

**BOROUGH OF LAKEHURST
WORK SESSION/REGULAR MEETING
OCTOBER 21, 2021
TENTATIVE AGENDA**

1. Approval of Minutes of October 7, 2021 Regular Meeting
2. Resolution authorizing payment of bills
3. Resolution regrading civil rights (Adoption of the Borough of Lakehurst's Personnel Policies and Procedures Manual)
4. Introduction and first reading of Ordinance #2021-09 entitled: "AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, MAKING THE PROVISIONS OF SUBTITLE ONE OF TITLE 39 WITH VARIOUS TRAFFIC REGULATIONS APPLICABLE TO 800 ROUTE 70, BLOCK 15 LOT 1 AND REGULATING THE USE OF SAID ROADWAYS, STREETS, DRIVEWAYS, AND PARKING LOTS BY MOTOR VEHICLES"
5. Executive/Closed Session to discuss personnel matters

Maryanne Capasso, RMC
Municipal Clerk

The Mayor and Council reserve the right to add or delete items from the agenda.

**RESOLUTION
OCTOBER 21, 2021**

WHEREAS, the governing body of the Borough of Lakehurst, in the County of Ocean and State of New Jersey has carefully examined all vouchers presented to the Borough Clerk for payment of claims; finding all to be accurate and legitimate;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey that the bills list as presented in the amount of \$107,321.53 is hereby approved.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 21, 2021.

**Maryanne Capasso
Municipal Clerk, RMC**

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type Description	PO Type	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00327	05/06/21	H0520 CORE & MAIN									
		1 4' CURB BOX - NO RODS	459.52	1-09-00-101-212	B MAINTENANCE SUPPLIES		R	05/06/21	10/20/21		
21-00448	07/01/21	F0046 1ST CHOICE SAFETY EQUIPMENT									
		1 THERMAL CAMERA KIT WITH VIDEO	5,995.00	1-01-25-265-242	B EQUIPMENT - NEW PURCHASES		R	07/01/21	10/20/21		B0011451
		2 FLIR TRUCK CHARGER	725.00	1-01-25-265-242	B EQUIPMENT - NEW PURCHASES		R	07/01/21	10/20/21		
		3 PROMO FOR CHARGER 30% OFF	225.00	1-01-25-265-242	B EQUIPMENT - NEW PURCHASES		R	07/01/21	10/20/21		
		4 FLIR TRADE IN PROGRAM	1,600.00	1-01-25-265-242	B EQUIPMENT - NEW PURCHASES		R	07/01/21	10/20/21		
		5 SHIPPING	35.00	1-01-25-265-242	B EQUIPMENT - NEW PURCHASES		R	07/01/21	10/20/21		
			<u>4,930.00</u>								
21-00454	07/13/21	M0963 MGL PRINTING SOLUTIONS									
		1 2022 DOG TAGS AND LINKS	164.00	1-15-00-900-001	B Animal Control Expenditures		R	07/13/21	10/20/21		183322
21-00623	09/09/21	R0013 RALPH, V.E. & SON, INC.									
		1 WEATHERPROOF FIRST AID KIT	20.25	1-01-25-240-246	B EQUIPMENT - SAFETY		R	09/09/21	10/20/21		
		2 EMT AIRPACK PLUS-GREEN	136.80	1-01-25-240-246	B EQUIPMENT - SAFETY		R	09/09/21	10/20/21		
		3 BAG II DISP ADULT RESUCITATOR	32.85	1-01-25-240-246	B EQUIPMENT - SAFETY		R	09/09/21	10/20/21		
		4 ADULT NON REBREATHAR	29.80	1-01-25-240-246	B EQUIPMENT - SAFETY		R	09/09/21	10/20/21		
			<u>219.70</u>								
21-00650	09/16/21	H0626 HENDERSON LABS, J.R. INC.									
		1 LAB TESTS SEPTEMBER 2021	160.00	1-09-00-101-222	B CONTRACTUAL SERVICES		R	09/16/21	10/20/21		58280
21-00651	09/16/21	M0118 MIRACLE CHEMICAL CO.									
		1 200 GAL SODIUM HYPOCHLORITE	702.00	1-09-00-101-267	B CHEMICALS		R	09/16/21	10/20/21		
21-00679	09/30/21	D0072 DYNAMIC TESTING SERVICE, LLC									
		1 DRUG/ALCH TEST - PW	80.00	G-02-00-200-443	B Recycling Tonnage Grant 2017		R	09/30/21	10/20/21		14039
21-00711	10/12/21	A0118 ATLANTIC PRINTING & DESIGN									
		2 WINDOW ENVELOPES - 2500	165.00	1-01-20-120-216	B Clerk - Printing		R	10/12/21	10/20/21		2213507
21-00713	10/13/21	C0601 CEDAR POST FARM MARKET									
		1 MUMS FOR B&G	220.00	1-01-26-310-269	B GROUNDS - SHURBS,TREES,PLANTS		R	10/13/21	10/20/21		

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
21-00715	10/13/21	M0013 BILL MEYER ELECTRIC						
		1 BOROUGH REPAIRS ESC & PW	1,038.27	1-01-26-310-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	10/13/21 10/20/21	
21-00718	10/13/21	B0089 BUSINESS WATCH INTERNATIONAL						
		1 RAPID ACCESS	500.00	1-01-25-240-297	B Police - Miscellaneous	R	10/13/21 10/20/21	36416
21-00723	10/15/21	M0082 MARINE LUMBER & PILING						
		1 2 X 10 X 8 T&G S2S 2.5 CCA	3,005.60	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		2 6 X 6-16'#2 SYP S4S CCA 2.5	477.05	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		3 3/4 X 10 GALV HEX BOLT W/NUT	201.60	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		4 3/4 GALV DOCK WASHER	18.24	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		5 5/8 GALV FLAT WASHER	3.36	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		6 5.8 X 10 GALV HEX BOLT W/NUT	12.11	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
			<u>3,717.96</u>					
21-00724	10/15/21	M0082 MARINE LUMBER & PILING						
		1 50LB 16 NAILS	82.35	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
		2 50LB 40 NAILS	82.35	C-04-00-563-001	B Ordinance 2021-07 Various Improvements	R	10/15/21 10/20/21	
			<u>164.70</u>					
21-00728	10/18/21	F0091 FOLEY INC.						
		1 BACKHOE PICK UP	400.00	1-01-26-291-256	B PUBLIC WKS VEHICLE MAINT/REP	R	10/18/21 10/20/21	A8142902
21-00729	10/18/21	T0004 TROOP 10 BOY SCOUTS						
		1 CLEAN COMMUNITIES CLEAN UP	250.00	G-02-00-200-423	B Clean Communities - 2018	R	10/18/21 10/20/21	
21-00731	10/20/21	H0196 HALL'S SERVICE, INC.						
		1 2108-3256- PD 1302 OIL CHANGE	55.95	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3256
		2 2108-3260 - PD GAS CAP	17.94	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3260
		3 2108-3277 - PW SILVERADO TIRES	463.45	1-01-26-291-257	B PUBLIC WORKS VEHICLE - TIRES	R	10/20/21 10/20/21	2108-3277
		4 2108-3312- PD 1306 OIL CHANGE	38.55	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3312
		5 2108-3332 - PD 1305 BATTERY	178.93	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3332
		6 2108-3399 - PD 1306 TIRES	293.64	1-01-26-291-253	B POLICE VEHICLE - TIRES	R	10/20/21 10/20/21	2108-3399
		7 2108-3435 - PW SILVERADE PLUG	30.58	1-01-26-291-256	B PUBLIC WKS VEHICLE MAINT/REP	R	10/20/21 10/20/21	2108-3435
		8 2108-3590 - PD 1305 BRAKES	428.30	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3590
		9 2108-3604 - PD 1307 IGNITION	185.08	1-01-26-291-252	B POLICE VEHICLE MAINT/REPAIR	R	10/20/21 10/20/21	2108-3604
		10 2108-3639 - PD 1304 TIRE	193.00	1-01-26-291-253	B POLICE VEHICLE - TIRES	R	10/20/21 10/20/21	2108-3639
			<u>1,885.42</u>					

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date Invoice
21-00737	10/20/21	S9911 STATE OF NJ - DEPT OF LABOR						
		1 COMBINED ASSESSMENT BILL 2020	379.24	1-01-23-225-296	B UNEMPLOYMENT	R	10/20/21 10/20/21	
21-00738	10/20/21	C0076 CLEARY, GIACOBBE, ALFIERI &						
		1 LABOR ATTORNEY FEES	75.00	1-01-20-155-231	B LEGAL SERVICES	R	10/20/21 10/20/21	99199
21-00739	10/20/21	W0021 WESTERN PEST SERVICES						
		1 PEST CONTROL SRV 4TH QTR 21	376.00	1-01-26-310-222	B CONTRACTUAL SERVICES	R	10/20/21 10/20/21	7169923
21-00740	10/20/21	A0024 ACTION DATA SERVICES						
		1 PAYROLL SERVICE PEND 9/26/21	337.84	1-01-20-130-299	B Finance - Miscellaneous	R	10/20/21 10/20/21	75050
21-00741	10/20/21	NJ101 NJ DEPT OF HEALTH						
		1 DOG LIC REPORT SEPTEMBER 2021	4.20	1-15-00-900-003	B Due to State - License Fees	R	10/20/21 10/20/21	
21-00742	10/20/21	T0973 TREASURER, STATE OF NJ (MARRIA						
		1 MARRIAGE LICENSE REPT 7-9/21	75.00	1-01-55-900-041	B DUE STATE: MARRIAGE LIC. FEES	R	10/20/21 10/20/21	
21-00743	10/20/21	U0071 U.S. POSTAL SERVICE						
		1 POSTAGE FOR MAILING MACHINE	2,000.00	1-01-20-121-218	B Central Postage - Postage	R	10/20/21 10/20/21	
21-00744	10/20/21	R0158 REMINGTON & VERNICK ENGINEERS						
		1 GENERAL ENGINEERING THRU 9/21	477.00	1-01-20-165-232	B ENGINEERING SERVICES	R	10/20/21 10/20/21	1514T114-7
21-00745	10/20/21	R0158 REMINGTON & VERNICK ENGINEERS						
		1 2021 NJDOT MUN AID LAKE ST REC	419.00	1-01-20-165-232	B ENGINEERING SERVICES	R	10/20/21 10/20/21	1514U077-9
21-00746	10/20/21	J0900 JCP&L						
		1 ELECTRIC BILL UF	3,952.41	1-09-00-101-276	B ELECTRIC	R	10/20/21 10/20/21	
21-00747	10/20/21	J0900 JCP&L						
		1 LED STREET LIGHTING	433.91	1-01-31-436-276	B STREET LIGHTING	R	10/20/21 10/20/21	
21-00748	10/20/21	N0136 NJ NATURAL GAS COMPANY						
		1 ESC GAS BILL	249.80	1-01-31-437-269	B NATURAL GAS	R	10/20/21 10/20/21	
		2 PW GARAGE GAS BILL	356.71	1-01-31-437-269	B NATURAL GAS	R	10/20/21 10/20/21	
		3 COMMUNITY CENTER GAS BILL	53.32	1-01-31-437-269	B NATURAL GAS	R	10/20/21 10/20/21	
		4 PD HQ GAS BILL	40.28	1-01-31-437-269	B NATURAL GAS	R	10/20/21 10/20/21	

PO #	PO Date	Vendor	Amount	Charge Account	Contract PO Type Acct Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00748	10/20/21	N0136 NJ NATURAL GAS COMPANY		Continued						
		5 BOROUGH HALL GAS BILL	34.85	1-01-31-437-269	B NATURAL GAS	R	10/20/21	10/20/21		
			<u>734.96</u>							
21-00749	10/20/21	C0060 COMCAST CABLE								
		1 ESC CABLE MODEM	156.53	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
		2 PD CABLE MODEM	105.84	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
		3 WATER PLANT CABLE MODEM	89.62	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
			<u>351.99</u>							
21-00750	10/20/21	M0052 MICHAEL VALINOTI								
		1 MEDICARE REIMB 8/21 - 10/21	445.50	1-01-23-220-228	B Insurance - Medicare Reimbursement	R	10/20/21	10/20/21		
21-00751	10/20/21	V0855 VERIZON								
		1 PHONE BILL	361.29	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
		2 PHONE BILL	118.26	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
		3 PHONE BILL	118.26	1-01-31-440-275	B TELEPHONE	R	10/20/21	10/20/21		
			<u>597.81</u>							
21-00752	10/20/21	O0012 ONE CALL CONCEPTS								
		1 ONE CALL MESSAGES 9/21	60.06	1-09-00-101-275	B TELEPHONE	R	10/20/21	10/20/21		
21-00753	10/20/21	U0005 UNIFIRST CORPORATION								
		1 PW UNIFORM CLEANING 9/21	1,120.78	1-09-00-101-271	B UNIFORMS	R	10/20/21	10/20/21		
21-00754	10/20/21	B9112 B & K EQUIPMENT SERVICES								
		1 CAT 420 INVOICE# 33800	2,168.39	1-09-00-101-252	B MOTOR VEHICLE - MAINT/REPAIR	R	10/20/21	10/20/21		33800
		2 CAT 420 INVOICE# 33793	509.00	1-09-00-101-252	B MOTOR VEHICLE - MAINT/REPAIR	R	10/20/21	10/20/21		33793
		3 CAT 420 INVOICE# 33845	1,499.41	1-09-00-101-252	B MOTOR VEHICLE - MAINT/REPAIR	R	10/20/21	10/20/21		33845
			<u>4,176.80</u>							
21-00755	10/20/21	L0040 LOWE'S								
		1 UTILITY SHARE	536.22	1-09-00-101-244	B EQUIPMENT - MAINTENANCE/REPAIR	R	10/20/21	10/20/21		
		2 B & G SHARE	500.14	1-01-26-310-262	B MINOR TOOLS & EQUIPMENT	R	10/20/21	10/20/21		
		3 STREETS & ROADS	42.55	1-01-26-290-263	B ROAD PAINT & MAINTENANCE	R	10/20/21	10/20/21		
		4 SOCCER FIELD SHARE	78.68	C-04-00-560-001	B Improvements Recreation Fields (19-08)	R	10/20/21	10/20/21		
			<u>1,157.59</u>							

October 20, 2021
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Borough of Lakehurst
Bill List By P.O. Number

Page No: 5

PO #	PO Date	Vendor			Contract	PO Type		First	Rcvd	Chk/Void	
Item	Description		Amount	Charge Account	Acct Type	Description		Stat/Chk	Enc Date	Date	Date Invoice
Total Purchase Orders:		35	Total P.O. Line Items:		70	Total List Amount:	32,231.66	Total Void Amount:		0.00	

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	1-01	16,604.33	0.00	16,604.33	0.00	0.00	16,604.33
WATER & SEWER OPERATING	1-09	11,167.79	0.00	11,167.79	0.00	0.00	11,167.79
ANIMAL CONTROL FUND	1-15	<u>168.20</u>	<u>0.00</u>	<u>168.20</u>	<u>0.00</u>	<u>0.00</u>	<u>168.20</u>
Year Total:		27,940.32	0.00	27,940.32	0.00	0.00	27,940.32
	C-04	3,961.34	0.00	3,961.34	0.00	0.00	3,961.34
	G-02	330.00	0.00	330.00	0.00	0.00	330.00
Total of All Funds:		<u><u>32,231.66</u></u>	<u><u>0.00</u></u>	<u><u>32,231.66</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>32,231.66</u></u>

October 18, 2021
11:02 AM

Borough of Lakehurst
Bill List By P.O. Number

Page No: 1

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-00725	10/18/21	U0020 US BANK C/F ACTLIEN HOLDING									
		1 REDEMPTION OF TSC #18-00005	75,089.87	1-01-55-900-004		B TAX LIENS 3RD PARTY	R	10/18/21	10/18/21		

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 75,089.87 Total Void Amount: 0.00

Totals by Year-Fund Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND APPROPRIATIONS	1-01	75,089.87	0.00	75,089.87	0.00	0.00	75,089.87
Total of All Funds:		<u>75,089.87</u>	<u>0.00</u>	<u>75,089.87</u>	<u>0.00</u>	<u>0.00</u>	<u>75,089.87</u>

**RESOLUTION
OCTOBER 21, 2021**

WHEREAS, it is the policy of the Borough of Lakehurst to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, (the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; **and**

WHEREAS, the governing body of the Borough of Lakehurst has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT ADOPTED by the Mayor and Council of the Borough of Lakehurst that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough of Lakehurst officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough of Lakehurst employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council of the Borough of Lakehurst.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Lakehurst shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the managerial/supervisory personnel are responsible for these employment practices. The Personnel Committee and the Municipal Attorney shall assist the managerial/supervisory personnel in the implementation of the policies and procedures in this manual.

I, Maryanne Capasso, Municipal Clerk, of the Borough of Lakehurst, County of Ocean, State of New Jersey, do hereby certify that the above resolution was approved by the Mayor and Council at the meeting of October 21, 2021.

**Maryanne Capasso, RMC
Municipal Clerk**

AN ORDINANCE OF THE BOROUGH OF LAKEHURST, COUNTY OF OCEAN, STATE OF NEW JERSEY, MAKING THE PROVISIONS OF SUBTITLE ONE OF TITLE 39 WITH VARIOUS TRAFFIC REGULATIONS APPLICABLE TO 800 ROUTE 70, BLOCK 15 LOT 1 AND REGULATING THE USE OF SAID ROADWAYS, STREETS, DRIVEWAYS, AND PARKING LOTS BY MOTOR VEHICLES

#2021-09

BE IT ORDAINED by the Mayor and Council of the Borough of Lakehurst, County of Ocean, State of New Jersey, as follows:

That N.J.S.A. 39:5A-1 permits written requests to a municipality for the provisions of subtitle 1, Title 39 of the Revised Statutes be applicable to the semipublic or private roads, streets, driveways, trails, terraces, bridle paths, parkways, parking areas, or other roadway open to or used by the public, tenants, employees, and the members of such institutions for purposes of vehicular travel by permission of such persons, corporations or institutions and not as matter of public right.

BE IT FURTHER ORDAINED that Dan Czermak, owner of 800 Route 70, LLC, 808 South Lake Drive, Lakewood, New Jersey, has filed said written consent with the Borough of Lakehurst that the provisions of Title 39 of the Revised Statutes of New Jersey be made applicable to 800 Route 70, Block 15, Lot 1 located in the Borough of Lakehurst, County of Ocean.

BE IT FURTHER ORDAINED that the provisions of Title 39 shall be enforceable in their entirety at 800 Route 70, Block 52.51 Lot 1 pursuant to the written request made.

BE IT FURTHER ORDAINED that all ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

BE IT FURTHER ORDAINED that pursuant to the provisions of N.J.S.A. 40:69A- 181(b), this Ordinance shall take effect twenty (20) days upon final passage and publication as required by law.

Hon. Harry Robbins
Mayor

NOTICE

PUBLIC NOTICE is hereby given that the foregoing ordinance was introduced at a meeting of the Mayor and Council of the Borough of Lakehurst, in the County of Ocean, State of New Jersey, on the 21st day of October, 2021, and was then read for the first time. The said ordinance will be further considered for final passage by the Mayor and Council at the Lakehurst Community Center, 207 Center Street, Lakehurst, NJ at 7:30 P.M. on November 4, 2021. At such time and place or any time or place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Maryanne Capasso, RMC
Municipal Clerk