

Regular meeting of the Board of Trustees of the Village of Brockport was held in the Village Hall Conference Room 49 State Street Brockport, New York, March 12, 2013 at 7:00pm.

PRESENT: Mayor M. Connie Castañeda, Trustee William G. Andrews, Trustee Margaret B. Blackman, Trustee Kent R. Blair, Trustee Carol L. Hannan, Clerk Leslie A. Morelli

ALSO PRESENT: Pam Ketchum, Linda Ketchum, Joan Hamlin, Archie Kutz, Kristina Gabalski, Norm Giancursio, Fred Webster, Christopher Zelak, Jonathan Day, Nick W., Austin M., Sterling P.

CALL TO ORDER / PLEDGE: Mayor Castañeda called the meeting to order and led the Pledge of Allegiance.

MOMENT OF SILENCE: to honor those that serve our Country, enforce our laws, & respond to emergencies

MISSION STATEMENT: "To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

PUBLIC COMMENT:

- Pam Ketchum of Park Avenue read the following prepared statement into the record:

Fences for the Garden Squares on Main and Market Streets

I have come to talk about beautification of our Downtown Business District. Approximately 30 years ago, when Jim Stull was mayor, trees were planted on Main and Market Streets. There were metal grills at the base of each tree. As the trees grew the metal grills were removed and the resulting garden squares were created. Over the years, merchants, building owners and various organizations have spent thousands of dollars and hours cultivating, augmenting the soil and planting annuals and perennials. Many merchants have stated that a month or so later, by mid-summer, the garden squares were ruined because of people and dogs.

In May 2012, author James Howard Kunstler visited and talked about downtown development and beautification. He said that the space between the store fronts and the streets is an essential area that should be developed and maintained in a fashion such as a garden room or a transition space that is welcoming to pedestrians and shoppers. Mark Fenton, public health, planning and transportation consultant, echoed these same ideas when he spoke last October 2012 about our walkable community. Both stressed the importance of an attractive and compelling downtown area that draws people from near and far to visit, invest in goods and services and ultimately perhaps buy a house and put down roots in such a quaint and caring community.

A little over a year ago, members of Pro-Brockport started to brainstorm about how to beautify the Main and Market St. area. What could be done to enclose the garden spaces and cultivate them in a lasting and appealing fashion? Many ideas were discussed. Last September, Ted and Patty Hawley created and installed a model fence enclosure in front of Fountain of Youth Organics at 46 Main St. Ted had a conversation with DPW and during the snow season he installed corner markers to help with snow removal as requested. The enclosure he made sits on the surface and has some flexibility. It was filled with dirt, cultivated and planted with attractive mums. It has held up well over the winter season and continues to add an attractive architectural flair to that block.

Pro-Brockport has interviewed a number of welding and metal specialists and we have put together a PowerPoint including an inventory of trees on Main and Market, list of contractors and quotes. The Brockport Merchants Association has been informed about the project over the past year and is enthusiastic about making the streetscape more inviting and attractive. We hope to interview welders, review bids and ultimately fund raise to successfully carry out the project. We don't anticipate there will be a cost to the village except for perhaps taking more time and finesse in snow removal. Instead of buying new plants every year, money would be saved by protecting hardy perennials with attractive fence surrounds in place.

- Linda Ketchum of Erie Street read the following prepared statement into the record:

I am very pleased with the money saving efforts of the Brockport Police Department in the past two years. The hiring of new recruits is a reason for celebration. Not only is this community receiving top-notch protection, we are seeing a great savings in overtime wages.

Trustee, Carol Hannan, suggested that Pro-Brockport help with a reception prior to the swearing in at the March 26, 2013 Village Board meeting. Clerk, Leslie Morelli, normally handles all the details and has graciously accepted Pro-Brockport's offer of providing the snacks. With clerk Morelli's help there will be a reception from 6:15-6:45pm, provided we have the board's approval.

We will be proud to welcome all 4 new police officers as members of the community. The police union, The Stetson Club, along with many community service groups, provides much needed volunteer services with very positive results. Brockport is enriched by this and will remain a progressive community because of this.

Board was fine with use of the conference room prior to the meeting for this purpose.

GUESTS:

- Jonathan Day of Time Warner Cable & Christopher Zelak of Synnova Solutions –
 - Approve & authorize Mayor to sign contract with Time Warner Cable for phone/internet service – Clerk Morelli introduced Jonathan Day of Time Warner Cable and Christopher Zelak of Synnova Solutions, the I.T. consultant for Village Hall and DPW. She reminded the Board that approximately a year and a half ago they discussed and generally agreed with the concept of switching from Frontier for internet service and Earthlink for phone service to Time Warner Cable Business Class for both internet and phone service for all Village buildings. The Village had been waiting out its current contract which is now up. She, Treasurer Hendricks, DPW Superintendent Donahue and I.T. Consultant Zelak have been working with J. Day of TWC. The proposal and contract are before the Board for approval. Treasurer Hendricks included with it a breakdown of costs which equate to approximately \$2,300/year savings to switch to TWC. Besides cost, internet speed will be better.

Mayor Castañeda said Village Attorney Leni reviewed the proposal and contract and is fine with it.

Mayor Castañeda and Trustee Blackman each commented on being pleased to see the anticipated savings.

Trustee Blackman said each year she renegotiates her residential service and asked J. Day if the Village can do the same with business service.

J. Day said this is for 3 years.

Trustee Blackman questioned why the phone service was shown as unlimited NY only instead of unlimited US.

J. Day shared that the cost difference is substantial and it is per line. For the occasions that Village offices call out of state it would be 5 cents per minute.

Clerk Morelli said out of state calls are fairly rare and short. Most long distance calls are within New York State or to 1-800 toll free numbers.

Trustee Blair reminded the Board and I.T. Consultant that he had previously proposed a webcam for taping of Village meetings, but the current ISP couldn't handle it. TWC should be able to. C. Zelak concurred.

→ Trustee Blackman moved, Trustee Hannan seconded, Trustee Blair abstained (recused himself as he works for Time Warner Cable), carried 4/0/1 to approve and authorize the Mayor to execute the 3-year contract with Time Warner Cable for business class phones and internet service for all Village buildings.

CERTIFICATES & PROCLAMATIONS:

- Proclamation – BCSD – NYS School Social Work Week 3/2-3/9 –

→ Trustee Blair moved, Trustee Andrews seconded, carried 5/0 to adopt the following proclamation (which was previously signed by VB and provided to BCSD):

VILLAGE OF BROCKPORT
PROCLAMATION
NEW YORK STATE SCHOOL SOCIAL WORK WEEK

WHEREAS, school social workers are the mental health and crisis management experts in schools; and

WHEREAS, school social workers are actively committed to helping keep kids in school; and

WHEREAS; school social workers support student social, emotional and mental health: and

WHEREAS; school social workers strengthen academic outcomes and graduation rates;

NOW, THEREFORE, citizens are encouraged to join with the Village Board in this salute to the **MINUTES OF VILLAGE BOARD MEETING HELD March 12, 2013 continued.....page 3**

Brockport Central School District giving due consideration to the important role of school social workers.

IN WITNESS WHEREOF, I Maria Connie Castañeda, Mayor of the Village of Brockport do hereby proclaim March 2, 2013 to March 9, 2013 as School Social Work Week. We hereby set our hand and cause the Corporate Seal of the Village of Brockport to be affixed this 5th day of March in the year 2013.

- Proclamation – read *The Bluebird of Brockport* in April 2013 - Archie Kutz of Lift Bridge Book Shop and the Committee organizing the canal season opening events was in attendance to accept the proclamation.

→ Trustee Blackman moved, Trustee Hannan seconded, Trustee Andrews abstained as he is mentioned in the proclamation, carried 4/0/1 to adopt the following proclamation:

VILLAGE OF BROCKPORT
PROCLAMATION
THE BLUEBIRD OF BROCKPORT

WHEREAS, the first week of May 2013 boasts a program of events called “Low Bridge, High Water” to celebrate the season opening of the Erie Canal waters; and

WHEREAS, Donna Winters, a native of Brockport and author of *The Bluebird of Brockport*, a novel of the Erie Canal will be visiting schools and libraries and discussing her book; and

WHEREAS, William G. Andrews, Ph.D., Village Trustee and Historian Emeritus, and an author of several books about Brockport history, writes “Donna Winters tells a rollicking good story, full of action, romance, and mystery, that conveys a very pervasive feeling of authenticity for Erie Canal life in the 1830s. She is especially good developing credible, likable characters and describing family dynamics.”

NOW, THEREFORE, citizens are encouraged to join with the Village Board in this salute to Erie Canal life and read *The Bluebird of Brockport* in April 2013.

IN WITNESS WHEREOF, I Maria Connie Castañeda, Mayor of the Village of Brockport do hereby proclaim April 2013 as *The Bluebird of Brockport* month. We hereby set our hand and cause the Corporate Seal of the Village of Brockport to be affixed this 12th day of March in the year 2013.

Trustee Andrews shared that Donna Winters’ grandfather was Homer Rogers, once a Mayor of the Village of Brockport.

- Proclamation – Annual Arbor Day 4/26 -

→ Trustee Blackman moved, Trustee Hannan seconded, carried 5/0 to adopt the following proclamation:

VILLAGE OF BROCKPORT
PROCLAMATION

WHEREAS, natural areas, trees, and landscapes provide not only community beautification but also economic and environmental benefits; and

WHEREAS, trees provide many benefits to the community, including air purification, windbreaks, noise reduction, shade and energy savings; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, our efforts to improve the environment benefit present and future generations; and

WHEREAS, Arbor Day in the Village of Brockport is held each April;

BE IT THEREFORE RESOLVED, that I, Maria Connie Castañeda, Mayor of the Village of Brockport do hereby proclaim April 26th, 2013 as Arbor Day in the Village of Brockport and encourage all our citizens to participate in appropriate activities and to take advantage of the benefits of the parks and other natural areas in our community.

IN WITNESS WHEREOF, we hereby set our hand, and cause the Corporate Seal of the Village of Brockport to be affixed this 12th day of March, in the year 2013.

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CONSENSUS ITEMS:

• **APPROVAL OF MINUTES:**

→ Trustee Blackman moved, Trustee Blair seconded, Trustee Andrews abstained due to absence, carried 4/0/1 that the minutes of the 02/26/13 meeting be approved as amended.

→ Trustee Blair moved, Trustee Blackman seconded, carried 5/0 that the minutes of the 03/5/13 meeting be approved as written.

• **APPROVAL OF BILLS TO BE PAID**

→ Trustee Blackman moved, Trustee Hannan seconded, carried 5/0 that the bills be allowed and paid upon audit.

A/P Clearing Account

	<u>Abstract Date</u>	<u>Amount</u>
FUND (A): <u>General</u>	3/8/13	\$27,056.04
FUND (F): <u>Water</u>	3/8/13	\$3,006.13
FUND (G): <u>Sewer</u>	-	-
FUND (H): <u>Capital</u>	-	-
FUND (T): <u>(Trust & Agency)</u>	3/8/13	\$100.00
		\$30,162.17 grand total

• **CLERK REPORT:**

- Clerk – Leslie Ann Morelli

• **OLD BUSINESS:**

○ Proposed Parks signage – Trustee Blair reviewed the proof of the proposed parks signage. He said DPW Superintendent suggested adding section of code and per Brockport Village Board to all the signs. He also suggested multiple signs for each park. Trustee Blair reminded that \$2,000 for the signs is coming from the Smoking and Health Coalition. The step now is to approve the signs proof. He will then share the total costs when they are known.

Board feels that there is not enough room or need for additional language on the signs, and that some parks will need more than one sign.

→ Trustee Andrews moved, Trustee Hannan seconded, carried 5/0 to approve the signs proof as shown in the meeting packet.

○ Vacation Carry Over from one fiscal year to the next – Mayor Castañeda referred to the letter sent to Union Presidents 1/3/12, follow up memo 2/15/12, and most recent follow up 2/13/13. She asked for a response by 3/11 and has yet to receive. She suggested holding off on enacting amended policy for the few full time non-union employees until response from the Union Presidents.

Clerk Morelli shared that while she, Mayor, past Manager and past Treasurers believe this policy needs changing and could assist with staffing issues and save money, in talking with Treasurer Hendricks today, he cautions the Board as to the timing of adopting the policy until such time as the Board budgets for payout of vacation time.

○ Special Counsel – consider: Aloï – cease agreement, Lunn – request return of hours pre VB authorization – Mayor Castañeda reminded that in October, the Board terminated the need for Attorney Lunn and requested the refund of unused retainer. After Clerk Morelli recently reminded Attorney Lunn that the unused portion of the \$5,000 retainer had not been refunded, he subsequently sent a check for \$2,580. Mayor Castañeda said she has previously mentioned it should be of concern that special counsel began work prior to Board authorization. She further stated she has yet to receive an answer to her question as to who initiated special counsel.

→ Mayor Castañeda moved, Trustee Blair seconded, carried 5/0 to have Clerk Morelli contact Attorney Lunn to request refund of the billable hours prior to Board authorization.

Trustee Blackman said she contacted Attorney Lunn’s office and spoke with his secretary and explained the concern. She said she received an email from Attorney Lunn that he was soon meeting

with Attorney Aloi and would get back to her. He is aware it is a concern and that the Board would likely be requesting refund of the ~\$900.

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Trustee Blackman said there was no intent that special counsel would put in billable hours prior to Board authorization. Lawyers talk. It is for them to clear up, not the Board.

Trustee Blair concurred

Mayor Castañeda said if none of the Village Board solicited Attorney Lunn or gave Attorney Aloi to bring Lunn on, who did?

Trustee Blair suggested Mayor Castañeda have a conversation with Attorney Aloi as the Board had nothing to do with that.

Mayor Castañeda suggested terminating the need for Attorney Aloi. He utilized the entire \$5,000 retainer and not been authorized further monies.

→ Mayor Castañeda moved, Trustee Andrews seconded, to terminate the need for Attorney Aloi.

Trustee Blair said Attorney Aloi isn't doing any work now as he has utilized the retainer. No further money has been allocated. However, the reason for securing his services – why he was retained – is still lingering. He should not be released/terminated until it has been resolved.

Mayor Castañeda said it was stated that Attorney Aloi was hired to counsel the Village Board on certain things since Village Attorney Leni recused himself. She asked what Attorney Aloi did or is doing for the Board.

Trustee Blair said she is well aware of the notices of claim filed by her and partner that have not been resolved.

Mayor Castañeda said the D.A. is handling the prosecution and the Village's Insurance carrier has assigned an attorney.

Trustee Blair said the insurance may determine it's not covered.

Call to question: Mayor Castañeda in favor. Trustees opposed.

1/4 – motion fails.

- Request Grant Writer Jean O'Connell attend 4/2 VB work session re Local Government Efficiency Program / Citizens Re-Organization Empowerment Grant opportunities – Mayor Castañeda said on 1/3 she emailed Gary at the grant writers regarding this grant. On 1/4 he emailed back with answers and copied in the Trustees. On 1/22 it was on the agenda and while it did not receive a second to her motion, there was some discussion. Information that was shared by Trustee Blackman 1/22 went to Gary for clarification. Gary's clarification was shared 2/12. That weekend the Suburban News printed Trustee Blackman's letter to the editor that included the same misinformation she brought up 1/22. At the 2/26 meeting, Mayor Castañeda proposed inviting the grant writer to a work session for further clarification and discussion. Gary is no longer with them, but Jean O'Connell is willing and available to attend the 4/2 work session if the Board wishes.

→ Mayor Castañeda moved, Trustee Blackman seconded, carried 5/0 to invite Grant Writer Jean O'Connell to the 4/2 VB work session to discuss Local Government Efficiency Program / Citizens Re-Organization Empowerment Grant opportunities.

Trustee Blackman said she believes this will be useful and that she is fully open to being educated on it. She is not agreeing to apply for such grant(s), but to learn more about them. Trustee Blackman referred to the Walker, Hamlin, Morton Fire District having applied for such a grant. She reminded the Board that the Seymour Library is again considering the possibility of a Library District and such a grant might be worthwhile for that purpose.

- **NEW BUSINESS:**

- Set public hearing for proposed Local Law of 2013 to exceed the property tax cap (if necessary) – Mayor Castañeda reminded Board that Treasurer recommends adopting such to be on the safe side. She said she does not intend to present a budget that exceeds the tax cap. However, it is a good precaution to take to adopt the override. She said Attorney Leni suggested holding the public

hearing 3/26. Then if an issue comes up, the Board still has the 4/9 meeting (budget hearing). We don't want to be in a position to have to take action on tax cap override on 4/23, the same time the budget is scheduled for adoption. Mayor Castañeda said Treasurer Hendricks shared 3/5 that NYS OSC contacted him about determining the costs and savings on the affected local governments attributable to forming the Brockport Fire District. We will soon be receiving their determination that the **MINUTES OF VILLAGE BOARD MEETING HELD March 12, 2013 continued.....page 6**

effect / cost savings of the transfer of this function

→ Trustee Blackman moved, Trustee Blair seconded, carried 5/0 to:

VILLAGE OF BROCKPORT
Notice of Public Hearing

Please take notice that the Board of Trustees of the Village of Brockport will hold a **public hearing beginning at 7:00 pm on Tuesday, March 26, 2013**, in the Brockport Village Hall Conference Room, 49 State Street, Brockport, NY 14420, with the A.D. Oliver Middle School Large Group Instruction Room, at 40 Allen Street, Brockport, NY 14420 serving as a backup location in the event the maximum capacity of the Village Hall Conference Room is exceeded, to consider proposed Local Law #1 of 2013, a Local Law to override the tax levy limit established in General Municipal Law § 3-c, as follows:

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Brockport to adopt a budget for the fiscal year commencing June 1, 2013 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law § 3-c, which expressly authorizes a local government's governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Brockport, County of Monroe, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2013 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law § 3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court's order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

All interested parties will be given an opportunity to speak for or against this proposed legislation.

By Order of the Brockport Village Board

Leslie Ann Morelli
Village Clerk
Village of Brockport

Dated: March 12, 2013

For publication in Suburban News and posting on Village website and at Village Hall.

VILLAGE BOARD REPORTS:

- o Mayor M. Connie Castañeda
 - Budget - Mayor Castañeda shared that at the 3/5 VB work session, the Board and

Treasurer discussed the 6/1/13-5/31/14 budget. It was very productive with many suggestions shared.

- Emergency Management - Mayor Castañeda shared that she attended the local emergency preparedness session hosted by Monroe County Emergency Management the evening of 3/7. She said she knows Building/Codes Officer Zarnstorff went to the 3/7 morning session. It was very informative and worthwhile. She would recommend attendance if offered in the future. It allowed her the opportunity to speak with Director Fred Rion – to share with him that we recently updated the

Village

EOP and that some concern has been raised as to including the Annex A & B regarding frequencies and contacts. He offered to review it and provide feedback. He also offered assistance in conducting a table top exercise, possibly this summer.

- Cub Scouts - Mayor Castañeda shared that she attended the Cub Scout Pack 228 banquet 3/9 and presented certificates to the young men for their accomplishments.

- Meals on Wheels - Mayor Castañeda shared that one day each March she has
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taken time off from work and participated in the annual Mayors for Meals delivery program. This year Meals on Wheels have organized “March for Meals Jeans Day” for Wednesday, 3/20. Employees are given the opportunity to wear jeans that day (realizing DPW already does) and donate \$5. She will have

Clerk Morelli put out a memo and collection at the front counter and drive up window that day. When you make a donation, you get a sticker to wear and show support. Proceeds will go directly to meal costs and help Meals on Wheels reduce their waiting list of low-income seniors in our area. Whether or not you wear jeans, feel free to make a donation that day.

- Trustee William G. Andrews

- Landmark Society – Trustee Andrews shared that he and HPB Chair / Town of Sweden Historian Kathy Goetz are working with the Landmark Society of Western New York regarding the 4/19-4/20 2013 Preservation Conference Outside the Box: Innovative Preservation Practices for the 21st Century. It will be held 4/19 & 4/20 at SUNY. The brochure is out and gives good publicity for the Village of Brockport.

- GBDC - Trustee Andrews shared that GBDC will be coordinating the Summer Serenades concert series again this year and is seeking sponsors. He invited each Village Board member to personally help sponsor a concert. He is going to approach the Sweden and Clarkson Town Board members as well.

- Economic Development and Historic Preservation – Trustee Andrews shared HPB member Kevin McCarthy proposed seeing what other communities have done. Trustee Andrews and HPB member Pam Ketchum proposed Mt. Morris. So they and several citizens traveled to Mt. Morris last Saturday and met with Greg O’Connell and Louise Wadsworth who had made a presentation last winter in Brockport on their accomplishments.

- Canal Season Opening Events - Trustee Andrews shared that he is participating on Trustee Blackman’s committee to organize various events.

- Police Department - Trustee Andrews expressed gratitude to BPD for regular surveillance of his home for the 18 days he was traveling with family out of the country.

- Trustee Margaret B. Blackman

- Economic Development and Historic Preservation – Trustee Blackman shared that she was part of the field trip to Mt. Morris. She thanked Pro Brockport for organizing it.

- Merchants Association - Trustee Blackman shared that she and Trustee Hannan and Pam Ketchum helped with the BMA Wine Walk 3/9. It was very successful. Trustee Hannan said approximately 400 people participated.

- SUNY - Trustee Blackman shared that she spoke to 2 communications classes recently about local government. She gave them some homework and they will be at the budget hearing.

- Grants - Trustee Blackman shared that she just received word of a successful grant application for \$500 for the canal season opening events. She shared that she learned the grant writers don’t typically receive the grant application results. Therefore, when the Mayor or applicant receives it, we need to notify J. O’Connell Associates. Trustee Blackman also suggested that whoever receives grant application results, share them with the Board and grant writers right away, rather than holding to announce at a Board meeting. Trustee Blackman said she and Trustee Andrews have a meeting to meet with J. O’Connell and Brianna Popek about consolidated funding grant opportunities.

- Trustee Kent R. Blair

- Newsletter – Trustee Blair said he is awaiting a little more information for the 1st quarter newsletter. It was promised to him by the next day.

- Operation Prevent - Trustee Blair shared that Brockport Police Department participated in a recent Operation Prevent – going out to drinking establishments and checking ID's. Many arrests were made – most for fake ID's, some for having someone else's ID.

- Trustee Carol L. Hannan

- Police Department - Trustee Hannan shared that she attended the GCC graduation of the 3 part time police officers as did many in the department. They were the largest presence there. One of them got an award for most improved shooting skills. They will all be a credit to

the Village. She looks forward to the reception for them before the next VB meeting. She commented **MINUTES OF VILLAGE BOARD MEETING HELD March 12, 2013 continued.....page 8**

that Chief Varrenti assisted with an erratic driver on the way back from the graduation. She said she learned on a ride along that some people are buying ID's from overseas that look very real.

- Merchants Association - Trustee Hannan shared that the 3/9 Wine Walk was very successful and BMA plans for another in early 2014.

- Landmark Society – Trustee Hannan shared that Trustee Andrews was too modest to mention he is going to be a presenter at the upcoming conference. She said historic preservation is good for businesses and good for communities.

- Economic Development and Historic Preservation – Trustee Hannan shared that she was part of the field trip to Mt. Morris. She thanked Pro Brockport for organizing it.

- Museum - Trustee Hannan shared that she has been spending some time in the museum which was recently full of volunteers trying to sort and reorganize materials.

ADJOURNMENT:

→ At 8pm, Trustee Blackman moved, Trustee Blair seconded, carried 5/0 that the meeting be adjourned.

Leslie Ann Morelli, Village Clerk