

**APPROVED MINUTES - SPECIAL BOARD MEETING
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK
HELD ON MONDAY, AUGUST 1ST, 2011 AT 6:30 P.M.
IN THE COUNCIL CHAMBERS OF OAK PARK VILLAGE HALL**

I. CALL TO ORDER

President Pope called the meeting to order at 6:31 p.m.

II. ROLL CALL

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope
ABSENT: None

III. ADJOURN TO EXECUTIVE SESSION TO DISCUSS SALE OF PROPERTY AND LABOR

In compliance with the Open Meetings Act, it was moved and seconded to adjourn to Executive Session for discussion of the sale of property and labor in Room 130.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: None

The motion was approved.

IV. RETURN TO OPEN MEETING 7:30 PM IN COUNCIL CHAMBERS

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope
ABSENT: None

The Regular Meeting reconvened at 7:36 p.m. in Council Chambers.

V. AGENDA APPROVAL

President Pope stated that Items E and N would be discussed but no action taken. These items will be revisited at a Special Meeting scheduled for Thursday, August 4. It was moved and seconded to approve the agenda for the meeting as amended. A voice vote was taken and the agenda was approved.

VI. MINUTES

It was moved and seconded that the minutes of the Regular Meeting of July 5, 2011 be approved. A voice vote was taken and the minutes were approved as presented. Trustee Brewer abstained.

It was moved and seconded that the minutes of the Special Meetings of July 11, 2011 and July 14, 2011 be approved. A voice vote was taken and the minutes were approved as presented.

It was moved and seconded that the minutes of the Regular Meeting of July 18, 2011 be approved. A voice vote was taken and the minutes were approved as presented. Trustee Hedges and President Pope abstained.

VII. NON-AGENDA PUBLIC COMMENT

Eric Davis, 1112 N. Lombard Ave. Mr. Davis spoke about the Hazard Mitigation Grant available through FEMA and explained the application process.

Angela Spinillo, 40 LeMoyne Parkway. Ms. Spinillo discussed how the flooding in northeastern Oak Park is affecting homeowners and asked that the Village assist them in addressing this problem.

Zerrin Bulut, 1105 N. Harvey. Ms. Bulut requested an investigation of the sewer system, a report of that investigation and the repair of any deficiencies that are found.

Jeff Danielski, 122 LeMoyne Parkway. Mr. Danielski expressed concern that flood information was not readily accessible on the Village website.

Charlene Jones-Foster, 1011 N. Lombard. Ms. Jones-Foster expressed frustration regarding the flooding and looked forward to an investigative report of the sewer system.

Village Manager Tom Barwin announced that residents may meet with Public Works personnel in Room 101 to further discuss flooding issues and to fill out the survey needed to apply for Federal funding. He added that the Village will be as responsive as they can possibly be and will have information available to residents by mid-September.

VIII. VILLAGE MANAGER REPORTS

Mr. Barwin stated that both the regional and local sewer systems were not built to withstand the recent volume of rainwater. President Pope added that even if Oak Park expanded their capacity, there is still a limitation on where that water gets emptied out; the current impacts would still exist. Trustee Johnson suggested educating the public regarding this, as they believe that expanding the Oak Park sewer system will solve the problem. He also spoke about flood control systems, advising residents to be informed consumers before purchasing something that may or may not work. Trustee Brewer asked that as staff did research regarding methods to help alleviate this problem, to keep the Board informed of any impact on the Village's budget or resources and any funding that would come through grants.

X. CITIZEN COMMISSION VACANCIES

President Pope referred to the Board and Commission vacancy report, and urged residents to volunteer.

XI. CITIZEN COMMISSION APPOINTMENTS, REAPPOINTMENTS, REMOVAL, RESIGNATION AND CHAIR APPOINTMENTS

It was moved and seconded to concur in the following appointments by President Pope:

Public Art Advisory Commission

Appointment of Sam Lindsey as Member, with a term to expire August 1, 2012

Transportation Commission

Appointment of Lee Lazar, as Member, with a term to expire August 1, 2014

A voice vote was taken and the appointments were approved.

XII. PUBLIC HEARING

A. Public Hearing on the Draft Plan for the Village of Oak Park's Community Choice Aggregation

Sustainability Manager K.C. Poulos gave an overview of the aggregation plan. She spoke about the online survey and encouraged residents to participate. The survey will help determine residents' preferences, such as staying with the current mix or obtaining a carbon neutral or 100% renewable mix. This input will be incorporated into the aggregation plan. She also discussed rates; all the choices noted would be lower than the current rate of 7.9 cents per kilowatt hour.

Ms. Poulos explained the process after public hearings end. This includes finalizing the members of the Energy Committee who will be overseeing the work, sending out an RFP, reviewing the responses and then presenting their recommendation to the Village Board. She gave a tentative timeline of the actual new rate going into effect in January, 2012.

Trustee Johnson noted that some communities have reinvested the savings acquired through aggregation into energy efficient grants or loans to homeowners and businesses and asked if the Village is looking into that. Ms. Poulos stated that this was one of the questions on the survey; asking whether residents are interested in such a program.

Carol Southern, 403 S. Harvey, #1A. Ms. Southern spoke in favor of one of the energy suppliers who spoke at a town hall meeting she attended.

Jenny Jocks Stelzer, 814 N. Humphrey. Ms. Jocks Stelzer was supportive of clean energy, despite the potential higher rate.

Gary Barnes, 627 S. Humphrey. Mr. Barnes explained why he was against electricity deregulation.

XIII. SECOND READING**B. Second Reading of an Ordinance Amending Article 18 of Chapter 2, Article 21, Relating to the Elimination of the Telecommunications Commission and Establishment of a New Civic Information Systems Advisory Commission**

Trustee Johnson suggested shortening the name to Civic Information Systems Commission.

Mr. Barwin noted that the word "Board" in the last sentence of 2-26-1 should be changed to "Commission".

XIV. REGULAR AGENDA

All Ordinances and Resolutions adopted herein are herewith ordered filed in the Office of the Village Clerk

C. It was moved and seconded that an Ordinance Amending Chapter 2, Article 26 of the Village Code Entitled "Telecommunications Commission" be adopted.

Trustee Lueck stated that ongoing implementation or oversight of the plans the commission develops should be added to the language in the ordinance. President Pope commented that the intent of the language is to constantly evaluate and make recommendations back to the Board; to "review and update" should be added to clarify this.

There was discussion regarding multiple staff liaisons. President Pope noted that it was important for the I.T. Director to be actively engaged and that the commission be in collaboration with I.T. Trustee Johnson also suggested adding the word "communications" to the first sentence.

The motion was withdrawn.

President Pope noted the following amendments: The removal of the word "Advisory" in the title; the addition of "communications" to the items listed under 2-26-2A; the addition of the sentence "The Commission shall review and update the plan on an ongoing basis" under 2-26-2A; and change the word "Board" to the word "Commission" in the last sentence of 2-26-1.

It was moved and second that Ordinance 2011-0-46 entitled **ORDINANCE AMENDING CHAPTER 2, ARTICLE 26 OF THE VILLAGE CODE ENTITLED "TELECOMMUNICATIONS COMMISSION"** be adopted as amended.

Telecommunications Commission Chair John Shuler spoke about the new commission.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: None

The ordinance was adopted.

- D. It was moved and seconded that Ordinance 2011-0-47 entitled **AN ORDINANCE AMENDING ORDINANCE 2009-0-089 AS PREVIOUSLY AMENDED BY ORDINANCE 2010-0-50 AND 2011-0-9 AUTHORIZING ISSUANCE OF A SPECIAL USE PERMIT TO ALLOW A PLANNED DEVELOPMENT FOR A MULTI-TENANT OFFICE AND COMMERCIAL DEVELOPMENT WITH ON-SITE PARKING** be adopted.

Mr. Barwin stated that the Madison Highland Development Team have asked for a six-month extension for the submittal of permits. The current deadline is August 16, 2011; they would like to extend that to February 16, 2012. He added that they needed to secure one more major tenant before moving forward.

Trustee Johnson stated that the Oak Park Development Corporation and staff needed to be more actively involved in the recruitment process for this development and asked what types of strategies were currently being used.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: None

The ordinance was adopted.

- M. It was moved and seconded that a **Motion to Approve an Application for Special Use for Forest Park National Bank and Trust Co. Relative to a Drive through Bank Facility with ATM Located at 715 South Boulevard and Request Staff to Prepare the Necessary Documents** be approved.

Plan Commission Chair Linda Bolte spoke about the development, noting that two Public Hearings had been held, during which various traffic pattern concerns were addressed. As a result, the recommendation of the Plan Commission was to move the orientation of the building to locate the drive-through lanes on the west side. The vehicles would enter off South Boulevard and exit using the east-west alley, with a right turn only on to Oak Park Avenue. It was also recommended to install tactile warning strips to alert pedestrians and bicyclists.

There was a discussion regarding the design of the building. Trustee Lueck expressed concern that both designs that were approved by the Historic Preservation Commission were not presented. Trustee Tucker commented that as long as both were approved, it was ultimately the owner's decision which design to use. President Pope reminded the Board that the item being addressed is an application for special use, not a formal planned development. The Board can either approve this or ask that they come back with the alternate design and then make a decision on that, which would not occur until September. He asked what the implications of that would be.

Acting Village Attorney Simone Boutet commented that the application for special use was regarding the drive-through only, not any other issue.

It was moved and seconded to amend the original motion to include the modification of the recommendation language to read that the bank building be constructed in substantial conformity with one of the two architectural styles and representation depicted in presentation to the Historic Preservation Commission.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Salzman and Tucker; President Pope

NAYS: Trustee Lueck

ABSENT: None

The motion was approved.

It was moved and seconded that a **Motion to Approve an Application for Special Use for Forest Park National Bank and Trust Co. Relative to a Drive through Bank Facility with ATM Located at 715 South Boulevard as Amended and Request Staff to Prepare the Necessary Documents** be approved.

There was a discussion regarding traffic flow out of the alley on to Oak Park Avenue. The recommendation of staff was to study it for a period of time to determine if there is a need for a one-way alley going east from any given point. President Pope noted that this may result in some type of physical barrier in lieu of signage.

Trustee Lueck thought the findings of fact were incomplete.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Salzman and Tucker; President Pope

NAYS: Trustee Lueck

ABSENT: None

The motion was approved.

N. Referral to the Plan Commission to Hold a Public Hearing for an Amendment to the Lake and Forest Planned Development Ordinance 2010-0-14 Relative to a Change in Use and Parking

Michael Glazier of Sertus Capital Partners gave an overview of the proposed change in use amendment. This change will retain the existing architecture and floor area but converts what was hotel and condominiums into rental apartments

President Pope clarified that Sertus owns the corner parcel and the Village owns the parking air rights. The Village reserves the air rights for the project as a whole so the developer has the opportunity to be able to use portions of the Village's air rights on its current parcel, and the Village for its continued use for the purposes of the public parking garage. He noted that the Board will have an opportunity on Thursday to go into more detail regarding both the referral to the Plan Commission and the modifications to the Planned Unit Development ordinance.

Mr. Glazier noted some slight changes to the façade of the building and explained the purpose of those changes.

Trustee Lueck stated that the building itself was s a compensating benefit because of its design; any changes needed to be seriously looked at.

Trustee Tucker asked Mr. Glazier if he had an update on financing. Mr. Glazier said they have had positive feedback from a number of investors who are waiting for the approval process to be completed before moving forward.

David Barsotti, 1109 Holley Court. Mr. Barsotti spoke about another project completed by this developer.

- W.** It was moved and seconded that a **Resolution Authorizing Execution of a Contract with Cerniglia Company for Project 11-, Water and Sewer Main Improvements, in an Amount not to Exceed \$2,563,312** be adopted.

Mr. Barwin explained that this project consisted of water main work on five blocks that included replacing a deteriorated sewer main along three blocks and relining the sewer main on one block. This will result in reconstruction of Clinton north of Washington and two blocks of Humphrey north of Chicago. The project is budgeted at \$2.8 million. Staff has recommended the low bid of \$2.56 million; however, this bid includes asphalt paving of all blocks. Another alternative (C2), at a cost of \$2.72 million, was to restore the brick pavement currently covered by asphalt on the two blocks of Humphrey, as well as reconstruct the additional block in asphalt. The final alternative (C1), at a cost of \$2.75 million, was to restore the brick on the two blocks of Humphrey and construct the additional block in concrete.

Village Engineer Jim Budrick added that by going under budget with asphalt, the savings incurred will help address other previously unanticipated issues, such as hiring consultants to perform studies regarding flooding concerns.

Trustee Johnson stated that it would be a lost opportunity to not restore the bricks.

Trustee Hedges said that the Board agreed last year that concrete was preferred for these types of projects and added that they needed to be consistent.

President Pope clarified the difference is prices and noted the life cycles of the materials; asphalt at 25 years, concrete at 40 years and 50-plus years for brick.

It was moved and seconded to amend the resolution by substituting Alternate C1, at a cost of \$2.75 million, for two blocks of bricks and one block of concrete.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Johnson, Lueck and Salzman; President Pope

NAYS: Trustees Hedges and Tucker

ABSENT: None

The motion was approved.

It was moved and seconded that Resolution 2011-R-126 entitled **RESOLUTION AUTHORIZING EXECUTION OF A CONTRACT WITH CERNIGLIA COMPANY FOR PROJECT 11-, WATER AND SEWER MAIN IMPROVEMENTS, IN AN AMOUNT NOT TO EXCEED \$2,756,655** be adopted as amended.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Johnson, Lueck and Salzman; President Pope

NAYS: Trustees Hedges and Tucker

ABSENT: None

The resolution was adopted.

- I. It was moved and seconded that Resolution 2011-R-127 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A FIVE-YEAR AGREEMENT WITH WASTE MANAGEMENT-METRO FOR THE COLLECTION AND TRANSPORTATION OF MUNICIPAL SOLID WASTE AND THE COLLECTION, TRANSPORTATION AND PROCESSING OF RECYCLING AND YARD WASTE** be adopted.

Mr. Barwin noted that there was a lengthy discussion regarding this item during the Special Board Meeting on May 16th ; this contract is written exactly as concluded by the Board during that discussion.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: Trustee Hedges

ABSENT: None

The resolution was adopted

F. Discussion of 2012 Budget Preparation and Direction to Staff

Mr. Barwin stated that the Finance Committee has had several meeting and have reviewed the audit that will be presented to the full Board. He added that a schedule of budget meetings has been provided and should be finalized within the next couple of days. He hoped to present the budget in early October for final adoption before Thanksgiving.

Trustee Hedges commented that based on the mid-year reports, the Board needs to exercise fiscal restraint for next year.

Trustee Johnson agreed and praised the Finance Department for their work on the current mid-year report. He added that he would like to see increased investment and focus on the Early Childhood Collaborative next year. President Pope agreed and stated that a modest increase is reasonable in light of the fact that the level of funding has been the same for approximately eight years.

Trustee Brewer noted that staff should be creative when identifying new revenue sources and consider ways to raise additional revenues or increase revenues that the Village is already receiving to enable them to fund any current or new initiatives should they choose to.

XVII. CONSENT AGENDA

- G. Resolution 2011-R-128 entitled **RESOLUTION AUTHORIZING A PARKING LICENSE AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND FENWICK HIGH SCHOOL FOR THE USE OF PART OF LOT #116 FOR STUDENT PERMIT PARKING**
- H. Resolution 2011-R-129 entitled **RESOLUTION AUTHORIZING A PARKING LICENSE AGREEMENT BETWEEN THE VILLAGE OF OAK PARK AND THE OAK PARK ARMS FOR THE USE OF PART OF LOT #116 FOR STUDENT PERMIT PARKING**
- J.1. Resolution 2011-R-130 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH FOCAL POINT TO PURCHASE VILLAGE HALL BASEMENT LIGHTING IN THE AMOUNT OF \$19,511.59**
- J.2. Resolution 2011-R-131 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH JASCO TO INSTALL VILLAGE HALL BASEMENT LIGHTING IN THE AMOUNT OF \$13,070.00**
- K. Resolution 2011-R-132 entitled **RESOLUTION AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE VILLAGE OF OAK PARK AND THE CHICAGO METROPOLITAN AGENCY FOR PLANNING TO CREATE A WATER CONSERVATION AND EFFICIENCY PLAN FOR THE VILLAGE OF OAK PARK**
- L. **Motion to Accept Recommendation from Historic Preservation Commission to Approve a Contract with Preservation Services and Technology Group in an Amount not to Exceed \$29,000 to Conduct an Architectural Survey of the I-290 Corridor and Direct Staff to Prepare the Necessary Documents**
- O. Resolution 2011-R-133 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ERIC STEPHENSON TO PURCHASE A PIECE OF PUBLIC ART ENTITLED "TRAVELER" IN AN AMOUNT NOT TO EXCEED \$12,000**
- P. Resolution 2011-R-134 entitled **RESOLUTION AUTHORIZING A CONTRACT WITH A&B LANDSCAPING & TREE SERVICE OF RIVERSIDE, IL FOR JULY 11, 2011 EMERGENCY STORM DAMAGE CLEAN UP SERVICES IN THE AMOUNT OF \$31,902.50**
- Q. Resolution 2011-R-135 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF A ONE-YEAR CONTRACT EXTENSION WITH ELGIN SWEEPING SERVICES INC. OF CHICAGO, ILLINOIS FOR VILLAGE WIDE STREET SWEEPING IN AN AMOUNT NOT TO EXCEED \$110,000.00**
- R. Resolution 2011-R-136 entitled **RESOLUTION AUTHORIZING THE PURCHASE OF STREET FURNISHINGS FOR ROOSEVELT ROAD FROM OLD TOWN FIBERGLASS IN AN AMOUNT NOT TO EXCEED \$11,545 AND LANDSCAPE FORMS IN AN AMOUNT NOT TO EXCEED \$35,245 WITH WAIVER OF THE VILLAGE'S FORMAL BID PROCESS**
- S. Resolution 2011-R-137 entitled **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CDS OFFICE SYSTEMS, INC. FOR ACQUISITION OF MOBILE DATA COMPUTERS AND VIDEO SYSTEMS IN AN AMOUNT NOT TO EXCEED \$73,210 WAIVING**

**THE VILLAGE'S BID PROCESS TO PARTICIPATE IN THE JOINT PURCHASING PROGRAM
IN THE STATE OF ILLINOIS**

- T. Resolution 2011-R-138 entitled **RESOLUTION AUTHORIZING A PUBLIC ART GRANT TO THE OPEN DOOR THEATRE AT 902 S. RIDGELAND FOR ADA COMPLIANT BATHROOMS IN AN AMOUNT NOT TO EXCEED \$15,000**
- V. Resolution 2011-R-139 entitled **RESOLUTION AUTHORIZING SUBORDINATION OF LIENS ON PROPERTIES OWNED BY THE OAK PARK RESIDENCE CORPORATION AND TO DIRECT STAFF TO EXECUTE NEW SUBORDINATION AGREEMENT**
- X. Resolution 2011-R-140 entitled **RESOLUTION AUTHORIZING THE VILLAGE OF OAK PARK TO ENTER INTO A COLLECTIVE BARGAINING AGREEMENT WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 73 REPRESENTING EMPLOYEES OF THE PUBLIC WORKS DEPARTMENT/BUILDING MAINTENANCE DIVISION AND PARKING SERVICES CONCERNING TERMS AND CONDITIONS OF EMPLOYMENT FOR THE PERIOD APRIL 1, 2011 TO MARCH 31, 2013**
- Y. Ordinance 2011-O-48 entitled **ORDINANCE AMENDING ORDINANCE #2009-O-047 A SPECIAL USE PERMIT FOR STADIUM LIGHTS AT THE OAK PARK RIVER FOREST HIGH SCHOOL**
- Z.1(a) Ordinance 2011-O-49 entitled **ORDINANCE AMENDING THE 2011 BUDGET FOR THE DEPARTMENT OF PUBLIC WORKS-ENGINEERING DIVISION/CAPITAL IMPROVEMENTS BUDGET BY \$111,867**
- Z.1(b) Ordinance 2011-O-50 entitled **ORDINANCE AMENDING THE 2011 BUDGET FOR THE FARMERS MARKET FUND TO INCLUDE AN ACCOUNT FOR CROSSING GUARDS BY \$4,500**
- Z.1(c) Ordinance 2011-O-51 entitled **ORDINANCE AMENDING THE 2011 BUDGET FOR THE TRANSFER OF THE VEHICLE STICKERS ADMINISTRATION FROM THE CLERKS OFFICE TO THE PARKING SERVICES DEPARTMENT**
- Z.2 **Approval of the Current List of Bills in the Amount of \$1,306,893.53**

APPROVE THE CONSENT AGENDA

It was moved and seconded to approve the items under the Consent Agenda.

The roll call on the vote was as follows:

AYES: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope

NAYS: None

ABSENT: None

The Consent Agenda was approved.

CALL TO THE BOARD AND CLERK

Village Clerk Powell commended Trustee Salzman for his involvement with the on-line group of citizens affected by flooding, those who were involved in the recent search for a missing resident and the outreach of the community for the two gravely injured boys currently at Shriner's Hospital. She spoke about the need for a records manager in the Clerk's Office. She also encouraged qualified residents to apply for service on the new Civic Information Systems Commission.

Trustee Salzman thanked Village Clerk Powell and commented how quickly the on-line community reacted to the search for the missing resident as well. He was pleased that the new commission was approved this evening and also encouraged residents to apply. He thanked staff for their efforts regarding preparation of the Board packages.

Trustee Johnson was in favor of the concept of a records manager. He also noted that there may be some outreach opportunities for the Board in August and hoped to have these scheduled. Trustee Johnson also spoke favorably of the Mid-Week Market and commented that Roosevelt Road looks spectacular.

Trustee Lueck spoke about the student murals, stating that they look fabulous. She noted that she looked forward the break after a very intense round of meetings.

Trustee Tucker reiterated Trustee Salzman's praise of staff. He encouraged residents to continue to support the businesses on Marion Street during construction.

Trustee Hedges discussed the flooding and noted that his basement, which rarely floods, took in water as well. He was pleased to see the Park District was moving their gymnastics studio, stating it will be a nice boost for the Austin/Lake area.

Village Manager Barwin announced that the Village will be hosting six municipal officials from Beijing, China this week and was looking forward to hearing some of their ideas and sharing with them how Oak Park approaches some matters as well.

President Pope also noted that it is important to support the businesses on Marion Street during construction and praised two new businesses in town, Sugar Fixe Bakery and Munch.

ADJOURN

In compliance with the Open Meetings Act, it was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 11:20 P.M. Monday, August 1, 2011.

SUBMITTED AND RECORDED IN THE OFFICE OF:

Teresa Powell, Village Clerk

By: MaryAnn Schoenneman
Interim Deputy Village Clerk