

PUBLIC HEARING  
&  
REGULAR MEETING  
APRIL 6, 2016

Board Members Present: Mayor Richard Frost  
Trustee Gary Planty  
Trustee Bryan Woleben  
Trustee Craig Miller  
Trustee Carol Horlacher

Present: Sonia Luszczak, Village Clerk/Treasurer  
Peter D. Clark., Village Attorney  
Tom Allen, Highway Superintendent  
Joe Majkowski, Electric Lineman  
Jim Rizzo, Jr., Fire Chief  
Rich Lewis, Wastewater Treatment Plant  
Nancy Smith, Deputy Clerk/Treasurer  
Alan Gustafson, Code Enforcement Officer  
Mark Odell, County Legislator, District 7  
Jeannie Oliver  
Philip Gerace  
Eileen Powers, Director of Rehab Housing  
Development, CHRIC

Mayor Frost opened the public hearing meeting with the pledge to the flag at 6:30 p.m.

Mayor Frost noted that this was a public hearing for the budget of 2016/2017.

The Mayor then asked if there were any questions from the public regarding the budget. With no comments from the floor, Mayor Frost asked the Board of Trustees if anyone of them had any questions or concerns with the budget. Mayor Frost noted that we should all be grateful to David Hazelton on the great job he did with doing the budget. Trustee Carol Horlacher noted that she attended the Budget Workshop and had any of her questions answered. Trustee Planty noted that previous Mayor Hazelton worked very hard on keeping below the 2% tax cap. A motion was made by Trustee Gary Planty and second by Trustee Bryan Woleben to adjourn the public hearing on the budget at 6:35 p.m. Vote was unanimous, motion carried.

Mayor Frost opened the regular meeting with the pledge to the flag at 7:00 p.m.

**Public Comments:** Eileen Powers noted that she had requested a public hearing to discuss the CHRIC, Chautauqua Home Rehab who have been working with the Village for the last couple of years on 10 low income housing. The grant was originally

\$330,000 but \$10,000 will be returned unexpended. Properties came in higher than anticipated due to the high lead based paint that had to be addressed. This a recap of the project. The unexpended will be taken back into the HUD budget. With no further public comments the public hearing was closed.

### **Department Reports:**

Sonia Luszczak, Village Clerk/Treasurer – noted that there would be a resolution further down in the meeting to attend a Notary Class.

At the last meeting Mayor Hazelton requested that we present a total amount of money that the Village had received from HEAP. The total was \$39,545.00.

We received an application for a Project Clean-up on 43 Smith Street. After review of the documents, a motion was made by Trustee Gary Planty and second by Trustee Craig Miller to pay \$500.00. Vote was unanimous, motion carried.

The Water Department received a certificate for being a 20-year member of New York Rural Water Association.

The Village received an invitation to attend a 2015-2016 Landowner Appreciation Party to be held on April 16, 2016 at the Sherman Volunteer Fire Hall from Chautauqua Lake Snowmobile Club.

We have received a quote for an upgrade to the El Dorado software that we currently use for billing Electric, Water & Sewer. Along with the quote is for another seat that will be downloaded on the Clerk's computer. The other seat that we used for the part-time clerk computer was moved to accommodate the credit card payments at the customer window. After further discussion, a motion was made by Trustee Carol Horlacher and seconded by Craig Miller to accept the quote of \$2,650.00 to upgrade the billing software and purchase a new seat. Vote was unanimous, motion carried.

Supervisor Dan Schrantz addressed the Board to discuss sharing meetings to keep open communication between the Boards. Mayor Frost thanked Mr. Schrantz and agreed that this was a good program to continue. Mr. Schrantz wanted to congratulate the new Mayor, and Trustees on their wins.

Mark Odell, County Legislature, District 7 also wanted to congratulate the new Mayor and two Trustees from County Executive Vince Horrigan.

Tom Allen, Highway Superintendent – gave the Board members two quote for beam posts for the new bridge on Peerless Street for consideration.

The DPW crew started brush pick-up on Monday at there was 13 hours of work to collect it all.

Tom will be out of town on vacation April 16<sup>th</sup> through the 22<sup>nd</sup>. He will have a list of things for the boys to do while he is gone. If anything comes up, he will have a phone with him.

Tom stated that Connor Dolce will be starting to work May 23, 2016.

The new pick up will be ready in the next month.

The new Peerless Street bridge should be ready to open in July. Trustee Miller asked if once the bridge is open does it then go to the County. According to Tom and Dan

Schranz, it belongs to the Town of Portland and the Town has not approached that subject with the County yet.

Wastewater Treatment Plant – No report.

Jim Rizzo, Jr, Fire Chief – Four new firefighters are going through the EMT classes which is a big accomplishment for the department. Jim and three others in the fire department just came back from Turning Stone attending a law conference for fire departments regarding the rules and regulations along with the do's and don'ts. Every four (4) years the fire department hosts the mock DWI training in light of the upcoming Prom. This is the year for this to be conducted. Fire Department elections were held at the fire hall on Tuesday night, April 5, 2016 with new crew incoming. Philip Gerace will become Fire Chief effective May 1, 2016.

Joe Majkowski, Electric Department Head – His department continues to trim trees. Joe stated that he would like to get with the two new trustees and talk about his department. Joe took Mayor Frost up in the bucket truck to look over 10 East Main Street and how much more the building has shifted and the urgency in getting some closure to removal of this building.

Peter Clark – Village Attorney – Nothing to report.

Alan Gustafson, Code Enforcement Officer- turned in his report with some pick up in building permits. He has been investigating garbage complaints and building issues. Alan will be attending training. Mayor Frost asked if Alan could get a list ready for what type of construction would require a building permit. Dan Schranz also stated that he wanted to note that there are some possibilities that we could together (Village of Brocton-Town of Portland) get funding for downtown grants. Trustee Carol Horlacher noted that there would be a follow-up meeting on April 29<sup>th</sup> at SUNY. The Village Clerk noted that she also got information regarding the meeting and would place one in each of the Trustees mailboxes.

### **Committee Reports:**

Trustee Carol Horlacher- no report.

Trustee Craig Miller – no report.

Trustee Bryan Woleben gave an update on the Youth Recreation Program regarding the interviews being held on April 23<sup>rd</sup>. A letter was sent to School Superintendent, Jason Delcamp requesting the Youth Recreation program at the school. Surveys for the program are being worked on by Cynthia Ferguson.

Trustee Gary Planty made a motion to approve the quote that Tom Allen, DPW Superintendent gave for \$3,937.50 to Guide Rite for posts for the guard rails on the new

bridge at Peerless Street seconded by Trustee Bryan Woleben. Vote was unanimous, motion carried.

Trustee Planty asked to go into Executive session regarding a personnel matter.

Gary contacted SUNY Fredonia on an internship with them for grant writing.

Trustee Planty spoke to Barbara at the Conference of Mayors inquiring about setting up an account with the credit union in Brocton to go deposit the money and get a check to be deposited into our account via remote capture. According to Barbara, she was sure that this would still not be something we could do, but she would contact other municipalities as to how they handle that.

Trustee Planty stated that with the settlement that we received from National Grid due to overpayment, we were looking at putting the money that we received into a long term debt account for the Electric Transformers.

The DEC came and did a SPEDES audit at the Wastewater Treatment Plant noting a couple infractions from the last audit were taken care of.

The roofs were completed at the Wastewater Treatment Plant on two buildings. There is still the UV building that the roof should be replaced as soon as possible.

We received an email from Greg Borst @ the Water Treatment Plant regarding the blue barrels and removal of them. The company in Buffalo comes to the plant and removes the barrels and will begin charging \$100.00 a load to remove them. Trustee Planty made a motion to accept the quote from Harbison Bros., Inc. of \$100.00 to remove the barrels from the Water Treatment Plant and seconded by Trustee Bryan Woleben. Vote was unanimous, motion carried.

Trustee Planty has been working with Peter Clark, Village Attorney regarding training that is given to our employees. In summary, if the Village spends \$5,000.00 for training, the employee should work for the Village for 4 years or repayment must be made at a prorated cost to the employee should they decide to leave the Village. If the Village terminates the employee, there would be no repayment. This will take effect on June 1, 2016. This will be placed in the handbook for future reference.

Trustee Planty noted that there is training going on for new Trustees and Mayor for \$15.00 per session. Some are webinars.

### **Mayor Report:**

Mayor Frost wanted to thank everyone for putting their trust in him and giving him the job of Mayor. He will do the best that he can for the next four years attacking the issues and move the Village forward.

Mayor Frost wanted to thank J. Dale Abram and past Mayor Hazelton for a job well done and thanks for serving the Village.

### **New Business:**

Resolution 23-2016 Re-levy Water/Sewer Liens to Taxes

## **RESOLUTION 23-2016**

### **RELEVY WATER/SEWER LIENS TO TAXES**

WHEREAS the Village Clerk/Treasurer has presented to this Board a list of delinquent water and sewer rentals due the Village of Brocton, now therefore

BE IT RESOLVED that said delinquent amounts, together with penalties as provided by law, shall be entered into or attached to the minutes of this meeting, and

BE IT FURTHER RESOLVED that such delinquent water and sewer rentals are hereby levied against the real property liable for such payment in the same manner as Village taxes and said amounts shall be set forth in a separate column in the annual tax rolls of the Village, and

BE IT FURTHER RESOLVED that the amounts so levied shall be collected in the same manner and at the same time as provided by law for the collection of the Village taxes, and

BE IT FURTHER RESOLVED that said delinquent water and sewer rentals, together with penalties, be forwarded to the County of Chautauqua Department of Finance to be included on the 2016/2017 Village taxes for the real property liable for said amounts.

Resolution introduced by Trustee Bryan Woleben, second by Trustee Craig Miller with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: April 6, 2016

Sonia Luszczak  
Village Clerk/Treasurer

Resolution 24-2016 Advance Approval of Claims

RESOLUTION 24-2016

ADVANCE APPROVAL OF CLAIMS

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges and

WHEREAS, all such claims shall be presented at the next regular meeting for audit and

NOW THEREFORE BE IT RESOLVED;

SECTION 1 – That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

SECTION 2 – That this resolution shall take effect immediately.

Resolution introduced by Trustee Craig Miller and seconded by Trustee Carol Horlacher with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: April 6, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 25-2016 Designating Regular Meeting

## RESOLUTION 25-2016

### DESIGNATING REGULAR MEETING

BE IT RESOLVED that the Regular Meetings of the Board of Trustees of the Village of Brocton be held on the first and third Wednesdays of each month at 7:00pm at the Village Offices, 34 West Main Street, Brocton New York, with meetings for the months of June, July and August to be held on the third Wednesday only, at the discretion of the Mayor.

BE IT FURTHER RESOLVED, this resolution supersedes any previous resolution regarding meeting dates of this Board.

Resolution introduced by Trustee Carol Horlacher, seconded by Trustee Gary Planty with vote as follows:

  4   ayes                        0   nays                        0   absent

Dated: April 6, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 26-2016 Designation of Depositories

## RESOLUTION 26-2016

### DESIGNATION OF DEPOSITORIES

WHEREAS, the Village Board of Trustees has determined that Village Law 4-4-12 (3) (2) requires the designation of Bank or Trust Companies for the deposit of all Village monies.

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees does hereby designate the following institution or depositories of all monies received by the Village Treasurer/Clerk and Receiver of Taxes –

Community Bank of Westfield, New York;  
Municipal Investors Service, CLASS;

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Resolution introduced by Trustee Gary Planty, seconded by Trustee Craig Miller with vote as follows:

\_\_4\_\_ ayes

\_\_0\_\_ nays

\_\_0\_\_ absent

Dated: April 6, 2016

Sonia Luszczak  
Village Clerk/Treasurer

Resolution 27-2016 Mileage Allowance

## RESOLUTION 27-2016

### MILEAGE ALLOWANCE

WHEREAS, the Village Board of Trustees has determined to pay a fixed rate for mileage, or reimbursement, to officers and employees of the Village who use their personal automobile while performing their official duties on behalf of the Village of Brocton;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees shall approve reimbursement to such officers and employees at the rate of .45 cents per mile.

BE IT FURTHER RESOLVED, that this resolution shall immediately take effect.

Resolution introduced by Trustee Bryan Woleben, seconded by Trustee Craig Miller with vote as follows:

\_\_4\_\_ ayes

\_\_0\_\_ nays

\_\_0\_\_ absent

Dated: April 6, 2016

Sonia Luszczak  
Village Clerk/Treasurer

Resolution 28-2016 Authorizing Mayor and Treasurer to Sign Checks & Financial Instruments

RESOLUTION 28-2016

AUTHORIZING MAYOR AND TREASURER  
TO SIGN CHECKS & FINANCIAL INSTRUMENTS

BE IT RESOLVED, that Mayor Richard L. Frost is hereby authorized together with Village Treasurer, and in their absence the Deputy Mayor and Deputy Clerk to sign, checks and any other financial instruments on behalf of the Village of Brocton for authorized expenditures.

Resolution introduced by Trustee Craig Miller, seconded by Trustee Carol Horlacher with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: April 6, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 29-2016 Procurement Policy

RESOLUTION 29-2016  
PROCUREMENT POLICY

**BE IT RESOLVED THAT THE FOLLOWING PROCUREMENT POLICY  
REQUIRED BY GENERAL MUNICIPAL LAW SECTION 104b BE ADOPTED BY  
THE VILLAGE OF BROCTON:**

Goods and services, which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure that prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the

acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Village of Brocton is adopting internal procedures to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

**Procedures for Determining Whether Procurement is Subject to Bidding:**

Department Heads shall determine whether a procurement of goods and services is subject to competitive bidding and shall document the basis for this determination and review the determination with the Village Board of Trustees prior to solicitation of bids. Bids shall be met with prior approval of the Village Board of Trustees.

**Non-Bid Procedures:**

**Purchases:**

Superintendent and Village Clerk are allowed to purchase commodities up to \$1500.00 without prior approval by the Village Board of Trustees. Purchases of commodities initiated by department heads for amounts ranging between \$1500.00 and \$9999.00 must obtain two (2) or more quotes that must be documented in the voucher package in writing. If two (2) or more quotes are not available, please include the reason quotes were not obtained in the voucher package in writing.

**Public Works Contracts:**

Departments are allowed to initiate public works contracts for amounts up to \$1500.00 without prior approval of the Village Board of Trustees. Purchases of public works contracts ranging between \$1500.00 and \$9999.00 must receive prior approval from the Village Board of Trustees. Two (2) or more quotes must be obtained and documented in the voucher package in writing. If two (2) or more quotes are not available, please include the reason quotes were not obtained in writing.

**Award of Contract to Other Than Low Quote:**

Whenever an award of contract for a purchase or public works contracts, which requires the solicitation and documentation of quotes, is made to other than the low quote, the justification for the award shall be noted in writing in the voucher package. Purchases and public works contracts in excess of \$9999.00 made under emergency circumstances shall require when possible, the pre-approval of the Village Board of Trustees. Obtaining quotes under emergency circumstances is encouraged, but not required.

**Purchases \$500 to \$1500**

WHEREAS, The Village Board of Trustees in order to better manage Village Funds desires to have at least two committee members from the Village Board approve intended purchases and/or vouchers which are more than \$500 and less than \$1500 and which are budgeted;

The request can be made by putting a formal copy of 2 proposals in the trustees' mail slot, for a timely signoff. The trustees may be contacted by telephone and informed of the request awaiting approval, now therefore

Each department member will continue to exercise caution towards their respective budgets and the current procurement policy establishing three competitive bids for work or vouchers exceeding \$1500 to continue as written with approval required by the Village Board at a Village Board meeting. The decision to initiate or suspend this resolution will be at the discretion of the Village Board and;

BE IT FURTHER RESOLVED, Departments of the Village of Brocton will notify Trustees in their respective committee of purchases in the amount more than \$500.00 but less than \$1500

**Input from Officers:**

Comments concerning the policies and procedures shall be solicited from all Officers of the Village.

**Annual Review:**

The Village Board shall review this procurement policy and obtain input from Officers and Officials each year at the April reorganization meeting of the Village Board Of Trustees.

**Failure to Comply:**

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104b shall not be grounds to void action taken or given rise to a cause of action against the Village of Brocton or any officer or employee thereof.

Resolution introduced by Trustee Carol Horlacher, seconded by Trustee Gary Planty with vote as follows:

  4   ayes                      0   nays                      0   absent

Dated: April 06, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 30-2016 Special Meeting/Emergency Meeting Procedure

## RESOLUTION 30-2016

### SPECIAL MEETING/EMERGENCY MEETING PROCEDURE

WHEREAS, The Village of Brocton Board of Trustees sets forth the procedures for Special Meetings/Emergency Meetings as deemed necessary,

BE IT RESOLVED, the Mayor or at least Two Trustees Acting Together have the privilege of calling a Special Meeting of the Board of Trustees, and said meetings will be held according to Open Meetings Law.

BE IT FURTHER RESOLVED, the Members of the Board of Trustees will be notified of the Special Meeting by the Village Clerk by telephone call, and/or email notification.

Resolution introduced by Trustee Gary Planty, seconded by Trustee Craig Miller, with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: April 06, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 31-2016 Approve Mayor's Appointments

## RESOLUTION 31-2016

### APPROVE MAYOR'S APPOINTMENT

WHEREAS, Mayor Richard L. Frost has appointed the following personnel and employees as listed,

NOW THEREFORE BE IT RESOLVED, the following Appointments of Mayor Richard L. Frost are hereby approved

Village Attorney:	Peter D. Clark
Deputy Mayor:	Trustee Gary Planty
Clerk/Treasurer:	Sonia Luszcak
Deputy Clerk/Treasurer:	Nancy Smith
Registrar of Vital Statistics:	Roxanne Sobecki
Village Historian:	Daniel King
Building & Fire Code Officer:	Alan Gustafson
Acting Village Justice:	Richard Delcamp
Newspaper:	The Observer, Dunkirk NY
Fire Chief:	Philip Gerace

Resolution introduced by Trustee Bryan Woleben, second by Trustee Carol Horlacher with vote as follows:

\_\_4\_\_ ayes                      \_\_0\_\_ nays                      \_\_0\_\_ absent

Dated: April 06, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Resolution 32-2016 Approve Mayor's Committee

## RESOLUTION 32-2016

### APPROVE MAYOR'S COMMITTEE

WHEREAS, Mayor Richard L. Frost has appointed the following Trustees to serve on committees as listed:

Audit: (6 mos.)	April – Sept: Oct – March:	1 Carol Horlacher 2 Craig Miller	Bryan Woleben Gary Planty
Electric		Carol Horlacher	Craig Miller
Fire Department		Craig Miller	Bryan Woleben
Insurance (Liability & Medical)		Gary Planty	Carol Horlacher
Justice (Audit)		Bryan Woleben	Craig Miller
Law Enforcement		Craig Miller	Bryan Woleben
Office		Craig Miller	Carol Horlacher
Recreation		Gary Planty	Bryan Woleben
Streets		Bryan Woleben	Carol Horlacher
Tax Review		Carol Horlacher	Gary Planty
Water		Craig Miller	Gary Planty
Wastewater		Gary Planty	Carol Horlacher
Zoning/Fire Insp Code Enforcement		Bryan Woleben	Craig Miller
Planning		Carol Horlacher	Gary Planty
Grants		Gary Planty	Bryan Woleben
Department Heads		Carol Horlacher	Gary Planty
Shared Services		Craig Miller	Bryan Woleben

Resolution introduced by Trustee Carol Horlacher, second by Trustee Bryan Woleben with vote as follows:

\_\_\_4\_\_\_ ayes                      \_\_\_0\_\_\_ nays                      \_\_\_0\_\_\_ absent

Dated: April 06, 2016

Sonia Luszczak, Village Clerk/Treasurer

Resolution 33-2016 Approval to Attend Local Government Conference

## RESOLUTION 33-2016

### APPROVAL TO ATTEND LOCAL GOVERNMENT CONFERENCE

WHEREAS Thomas Allen has requested approval to attend Local Government Conference on Wednesday, May 11, 2016 at the Houghton College in Houghton, NY. This is sponsored by Southern Tier West Regional Planning & Development Board. The purpose of this training is for local government officials. Cost for this conference will be \$40.00. Travel will be by Village Pickup.

NOW THEREFORE BE IT RESOLVED authorization is given for Thomas Allen to attend the Local Government Conference.

Resolution introduced by Trustee Craig Miller, second by Trustee Bryan Woleben with vote as follows:

\_\_4\_\_ ayes                      \_\_0\_\_ nays                      \_\_0\_\_ absent

Dated: April 06, 2016

Sonia Luszczak  
Village Clerk/Treasurer

Resolution 34-2016 Approval to Attend Notary Public Seminar

## RESOLUTION 34-2016

### APPROVAL TO ATTEND NOTARY PUBLIC SEMINAR

WHEREAS Sonia Luszcak has requested approval to attend Notary Public seminar on Wednesday, April, 13 2016 from 1:00 to 4:00 pm at JCC Campus in Jamestown. The registration fee is \$80.00 and travel will be by private vehicle.

NOW THEREFORE BE IT RESOLVED authorization is approved for Sonia Luszcak to attend the Notary Public seminar as listed.

Resolution introduced by Trustee Gary Planty, second by Trustee Bryan Woleben with vote as follows:

\_\_\_4\_\_\_ ayes                      \_\_\_0\_\_\_ nays                      \_\_\_0\_\_\_ absent

Dated: April 06, 2016

Sonia Luszcak  
Village Clerk/Treasurer

Tom Allen DPW Superintendent noted that Steve St. George would start digging the water main beginning on Monday. Trustee Craig Miller asked once the water main goes through would the ditches remain open or close them in? According to Tom, St. George will leave the property just as it was before.

**Old Business:**

General Code – According to Peter Clark, Village Attorney explained to the Mayor that this is a book of all our Local Laws. This procedure was started back in 2006 and was not completed. It will be completed soon.

A motion was made by Trustee Bryan Woleben, seconded by Trustee Craig Miller to authorize payment of signed approved vouchers. Vote was unanimous, motion carried.

A motion was made by Trustee Gary Planty, seconded by Trustee Carol; Horlacher to approve March 16<sup>th</sup> minutes as presented in written form. Vote was unanimous, motion carried.

A motion was made by Trustee Bryan Woleben, seconded by Trustee Gary Planty to approve the written reports as presented. Vote was unanimous, motion carried.

A motion was made by Trustee Gary Planty, seconded by Trustee Carol Horlacher to enter into executive session at 8:16 p.m. to discuss a personnel issue and possible litigation. Vote was unanimous, motion carried.

A motion to return to regular session was made by Trustee Gary Planty and second by Bryan Woleben at 8:51 p.m. Vote was unanimous, motion carried. A motion was made by Trustee Gary Planty and second by Trustee Bryan Woleben to allow for Ryan Hazelton, Waste Water Operator to carry 30 hours of vacation time over next year to be used before the end of July, 2016 due to extenuating circumstances. Vote was unanimous, motion carried.

With no further business brought before the Board, a motion was made to adjourn the meeting at 8:52 pm by Trustee Bryan Woleben seconded by Trustee Craig Miller. Vote was unanimous, motion carried.

Respectfully submitted by,

Sonia Luszcak  
Village Clerk/Treasurer