



CITY OF VENTNOR
COMMISSION MEETING
JANUARY 09 2020 05:30 PM

1. **Call to Order**

2. **Flag Salute**

3. **Roll Call**

4. **Open Public Meeting Announcement**

On December 16, 2019 Official notice of this meeting was given to the Press of Atlantic City, The Mainland Journal and the Current and was duly posted on the City Bulletin Board and on the City Website.

5. **Presentation**

- 1) None

6. **Department Head Reports (If Needed)**

7. **Capital Discussion (If needed)**

THE FOLLOWING ITEMS ARE SCHEDULED FOR ACTION AT THE 01.09.2020 REGULAR PORTION
COMMISSION MEETING

8. **Minutes**

- 1) December 12, 2019 Regular

9. **Ordinance Introduction**

- 1) **None**

10. **Ordinance Public Hearing/Adoption**

- 1) **None**

11. **Public Hearing – Street Opening Hardship**

- 1) 116 S. Stratford Ave
- 2) 5900 Boardwalk

12. **Resolutions/Contract(s)**

(Resolutions 2020-001 thru 2020-056)

Consent Agenda includes items of business which are not controversial & do not require individual discussion. A motion approving the consent Agenda is moved, seconded & voted upon as one item by the City Commissioners. If any discussion is requested on a consent Agenda item, it is removed from the Consent Agenda to the Regular Agenda)

- a. 2020-001 Award contract for City Solicitor- Timothy Maguire

- b. 2020-002 Award contract for City Auditor- Ford Scott & Associates
- c. 2020-003 Award contract for Planning and Grant Assistance-James Rutala
- d. 2020-004 Award contract for Conflict Solicitor- Parker McCay
- e. 2020-005 Award contract for General Tax Council-Hank Rovillard
- f. 2020-006 Award contract for Risk Management Consultant-CJ Adams/Stanley Gunnison
- g. 2020-007 Award contract for NJEIT Financing for Bond Council-Joel Fleishman
- h. 2020-008 Award contract for Bond Council- Archer & Greiner
- i. 2020-009 Award contract for Health Insurance Broker-Professional Benefit Consultants, Inc
- j. 2020-010 Award contract for City Prosecutor-William Reynolds
- k. 2020-011 Award contract for Public Defender-Darrin Lord
- l. 2020-012 Award contract for Continuing Disclosure Agent-NW Financial Group LLC
- m. 2020-013 Award contract for Financial Advisor of Record- NW Financial Group LLC
- n. 2020-014 Award contract for Labor Relations Council-Gruccio Pepper Desanto & Ruth
- o. 2020-015 Authorize Annual Schedule for City Commissioners Meetings / Sunshine Notice
- p. 2020-016 Designation of Official Newspaper(s)
- q. 2020-017 Designate Public Agency Compliance Officer (PACO) -Lisa Hand
- r. 2020-018 Establishing rules of order and conduct for City Commission Meetings
- s. 2020-019 Designating Bank Depositories
- t. 2020-020 Adopting a Cash Management Plan
- u. 2020-021 2020 Temporary Budget
- v. 2020-022 Appointing James Goos Fund Commissioner and Joe Iannuzzelli as alternate
- w. 2020-023 Appointing contact person for the Employment Practices Liability Helpline with the Atlantic County Municipal Joint Insurance Fund
- x. 2020-024 Appointing JIF Safety Coordinator-Donna Peterson
- y. 2020-025 Authorizing the Tax Assessor to handle appeals

- z. 2020-026 Authorizing the Tax Collector to charge interest on any delinquent taxes (property and or sewer) after the due date for the payment of the same and a ten (10) day grace period for the year 2020
- aa. 2020-027 Authorizing the Tax Collector to process property and/or sewer tax refund and cancellation of refund or delinquency of less than ten dollars (\$10.00) for the year 2020
- bb. 2020-028 Authorizing Public Employee Bonds
- cc. 2020-029 Appointing a Police Custodian of records
- dd. 2020-030 Authorizing agreement with Atlanticare for Medical Surveillance Program for Firefighters, Police and Public Works and any new hires for the City as required
- ee. 2020-031 Appointing Class III Member to the Planning Board for 2020
- ff. 2020-032 Appointing members to the Planning Board for the year 2020
- gg. 2020-033 Authorizing the Mayor to execute an agreement with Emergency Training & Consulting (ETC)
- hh. 2020-034 Appointing the Green Team Advisory Committee
- ii. 2020-035 Appointing the Municipal Alliance Committee
- jj. 2020-036 Authorizing a stipend to be paid to John Connor to serve as on-call employee for the sewer department
- kk. 2020-037 Authorizing a stipend to be paid to Wayne Colman to serve as on-call employee for the sewer department
- ll. 2020-038 Authorizing agreement for Code Red Emergency Notification system between the City of Ventnor and Onsolve LLC
- mm. 2020-039 Authorizing a Professional Services contract for Police training to the Rogers Group LLC not to exceed \$14,403.00
- nn. 2020-040 Supporting the 2020 Census
- oo. 2020-041 Adopting a Wellness Policy in the City of Ventnor
- pp. 2020-042 Tax Abatement for 18 S. Portland Ave
- qq. 2020-043 Tax Abatement for 214 A N. Surrey Ave
- rr. 2020-044 Tax Abatement 214 B N. Surrey Ave
- ss. 2020-045 Tax Abatement 105B Little Rock Ave
- tt. 2020-046 Refund Tax Overpayment
- uu. 2020-047 Authorizing contract with Jobs 4 Blue for Coordination of Off-Duty Employment of Police Officers

- vv. 2020-048 Emergency repair to wastewater collections at the intersection of Calvert and Dorset
- ww. 2020-049 Authorizing Purchasing Agent to prepare plans, specifications and publicly bid eighty (80) one-inch residential cold meters and thirty (30) 5/8 x 3/4 Meters with the option for one additional Bid #2020-1
- xx. 2020-050 Authorizing the City of Ventnor City to apply for and accept a subgrant award of the Federal Fiscal Year 2020 of Department of Homeland Security Emergency Management Performance Grant Program funding and for the City Chief Financial Officer to amend the budget and certify the availability of funds
- yy. 2020-051 Amending Resolution 014-2019-Gruccio Pepper Desanto & Ruth Labor Counsel
- zz. 2020-052 Appointing Pogue Inc to coordinate and perform Alcohol and Drug Testing
- aaa. 2020-053 Appointing Ad Hoc Citizen Advisory Committee 2020
- bbb. 2020-054 Appointing Members of the City of Ventnor Creative Team of 2020 (Ventnor Arts Alliance)
- ccc. 2020-055 Approving a Memorandum of Agreement between the City of Ventnor and the New Jersey Policemen's Benevolent Association – Local #97
- ddd. 2020-056 Adjusting the Salary of Municipal Court Judge Michael Mosca

13. Approval of Bills and Payrolls

14. Discussion Items

15. Public Portion (on any items that have been discussed so far)

The Ventnor City Commission welcomes participation of interested organizations and individuals during workshop/regular, as well as, special meetings. However, in order for the Commission to conduct the business of the City on the most productive manner possible, public comment on specific agenda items, questions comments during the workshop or at the end of regular meetings or during special meeting will be limited to three (3) minutes per person on issues. If you wish to address the Commission, please step up to the microphone at the appropriate time and state your name and address.

16. Close Workshop portion of the meeting

(This closes the workshop portion of tonight's meeting)

CALL TO ORDER (The Regular portion of the meeting)

17. Approval of Minutes

- 1) December 12, 2019 Regular

18. Ordinance Introduction

- 1) None

19. Public Hearing on Ordinance

- 1) None

20. Ordinance Adoption

- 1) None

21. Public Hearing – Street Opening Hardship

- 1) 116 S. Stratford Ave
- 2) 5900 Boardwalk

22. Resolutions:

Motion to Adopt Resolutions 2020-001 through 2020-056 by Consent (Consent Agenda includes items of business which are not controversial & do not require individual discussion. A Motion approving the consent Agenda is moved, seconded & voted upon as one item by the City Commissioners. If any discussion is requested on a consent Agenda item, it is removed from the Consent Agenda to the Regular Agenda)

2020-001	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES SOLICITOR- TIMOTHY P. MAGUIRE, ESQ. NOT TO EXCEED \$96,000.00
2020-002	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING FORD, SCOTT & ASSOCIATES AS CITY AUDITOR NOT TO EXCEED \$64,000.00
2020-003	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING A PROFESSIONAL SERVICES CONTRACT FOR PLANNING AND GRANT ASSISTANCE NOT TO EXCEED \$40,000.00
2020-004	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING PARKER MCCAY AS CONFLICT SOLICITOR NOT TO EXCEED \$10,000.00
2020-005	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING HANK N. ROVILLARD, ESQ. AS GENERAL TAX COUNCIL NOT TO EXCEED \$100,000.00
2020-006	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING CJ ADAMS CO/ STANLEY H. GUNNISON AS RISK MANAGEMENT CONSULTANT ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
2020-007	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING JOEL FLEISHMAN FOR NJEIT FINANCING BOND COUNCIL NOT TO EXCEED \$5,000.00
2020-008	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING ARCHER & GREINER AS BOND COUNCIL NOT TO EXCEED \$10,000.00
2020-009	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING PROFESSIONAL BENEFIT CONSULTANTS INC AS HEALTH INSURANCE BROKER NOT TO EXCEED \$12,000.00
2020-010	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING WILLIAM REYNOLDS AS PROSECUTOR
2020-011	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING DARRIN LORD, ESQ. AS PUBLIC DEFENDER NOT TO EXCEED \$12,000.00
2020-012	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING NW FINANCIAL GROUP, LLC AS CONTINUING DISCLOSURE AGENT NOT TO EXCEED \$1,000.00
2020-013	A RESOLUTION FO THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING NW FINANCIAL GROUP LLC AS MUNICIPAL FINANCIAL ADVISOR OF RECORD NOT TO EXCEED \$10,000.00
2020-014	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING GRUCCIO PEPPER DESANTO & RUTH AS LABOR RELATIONS COUNCIL NOT TO EXCEED \$20,000.00
2020-015	A RESOLUTION OF THE CITY OF VENTNOR COUNTY OF ATLANTIC STATE OF NEW JERSEY SETTING THE 2020 CITY COMMISSIONER MEETING SCHEDULE

2020-016	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY DESIGNATING THE OFFICIAL CITY NEWSPAPERS
2020-017	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING LISA H. HAND PUBLIC AGENCY COMPLIANCE OFFICER
2020-018	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY ESTABLISHING RULES OF ORDER AND CONDUCT FOR CITY COMMISSION MEETINGS
2020-019	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY DESIGNATING BANK DEPOSITORIES
2020-020	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY ADOPTING A CASH MANAGEMENT PLAN FOR THE CITY OF VENTNOR CITY FOR THE 2020 FISCAL YEAR
2020-021	2020 TEMPORARY BUDGET
2020-022	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING JAMES GOOS AS FUND COMMISSIONER AND JOE IANNUZZELLI AS ALTERNATE
2020-023	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING CONTACT PERSON FOR THE EMPLOYMENT PRACTICES LIABILITY HELPLINE ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
2020-024	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING THE JIF SAFETY COORDINATOR
2020-025	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE TAX ASSESSOR TO HANDLE APPEALS
2020-026	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO CHARGE INTEREST ON ANY DELINQUENT TAXES, (PROPERTY AND/OR SEWER) AFTER THE DUE DATE FOR THE PAYMENT OF THE SAME AND A TEN (10) DAY GRACE PERIOD FOR THE YEAR 2020
2020-027	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR TO PROCESS PROPERTY AND/OR SEWER TAX REFUND AND CANCELLATION OF REFUND OR DELINQUENCY OF LESS THAN TEN DOLLARS (\$10.00) FOR THE YEAR 2020
2020-028	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING PUBLIC EMPLOYEE BONDS
2020-029	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING A POLICE CUSTODIAN OF RECORDS
2020-030	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ATLANTICARE FOR MEDICAL SURVEILLANCE PROGRAM FOR FIREFIGHTERS, POLICE AND PUBLIC WORKS AND ANY NEW HIRES FOR THE CITY OF VENTNOR AS REQUIRED
2020-031	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING THE CLASS III MEMBER TO THE PLANNING BOARD, PURSUANT TO N.J.S.A. 40:55D FOR THE YEAR OF 2020
2020-032	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY, APPOINTING THE PLANNING BOARD FOR THE YEAR OF 2020
2020-033	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH EMERGENCY TRAINING & CONSULTING (ETC) NOT TO EXCEED \$2,000.00
2020-034	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING A GREEN TEAM ADVISORY COMMITTEE FOR 2020
2020-035	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING THE 2020 MUNICIPAL ALLIANCE COMMITTEE
2020-036	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING A STIPEND TO BE PAID TO JOHN CONNOR TO SERVE AS THE ON CALL EMPLOYEE FOR THE SEWER DEPARTMENT
2020-037	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING A STIPEND TO BE PAID TO WAYNE COLMAN TO SERVE AS AN ON CALL EMPLOYEE FOR THE SEWER DEPARTMENT
2020-038	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING AGREEMENT FOR CODE RED EMERGENCY NOTIFICATION SYSTEM BETWEEN THE CITY OF VENTNOR AND ONSOLVE LLC

2020-039	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING A PROFESSIONAL SERVICES CONTRACT FOR POLICE TRAINING TO THE ROGERS GROUP LLC NOT TO EXCEED \$14,403.00
2020-040	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY RECOGNIZING THE IMPORTANCE OF THE 2020 CENSUS
2020-041	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY ADOPTING A WELLNESS POLICY IN THE CITY OF VENTNOR
2020-042	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF A TAX ABATEMENT AGREEMENT FOR BLOCK 70 LOT 21 ALSO KNOWN AS 18 S PORTLAND AVE
2020-043	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF A TAX ABATEMENT AGREEMENT FOR BLOCK 199 LOT 14 QUAL C0001 ALSO KNOWN AS 214A N SURREY AVE
2020-044	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF A TAX ABATEMENT AGREEMENT FOR BLOCK 199 LOT 14 QUAL C0002 ALSO KNOWN AS 214B N SURREY AVE
2020-045	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF A TAX ABATEMENT AGREEMENT FOR BLOCK 100 LOT 26 QUAL C0002 ALSO KNOWN AS 105B LITTLE ROCK AVE
2020-046	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING A REFUND FOR A TAX OVERPAYMENT
2020-047	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE EXECUTION OF A CONTRACT WITH JOBS 4 BLUE FOR COORDINATION OF OFF DUTY EMPLOYMENT OF POLICE OFFICERS
2020-048	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING AN EMERGENCY REPAIRS FOR WASTEWATER COLLECTIONS AT THE INTERSECTION OF CALVERT & DORSET ON DECEMBER 19, 2019 NOT TO EXCEED \$5,000.00
2020-049	A RESOLUTION OF THE CITY OF VENTNOR COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE PURCHASING AGENT TO PREPARE PLANS, SPECIFICATIONS, AND PUBLICLY BID EIGHTY (80) ONE INCH RESIDENTIAL COLD METERS AND THIRTY (30) 5/8 X 3/4 METERS WITH THE OPTION FOR ONE ADDITIONAL BID #2020-1
2020-050	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AUTHORIZING THE CITY OF VENTNOR CITY TO APPLY FOR AND ACCEPT A SUBGRANT AWARD OF THE FEDERAL FISCAL YEAR 2019 OF DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM FUNDING AND FOR THE CITY CHIEF FINANCIAL OFFICER TO AMEND THE BUDGET AND CERTIFY THE AVAILABILITY OF FUNDS
2020-051	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY AMENDING RESOLUTION 014-2019 GRUCCIO PEPPER DESANTO & RUTH LABOR RELATIONS COUNCIL
2020-052	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING POGUE, INC TO COORDINATE AND PERFORM ALCOHOL AND DRUG TESTING SERVICES
2020-053	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING INDIVIDUALS TO THE AD HOC CITIZEN ADVISORY COMMITTEE 2020
2020-054	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPOINTING A MEMBER (S) OF THE CITY OF VENTNOR CREATIVE TEAM OF 2020 (VENTNOR ARTS ALLIANCE)
2020-055	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY APPROVING A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF VENTNOR AND THE NEW JERSEY POLICEMEN'S BENEVOLENT ASSOCIATION-LOCAL #97
2020-056	A RESOLUTION OF THE CITY OF VENTNOR, COUNTY OF ATLANTIC, STATE OF NEW JERSEY ADJUSTING THE SALARY OF THE MUNICIPAL COURT JUDGE MICHAEL MOSCA

23. Approve Bills & Payrolls

24. Announcements / Safety Report (if needed)

25. Commissioner Comments/Reports

26. Public Comment

The Ventnor City Commission welcomes participation of interested organizations and individuals during workshop/regular, as well as, special meetings. However, in order for the Commission to conduct the business of the City on the most productive manner possible, public comment on specific agenda items, questions comments during the workshop or at the end of regular meetings or during special meeting will be limited to three (3) minutes per person on issues. If you wish to address the Commission, please step up to the microphone at the appropriate time and state your name and address.

27. Executive Session (if Necessary)

28. Adjournment

Lisa H. Hand, RMC City Clerk