

DRAFT #2 (03/27/2008)

THE BOROUGH OF MANTOLOKING
MAYOR AND COUNCIL

MINUTES OF THE REGULAR BUSINESS MEETING
March 17, 2008

The regular monthly meeting of the Mayor and Council was held this day in the meeting room of Borough Hall with the following actions:

- 1. CALL TO ORDER:** Mayor Nebel called the meeting to order at 4:30 p.m.
- 2. OPEN PUBLIC MEETING STATEMENT:** Mayor Nebel read the following statement:
In compliance with the provisions of the New Jersey Open Public Meetings Act, adequate notice of this meeting of the Mantoloking Borough Council has been advertised in the manner provided by law.
- 3. ROLL CALL**
Mayor George C. Nebel, Council President Steve Gillingham, Peter R. Strohm, Donald S. Ness, Stanley F. Witkowski and Councilwoman Ann Elizabeth Nelson
Absent: Councilman John H. Jones

Also Present: Municipal Clerk Irene H. Ryan, Borough Attorney Edwin J. O’Malley, Jr., Chief Financial Officer Michelle Swisher, Police Chief Mark Wright, Emergency Management Coordinator Robert McIntyre, H.E.L.P. Coordinator Denise Boughton of the Local Emergency Planning Committee and Courtney Bixby of the Environmental Commission
- 4. PLEDGE OF ALLEGIANCE:** The Mayor led the assembly in the Pledge of Allegiance.
- 5. PRIVILEGE OF THE FLOOR:** The Mayor opened the meeting for public comment and questions about the agenda.
- 6. MINUTES OF PREVIOUS MEETINGS:**
RESOLUTION NO. 03/17/2008 - 01: APPROVAL OF MINUTES
Councilman Strohm moved that the minutes of the Regular Meeting of February 19, 2008 be approved as distributed. The motion was seconded by councilman Gillingham and approved by unanimous voice vote.

7. COMMITTEE REPORTS AND RECOMMENDATIONS

FINANCE COMMITTEE, COUNCILMAN WITKOWSKI

A. Report of the Municipal Finance Officer: Councilman Witkowski introduced the Municipal Finance Officer who presented the financial reports for the month of January 2008.

B. Action Items:

Councilman Witkowski moved the following eight (8) resolutions. The motion was seconded by Councilman Strohm and approved by unanimous voice vote.

RESOLUTION NO. 03/17/2008 – 02: ACCEPTANCE OF THE REPORT OF THE MUNICIPAL FINANCE OFFICER January 31, 2008

WHEREAS, the Chief Finance Officer has presented a report on the status of the 2008 municipal budget as of January 31, 2008; and

WHEREAS, that report indicates the following status as of that date:

ACCOUNT	BUDGET	EXPENDED	ENCUMBERED

		BALANCE YEAR TO DATE		
2008 Current Year Appropriation	\$ 801,100.00	\$ 208,584.23	\$ 29,825.49	\$ 562,690.28
2007 Appropriation Reserves	\$ 383,181.59	\$ 61,460.61	\$ 29,072.13	\$ 292,648.85
Capital	\$ 957,851.17	\$ 11,759.76		\$ 946,091.41

ACCOUNT	REVENUE THIS MONTH	REVENUE YEAR TO DATE
Cash Receipts	\$ 545,104.30	\$ 545,104.30

now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey accept the above referenced and summarized report and directs that a copy be attached to and made part of the minutes of this meeting.

RESOLUTION NO. 03/17/2008 – 03: TO ADOPT APPROPRIATION RESERVE TRANSFER #3

WHEREAS, N.J.S.A. 40A: 4-59 provides that in the first 3 months of the fiscal year, the amount of any appropriation reserve for the immediately preceding fiscal year is insufficient to pay the claims authorized or incurred during said preceding year which were chargeable to said appropriation, and there shall be an excess in any appropriation reserves over and above the amount deemed to be necessary to fulfill its purpose, the governing body may, by resolution adopted by not less than a 2/3 vote of the full membership thereof, transfer the amount of such excess to an appropriation reserve or an appropriation in the prior budget deemed to be insufficient to fulfill its purpose or for which no reserve was provided.

WHEREAS, the Chief Financial Officer has advised the Mayor and Council of the Borough of Mantoloking that the need for certain transfers within the 2007 Appropriation Reserves exists; and

WHEREAS, it is recommended that these appropriation reserve transfers be made;

NOW, THEREFORE BE IT RESOLVED by the governing body of the Borough of Mantoloking that the following budget transfers be made for the 2007 Appropriation Reserve balances

<u>DEPARTMENT</u>	<u>TO</u>	<u>FROM</u>
Police SW	\$4,000.00	
Audit OE		\$2,000.00
Road Repair OE		2,000.00
Total	\$4,000.00	\$4,000.00

RESOLUTION NO. 03/17/2008 – 04: TO ADOPT TEMPORARY EMERGENCY APPROPRIATIONS #1

WHEREAS, N.J.S.A. 40A: 4-20 provides that an addition to temporary appropriations necessary for the period prior to the adoption of the budget and regular appropriations, the Governing Body may, by resolution adopted by 2/3 vote of the full membership thereof, make emergency temporary appropriations for any purpose for which the appropriations may lawfully be made for the period between the beginning of the current fiscal year and the date of the adoption of the budget for said year.

WHEREAS, the total emergency temporary resolutions adopted in the year 2008 pursuant to the provisions of Chapter 96, P.L. 1951 (N.J.S.A. 40A: 4-20) including this resolution total \$1,270,400.00.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Mantoloking, that in accordance with the provisions of N.J.S.A. 40A: 4-20, the Chief Financial Officer be authorized to make the following emergency temporary budget appropriations in the 2008 current fund temporary budget and that said amounts be included under the correct headings in the municipal budget as adopted.

BE IT FURTHER RESOLVED that one certified copy of this resolution be filed with the Director of the Division of Local Government Services and one certified copy with the Chief Financial Officer.

<u>DEPARTMENT</u>	<u>S&W</u>	<u>OE</u>
Municipal Clerk	48,000.00	10,000.00
Finance	20,000.00	5,000.00
Auditor		10,000.00
Tax Collector	4,000.00	
Tax Assessor	4,000.00	
Legal		20,000.00
Engineering		30,000.00
Planning	10,000.00	10,000.00
Construction	12,000.00	2,000.00

Liability Ins		10,000.00
Workmens Comp		10,000.00
Group Health Ins		55,000.00
Police	250,000.00	30,000.00
Emergency Mngmt		500.00
Fire		
Uniform Fire Safety	1,000.00	
Municipal Prosecutor		3,000.00
Road Repair	30,000.00	5,000.00
Garbage		40,000.00
Buildings & Grounds		10,000.00
Beach Guard	5,000.00	4,000.00
Beach Maintenance		20,000.00
Beach Maint OC		
Electricity		6,000.00
Telephone		4,000.00
Fire Hydrant		8,000.00
Natural Gas		2,000.00
Gasoline		10,000.00
PERS		23,500.00
PFRS		149,800.00
Social Security		15,000.00
Municipal Court	15,000.00	1,000.00
Note Principal		312,000.00
Note Interest		35,200.00
Capital Improvement Fund		
Municipal Alliance		400.00
Ocean County Sewer		30,000.00
Total	399,000.00	871,400.00
<u>GRAND TOTAL</u>	<u>1,270,400.00</u>	

RESOLUTION NO. 03/17/2008 – 05: PAYMENT OF BILLS FOR THE MONTH OF MARCH 2008

WHEREAS, the Municipal Finance Officer has presented a list of bills in the total amount of \$ 226,589.62 and recommended that they be paid, now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey approve payment of the above referenced bills and directs that a copy be attached to and made part of the minutes of this meeting.

PUBLIC HEARING ON ORDINANCE 546 Mayor Nebel conducted the mandated public hearing on proposed Ordinance No. 546.

RESOLUTION NO. 03/17/2008 – 06: ADOPTION OF ORDINANCE NO. 546 – 2008 CAP BANK

WHEREAS, on the 17th day of March, 2008 a public hearing on Ordinance No. 546 was held and no comments were made by the public, now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, hereby adopt the following Ordinance entitled: (Copy attached)

**ORDINANCE NO. 546
ORDINANCE TO EXCEED THE 2008 MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK**

RESOLUTION NO. 03/17/2008 – 07: REQUESTING A CHANGE IN THE THRESHOLD AMOUNT OF THE FIXED ASSET MAINTENANCE LEDGER

WHEREAS, the Borough of Mantoloking is required by statute to maintain a fixed asset ledger of all assets in the Borough of Mantoloking,

AND WHEREAS, the threshold amount of the fixed asset ledger has not been set at a specific amount,

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Mantoloking set the threshold amount of fixed assets to be at \$5,000.00 and above for recording those assets.

RESOLUTION NO. 03/17/2008 – 08: REQUESTING APPROVAL OF THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES TO ESTABLISH A DEDICATED TRUST BY RIDER FOR THE BOROUGH OF MANTOLOKING POLICE OUTSIDE EMPLOYMENT PURSUANT TO NJSA 40A:5-29

WHEREAS, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonable accurate estimates in advance, and

WHEREAS, NJSA 40A:5-29 allows municipalities to receive amounts for costs incurred for acceptance of bequests, legacies, and gifts, and

WHEREAS, NJSA 40A:4-39 provides that the Director of the Division of Local Government Services may approve expenditures of monies by dedication by rider,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Mantoloking, County of Ocean, State of New Jersey as follows:

1. The Mayor and Council hereby request permission of the Director of the Division of Local Government Services to pay expenditures for the Police Outside Employment account as per NJSA 40A:4-39.
2. The Municipal Clerk of the Borough of Mantoloking is hereby directed to forward two certified copies of this resolution to the Director of the Division of Local Government Services.

RESOLUTION NO. 03/17/2008 – 09: AUTHORIZE PERSONNEL FOR SPECIAL TRAINING COURSES IN 2008

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County,

New Jersey approves the following employees to participate in special training courses with the terms and conditions indicated:

<i>Name</i>	<i>Position</i>	<i>Effective Date</i>	<i>Salary</i>
<i>Nancy Klumb</i>	<i>Dep. Boro Clerk & TACO</i>	<i>March 4, 2008</i>	<i>\$ 19.28/Hour</i>
<i>Lynne Hazelet</i>	<i>Administrative Assistant</i>	<i>March 4, 2008</i>	<i>\$ 16.71/Hour</i>

PUBLIC SAFETY COMMITTEE, COUNCILMAN GILLINGHAM:

A. Reports of the Public Safety Committee: Councilman Gillingham introduced the Police Chief and the Emergency Management Coordinator who presented their respective reports then presented the reports of the Municipal Court and Fire Company.

B. Action Items:

Councilman Gillingham moved the following two (2) resolutions. The motion was seconded by Councilwoman Nelson and approved by unanimous voice vote.

RESOLUTION NO. 03/17/2008 – 10: APPOINTMENT OF PERSONNEL – POLICE ACADEMY RECRUITS IN 2008

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County,

New Jersey approves the following appointments with the terms and conditions indicated:

<i>Name</i>	<i>Position</i>	<i>Effective Date</i>	<i>Salary</i>
<i>Edward Gamborella</i>	<i>Police Academy Recruit</i>	<i>March 12, 2008</i>	<i>\$ 7.15/Hour</i>
<i>Paul Scott Hulse</i>	<i>Police Academy Recruit</i>	<i>March 12, 2008</i>	<i>\$ 7.15/Hour</i>
<i>Dominick Puccio</i>	<i>Police Academy Recruit</i>	<i>March 12, 2008</i>	<i>\$ 7.15/Hour</i>
<i>Steve Slack</i>	<i>Police Academy Recruit</i>	<i>March 12, 2008</i>	<i>\$7.15/Hour</i>

RESOLUTION NO. 03/17/2008 – 11: PROVIDING FOR EXECUTION OF CONTRACT WITH JERSEY SHORE ANIMAL CENTER AND CANCELLATION OF CONTRACT WITH ASSOCIATED HUMANE SOCIETIES, INC.

WHEREAS, the Borough is obliged to provide animal control services; and

WHEREAS, the Borough desires to engage the services of a provider with facilities proximate to the Borough; and

WHEREAS, Jersey Shore Animal Center, with facilities in Brick, New Jersey, is most proximate and enabled to provide prompt response; and

WHEREAS, the attached Contract, 4 pages, sets forth the nature, scope and cost of the proposed service; and

WHEREAS, the Contract has been reviewed by Borough Counsel and approved as to form; and

WHEREAS, it is the desire of the governing body to cancel the Animal Control Services Contract between the Borough and Associated Humane Societies, Inc.

IT IS NOW, THEREFORE, this 17th day of March, 2008, RESOLVED by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, as follows:

1. The Contract dated January 1, 2008, between the Borough of Mantoloking and the Associated Humane Societies, Inc. shall be cancelled in accordance with the provisions of Article 21 (60 days notice via certified mail return receipt requested).
2. The Mayor is authorized and requested to execute the proposed Contract with Jersey Shore Animal Center.
3. Notice of cancellation of the Associated Humane Societies' Contract shall issue forthwith.

PUBLIC WORKS COMMITTEE, COUNCILWOMAN NELSON

- A. **Reports of the Public Works Committee:** Councilwoman Nelson presented reports from the Borough Superintendent, Construction Official and Land Use Officer.
- C. **Action Items:**

PUBLIC HEARING ON ORDINANCE 547 Mayor Nebel conducted the mandated public hearing on proposed Ordinance No. 547.

Councilwoman Nelson moved the following:

RESOLUTION NO. 03/17/2008 – 12: ADOPTION OF ORDINANCE NO. 547– CAPITAL EXPENDITURE, SANITARY SEWERAGE PUMP STATION WET WELL

WHEREAS, on the 17th day of March, 2008 a public hearing on Ordinance No. 547 was held and no comments were made by the public, now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, hereby adopt the following Ordinance entitled: (Copy attached)

ORDINANCE NO. 547

**BOND ORDINANCE OF THE BOROUGH OF MANTOLOKING, OCEAN COUNTY, NEW JERSEY,
PROVIDING FOR SANITARY SEWERAGE PUMP STATION WET WELL REPAIRS/ REPLACEMENTS
AT A COST OF \$125,000.00, AUTHORIZING THE ISSUANCE OF BONDS AND NOTES
IN THE PRINCIPAL SUM OF \$115,000.00, AND APPROPRIATING THE SUM OF \$10,000.00
FROM THE CAPITAL IMPROVEMENT FUND FOR SAID PURPOSE**

Councilman Witkowski seconded the motion and it was unanimously approved by voice vote. Councilwoman Nelson moved the following four (4) resolutions. The motion was seconded by Councilman Gillingham and approved by unanimous voice vote.

RESOLUTION NO. 03/17/2008 – 13: PROVIDING FOR EXECUTION OF CONTRACT BETWEEN THE BOROUGH OF MANTOLOKING AND THE STATE OF NEW JERSEY CONCERNING DESIGN AND CONSTRUCTION OF ROUTE 35 RESTORATION

WHEREAS, the State of New Jersey is legally obligated to protect, relocate and adjust Borough owned sanitary sewerage facilities which are or may be impacted by the implementation of the Route 35 Restoration Project; and

WHEREAS, it is in the mutual interest of the State and the Borough to cooperate in the development of plans and cost estimates of the work necessitated by the project; and

WHEREAS, the State will authorize and reimburse the Borough for actual costs incurred in conjunction with the verification, design, review, approval and inspection for protection, relocation or adjustment of Borough facilities; and

WHEREAS, the State will pay for all costs of construction related to the existing facilities as are or may be impacted by the State project; and

WHEREAS, the State has estimated that the Borough will incur engineering costs for the project, estimated to be \$13,000.00 and which sum is subject to adjustment based upon actual costs and such costs are eligible for reimbursement, by the State to the Borough; and

WHEREAS, the attached proposed contract, 4 pages, sets forth in particular detail specifics of the undertaking summarized above; and

WHEREAS, completion of the Route 35 restoration project will be in the interest of the Borough.

IT IS NOW, THEREFORE, this 17th day of March, 2008, **RESOLVED** by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, as follows:

1. The attached Agreement is approved and shall be executed on behalf of the Borough by Mayor George C. Nebel, and sealed by the Clerk;
2. The signed Agreement shall be delivered to the New Jersey DOT upon receipt of the project scope description, as requested by Thomas Guldin P. E. on February 26, 2008.

RESOLUTION NO. 03/17/2008 – 14: AWARD OF CONTRACT FOR ANNUAL JANITORIAL SERVICES

WHEREAS, the Borough Clerk, Irene H. Ryan, solicited quotes for a one year agreement on the furnishing of a Janitorial Services in the Borough of Mantoloking; and

WHEREAS, the quotations were received by March 12, 2008 with the following results

Vendor	Amount of Quote	Bid Bond	Surety Guarantee	Non-Collusion	Owner Disclosure	Site Visitation	NJ Bus Reg Cert	Subcontractors
TSVP Janitorial Serv. Inc.	\$21,700.00	--	--	--	--	--	--	--
Clean Sweep of N.J.	\$14,616.00	--	--	--	--	--	X	--
Dove Cleaning Services	\$32,760.00	--	--	--	--	--	--	--
Corporate Image Cleaning	\$13,749.00	--	--	--	--	--	X	--

And

WHEREAS, the quotations have been reviewed by the Borough Attorney, now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey awards an annual contract in the amount of \$13,749.00 for the furnishing of annual Janitorial Services to Corporate Image Cleaning Contractors, Inc.

RESOLUTION NO. 03/17/2008 – 15: AWARD OF CONTRACT FOR FIRE ALARM/SUPPRESSION SYSTEMS MAINTENANCE

WHEREAS, the Borough Clerk, Irene H. Ryan, solicited quotes for a three year agreement on the furnishing of Fire Alarm/Suppression Systems Maintenance in the Borough of Mantoloking; and

WHEREAS, the quotations were received by March 12, 2008 with the following results:

Vendor	Amount of Quote	Bid Bond	Surety Guarantee	Non-Collusion	Owner Disclosure	Site Visitation	NJ Bus Reg Cert	Subcontractors
Allied Fire & Safety Equip.	\$4.50- \$1,800. per Inspection and/or Recharge of Systems	--	--	--	--	--	X	--

And

WHEREAS, the quotations have been reviewed by the Borough Attorney, now, therefore, be it

RESOLVED, the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey awards a contract in the amount of \$4.50 - \$1,800. PER INSPECTION AND/OR RECHARGE OF SYSTEMS in the furnishing of Fire Alarm/Suppression Systems Maintenance to Allied Fire & Safety Equipment Company, Inc.

RESOLUTION NO. 03/17/2008 – 16: RUNYON LANE & ALBERTSON STREET ROADWAY IMPROVEMENTS - PAYMENT NO. 2

WHEREAS, the Borough has entered into a Contract with DeFino Contracting Company (Contract 2006 -4) to provide roadway improvements: and

WHEREAS, the Contractor’s Application for Payment No. 2 has been reviewed and recommended for payment by the Borough Engineer, Thomas Guldin, P.E. in the sum of \$85,268.62, by letter dated March 11, 2008; and

WHEREAS, funds have heretofore been appropriated by Ordinance No. 511.

IT IS NOW, THEREFORE, this 17th day of March, 2008, RESOLVED by the Mayor and Council of the Borough of Mantoloking that the Application for Payment No. 2 to DeFino Contracting Company is hereby approved in the sum of

\$85,268.62 and shall be paid forthwith from funds heretofore appropriated and shall be disbursed upon receipt, by the Chief Financial Officer, of appropriate documentation.

DUNE & BEACH RENOURISHMENT COMMITTEE, COUNCILMAN JONES

- A. Report of the Dune & Beach Renourishment Committee
- B. Action Items:

Councilman Gillingham moved the following:

RESOLUTION NO. 03/17/2008 – 17: APPROVING ADDENDUM TO CONTRACT BETWEEN THE BOROUGH OF MANTOLOKING AND STOCKTON COLLEGE COASTAL RESEARCH CENTER

WHEREAS, ongoing consideration of the feasibility and methodology of attaining beach replenishment will be enhanced by the availability of a sand budget analysis; and

WHEREAS, Stockton (Dr. Stewart Farrell) has submitted a proposal to provide a Sand Budget Analysis Report for the sum of \$7,435.47; and

WHEREAS, a Certificate of Funds Availability has been filed.

IT IS NOW, THEREFORE, this 17th day of March, 2008, RESOLVED by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, as follows:

1. The proposed Addendum, as is more particularly described in letter Dated March 6, 2008, from the Coastal Research Center is hereby accepted.
2. The Mayor is authorized to execute any document required to finalize the Contract Addendum approved by this Resolution.

Councilwoman Nelson seconded the motion and it was approved by unanimous voice vote.

LEGISLATIVE ACTION COMMITTEE, COUNCILMAN STROHM

- A. Report of the Legislative Action Committee
- B. Action Items:

Councilman Strohm moved the following:

RESOLUTION NO. 03/17/2008 – 18: CONSIDER WAIVER OF PERMIT FEES FOR MANTOLOKING PARTICIPANTS IN THE SPRING 2008 “MUNICIPAL ALLIANCE COMMITTEE OF PT. PLEASANT BEACH, BAY HEAD AND MANTOLOKING TOWN-WIDE GARAGE SALE CHARITY FUND RAISER”

WHEREAS, pursuant to Ordinance, any garage sale permit applicant shall pay a permit fee to the Borough; and

WHEREAS, the Municipal Alliance Committee of Point Pleasant Beach, Bay Head and Mantoloking desires to host a garage sale to support its charitable, public interest purposes; and

WHEREAS, it is the desire of the governing body to encourage and support the efforts of the Committee.

IT IS NOW, THEREFORE, this 17th day of March, 2008, RESOLVED by the Mayor and Council of the Borough of Mantoloking, Ocean County, New Jersey, as follows:

1. That the collection of a garage sale permit fee from the Municipal Alliance Committee would be inimical to the spirit of the effort and the public interest.
2. Payment of the 2008 garage sale permit fee by the Municipal Alliance Committee of Point Pleasant Beach, Bay Head and Mantoloking is hereby waived as an expression of endorsement and appreciation for the efforts of the Municipal Alliance Committee.
3. Due to unsafe conditions concerning illegal parking on certain roadways, the Mantoloking Police Chief has ordered that the “No Parking” regulations of the Borough of Mantoloking will be strictly enforced.
4. Upon adoption, the Borough Clerk shall issue a certified copy of this resolution to the Coordinator of the Municipal Alliance Committee.

Councilwoman Nelson seconded the motion and it was approved by unanimous voice vote.

MANTOLOKING COMMITTEE, COUNCILMAN NESS

- A. Councilman Ness presented the report of the Mantoloking Committee and introduced Courtney Bixby who presented the Environmental Commission report.
- B. Action Items: None

8. MAYOR AND COUNCIL COMMENTS

9. PUBLIC COMMENTS PERIOD

Members of the public commented on the school consolidation issue, State Hwy. 35 proposed improvement project and current problems with the highway and the janitorial services contract award.

10. NEXT MEETING Regular Council Meeting: April 21, 2008 @ 4:30 p.m.

11. ADJOURNMENT

There being no further business for this meeting, it was moved by Councilman Strohm to adjourn. Councilwoman Nelson seconded the motion and it was approved by unanimous voice vote at 4:57 p.m.

Respectfully submitted,

Irene H. Ryan, R.M.C.
Municipal Clerk