

Minutes of the Regular Meeting of the
Board of Trustees held in the Board Room of
the Community Building, 318 Lakeville Road,
Monday, June 9, 2014 at 7:30 P.M.

PRESENT: Mayor Ronald S. Cooper
Deputy Mayor Stephen Lam
Trustee Paul B. Glantz
Trustee Fred Handsman
Trustee Adam Hoffman
Trustee Gene Kaplan
Trustee David Milner

ALSO PRESENT: Patrick E. Farrell, Village Administrator
Akua Bediako, Treasurer
Patricia Pilla, Deputy Clerk
Peter Mineo, Village Attorney

Mayor Cooper called the regular meeting of the Board of Trustees to order at 7:30 p.m. and asked Attorney Mineo to lead in the Pledge of Allegiance.

On motion by Mayor Cooper seconded by Trustee Kaplan, the Board moved into Executive Session at 7:35 p.m. to discuss legal matters. Mayor Cooper reconvened the regular meeting at 7:45 p.m. and reported that no action had been taken during executive session, therefore, there are no minutes.

Eli Nieman, 11 River Drive addressed the Board with regard to traffic lights along Lakeville Road. He believes they should conduct a traffic study. Mayor Cooper informed Mr. Nieman that he believes Nassau County has jurisdiction over all the traffic lights along Lakeville Road and they would look into doing a survey. Mayor Cooper advised Mr. Nieman that he will continue to pursue this situation with Nassau County. The Village is not authorized to change the traffic lights. Mayor Cooper and the Board thanked Mr. Nieman for his input.

Attorney Mineo informed the Board that the grant decision on the BK at Lake Success for Special Permit has been prepared for circulation to the Board for review and comment and it has also been sent to the Village's Consultants. This would be a decision that addresses only the application for the special permits for a memory care facility of a maximum of 88 beds. The site plan aspect of the separate application to this Board and it will be subject to a Public Hearing and presentation by the applicant and the possibility of residents or others voicing their opinion as well. Tonight the Board will be voting on the application for special permits. After further discussion, Mayor Cooper, seconded by Trustee Handsman moved to approve the following resolution:

WHEREAS, BK at Lake Success, LLC ("BK") is the contract vendee of a 2.59 acre parcel of real property located on the north side of the Long Island Expressway Service Road between Lakeville Road and Community Drive ("Premises"), in the Incorporated Village of Lake Success ("Village"); and

WHEREAS, the Premises is designated on the Nassau Country Land and Tax Map as Section 2, Block 358, Lot 27; and

WHEREAS, the Premises is situated within a Residence "B" District of the Village; and

WHEREAS, the Premises also is situated within a Senior Living Overlay District and a Development Incentive Bonus Overlay District of the Village; and

WHEREAS, BK has applied to the Village Board of Trustees ("Board") for a special permit for a Memory Care Senior Assisted Living Facility ("Facility") pursuant to the Senior Living Overlay District regulations; and

WHEREAS, BK also applied to the Board for a special permit to increase the permitted occupancy of the facility from 51 to 88 beds and has requested that the Board assume the function of granting site plan approval for the facility pursuant to the Development Incentive Bonuses regulations; and

WHEREAS, as set forth in the Board's "Resolution Supporting the Adoption of a SEQRA Negative Declaration and Determination of Non-Significance in Connection with the Proposed BK at Lake Success Memory Care Assisted Living Facility, Special Permit," Full Environmental Assessment Form Part 3 dated April 2014 and SEQRA Negative Declaration, dated April 28, 2014, which are all incorporated by reference into this Decision as if fully set forth herein, the Board declared itself to be lead agency pursuant to the New York State Environmental Quality Review Act, determined that the action was a Type I action, conducted an environmental review of the action and thereafter adopted a Negative Declaration; and

WHEREAS, the Board referred the special permit applications to the Village Planning Board, which reviewed them on March 6, 2014 and sent a memorandum to the Board on March 7, 2014 with its recommendations, including a statement that "the proposed use will provide a vital service to the community and it is recommended that the Board of Trustees grant the requested special permit for use;" and

WHEREAS, the Board conducted a public hearing on the application for special permits described above on March 17, April 7 and April 28, 2014; and

WHEREAS, as part of its applications for special permits, BK presented the following drawings:

1. Preliminary Site Plan Approval Drawings, prepared by Cameron Engineering & Associates, LLP, dated March 28, 2014:

- a. Cover;
- b. Existing Conditions & Removals;
- c. Site Plan;
- d. Grading & Drainage Plan;
- e. Utilities Plan;
- f. Landscape Plan;
- g. Lighting Plan;
- h. Erosion Control Plan;
- i. Details (1);
- j. Details (2);
- k. Details (3);
- l. Details (4);

2. Elevations, prepared by Moseley Architects, dated April 23, 2014:

- a. Cover;
- b. Front/South and Side/East;
- c. Front/South and Side/East;
- d. Rear/North and Side/West;
- e. Rear/North and Side/West;

3. Floor plans, prepared by Moseley Architect/Beerybrio, dated November 11, 2013:
 - a. Conceptual First Floor Plan;
 - b. Conceptual Second Floor Plan;
 - c. Conceptual Cellar Plan;

and

WHEREAS, as part of its application for a special permit for Incentive Bonuses, BK offered to make a payment to the Village in the amount of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) in lieu of providing specific amenities; and

WHEREAS, the public hearing was closed, the decision on the special permit applications reserved, and the applications were referred to the Nassau County Planning Commission pursuant to *General Municipal Law* §239-m for review and recommendation; and

WHEREAS, on May 22, 2014, the Nassau County Planning Commission adopted Resolution No. 9944-14 stating that:

THEREFORE, BE IT RESOLVED that the **NASSAU COUNTY PLANNING COMMISSION** recommends that the referring agency take action as it deems appropriate, the Commission having no modifications.

NOW, THEREFORE, after due deliberation and consideration, the Board hereby grants the special permits for a Memory Care Facility with 88 beds, based upon the following findings and conditions:

Findings

1. The development of the Premises with a Memory Care Facility is consistent with the provisions of the Senior Living Overlay District in that it will provide a much needed facility for senior citizens suffering from dementia, Alzheimer's disease and similar memory loss.
2. The Facility also will be consistent with the development of the existing and proposed large scale non-residential uses along the north side of the Long Island Expressway North Service Road, such as the existing North Shore Hebrew Academy abutting the Premises at the east and the proposed Jain Center abutting the Premises at the west.
3. There is sufficient infrastructure to support an increase in the number of residents of the Facility from 51 to 88.
4. There are adequate water, police and firefighting facilities available to serve and protect the Facility and its residents. BK has represented that it will provide private ambulance services to transport its residents in the event of a medical emergency. There will be 52 parking spaces, eight more than are required, for employees and visitors.
5. BK, along with the North Shore Hebrew Academy and the Jain Center, will replace the existing sewer main with a new sewer main along the Long Island Expressway North Service Road, which will connect to the Belgrave Water Pollution Control District for the disposal of sanitary waste water.
6. Based upon the Facility's low demand for municipal services, the surrounding non-residential uses and the beneficial social effects of a facility that permits senior citizens with disabilities to remain in close proximity to relatives and friends, the Board determines that BK's offer of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) in lieu of providing specific amenities is fair and appropriate for the requested relief.

7. At BK's request, the Board will conduct a separate public hearing on the application for site plan review and anything contained in this Decision should not be construed as an approval of any aspect of the site or building other than the number of residents.

Conditions

1. The use shall be for a Memory Care Assisted Living Facility for senior citizens suffering from dementia, Alzheimer's disease or similar memory loss only. Any change of use, including a different form of assisted living facility, shall require Board approval.

2. There shall be a maximum of 88 beds.

3. BK shall provide private ambulance services for emergency and other visits of its residents to hospitals or other health care facilities.

4. BK shall be responsible for its one-third (1/3) share of the cost of the installation of a new sewer main. BK, in conjunction with the adjacent North Shore Hebrew Academy and/or the adjacent Jain Center, shall complete the design and construction of a new appropriately-sized sewer main along the Long Island Expressway North Service Road which will connect to the Belgrave Water Pollution Control District for the disposal of sanitary waste water. This new sewer main shall replace entirely, the existing sewer line that is presently located along the Long Island Expressway North Service Road and is connected to the Village's sewer manhole on Lakeville Road.

The new appropriately-sized sewer main shall comply with all Village design requirements and shall have the capacity to serve the development needs of all three properties. The sewer design shall also be approved by the Nassau County Department of Public Works.

Inasmuch as the new appropriately-sized sewer main is required for the North Shore Hebrew Academy property, the Jain Center property and BK's property, irrespective of which property owner actually designs and constructs the new sewer main, all three property owners shall be required to contribute equally for the cost of the work.

5. BK shall make separate application for site plan review for the building and site, which application shall be subject to a public hearing. The plans and drawings referred to in this Decision are for informational purposes only and their inclusion herein shall not be deemed as an approval of any of them.

6. Within 30 days of the approval of the site plan, BK shall make a payment of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) to the Village.

7. Prior to the issuance of a building permit for the construction of the Facility, BK shall record, in form acceptable to the Village Attorney, a declaration of covenants and restrictions including conditions 1 through 4, above, and any conditions imposed as part of the site plan review.

VOTING:

AYES: Mayor Ronald Cooper; Deputy Mayor Steven Lam; Trustee Eugene Kaplan; Trustee Paul Glantz; Trustee Fred Handsman;

NAYES: Trustee David Milner; Trustee Adam Hoffman

ABSENT: None

Trustee Hoffman seconded by Trustee Milner moved to approve the minutes of May 12, 2014 as

presented. The motion was unanimously approved.

There were no reports from Mayor Cooper, Deputy Mayor Lam, Administrator Farrell or Attorney Mineo at this time.

Trustee Hoffman seconded by Trustee Milner moved to approve the Abstract of Claims as presented for \$53,498.50, the Pre-Paid Abstract of Claims for \$247,243.80 and the end of the year for \$551,352.86(annexed hereto). The motion was unanimously approved.

Treasurer's report is annexed hereto.

Trustee Hoffman seconded by Trustee Milner moved to approve the FYE 5/31/2014 Budget Adjustments as presented. The motion was unanimously approved. (annexed hereto)

Trustee Kaplan seconded by Trustee Glantz moved to deny the request by Rachelle Gersh for a refund on her site fee. The motion was unanimously approved.

Mayor Cooper seconded by Trustee Kaplan moved to approve the ratification of an email vote taken on May 29, 2014 to accept the United States Specialty bid for insurance coverage for the Village by Salerno Brokerage Corp for the 2015 fiscal year with the coverage's specified in the amount of \$286,500. The motion was unanimously approved.

Deputy Mayor Lam seconded by Trustee Kaplan moved to approve payment to J. Anthony Enterprises (Application #7) in the amount of \$206,454 for the Community Building Addition and Alteration. A discussion on the motion ensued. Deputy Mayor Lam informed the Board that the progress of the project is late and was supposed to be at a substantial completion by the end of the first week of May and it ended up being the first week in June. At this point we are probably 3 weeks late from where we were supposed to be. Railings were supplied at no cost from the General Contractor and we are still waiting for the stair railings to be delivered. The asphalt, Belgian block and drains are all in. The painting of the fitness center will take place next week. With regard to the leaks in the Fitness Center, when the hill was formed before it was prepared for sod it was pitched downward towards the driving range. When the topsoil was dumped and the sod was laid it created a well at the high spot to the building which created a well between the crest of the hill and the building and that is part of what contributed water in two small spots. That will be addressed on Wednesday and the sod will be pulled and re-grated so that water will be drained down by the driving range so that should eliminate the puddles inside that wall. The next major area is inside the card room and one small issue is with Culinar and the way in which their deliveries come in. They want to be able to accept palletized deliveries into the kitchen and because of the fire code, there is a conflict. Apparently it has been worked out and the doors will have to be changed to code. There will be some punch list items to be done, along with the touch-up of railings and the re-caulking of the windows on the south wall by the multi-purpose room and the whole wall will have to be refinished. Trustee Milner asked Deputy Mayor Lam when the construction trailers and other construction materials will be gone out of the parking lot. After a further discussion, Mayor Cooper informed Trustee Milner that he can safely say by the middle of July. Mayor Cooper called a vote on the motion. Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye. The resolution was thereupon declared duly adopted.

Deputy Mayor Lam seconded by Trustee Kaplan moved to approve payment to Leonard Kurkowski Architect, PC in the amount of \$12,140.15 for the Community Building Addition and Alteration. The motion was unanimously approved.

Deputy Mayor Lam seconded by Trustee Kaplan moved to approve payment to Central Air Corporation (Application No. 002) in the amount of \$39,710 and (Application No. 003) in the amount of \$17,527.50 for the Community Building Addition and Alteration. Mayor Cooper called a vote on the motion. Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye.

Deputy Mayor Lam seconded by Trustee Kaplan moved to approve payment to Mainline Electric Corp. (Application No. 4) in the amount of \$54,253.55 for the Community Building Addition and Alteration. Mayor Cooper called vote on the motion. Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye. The resolution was thereupon declared duly adopted.

Deputy Mayor Lam seconded by Trustee Kaplan moved to approve payment to Rocon Plumbing & Heating Corp. for the Community Building Addition and Alteration, (Application No. 5) in the amount of \$31,715.75. Mayor Cooper called vote on the motion. Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye. The resolution was thereupon declared duly adopted.

Mayor Cooper seconded by Trustee Handsman moved to approve the ratification of an emergency email vote taken on June 14, 2014 to approve the removal and replacement of a damaged catch basin on Lakeville Road by John McGowan & Sons (Road Requirements bid) in the amount of \$5,000. The motion was unanimously approved.

Mayor Cooper seconded by Trustee Handsman moved to approve Change Orders from J. Anthony Enterprises No.1 to 18 and No's 23 and 24; Rocon Plumbing Change Orders No. 1 to 5 and Mainline Electric Corporation No's 1 to 9 as presented, (annexed hereto). Mayor Cooper called vote on the motion. Trustee Paul Glantz voting no; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye. The resolution was thereupon declared duly adopted.

Mayor Cooper seconded by Trustee Hoffman moved to approve 2014 Seasonal Employment as follows:

OFFICE

MANLEY	ZURI	10.0000
--------	------	---------

DPW

MARMOL	JEFFREY	12.8800
DURAN	EDWIN	12.0000

CONTRADA	STEPHEN	13.3900
MCDANIELS	MICHAEL	13.9100

PARK

LOWENKRON	ERICA	9.5000
KIPNIS	MATTHEW	10.2500
KLAPOW	SOFIE	9.0000
ALIPRANTIS	ALEXA	9.7500
ALIPRANTIS	MARISA	9.7500
ANZALONE	MONICA	9.7500
HERNANDEZ	DENISE	9.7500
KARLIN	JENNA	9.7500
SCHONHAUT	ETHAN	9.7500
BARTOS	MARISA	8.5000
CONNORS	AMANDA	8.5000
CONTE	JOHN	8.5000
		10,000.0
MORRISSEY	AMANDA	0
	CHRISTOPHE	
ROCCO	R	10.7500
SPINELLO	MATTHEW	9.7500
SPINELLO	MICHAEL	10.0000
	CHRISTOPHE	
WOSKA	R	9.7500
GIOVANNIELLO	MARC	10.2500
CHOY	BAILEY	9.2500
CHOY	BRADLEY	9.2500
COHEN	ANDREW	8.0000
FISHKIN	SHAYNA	8.0000
MANGIN	JACK	9.2500
WEIHS	JILIAN	10.2500
WAIBEL	ANDREW	10.2500
MCGONIGLE	AILEEN	5,000.00
ROFE	ERIC	8.0000
SCHERDER	KAITLYN	9.2500
TUCKER	RYAN	8.0000

GOLF

JORDAN	FRANK	14.5000
TOBKES	ALAN	13.9100
LEE	JOSEPH	15.7100
MENDELSSOH N	IRA	12.8800
RUSSO	ROBERT	12.8800

MOON	MELVIN	15.4500
JOHNSTON	KYLE	13.9100
MARGUARDT	JULIAN	12.0000

Mayor Cooper called a vote on the motion. Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye. The resolution was thereupon declared duly adopted.

No report on the Building Department and Environmental Commission.

Mayor Cooper discussed with the Board the Women's Golf Club Weekday Tournaments with regard to Weekday Members. Trustee Hoffman advised the Board that in order to play in the tournaments golfers have to be Associate Members. There has always been a weekday membership and now non-residents can also join as a weekday. Mayor Cooper's concern was that if you open up weekday memberships and the women's club has a function on this golf course, we are restricting those members who we give the right to play every day during the week no access to play in the tournaments on a Tuesday run by the Women's Club. A further discussion ensued.

Trustee Hoffman seconded by Trustee Handsman moved to approve the ratification of an email vote taken on May 16, 2014 to approve the purchase of Golf Netting from Tex Net, Inc. (Specialized Service) in the amount of \$10,000. The motion was unanimously approved.

The following resolution was offered by Trustee Adam Hoffman, who moved its adoption, seconded by Trustee Fred Handsman, to-wit:

BOND RESOLUTION DATED JUNE 9, 2014.

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$60,000 BONDS OF THE VILLAGE OF LAKE SUCCESS, NASSAU COUNTY, NEW YORK, TO PAY THE COST OF THE PURCHASE OF A LAWNMOWER IN AND FOR SAID VILLAGE.

BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Trustees of the Village of Lake Success, Nassau County, New York, as follows:

The purchase of a lawnmower in and for the Village of Lake Success, Nassau County, New York, is hereby authorized at a maximum estimated cost of \$60,000.

The plan for the financing of the aforesaid maximum estimated cost is by the issuance of \$60,000 bonds of said Village hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law.

It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision 28 of paragraph a of Section 11.00 of the Local Finance Law. It is hereby further determined that the maximum maturity of the bonds herein authorized will not exceed five years.

The faith and credit of said Village of Lake Success, Nassau County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property of said Village, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the Village Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Village Treasurer, consistent with the provisions of the Local Finance Law.

All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the Village Treasurer, the chief fiscal officer of such Village. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the Village Treasurer shall determine consistent with the provisions of the Local Finance Law.

The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said Village is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

This resolution, which takes effect immediately pursuant to Section 36.00(a)(1) of the Local Finance Law, shall be published in summary form in the Great Neck Record, which is hereby designated as the official newspaper of said Village for such purpose, together with a notice of the Village Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Trustee Paul Glantz voting aye; Trustee Fred Handsman voting aye; Trustee Adam Hoffman voting aye; Trustee Gene Kaplan voting aye; Deputy Mayor Stephen Lam voting aye; Trustee David Milner voting aye; Mayor Ronald Cooper voting aye.

The resolution was thereupon declared duly adopted.

On recommendation by Bob Johnston, Golf Course Supervisor, Trustee Hoffman seconded by Trustee Kaplan moved to approve the purchase of one new Groundskeeper 4000-D from Grassland Equipment & Irrigation Co., NYS Contract No. PC64358, in the amount of \$58,484.82 for the Golf Course. The motion was unanimously approved.

There was no report from the House Committee.

Trustee Milner seconded by Trustee Hoffman moved to approve the request by the Lakeville Elementary School to hold a picnic at the Village Park on June 13th. The motion was unanimously approved.

Trustee Glantz seconded by Trustee Hoffman moved to approve payment to National Fire & Safety Solutions for the Police/Courthouse Building in the amount of \$4,800 for a maintenance contract for the Fire Alarm System, 1/1/2014-12/31/2014. The motion was unanimously approved.

Trustee Handsman seconded by Trustee Glantz moved to approve payment to National Fire & Safety Solutions for the Community Building in the amount of \$9,870 for a maintenance contract for the Fire Alarm System, 1/1/2014-12/31/2014. The motion was unanimously approved.

Mayor Cooper informed the Board that on June 17, 2014 there will be a special meeting of the Board of Trustees at 9:00 p.m. with respect to the Village Election and any other business which may come before the Board.

On motion by Mayor Cooper seconded by Trustee Kaplan, the Board moved into Executive Session at 9:00 p.m. to discuss personnel and possible litigation matters. Mayor Cooper reconvened the regular meeting at 10:07 p.m. and reported that no action had been taken during executive session, therefore, there are no minutes.

It was with regret that Mayor Cooper announced the passing of Mayor Jack Sahn ('74-'82) and Trustee ('64- '74) and a great loss for our community.

The Board of Trustee extends its sympathy to the family and acknowledged the great work Mayor Sahn did for the Lake Success community.

Mayor Cooper and the Board of Trustee acknowledged Trustee Paul Glantz's leaving the Board and wished him well in all of his future endeavors. The Board thanked Trustee Glantz for all his hard work as a Trustee and commended him for all of his efforts and wise counsel during his terms of office.

On motion by Mayor Cooper, seconded by Trustee Hoffman, the meeting was adjourned at 10:10 p.m.

Respectfully submitted,

Patrick E. Farrell, CMC, RMC
Village

Administrator/Clerk

