

The City Council met in regular session in the Council Chambers on Wednesday, November 4, 2009 at 9:00 a.m.

Council Members present: Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Thompson and Schember. 7

On motion of Mr. Thompson, Seconded by Mr. Aleksandrowicz, the reading of the minutes of the meeting of October 21, 2009 were dispensed with and same adopted with copies furnished to the members of City Council by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

Copies of the bills under date of October 30th and November 6, 2009 were given to City Council and same adopted by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0., with the exception of invoices to the NATO Centers on which Mrs. Jenkins-Husband abstained from voting.

TO: Mrs. Rubye Jenkins-Husband, City Council Liaison October 16, 2009
FROM: LeAnn Parmenter, P. E., City Traffic Engineer
SUBJECT: Speed Study - West 10th between Cascade Street and Weschler Avenue

This memo is response to your resolution dated September 16, 2008 to conduct a traffic study for speed control on West 10th Street between Cascade Street and Weschler Avenue. We have reviewed the area and found the following:

- 1) West 10th Street between Cascade Street and Weschler Avenue has a tree-lined median, which is actually one of the strategies suggested to provide a calming effect. West 10th Street also has parking which tends to narrow the travel way for drivers and leads to speed reduction.
- 2) There are adequate 25 mph speed limit signs for enforcement.
- 3) Speeds were collected by the Traffic Enforcement Division of the Erie Police Department for 100 vehicles on 10-5-09. The average speed for the 10 vehicles was 26.7 miles per hour. The 85 percentile speed, which traffic engineers use to determine speed limits was 31.2 mph.
- 4) Approximately 80% of the vehicles were within 5 miles per hour of the speed limit (25 mph) and 98% were within 10 miles per hour of the speed limit.

Although there were vehicles that were traveling over the speed limit, there were only 2 vehicles that were traveling 10 miles per hour over the speed limit. According to section 3368 @ (4) of the Pennsylvania Motor vehicle Code, no person may be convicted in an area where the legal speed limit is less than 55 miles per hour if the speed recorded is less than ten miles per hour in excess of the legal speed limit. This is due to the type of devices that the Police are legally allowed to use to obtain speeds. This paragraph shall not apply to evidence obtained through the use of devices authorized by paragraph (2) or (3) within a school zone or an active work zone. The offers did not note any reckless driving and most drivers were within 5 miles per hour of the speed limit. At this time we do not see a need to implement changes along this section of West 10th Street. Please contact me at extension 1379 if you have any questions.

November 4, 2009. City Council receive and enter in the minutes for information.

By Mr. Thompson, Council File Ordinance #15,687

an ordinance appropriating the sum of **\$200,000.00** from unappropriated and unanticipated revenue from Account #460-0000-0000-3111 Debt Service Fund Balance and providing for the expenditure thereof by allocating said sum to Account #460-1061-0000-4871 '03 Cell Tower Principal. (The funds being appropriated will be used by the City to pay off the balance on a loan ahead of schedule from PNC Bank as part of the 2008 City of Erie/Water Authority Lease Extension)

November 4, 2009. City Council on motion of Mr. Thompson, Seconded by Mr. Aleksandrowicz, having read Council File Ordinance #15,687 does hereby adopt on First Reading by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones and Thompson. 6. Nays. 0. (Mr. Schember abstaining)

Pursuant to the provisions of Zoning Ordinance #80-2005 and of the proper legal advertising, the City Council will proceed to hold a **Public Hearing at 10:00 a.m.** regarding a request submitted by Jim McCormick of Port Harbor Homes in conjunction with the Bayfront Eastside Task Force for construction of a single family dwelling located at **537 East 2nd Street** for Waterfront Conditional Use for construction of a single family dwelling.

By Mr. Schember, Seconded by Mr. Thompson, Resolved, etc.,

That pursuant to Public Hearing held November 4th, 2009, the request for Waterfront Conditional Use submitted by Jim McCormick of Port Harbor Homes in conjunction with the Bayfront Eastside Task Force for construction of a single family dwelling located at **537 East 2nd Street**, is hereby approved.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

November 4, 2009. Signed by the President. Attested by the City Clerk.

HONORABLE MAYOR, PRESIDENT AND MEMBERS OF CITY COUNCIL

October 22, 2009

The City Planning Commission reviewed the Erie Redevelopment Authority's proposal to close a 125.51 foot portion of the alley going north from West 13th Street on the block between State and Peach Streets.

The alley closing is called for in the Erie Redevelopment Authority's plans for m midtown development. At this particular block, the ERA intends to construct several townhouses and a retail unit. They currently own some of the property and have an agreement with the Erie Parking Authority to purchase the rest. The alley will remain open north of the 125.51 foot mark so that it can continue to be used by L. Press and Community Health Net.

The Planning Commission recommends that the portion of the alley spanning 125.51 feet from West 13th Street northwards be vacated for purposes of the ERA's midtown development project. The Planning Commission makes this recommendation contingent upon a satisfactory agreement for remedy between the ERA and National Fuel in regard to a 10 inch gas line underneath the alley.

By Mr. Cappabianca, Seconded by Mrs. Jenkins-Husband, Resolved, etc.,

That the City Solicitor is authorized and directed to prepare an ordinance **closing and vacating a public alley** located on **West 13th Street between Peach and State Streets**, running north 125.51' and being approximately 30' wide at the request of the Erie Redevelopment Authority and the Erie Parking Authority. (The alley will remain open north of the 125.51 foot mark so that it can continue to be used by L. Press and Community Health Net.)

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mr. Aleksandrowicz, Seconded by Mrs. Horan-Kunco, Resolved, etc.,

That the Letter of Engagement with **Michael D. Fiorentino, Esq.**, is hereby extended by an increase of an additional \$5,000 while he continues to represent City Council in the litigation of the Land Use Appeal of the Zoning Hearing Board's decision to invalidate a portion of the City of Erie's Zoning Ordinance pertaining to Height Restrictions in the M-2 District in a total amount not to exceed \$11,750.00. This is to restore and solidify that portion of the City of Erie Zoning Ordinance with regards to such matters.

November 4, 2009. City Council on motion of Mr. Aleksandrowicz, Seconded by Mr. Cappabianca, motioned to amend the sum of \$5,000 to **\$3,000** and the total amount not to exceed **\$9,750.00** from the original total not to exceed \$11,750.00 and further stating that the bills will be paid out of the City Controller's Professional Services account.

November 4, 2009. City Council adopt said amendment by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband and Jones. 6. Nays. Mr. Thompson. 1. (Mr. Schember abstaining)

November 4, 2009. City Council adopt, as amended, by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones and Thompson. 6. Nays. 0. (Mr. Schember abstaining)

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mr. Aleksandrowicz, Seconded by

That the City Solicitor is authorized and directed to prepare an ordinance requiring that the City of Erie shall invest all monies received from any future lease agreement extensions or other original lease modifications granted to the Erie City Water Authority into the **City of Erie Water Reserve Fund**, a Capital Fund established for future capital needs and projects only, as prescribed by state statutes.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband and Thompson. 5. Nays. Jones and Schember. 2.

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mrs. Horan-Kunco, Seconded by Mrs. Jenkins-Husband, Resolved, etc.,

That members of City Council endorse the request submitted by the **Erie Area Council of Governments** (COG) that City Council authorizes its representative of the COG to vote in favor of a resolution to actively engage in the expansion of the COG recognizing that it would require the COG member governments to do any or all of the following: (1) develop and execute a program to select, inform and solicit for COG membership non-member governments in Erie County; (2) review and consider amendments and updates to the current bylaws and (3) formulate a formal recommendation on the creation of different membership levels or retain the current method.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mrs. Jenkins-Husband, Seconded by Mrs. Horan-Kunco, Resolved, etc.,

Whereas, the historic **Dickson Tavern** is in a state of serious neglect and requires restoration and maintenance to preserve an important asset in the City of Erie, and

Whereas, a Request for Proposals has been published and advertised for the restoration and preservation of the Dickson Tavern, and

Whereas, Kidder, Wachter Architecture and design submitted a proposal for the adaptive reuse and long term maintenance of the Dickson Tavern; and

Whereas, the Administration recommends the acceptance of the proposal following a detailed review, and

Whereas, the said proposal maintains and preserves the historical integrity and limited public access at no cost to the City of Erie other than the deed to the property, and

Whereas Kidder, Wachter Architecture and Design has a proven and successful record of accurately and properly restring other properties in the area having historical significance, so

Therefore, be it resolved, that the appropriate City officials are authorized to enter into an agreement between the City of Erie and Kidder Wachter Architecture and Design for the restoration and preservation of the Dickson Tavern in accordance with the attached proposal. Said City officials are hereby further authorized to transfer the Dickson Tavern, for the consideration of one dollar, with acceptable limitations in the deed satisfactory to the city of Erie to preserve the public's interest in this property, to Kidder Wachter Architecture and Design as part of this Agreement.

(City officials are further authorized to transfer the Dickson Tavern for the consideration of one dollar (\$1.00).)

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Councilwoman Rubye Jenkins-Husband, Seconded by

That a Study Session be scheduled on Thursday, November 12th, 2009 at 7:00 p.m., to begin a review of legislation on **banning the use of hand held phones while driving in the City of Erie.**

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones and Thompson. Nays. Mr. Schember. 1.

November 4, 2009. Signed by the President. Attested by the City Clerk.

Legal Department, City of Erie Bureau of Fire
626 State Street, Room 305, Erie, Pa.

October 15, 2009

RE: Mandatory Priority Standby Agreement, Account Nos. 3699482 & 4577973

Dear Sir or Madam:

Accounts that serve essential human needs (Priority One accounts) are required to subscribe for firm backup supply service from the utility. Essential human need is defined by Pennsylvania public utility law as the energy used for space heating, air conditioning, cooking water heating or other domestic purpose in any facility where persons normally dwell (.e., residences, apartment houses, dormitories, hotels, hospitals, nursing homes, church rectories, etc.). Status as a Priority One customer also means that the account will be among the last to have its service levels reduced or eliminated in the event of a gas supply emergency.

Please have all three copies of each of the enclosed Mandatory Priority Standby Service Agreements executed by an authorized official of the company, have the signature notarized and return all copies to me in the enclosed addressed envelop as soon as possible. An authorized signator would include an owner or partner, or an executive officer if a corporation, or other authorized agent of the corporation if accompanied by an authorization of a board of directors or letter signed by an officer permitting the individual to legally bind the corporation. Once executed and notarized on behalf of National Fuel Gas Distribution Corporation, a fully-executed copy of the agreement will be returned to you for your files.

Please call me at (814) 871-8279 if you have any questions.

Very truly yours,

S/ John Gordon, General Energy Consultant

RATE SCHEDULE PSB PRIORITY STANDBY SERVICE

Applicability

Throughout the territory served under this tariff.

Availability of Service

Service under this rate schedule is available to all customers under the Residential, Commercial and Public Authority and SVIS Rate Schedules that enter into a contract for service under this Rate Schedule. A customer will be permitted to enter into a contract, prepared by the Company, for service under this rate schedule, however, only if the Company projects that sufficient volumes of gas will be available to the Company during the period of the customer's contract for Priority Standby Service.

Service under this rate schedule is mandatory for all customers categorized as Priority 1 under the curtailment priorities of Rule 26 who enter into contracts with the Company to receive Transportation Service and who do not have dual or alternate fuel equipment on site which is installed and operable with sufficient amounts of alternate fuel available on site during each winter period of each year commencing on December 1 and ending on March 31 of the following year. Service under this rate schedule is voluntary for all other customers.

Nature of Service

Priority standby service shall permit the customer to purchase gas on a firm basis subject to curtailment priorities of Rule 26. The Company will take all reasonable steps to obtain or to maintain gas supplies sufficient to enable the Company to provide reasonably continuous service to each Customer receiving Priority Standby Service.

Monthly Rate

The monthly rate shall be \$0.5132 per Mcf, which shall be applied to the total monthly volumes transported by the customer during the month.

The rate shall equal the PGDC portion of the commodity rate applicable to the corresponding sales rate classification.

(D) Indicates Decrease.

Appendix "A"

MANDATORY PRIORITY STANDBY SERVICE AGREEMENT UNDER RATE SCHEDULE PSB

City of Erie Bureau of Fire with its principal offices at 626 State Street, Room 305, Erie, Pa., 16501 (hereinafter "Customer"), which receives natural gas service from National Fuel Gas Distribution Corporation, P. O. Box 2081, 1100 State Street, Erie, Pa. 16512 (hereinafter "National"), either under Distribution's Rate Schedule Residential, Commercial and Public Authority or SVIS rate schedules, Account No. 4577973, agrees to take and National Agrees to render, priority standby service under National's Rate Schedule PSB to be effective October 1, 2009.

Service under this agreement shall be in accordance with Rate Schedule PSB filed with the Pennsylvania Public Utility Commission ("Commission") and as amended from time to time in accordance with law. A copy of the currently-effective form of Rate Schedule PSB is attached as Appendix ("A") hereto and is incorporated herein. If there is any inconsistency between this Agreement and Rate Schedule PSB, either as presently in effect or as amended then the provisions of Rate Schedule PSB shall control.

National reserves the right to file with the commission tariffs or tariff supplements proposing changes in the terms and conditions of, and rates for, service under ate Schedules PSB.

This Agreement represents the entire and integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, and agreements, either written or oral regarding the subject matter hereof

Witness our signatures this _____ day of _____ 2009, with the intent to be legally bound.

(Signatures)

By Mrs. Horan-Kunco, Seconded by Mr. Aleksandrowicz, Resolved, etc.,

That the proper City officials are authorized and directed to execute the Mandatory Priority Standby Service Agreement between the City of Erie Fire Bureau and **National Fuel Gas Distribution Corporation** which agreement is for the purpose of the service of essential human needs for firm backup supply service from National Fuel. A copy of said agreement is attached hereto.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mrs. Jenkins-Husband, Seconded by Mrs. Horan-Kunco, Resolved, etc.,

That the Letter of Intent for Phase II Capital Improvements of Facilities through PA Act 77 Guaranteed Energy Savings and performance of the Investment Grade Audit (IGA) to **CLT Efficient Technologies Group**, a subsidiary of Constellation Energy Projects & Services Group, 61 Arch Street, Suite 102, Carnegie, Pa. and the proper City officials are authorized and directed to sign said Letter of Intent on behalf of the City of Erie. If the IGA program falls within the self-funding parameters of Act 77 and the City does not execute an agreement as prescribed in the Letter of Intent, the City shall pay CLT a withdrawal fee of \$25,000.00 for the engineering design and related costs incurred by CLT. The Letter of Intent shall not be construed as an obligation to execute a Guaranteed Energy Savings Agreement. Following delivery of the IGA report, the City of Erie and CLT will meet to negotiate a definitive Guaranteed Energy Savings Agreement and the City Council shall be asked to approve said agreement before it is executed.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Sember. 7. Nays. 0.
November 4, 2009. Signed by President. Attested by the City Clerk.

By Mr. Jones, Seconded by Mr. Cappabianca, Resolved, etc.,

That the Mayor and appropriate City officials are authorized and directed to execute the following agreements between the City of Erie and the following entities to obtain the following grants as noted:

- a) **BEST**, for a grant in the amount of \$286,666.68, from NSP funds appropriated, to carry out new housing construction activities in the BEST target area, charged to Account #387-1387-0000-4634.
- b) **Erie Redevelopment Authority**, for a grant in the amount of \$394,114.66, from NSP funds appropriated, to carry out housing rehabilitation, land acquisition and new housing construction activities in targeted areas of the City of Erie, charged to Account #387-1387-0000-4632 (\$21,660.00); #387-1387-0000-4634 (\$318,729.66) and #387-1387-0000-4636 (\$53,725.00)
- c) **HANDS, Inc.**, for a grant in the amount of \$1,167,738.00 from NSP funds appropriated, to carry out residential rehabilitation and new housing construction activities in targeted areas of the City of Erie, charged to Account #387-1387-0000-4632 (\$831,715.00) and #387-1387-0000-4634 (\$336,023.66)

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Sember. 7. Nays. 0.
November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mr. Jones, Seconded by Mr. Cappabianca, Resolved, etc.,

That the Mayor and other appropriate City officials are authorized and directed to execute amendments to agreements previously executed between the city and the following entities noted to provide increases in the following accounts:

- a) **St. Martin Center** pertaining to the Lead Grant increasing the contract amount by \$13,000 from \$46,510.00 to \$59,510.00, charged to Account #507-1242-2007-4418
- b) **Applied Systems** pertaining to the Lead Grant, increasing the contract amount by \$23,000.00 from \$67,500.00 to \$90,500.00, charged to Account #507-1242-2007-4423.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Sember. 7. Nays. 0.
November 4, 2009. Signed by the President. Attested by the City Clerk.

TO: Rubye Jenkins-Husband, City Council Liaison November 3, 2009
FROM: Jason W. Sayers, P. E., Assistant City Engineer
RE: Resolution to approve Easement Agreement - Housing Authority of the City of Erie

On the agenda for the City Council meeting of November 4, 2009 is a resolution authorizing and proper City officials to enter into an Easement Agreement with the Housing Authority of the City of Erie.

The Housing Authority requests the use of City of Erie rights-of-way to install underground conduits, containing electrical wiring, television cable and telecommunication wiring. The conduits will be installed in the public rights-of-way of East 7th Street, East 10th Street, East 11th Street and Gladstone Court. The project will provide new utility services for the Horan Garden Apartments.

Please contact me at 870-1397 if you have any questions. (Plans attached)

By Mrs. Jenkins-Husband, Seconded by Mr. Cappabianca, Resolved, etc.,

That the appropriate City officials are authorized and directed to execute an Easement Agreement with the **Erie Housing Authority** for the installation of underground communication lines crossing several City of Erie rights-of-way.

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Sember. 7. Nays. 0.
November 4, 2009. Signed by the President. Attested by the City Clerk.

By Mr. Thompson, Seconded by Mr. Aleksandrowicz, Resolved, etc.,

That the following amounts are transferred in the 2008 Police General Fund Account:

Transferred From			Transferred To		
Amount	Account	Title	Amount	Account	Title
\$28,100.00	002-0613-0000-4056	Repair/Maint. Services	\$25,000.00	002-0613-000-4035	Repair/Maint. Supplies
			3,000.00	4043	Trans./Seminars
			100.00	4047	Heat, Light, Power
			\$28,100.00		

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Sember. 7. Nays. 0.
November 4, 2009. Signed by the President. Attested by the City Clerk.

City Council does hereby ratify and confirm the said transactions which are to be charged to the respective Budget Code Numbers, viz:

1. **Grise Audio Visual Center, Inc.**, 201 East 8th Street, Erie, Pa., for equipment and labor to furnish and install a new Video Recording System in the Criminal Investigation Office, for the Bureau of Police, at a total cost of \$4,665.50.
2. **RAM Industrial Service**, 5460B Pottsville Pike, Leesport, Pa., for Repair Parts for the Belt Press Sludge Feed Pumps at the Wastewater Treatment Plant for the Bureau of Sewers at a total cost of \$7,668.27.
3. **David Milano Construction**, 1827 West 36th Street, Erie, Pa., for performing Repair Services on Storm Drainage at WWTP Compost Site for the Bureau of Sewers, for the sum of \$13,810.04 (Material Costs Only).

November 4, 2009. City Council adopt by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.
November 4, 2009. Signed by the President. Attested by the City Clerk.

Mr. Armand Chimenti, Secretary, Zoning Hearing Board
626 State Street, Room 407, Erie, Pa. 16501

November 2, 2009

RE: Resignation

Dear Mr. Chimenti:

I would like to submit my resignation from the City of Erie Zoning Hearing Board. I will be relocating to another state. This is effective as of today, November 2, 2009.

Sincerely,
S/ Dale Niemenski

November 4, 2009. City Council receive and enter in the minutes for information.

City Council, City Clerk's Office
Room 104 Municipal Building, Erie, Pa. 16501

Dear City Council Members:

On Saturday, November 7, 2009, a Veterans Day Parade and Ceremony will be held. The parade will begin at 9:30 a.m. starting at Veterans Stadium at 26th & State Streets, marching south on State Street to the VA Medical Center. A Veterans Day Ceremony will be held after the parade on Saturday, November 7, 2009 at 11:00 a.m. at the Naval Reserve Center. The ceremony will feature a guest speaker, patriotic music, and a wreath presentation ceremony with volleys and taps.

You are cordially invited to attend both the Veterans Day Parade and Ceremony and we hope to see you there. Your continued participation in this local event that honors our veterans and their families demonstrates the pride we all have in those who served our country. We will not be having a Dignitaries Response during the ceremony; however, we do hope you will attend this important community event.

The meeting time for all parade participants is 9:00 a.m., and the check-in point will be designated at the corner of 26th & French Streets. At that point, you will be notified as to your location in the parade line up.

In order to complete our final planning, we will need to hear from your office concerning you attendance at this year's ceremony. Please have your office call the Medical Center's Voluntary Office at (814) 860-2453. We look forward to seeing you.

Sincerely,
S/ Karen O'Neal, CAVS
Voluntary Services Officer

November 4, 2009. City Council receive and enter in the minutes for information.

November 4, 2009. City Council on motion of Mr. Thompson, Seconded by Mr. Aleksandrowicz, adjourned at 12:10 p.m. by yeas Council Members Aleksandrowicz, Cappabianca, Horan-Kunco, Jenkins-Husband, Jones, Thompson and Schember. 7. Nays. 0.

Attest:

President of City Council

City Clerk