New Jersey Department of Transportation.

COMMITTEE ON ENGINEERING & PUBLIC PROPERTY:

There was no report.

COMMITTEE ON LIAISON & INSPECTION:

There was a motion by Councilman Reynoso, seconded by Councilwoman Coiro to approve Payment Estimate No. 1 in the amount of \$509,418.90 to Quality Electrical Construction for the PAL Fields Lighting Project. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilman Reynoso, seconded by Councilwoman Coiro to adopt the following Resolution Authorizing The Replacement Of Motor Control Contactors At The Municipal Pool. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 125-2025

RESOLUTION AUTHORIZING THE REPLACEMENT OF MOTOR CONTROL CONTACTORS AT THE MUNICIPAL POOL

WHEREAS, the Superintendent for the Borough of Totowa Department of Public Works ("DPW") has recommended that the motor control contactors be replaced at the Municipal Pool; and

WHEREAS, the recommended repairs include the removal and replacement of the motor control contactors; re-running wire to the control devices and contactors; installing new twist lock isolated outlets for pool pumps; and verifying proper grounding on all devices; and

WHEREAS, the Borough of Totowa DPW Superintendent has solicited quotes from licensed electrical contractors to provide the necessary replacement services; and

WHEREAS, K. Hanrahan Enterprises, Inc., 20-21 Wagaraw Road, Fair Lawn, New Jersey 07410, License No. 6215a, has submitted a proposal dated September 9, 2025 to replace the motor control contactors and all related work in the amount of \$6,707.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the DPW Superintendent has reviewed the proposal and advised that K. Hanrahan Enterprises, Inc. has the necessary experience to replace the motor control contactors; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to authorize the replacement of the motor control contactors at the Municipal Pool to ensure the safety and well-being of the Pool members and employees; and

WHEREAS, pursuant to the applicable New Jersey State laws, the authorization of this service will not exceed the public bidding threshold and may be authorized without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal submitted by K. Hanrahan Enterprises, Inc. to replace the motor control contactors at the Municipal Pool in the amount of \$6,707.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize K. Hanrahan Enterprises, Inc. to provide the materials and perform the services set forth in their proposal.

COMMITTEE ON LEGISLATION & ORDINANCES:

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

ORDINANCE NO. 15-2025

A CAPITAL ORDINANCE APPROPRIATING THE SUM OF \$385,000 FOR ACQUISITION, DEMOLITION AND IMPROVEMENT OF REAL PROPERTY TO BE UNDERTAKEN BY THE BOROUGH OF TOTOWA

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve the Capital Budget Amendment. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to adopt the following Resolution Supporting The Inclusion Of A Provision In Senate Bill S2292 Restricting Use Of Class 1 And Class 2 Low-Speed Electronic Bicycles And Low-Speed Electronic Scooters In Certain Areas. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 126-2025

RESOLUTION SUPPORTING THE INCLUSION OF A PROVISION IN SENATE BILL S2292 RESTRICTING USE OF CLASS 1 AND CLASS 2 LOW-SPEED ELECTRONIC BICYCLES AND LOW-SPEED ELECTRONIC SCOOTERS IN CERTAIN AREAS

WHEREAS, Electric bikes, or e-bikes, have surged in popularity in recent years, revolutionizing how people travel through urban and sub-urban areas, but this rapid rise has also presented challenges for municipalities as they work to update laws, adopt infrastructure, and balance the use of roadways and pathways with pedestrians, motor vehicles, traditional cyclists and e-bike riders; and

WHEREAS, e-bikes can reach higher speeds than traditional bicycles, which can lead to safety issues for riders and pedestrians. The speed differences between e-bikes and regular bicycles create potential risks on shared pathways that could lead to accidents and conflicts; and

WHEREAS, with the rise in e-bike use, cities and towns are faced with challenges related to safety, infrastructure, and legislation; and

WHEREAS, New Jersey Statutes Title 39, Motor Vehicles and Traffic Regulation at N.J.S.A. 39:101 et seq., provides certain restrictions on the use of e-bikes, but leaves much of the specific restrictions to the local municipalities creating a patch-work of regulations from municipality to municipality leaving uncertainty for riders and law enforcement; and

WHEREAS, the Borough of Totowa seeks the New Jersey Legislature to include a provision in pending Senate Bill S2292 restricting the use of Class 1 and Class 2 Low-Speed Electronic Bicycles and Low-Speed Electronic Scooters, to roadways where the speed limit is a maximum of 25 MPH and restrict Motorized Bicycles to roadways where the speed limit is a maximum of 35 MPH.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa hereby seeks the New Jersey Legislature to include a provision in pending Senate Bill S2292 restricting the use of Class 1 and Class 2 Low-Speed Electronic Bicycles and Low-Speed Electronic Scooters to roadways where the speed limit is a maximum of 25 MPH, and to restrict Class 3 Motorized Bicycles to roadways where the speed limit is a maximum of 35 MPH; and

BE IT FURTHER RESOLVED that the Borough Clerk forward certified copies of this Resolution to Governor Phil Murphy, members of the Legislature representing the 40th Legislative District, and the New Jersey State League of Municipalities.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve the Application For Social Affair Permit from the State Of New Jersey Division Of Alcoholic Beverage Control for the Passaic Valley Elks BPOE 2111 to be held on October 10, 2025 from 4:00 p.m. – 1:00 a.m. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve the Application For Social Affair Permit from the State Of New Jersey Division Of Alcoholic Beverage Control for the Passaic Valley Elks BPOE 2111 to be held on October 17, 2025 from 4:00 p.m. – 1:00 a.m. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve the Application to Amend Raffle License Application No. 2438 for the BPOE #2111 Passaic Valley Elks for an On-Premise 50-50 to change the date from September 21, 2025 to October 25, 2025. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve Raffle License Application No. 2447 for the BPOE #2111 Passaic Valley Elks for an On-Premise 50-50 to be held on October 10, 2025. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve Raffle License Application No. 2448 for the BPOE #2111 Passaic Valley Elks for an On-Premise 50-50 to be held on October 17, 2025. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilwoman Coiro, seconded by Councilman Picarelli to approve Raffle License Application Nos. 2449 & 2450 for the Totowa Parent Teacher Organization for a Tricky Tray and On-Premise 50-50 to be held on November 12, 2025 at the Elks Lodge. On roll call vote, all members of the Council present voted in the affirmative.

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

Joseph Wassel, RMC
Municipal Clerk