Mayor Hanics called the Meeting of the Common Council of the Borough of Alpha to order at 7:00 p.m. on Tuesday, July 22 2014.

Mayor Hanics announced that adequate notice of the meeting was given to the Express-Times and posted on the bulletin board in the Clerk's office satisfying the requirements of the Open Public Meeting Act:

## NOTICE

Pursuant to the provisions of the Open Public Meetings Act, adequate notice of this meeting has been given. The Municipal Clerk delivered to The Express-Times and posted on the bulletin board in the Municipal Building, a notice containing the date, time and place of this meeting of the Alpha Borough Council. Also, said notice has been mailed to persons requesting the same.

Mayor Hanics led prayer and the salute to the flag.

Roll Call: Present: Councilman Cartabona, Councilman Rooks, Councilwoman Schwar,

Councilman Seiss and Councilman Zikas. Also present, Attorney Christopher Troxell and

Engineer, Stephanie Cuthbert. Absent: Councilman Schwar and Borough Clerk, Laurie Barton.

Public Comment

Jim Hill, of Frey Engineering gave an update presentation for Mayor and Council regarding sewers.

Tim Mellert, North Blvd, inquired about the following: punch list for Safe Routes to School sidewalks and manholes.

## Resolutions

Motion made by Councilwoman Schwar to approve Resolution 2014-94, motion seconded by Councilman Cartabona. Roll call: Ayes: Cartabona, Rooks, C. Schwar, Seiss and Zikas. Nays: none. Absent: M. Schwar.

#### RESOLUTION 2014-94 AUTHORIZATION OF PUBLIC BIDDING FY2014 NJDOT MUNICIPAL AID RECONSTRUCTION OF 5<sup>TH</sup> AVENUE FOR THE BOROUGH OF ALPHA

**WHEREAS**, the Borough of Alpha will be required to publicly bid for the project herein named as the Reconstruction of 5<sup>th</sup> Avenue for the Borough of Alpha in the Borough of Alpha, Warren County, New Jersey; and

WHEREAS, the Borough has and hereby does authorize to perform such advertising for bids for such purpose; and

WHEREAS, it is in the best interest of the Borough to do so pursuant to Local Public Contract Law.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the Borough of Alpha that they authorize the Borough Engineer to publically advertise the Reconstruction of 5<sup>th</sup> Avenue from Somerset Street to East Central Avenue at a date to be determined in accordance with Local Public Contract Law.

Motion made by Councilman Rooks to approve Resolution 2014-95, motion seconded by

Councilman Cartabona. Roll call: Ayes: Cartabona, Rooks, C. Schwar, Seiss and Zikas. Nays:

none. Absent: M. Schwar.

and

#### RESOLUTION 2014-95 RESOLUTION APPOINTING DENNIS BAPTISTA AS MUNICIPAL COURT JUDGE

WHEREAS, the term of the Municipal Court Judge for the Borough of Alpha, being a three (3) year term;

**THEREFORE BE IT RESOLVED,** by the Mayor and Borough Council of the Borough of Alpha, County of Warren and State of New Jersey that Dennis Baptista be appointed Municipal Court Judge for the Borough of Alpha for the term July 22, 2014 through July 21, 2017.

This appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, as provided in N.J.S.A. 40A:11-5 because said office requires services performed by persons qualified to practice recognized professions, and it is not possible to obtain competitive bids and according to other applicable statutes.

Motion made by Councilman Seiss to approve Resolution 2014-96, motion seconded by

Councilwoman Schwar. Roll call: Ayes: Cartabona, Rooks, C. Schwar, Seiss and Zikas. Nays:

none. Absent: M. Schwar.

### RESOLUTION 2014-96 WATER AND SEWER UTILITY ACCOUNT ADJUSTMENTS

WHEREAS, the following adjustments are necessary to correct Water and Sewer Utility accounts for inaccurate readings, bank deposit errors and final bills as listed below,

WHEREAS, the Borough Council must approve all account adjustments to any one account over five dollars,

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the Borough of Alpha hereby authorize the Finance Officer / Utility Collector to make those adjustments listed below to bring all consumer accounts into proper balance.

<b>MONTH</b>	ACCT #/DESCRIPTION	AMOUNT
JULY 2014	4011300-0 BUTLER	\$41.75

(billing adjustment due to meter reading error/non-functioning water meter)

Motion made by Councilwoman Schwar to approve Resolution 2014-97, motion

seconded by Councilman Rooks. Roll call: Ayes: Cartabona, Rooks, C. Schwar, Seiss and Zikas.

Nays: none. Absent: M. Schwar.

### RESOLUTION 2014-97 AUTHORIZING JIM HILL FOR ADVERTISEMENT OF THE ROOT CONTROL WORK BID REGARDING THE BOROUGH'S SEWER INFRASTRUCTURE

WHEREAS, the Borough of Alpha is required by NJ Sate Law to publicly bid for Root Control work in and to the Borough of Alpha' sanitary sewer system in the Borough of Alpha as it is anticipated the cost will exceed the minimum bid threshold of \$17,500.00; and

WHEREAS, Jim Hill of Frey Engineering is the Borough's C2 Operator and Sewer Engineer and is in

charge of the sewer infrastructure work.

NOW THEREFORE BE IT RESOLVED, that the Borough Council hereby authorizes this project to be

advertised for public bid pursuant to Jim Hill's preparation of specifications and notice.

Motion made by Councilwoman Schwar to approve Resolution 2014-97, motion seconded by Councilman Rooks. Roll call: Ayes: Cartabona, Rooks, C. Schwar, Seiss and Zikas. Nays: none. Absent: M. Schwar.

### RESOLUTION 2014-20 PROSECUTOR

**BE IT RESOLVED** by the Mayor and Council of the Borough of Alpha, County of Warren, and State of New Jersey as follows:

1. Christopher Troxell is hereby retained as Municipal Prosecutor of the Borough of Alpha, in accordance to the current year salary resolution, to commence on July 22, 2014 through December 31, 2014.

2. This retainer is awarded without competitive bidding as a "Professional Service" under provisions of the Local Public Contracts Law as provided by NJSA 40A:11-5 because it requires service performed by a person authorized by law to practice a recognized profession and it is not possible to obtain competitive bids.

3. A copy of this resolution shall be published in the Star Gazette as required by law within 10 days of passage.

## Department Reports

*Administration, Councilman Harry Zikas:* Councilman Zikas reviewed the specifications for new computers; updated specifications are needed due to Windows 7 being phased out. In closing, Councilman Zikas approved bills, salaries and wages for his department.

*Finance, Councilman Michael Schwar:* Councilwoman Schwar gave the following report: A utility rate study was distributed and a decision should be made quickly.

Bills, salaries and wages have been previously approved by Councilman Schwar.

Health and Welfare, Councilman Millard Rooks: No report. In closing, Councilman Rooks approved bills, salaries and wages for his department.

*Public Property, Councilwoman Carol Schwar:* Councilwoman Schwar gave the following report:

Met with Tom Fey at Memorial Park for moving the Fire Company stone and having the DPW pour the cement for the foundation.

Looked at costs for replacing bleachers estimated at \$20,000.00. Councilwoman Schwar supports repairing the bleachers.

Participated in a webinar regarding COAH.

Inventory of the basement was conducted. A section of basement should be left for items that need to be discarded.

Trane was in for evaluation of HVAC system.

Received letter from DEP granting extension of the Borough's landfill disturbance permit until June 11<sup>th</sup> 2015.

A decision needs to be made regarding the building at the pool area if it will be demolished. Councilwoman Schwar offered the idea of possibly having a community garden for the residents.

Councilwoman Schwar requested 5 minutes in executive session for contractual regarding a right of way and five minutes in executive session for personnel regarding a DPW matter.

In closing, Councilwoman Schwar approved bills, salaries and wages for her department.

*Public Safety, Councilman Louis Cartabona:* Councilman Cartabona reviewed the logistics of the files and records to be moved to the Phillipsburg Court. Councilman Cartabona gave a report received from the Alpha Borough Court. In closing, Councilman Cartabona approves bills, salaries and wages for his department.

*Public Works, Councilman Thomas Seiss:* Councilman Seiss requested 30 minutes in executive session for contractual regarding Penn Bower. In closing, Councilman Seiss approved bills, salaries and wages.

Councilwoman Schwar inquired about the following: Bagely and Myrtle Alley update. Having access to the DPW garage and the public access for the council chambers.

## Committee Reports

**Open Space:** Councilwoman Schwar requested 10 minutes in executive session for contractual regarding Open Space.

## Officials and Professionals Reports

*Mayor, Edward Hanics:* Mayor Hanics reported on a letter drafted to the Highlands regarding additional grant monies available. Motion made by Councilman Seiss to authorize the Mayor to sign and send for grant monies in the amount of \$24,000. Motion seconded by Councilman Rooks, all were in favor.

*Engineers Report, Stephanie Cuthbert:* Ms. Cuthbert reviewed the report that was previously distributed to Mayor and Council.

## Public Comment

Sean McDyer, Dewey Ave., asked if the pool area could be used for a second pavilion.

Jim Pfeiffer, Central Ave, reported the 4<sup>th</sup> Avenue street sign was brought down last October and asked if it will be replaced.

Tim Mellert, North Blvd, stated that the light at the School flickers on Schley Avenue.

Jack Beatty, West Central Ave, recommend having the current pavilion upgraded before thinking of having a second one installed.

Cecilia Plante, Park Ave, spoke on the issue of the non-binding referendum concerning the pool and wanted to know what changed.

## Payment of Bills and Claims

Motion made by Councilman Seiss to make the department reports part of the minutes, motion seconded by Councilman Rooks, all were in favor.

Motion made by Councilman Seiss to have the CFO authorized to pay all bills approved by the directors, motion seconded by Councilman Rooks. Roll Call; Ayes: Cartabona (abstaining from bill# 14-00440), Rooks, C. Schwar, Seiss and Zikas. Nays: none. Absent: M. Schwar.

Motion made by Councilwoman Schwar that the CFO be authorized to pay all salaries and wages approved by the directors, motion seconded by Councilman Rooks. Roll Call; Ayes: Cartabona, Rooks, C. Schwar, M. Schwar, Seiss and Zikas. Nays: none. Absent: M. Schwar.

July 22, 11:19 AM			Bil	BOROUGH OF ALPHA 1 List By P.O. Number			Page No:	1
	e: All e: First t: Conden	to L sed	ast		Open: Rcvd: Bid:	Y Held: Y	Void: N Aprv: N Other: Y Exem	ipt: Y
PO #	PO Date	Vendor		PO Description	Status	Amount	void Amount PO	Туре
	04/16/14		HOME DEPOT/GECF	Library vegatative improvemnts	Open	99.29	0.00	
14-00270	05/05/14	RIVERS	RIVERSEDGE CONTRACTING, LLC	Tub Grinding/Remove XS Mulch	Open	7,300.00	0.00	
14-00345	05/01/14	FORTD	FORT DEARBORN LIFE INSURANCE	2014 Employee Life Insurance	Open	111.00	0.00	
14-00376	05/30/14	HUNDE	HUNTERDON COUNTY DEMOCRAT	5/30-6/6 Legal Advertisements	Open	109.70	0.00	
14-00393	06/18/14	DEERPARK	DEER PARK DIRECT, DIVISION OF	5/17-6/16 water Bottle Deliv	Open	6.98	0.00	
4-00394	06/17/14	MOODYS	MOODY'S INVESTOR SERVICES, INC		Open	10,500.00	0.00	
4-00402	06/11/14	FEDEX	FEDERAL EXPRESS	6/11 Gibbons PC Delivery	Open	30.55	0.00	
	06/20/14		HUNTERDON COUNTY DEMOCRAT	6/20 Legal Ads	Open	63.01	0.00	
	07/01/14		DE LAGE LANDEN FINANCIAL SERV	2014 Copier Equip Lease	Open	159.49	0.00	
	07/01/14		MARLIN BUSINESS BANK	2014 Postage Machine Lease	Open	125.00	0.00	
	07/07/14		BRUCE'S MOWER SERVICE	Parts for Saw & Mower	Open	144.90	0.00	
	06/26/14		JEWELL COMPUTING SOLUTIONS LLC		Open	2,947.93	0.00	
				Heater Unit Upgrade Frace WTP	Open	10,596.00	0.00	
4-00426	07/17/14	TOPI THE	TOP I INF	Crosswalk Install Lee&High	Open	15,750.00	0.00	
4-00427	07/07/14	FREY ENG	FREY ENGINEERING, LLC	July 2014 Engineering Services		13,492.00	0.00	
4-00428	06/19/14		TREASURER-STATE OF NJ	7/1/13-6/30/14 Reg Assessments		1,050.00	0.00	
	06/19/14		TREASURER, STATE OF NEW JERSEY		Open	2,300.00	0.00	
	07/14/14		TREASURER-STATE OF NEW JERSEY	2014 Annual Operation Invoice		720.00		
	07/10/14		TOP LINE	Cert #4 FY2013 NJDOT Mun Aid	Open	65,858.77	0.00	
	07/01/14		JCP&L	5/22-7/3 Electric Bills	Open		0.00	
	07/15/14		LINE SYSTEMS, INC	July 2014 Telephone Bill	Open	4,957.47	0.00	
	07/18/14		LYN PAUL AAROE, ESQUIRE		Open	656.11	0.00	
	07/08/14		FRANCINE KILLAR	July 2014 Atty Services LUB Pavilion Refund - Killar	Open	1,443.46	0.00	
	07/04/14		VERIZON WIRELESS	July 2014 Cell Phone Bill	Open	50.00	0.00	
	07/07/14		QC, INC.		Open	50.48	0.00	
	07/03/14		ACTION DATA SERVICES	6/25-6/26 Water Testing 6/27-7/3 Payroll Services	Open	2,112.00	0.00	
	07/02/14		TOWN OF PHILLIPSBURG	2014 2nd Qtr Sewage	Open	128.43	0.00	
	07/07/14				Open	61,988.68 215.00	0.00	
	07/11/14		PAYROLL AGENCY ACCT 751561	7/11/14 Current Fund PR	Open			
	07/11/14				Open	15,645.10	0.00	
	07/18/14				Open	3,667.46	0.00	
	06/27/14		EMERGENCY COMMUNICATIONS	7/19/14-7/18/15 CodeRed Extens	Open	155.48	0.00	
4-00445	07/01/14					2,000.00	0.00	
4-00446	07/10/14	1EWELL	JEWELL COMPUTING SOLUTIONS LLC		Open Open	142,884.00 225.00	0.00	

## New Business

Change Order; Top Line \$66,858.77, West Vulcanite (Reduction). Motion made by Councilwoman Schwar to approve the change order, motion seconded by Councilman Cartabona, all were in favor.

Motion made by Councilwoman Schwar to authorize the Mayors signature for the Phillipsburg Area Colts Agreement (2014), motion seconded by Councilman Zikas. Discussions ensued regarding last year's agreement with issues that haven't been resolved. Roll call: Ayes: Rooks, C. Schwar. Nays: Seiss and Zikas. Abstain: Cartabona. Absent: M. Schwar. Motion fails.

Motion made by Councilman Rooks to grant temporary permission for the Phillipsburg

Colts to use the field until August 12<sup>th</sup>, motion seconded by Seiss, all were in favor.

## Executive Session- 1 hour and 10 Minutes

Motion made by Councilman Zikas to approve the following resolution:

### EXECUTIVE SESSION RESOLUTION

**WHEREAS,** Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

- 1. The public shall be excluded from discussion(s) of the hereinafter specified subject matter(s).
- 2. The general nature of the subject matter(s) to be discussed is: Personnel, Litigation and/or Contractual,
- 3. It is anticipated at this time, that the above stated subject matter(s) will be made public when it is no
- longer a matter of confidentiality.
- 4. Action may or may not be taken after executive session.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the Borough of Alpha that the public shall be excluded from an executive session for approximately 1 (one) hour(s), 10 minutes, allowing for a five (5) minute recess between the regular session and the executive session.

Motion seconded by Councilman Cartabona, all were in favor.

### Return to Regular Session

Motion made by Councilman Cartabona to return to regular session, motion seconded by

Councilman Zikas, all were in favor.

## Ordinance

Motion made by Councilman Cartabona to approve Ordinance 2014-12 with a public

hearing scheduled for August 12<sup>th</sup>, motion seconded by Councilman Rooks. Roll call: Ayes:

Cartabona, Rooks, C. Schwar and Zikas. Nays: none. Abstain: Seiss.

#### **ORDINANCE 2014-12**

### BOND ORDINANCE PROVIDING AN APPROPRIATION OF \$530,000 FOR ACQUISITION OF A FIRE TRUCK PUMPER IN AND BY THE BOROUGH OF ALPHA, IN THE COUNTY OF WARREN, NEW JERSEY AND AUTHORIZING THE ISSUANCE OF \$470,000 BONDS OR NOTES OF THE BOROUGH FOR FINANCING PART OF THE APPROPRIATION.

BE IT ORDAINED, BY THE BOROUGH COUNCIL OF THE BOROUGH OF ALPHA, IN THE COUNTY OF WARREN, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

#### SECTION 1:

The improvement described in Section 3 of this Bond Ordinance (the "Improvement") is hereby authorized to be undertaken by the Borough of Alpha, in the County of Warren, New Jersey (the "Borough") as a general improvement. For the said Improvement there is hereby appropriated the amount of \$530,000, such sum includes the sum of \$60,000 as the down payment (the "Down Payment") required by the Local Bond Law of the State of New Jersey, constituting Chapter 2 of Title 40A of the New Jersey Statutes, as amended and supplemented (the "Local Bond Law"). The Down Payment is now available by virtue of provision in one or more previously adopted budgets for down payments for capital improvement purposes.

#### SECTION 2:

In order to finance the additional cost of the Improvement not covered by application of the Down Payment, negotiable bonds of the Borough are hereby authorized to be issued in the principal amount of \$470,000 pursuant to the provisions of the Local Bond Law (the "Bonds"). In anticipation of the issuance of the Bonds and to temporarily finance said Improvement or purposes, negotiable bond anticipation notes of the Borough are hereby authorized to be issued in the principal amount not exceeding \$470,000 pursuant to the provisions of the Local Bond Law (the "Bonds"). Law (the "Bond Anticipation Notes" or "Notes").

#### **SECTION 3**:

(a) The Improvements hereby authorized and the purposes for the financing of which the bonds are to be issued is for the acquisition of a Fire Truck Pumper.

(b) The estimated maximum amount of Bonds or Notes to be issued for the purpose of financing a portion of the cost of the Improvement is \$470,000.

(c) The estimated cost of the Improvement is \$530,000 which amount represents the initial appropriation made by the Borough.

#### SECTION 4.

All Bond Anticipation Notes issued hereunder shall mature at such times as may be determined by the municipal finance officer of the Borough (the "Chief Financial Officer"); provided that no Note shall mature later than one year from its date. The Notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with Notes issued pursuant to this ordinance, and the signature of the Chief Financial Officer upon the Notes shall be conclusive evidence as to all such determinations. All Notes issued hereunder may be renewed from time to time subject to the provisions of Section 8(a) of the Local Bond Law. The Chief Financial Officer is hereby authorized to sell part or all of the Notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The Chief Financial Officer is directed to report in writing to the Borough Council of the Borough at the meeting next succeeding the date when any sale or delivery of the Notes pursuant to this ordinance is made. Such report must include the amount, the description, the interest rate and the maturity schedule of the Notes sold, the price obtained and the name of the purchaser.

### **SECTION 5:**

The capital budget of the Borough is hereby amended to conform with the provisions of this Ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey is on file with the Borough Clerk and is available for public inspection.

#### **SECTION 6**:

The following additional matters are hereby determined, declared, recited and stated:

(a) The Improvement described in Section 3 of this Bond Ordinance is not a current expense, and is a capital improvement or property that the Borough may lawfully make or acquire as general improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The period of usefulness of the Improvement, within the limitations of the Local Bond Law, taking into consideration the respective amounts of all obligations authorized for such purpose, according to the reasonable life thereof computed from the date of the Bonds authorized by this Bond Ordinance, is ten (10) years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Borough Clerk and a complete executed duplicate thereof has been filed in the office of the Director, Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such statement shows that the gross debt of the Borough, as defined in the Local Bond Law, is increased by the authorization of the Bonds and Notes provided in this Bond Ordinance by \$470,000 and the obligations authorized herein will be within all debt limitations prescribed by the Local Bond Law.

(d) An aggregate amount not exceeding \$20,000 for items of expense listed in and permitted under Section 20 of the Local Bond Law is included in the estimated cost of the Improvements, as indicated herein.

#### SECTION 7:

Any funds received from time to time as contributions in aid of financing the purposes described in Section 3 of this Ordinance shall be used for financing said Improvement by application thereof either to direct payment of the cost of said Improvement or to the payment or reduction of the authorization of the obligations of the Borough authorized therefor by this Bond Ordinance. Any such funds received may, and all such funds so received which are not required for direct payment of the cost of said Improvement shall, be held and applied by the Borough as funds applicable only to the payment of obligations of the Borough authorized by this Bond Ordinance.

#### **SECTION 8:**

The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and interest on the obligations authorized by this Bond Ordinance. The obligations shall be direct, unlimited obligations of the Borough, and the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation of rate or amount.

#### SECTION 9:

This Bond Ordinance constitutes a declaration of official intent under Treasury Regulation Section 1.150-2. The Borough reasonably expects to pay expenditures with respect to the Improvement prior to the date that Borough incurs debt obligations under this Bond Ordinance. The Borough reasonably expects to reimburse such expenditures with the proceeds of debt to be incurred by the Borough under this Bond Ordinance. The maximum principal amount of debt expected to be issued for payment of the cost of the Improvement is \$470,000.

### SECTION 10.

This Bond Ordinance shall take effect 20 days after the first publication thereof after final adoption, as provided by the Local Bond Law.

## Resolution

Motion made by Councilman Rooks to approve Resolution 2014-98, motion seconded by

Councilwoman Schwar. Roll call: Ayes: Cartabona, Rooks, C. Schwar and Zikas. Nays: none.

Abstain: Seiss.

### RESOLUTION 2014-98 RESCINDING RESOLUTION 2014-92 AND ANY ACTION AUTHORIZED THEREIN REGARDING PURCHASE OF A FIRE TRUCK THROUGH A NATIONAL CO-OP

**WHEREAS**, the Borough of Alpha in the County of Warren is a municipality of the State of New Jersey (the "State") and seeks to acquire a fire truck; and

**WHEREAS,** the Borough intends to purchase a Pierce Fire Truck that was recommended by the Alpha Borough Fire Company Sub-Committee; and

**WHEREAS,** the Borough had passed a resolution (2014-92) to purchase said fire truck through the Houston Galveston Co-Op, a national co-op, for an amount not to exceed \$526,224.00; and

WHEREAS, the Borough has not taken any action to bind the Borough contractually regarding same; and

WHEREAS, the Borough has decided to instead purchase the fire truck through the State Contract.

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Alpha that Borough Resolution 2014-92 is hereby rescinded and the Clerk, CFO and/or Mayor are hereby authorized to execute any documents related to said rescission, if necessary.

# Adjourn

There being no further business to come before Council at this time, on motion made by Councilman Cartabona and seconded by Councilwoman Schwar, this meeting adjourned at 8:45 P.M.

Respectfully submitted,

Laurie A. Barton Borough Clerk