

THE MEETING OF THE CITY OF BURLINGTON COMMON COUNCIL, COUNTY OF BURLINGTON, STATE OF NEW JERSEY, WAS HELD ON TUESDAY, JUNE 19, 2012, AT 7:00 PM, IN THE CITY HALL, 525 HIGH STREET, BURLINGTON, NJ, PURSUANT TO THE OPEN PUBLIC MEETINGS ACT.

The Deputy Municipal Clerk advised the public of the location of the two fire exits; one on the left after exiting the Council Chamber and the other being the entrance to the building.

Members present: Mr. Babula, Mr. Conaway, Mr. Ghaul, Ms. Hatala, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (7) Absent: (0)

Also present: Mayor Fazzone, Municipal Attorney- George Saponaro, Municipal Engineer - Frank Morris, Chief Financial Officer- Ken Mac Millan, Director of Housing- David Ballard, Lt. Snow and Director of Public Works- Carl Turner.

The following notice of the meeting was sent:

There will be a Meeting of the Common Council of the City of Burlington held on June 19, 2012 at 7:00 PM, prevailing time at the City Hall Building, 525 High Street, Burlington, N.J. 08016.

Cindy A. Crivaro, RMC  
Municipal Clerk

### **SALUTE TO FLAG**

A moment of silence was held for the passing of Michael Wonderlin, brother to Lt. Wonderlin.

### **UNFINISHED BUSINESS**

Councilwoman Hatala asked if the Lawrence Street Project was complete.

Councilman Babula asked about 351 High Street.

Councilman Ghaul spoke of a truck parked at Hulme Street and Columbus Road; asked the Police Department to look into this.

President Lollar addressed Ms. Cohen's concerns from the last Council Meeting; regarding the green van in the parking lot- stated she must file an OPRA Request; regarding the fire at Dow- the school was well informed; regarding a policy for improper information- have nothing at this time.

Mr. Ballard stated that concerns with the handicap ramp at the Resources for Independent Living building have been addressed and will be taken care of along with a railing behind Francesco's.

### **CONSENT AGENDA**

Councilwoman Hatala, moved that all Consent Agenda items be approved. It was seconded by Councilwoman Woodard.

On the question, Councilman Ghaul requested to remove Invoices from Consent Agenda for discussion and to be voted on separately. It was seconded by Councilwoman Hatala. All were in favor; Councilwoman Woodard was opposed.

Councilwoman Hatala then moved that all Consent Agenda items be approved as amended. It was seconded by Councilwoman Woodard. All were in favor.

### **APPROVAL OF INVOICES**

Councilman Ghaul made a motion to pay the reimbursement for meals in the amount of \$90. It was seconded by Councilwoman Hatala.

On the question, Mayor Fazzone stated that the bill was not restrictive; there is an aggregate total.

Councilwoman Woodard suggested to pay the bill and question any bills submitted going forward; no aggregate.

Councilman Babula agreed with Councilwoman Woodard.

Councilman Ghaul asked Mr. Saponaro for a legal opinion.

Mr. Saponaro suggested that this is Mayor's decision.

The foregoing reimbursement for meals in the amount of \$90. FAILED by the following roll call vote: AYES: Mr. Babula, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (4) NAYS: Mr. Conaway, Mr. Ghaul, Ms Hatala. (3); Absent: (0)

As a result of this vote, the reimbursement for meals should be paid in the full amount.

### **EXECUTIVE CONFERENCE**

Litigation- Lyceum Hall

### **ORDINANCE(S) - INTRODUCTION & FIRST READING**

AN ORDINANCE OF THE CITY OF BURLINGTON, COUNTY OF BURLINGTON, STATE OF NEW JERSEY ADOPTING A REDEVELOPMENT PLAN AND AUTHORIZING ACTIONS TO PROMOTE REDEVELOPMENT, PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1 et. seq.

Upon the motion of Councilwoman Woodard, seconded by Councilwoman Mercuri, the foregoing ordinance was adopted by the following roll call vote: AYES: Mr. Babula, Mr. Conaway, Mr. Ghaul, Ms. Hatala, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (7); NAYS: (0); Absent: (0).

### **RESOLUTIONS / CONSENT AGENDA RESOLUTIONS\***

#### **Resolution No. 147-2012**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGTON, COUNTY OF BURLINGTON, NEW JERSEY AUTHORIZING THE ISSUANCE AND SALE OF UP TO \$188,000 OF SPECIAL EMERGENCY NOTES OF THE CITY OF BURLINGTON; MAKING CERTAIN COVENANTS TO MAINTAIN THE EXEMPTION OF THE INTEREST ON SAID NOTES FROM FEDERAL INCOME TAXATION; AND AUTHORIZING SUCH FURTHER ACTIONS AND MAKING SUCH DETERMINATIONS AS MAY BE NECESSARY OR APPROPRIATE TO EFFECTUATE THE ISSUANCE AND SALE OF THE NOTES

#### BACKGROUND

WHEREAS, the Local Budget Law, Chapter 169 of the Laws of the State of New Jersey, as amended and supplemented ("Local Budget Law") authorizes, inter alia, municipalities to adopt ordinances authorizing special emergency appropriations for a complete program of revaluation of real property in the City ("Project"); and

WHEREAS, the City Council has duly and finally adopted ordinance 01-2011 appropriating the sum of \$235,000 to pay the costs associated with the Project; and

WHEREAS, Section 55 of the Local Budget Law, N.J.S.A. 40A:2-55, authorizes the City to issue special emergency notes to finance the costs of the Project; and

WHEREAS, the City has heretofore issued its special emergency notes in the principal amount

of \$235,000 to finance a portion of the cost of the Project ("Prior Notes"); and

WHEREAS, the Prior Notes mature on June 21, 2012; and

WHEREAS, it is the desire of the City to issue its special emergency notes in the principal amount of up to \$188,000, as further described in Exhibit "A", the proceeds of which, together with other available funds in the amount of \$47,000, will be used to repay the Prior Notes at maturity.

WHEREAS, pursuant to the Local Budget Law and the ordinances, it is the intent of the City Council to hereby authorize, approve and direct the issuance and sale of such special emergency notes, to ratify and confirm certain actions heretofore taken by or on behalf of the City, and to make certain related determinations and authorizations in connection with such issuance and sale.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON, COUNTY OF BURLINGTON, NEW JERSEY (NOT LESS THAN TWO-THIRDS OF THE MEMBERS THEREOF AFFIRMATIVELY CONCURRING), PURSUANT TO LOCAL BUDGET LAW, AS FOLLOWS:

**Section 1.** Pursuant to the Local Budget Law, the issuance of special emergency notes of the City, to be designated, substantially, "City of Burlington, County of Burlington, New Jersey, Special Emergency Notes of 2012, Series A" ("Notes"), in an aggregate principal amount of up to \$188,000, is hereby authorized, approved, ratified and confirmed.

**Section 2.** The Chief Financial Officer, with the assistance of the law firm of Parker McCay P.A., Bond Counsel, is hereby authorized and directed to award and sell the Notes at a public or private sale at a price of not less than par, and to deliver the same to the purchaser thereof upon receipt of the payment of the purchase price thereof.

**Section 3.** At the next meeting of the City Council after the sale of the Notes, the Chief Financial Officer is hereby authorized and directed to report, in writing, to the City Council, the principal amount, rate of interest and the name of the purchaser of the Notes.

**Section 4.** The Notes shall be dated the date of delivery thereof and mature no later than one year from said date. The Notes will not be subject to redemption prior to maturity. The Notes may be renewed from time to time, but shall be paid and mature in accordance with the provisions of Section 55(b) of the Local Budget Law, N.J.S.A. 40A:4-55(b).

**Section 5.** The Notes shall be issued in bearer form in denominations of \$10,000 or greater. The Notes shall be executed in the name of the City by the manual or facsimile signatures of the Mayor and Chief Financial Officer, and shall be under the corporate seal of the City affixed, imprinted, or reproduced thereon, and attested by the manual or facsimile signature of the City Clerk or Deputy City Clerk.

**Section 6.** The Notes are ultimately payable from ad valorem taxes that shall be levied upon all taxable real property in the City without limitation as to rate or amount.

**Section 7.** The City hereby covenants that it will not make any use of the proceeds of the Notes or do or suffer any other action that would cause: (i) the Notes to be "arbitrage bonds" as such term is defined in Section 148(a) of the Internal Revenue Code of 1986, as amended ("Code"), and the Regulations promulgated thereunder; (ii) the interest on the Notes to be included in the gross income of the owners thereof for federal income taxation purposes; or (iii) the interest on the Notes to be treated as an item of tax preference under Section 57(a)(5) of the Code.

**Section 8.** The City hereby covenants as follows: (i) it shall timely file, or cause to be filed, with the Internal Revenue Service, such information report or reports as may be required by Sections 148(f) and 149(e) of the Code; and (ii) it shall take no action that would cause the Notes to be "federally guaranteed" within the meaning of Section 149(b) of the Code.

**Section 9.** The City hereby covenants that it shall make, or cause to be made, the rebate required by Section 148(f) of the Code in the manner described in Treasury Regulation Sections 1.148-1 through 1.148-11, 1.149(b)-1, 1.149(d)-1, 1.149(g)-1, 1.150-1 and 1.150-2, as such regulations and statutory provisions may be modified insofar as they apply to the Notes.

**Section 10.** The City hereby designates the Notes as "qualified tax-exempt obligations" as defined in and for the purposes of Section 265(b)(3) of the Code. For purposes of

this designation, the City hereby represents that it reasonably anticipates that the amount of tax-exempt obligations to be issued by the City during the period from January 1, 2012 to December 31, 2012, and the amount of obligations designated as "qualified tax-exempt obligations" by it, will not exceed \$10,000,000 when added to the aggregate principal amount of the Notes.

For purposes of this Section 10, the following obligations are not taken into account in determining the aggregate principal amount of tax-exempt obligations issued by the City: (i) a private activity bond as defined in Section 141 of the Code (other than a qualified 501(c)(3) bond, as defined in Section 145 of the Code); and (ii) any obligation issued to refund any other tax-exempt obligation (other than to advance refund within the meaning of Section 149(d)(5) of the Code) as provided in Section 265(b)(3)(c) of the Code.

**Section 11.** All actions heretofore taken and documents prepared or executed by or on behalf of the City by the Mayor, Chief Financial Officer, City Clerk, other City officials or by the City's professional advisors, in connection with the issuance and sale of the Notes are hereby ratified, confirmed, approved and adopted.

**Section 12.** The Mayor, Chief Financial Officer and City Clerk are hereby authorized and directed to determine all matters and execute all documents and instruments in connection with the Notes not determined or otherwise directed to be executed by the Local Budget Law or by this or any subsequent resolution, and the signatures of the Mayor, Chief Financial Officer or City Clerk on such documents or instruments shall be conclusive as to such determinations.

**Section 13.** All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

**Section 14.** This Resolution shall take effect immediately upon adoption this 19th day of June, 2012.  
Upon the motion of Councilwoman Woodard, seconded by Councilwoman Mercuri, the foregoing resolution was adopted by the following roll call vote: AYES: Mr. Babula, Mr. Conaway, Mr. Ghaul, Ms. Hatala, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (7); NAYS: (0); Absent: (0).

**Resolution No. 148-2012**

A RESOLUTION OF THE CITY OF BURLINGTON AUTHORIZING AN AMENDMENT #2 TO THE CONTRACT WITH PENNONI ASSOCIATES, INC FOR ADDITIONAL ENGINEERING SERVICES FOR THE SEWER SYSTEM REPAIRS PROJECT PHASE 2

WHEREAS, additional engineering services are needed in conjunction with the Sewer System Repairs Project Phase 2; and

WHEREAS, Pennoni Associates, Inc. was awarded the Sewer System Repairs Project Phase 2 on December 15, 2009 and an amendment to the contract is needed to perform additional engineering services for additional construction phase services for the Sewer System Repairs Project Phase 2; and

WHEREAS, a proposal to complete this project was submitted by Pennoni Associates, Inc. on September 29, 2011; and

WHEREAS, the City of Burlington is the recipient of a New Jersey Environmental Infrastructure Trust Loan for the Sewer System Repairs Project, Phase 2; and

WHEREAS, an Amendment to the Contract for Professional Services is required for the purpose of authorizing Pennoni Associates, Inc. to perform engineering services in connection with said project;

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Burlington that the Mayor is hereby authorized to execute an Amendment No. 2 to Contract #10-013 for additional engineering services for the Sewer Repairs Project Phase 2 in an amount not to exceed

\$54,000.00 for a revised total contract amount of \$302,000.00 in the form substantially similar to the form Amendment to Agreement for Professional Services attached hereto.

BE IT FURTHER RESOLVED that a certified copy of this Resolution shall be provided to each of the following:

Pennoni Associates, Inc.  
City Administrator  
City Chief Financial Officer

Upon the motion of Councilwoman Woodard, seconded by Councilwoman Mercuri, the foregoing resolution was adopted by the following roll call vote: AYES: Mr. Babula, Mr. Conaway, Mr. Ghaul, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (6); NAYS: Ms Hatala. (1); Absent: (0).

Resolution No. 149-2012

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON, ACTING as the CITY OF BURLINGTON REDEVELOPMENT AGENCY, AUTHORIZING the city to EXECUTE A REDEVELOPMENT AGREEMENT WITH SS MART, LLC for the redevelopment of "OPPORTUNITY SITE #5."

WHEREAS, the Common Council of the City of Burlington, acting as the "City of Burlington Redevelopment Agency" ("Council") designated Opportunity Site #5 ("defined Redevelopment Area") as an area in need of redevelopment pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., and defined Redevelopment Area is subject to a valid Redevelopment Plan (the "New Yorkshire Redevelopment Plan"), adopted via Ordinance which identifies the defined Redevelopment Area as "Opportunity Site #5";

WHEREAS, the Council has been designated as redevelopment entity under the Redevelopment Plan to acquire and convey property, contract for professional services, enter into long term financial agreements, grant tax exemptions/abatements, redevelop property, and collect revenue from redevelopers to defray costs of the redevelopment entity with regard to the defined Redevelopment Area pursuant to the "New Yorkshire Redevelopment Plan" adopted by the Council pursuant to Ordinance.

WHEREAS, pursuant to the LRHL, the City has determined to act as the "Redevelopment Entity" (as such term is defined in N.J.S.A. 40A:12A-3) for the redevelopment of the property set forth herein accordance with the New Yorkshire neighborhood as part of a Redevelopment Area; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-8(f), the City of Burlington is authorized to arrange or contract with redevelopers for the planning, replanning, construction or undertaking of any redevelopment project; and

WHEREAS, the Council, as redevelopment entity, conducted a diligent search for a Master Redeveloper qualified to redevelop the defined Redevelopment Area;

WHEREAS, as a result of discussions, meetings, and negotiations between the Council and SS Mart, LLC (“SS Mart”), the Council has designated SS Mart as Master Redeveloper for the defined Redevelopment Area designated as “Opportunity Site #5” in Resolution No. 43-2012 on January 3, 2012, conditioned upon negotiation of and entry into a Redevelopment Agreement to be executed by and between SS Mart and the Council to guide the development of “Opportunity Site #5”;

WHEREAS, the Council has now had the opportunity to review a draft Redevelopment Agreement as prepared by the City’s Redevelopment Attorney, as well as suggested revisions as submitted by the attorney for SS Mart; and

WHEREAS, the Council has also had the opportunity to discuss this matter with SS Mart at the June 12<sup>th</sup>, 2012 meeting of the Council; and

WHEREAS, SS Mart, in its role as Master Redeveloper, has agreed to all terms of the draft Redevelopment Agreement with the exception of several disputed issues; and

WHEREAS, SS Mart and Council have now agreed to resolve the disputed terms as follows:

1) SS Mart has agreed to accept title to the subject property which will be encumbered with a deed restriction which will be in place for a period of fifteen (15) years and which will restrict use of the subject property to SS Mart’s proposed use which is a grocery store and Laundromat.

2) SS Mart has agreed to accept title to the subject property which will be encumbered with a recapture mortgage which will be in place for a period of ten (10) years.

3) SS Mart and the Council have agreed that the dollar amount of the recapture mortgage will be calculated as the difference between the amount the City purchased the subject property for and the combined value of SS Mart’s purchase price for the subject property plus the cost of any fixtures that have been installed by SS Mart.

WHEREAS, the Council has determined it is in the best interests of the City of Burlington and its citizens to authorize the execution of a Redevelopment Agreement which is in compliance with the terms of the draft Redevelopment Agreement and in compliance with the above terms.

NOW THEREFORE, BE IT RESOLVED that the Council authorizes the following:

The execution of a Redevelopment Agreement between SS Mart and the City, which contains all of the terms of the draft Redevelopment Agreement and specifically incorporates the terms listed above in this Resolution.

Effective Date: This Resolution shall take effect immediately upon adoption.

Upon the motion of Councilwoman Woodard, seconded by Councilwoman Mercuri, the foregoing resolution was adopted by the following roll call vote: AYES: Mr. Conaway, Mr. Ghaul, Ms. Hatala, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (6); NAYS: (0); Absent: (0); Abstain: Mr. Babula. (1).

Resolution No. 150-2012

A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF BURLINGTON, ACTING as the CITY OF BURLINGTON REDEVELOPMENT AGENCY, DESIGNATING INGERMAN AS MASTER REDEVELOPER FOR THE PROPERTY DESIGNATED AS BLOCK 198 LOT 1 - 505 mitchell avenue AND AUTHORIZING the city to NEGOTIATE A REDEVELOPMENT AGREEMENT WITH THE MASTER REDEVELOPER for the redevelopment of 505 mitchell avenue

WHEREAS, the Common Council of the City of Burlington, acting as the “City of Burlington Redevelopment Agency” (“Council”) designated Block 198 Lot 1 – 505 Mitchell Avenue (“defined Redevelopment Area”) as an area in need of redevelopment pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., and defined Redevelopment Area is subject to a valid Redevelopment Plan (the 1998 Redevelopment Plan”), adopted via Ordinance #3-1998 on June 30, 1998 which identifies the defined Redevelopment Area ;

WHEREAS, pursuant to the LRHL, the City has determined to act as the “Redevelopment Entity” (as such term is defined in N.J.S.A. 40A:12-3) for the redevelopment of the property set forth herein, in accordance with and as part of a Redevelopment Area; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-8(f), the City of Burlington is authorized to arrange or contract with redevelopers for the planning, replanning, construction or undertaking of any redevelopment project; and

WHEREAS, the Council, as redevelopment entity, conducted a diligent search for a Master Redeveloper qualified to redevelop the defined Redevelopment Area;

WHEREAS, as a result of discussions, meetings, and negotiations between the Council and Ingerman, the Council hereby desires to designate Ingerman, 725 Cuthbert Boulevard, Cherry Hill, NJ 08002, as Master Redeveloper for the defined Redevelopment Area conditioned upon negotiation of and entry into a Redevelopment Agreement to be executed by and between

Ingerman and the Council to guide the development of the Redevelopment Area;

WHEREAS, the Council possesses the statutory authority to enter into and execute a Redevelopment Agreement with Ingerman for the Redevelopment Area and the Council has further authority pursuant to Ordinance to enter into Five Year Exemption and Abatement Agreements as well as Long Term Financial Agreements for redevelopment areas, if the Council so desires; and

WHEREAS, Ingerman, in its role as Master Redeveloper, will undertake such redevelopment pursuant to a pending Redevelopment Agreement with the Council and in compliance with the 1998 Redevelopment Plan;” and

WHEREAS, the Council has determined it is in the best interests of the City of Burlington and its citizens to designate Ingerman as Master Redeveloper for the Redevelopment Area and to negotiate a Redevelopment Agreement with Ingerman for such Project.

NOW THEREFORE, BE IT RESOLVED that the Council authorizes the following:

The designation of Ingerman, as Master Redeveloper, pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., for the Redevelopment Area as defined above.

Council to collect or otherwise encourage the payment of any and all funds due under a Redevelopment Agreement, including, but not limited to, escrow fees to cover the City’s cost of negotiating a potential Redevelopment Agreement and potential Abatement Agreements and/or Long Term Financial Agreements.

The Mayor or other authorized member of the Council to negotiate a Redevelopment Agreement with Ingerman for the defined Redevelopment Area;

The Mayor or other authorized member of the Council to negotiate a Five Year Exemption and Abatement Agreement and/or a Long Term Financial Agreement, if deemed appropriate.

To do all things necessary or appropriate for successful redevelopment of the defined Redevelopment Area.

Effective Date: This Resolution shall take effect immediately upon adoption.

Upon the motion of Councilman Babula, seconded by Councilwoman Woodard, the foregoing resolution was adopted by the following roll call vote: AYES: Mr. Babula, Mr. Conaway, Ms.

Lollar, Ms. Mercuri, Ms. Woodard. (5); NAYS: Mr. Ghaul, Ms. Hatala. (2); Absent: (0)

Resolution No. 151-2012\*

A resolution providing for a meeting not opened to the public in accordance with the provisions of the New Jersey Open Public Meetings Act. N.J.S.A. 10:4-12: Therefore be it resolved by the Common Council, of The City of Burlington, assembled in public session on June 19, 2012, that an Executive Session Closed to the Public shall be held on June 19, 2012, in the Council Meeting Room, for discussion of matters relating to the specific items designated in this resolution:

Litigation N.J.S.A. 10:4-12 (7)

Real Estate / Contracts N.J.S.A. 10:4-12(7) Westrum Development

The nature of the discussion conducted in closed session and or the result thereof may be disclosed to the public in an open public meeting held in June of 2012 or shortly there after.

Approved by Consent Agenda. All were in favor.

Resolution No. 152-2012\*

Common Council of the City of Burlington, hereby authorizes the temporary closure of Earl Street, between Broad Street and Clarkson Street on Saturday, June 30, 2012 from 4:00 pm to 9:00 pm.

Approved by Consent Agenda. All were in favor.

Resolution No. 153-2012

Common Council of the City of Burlington, hereby authorizes Neptune Hose Co. No. #5 to conduct a "Pass the Boot" fund-raiser on Columbus Road at Route 130, they having filed the necessary papers on the following dates pending the proper permits from the N.J. Department of Transportation:

July 21, 2012	10:00am - 2:00pm
September 8, 2012	10:00am - 2:00pm
October 6, 2012	10:00am - 2:00pm

Upon the motion of Councilman Babula, seconded by Councilwoman Woodard, the foregoing resolution was adopted by the following roll call vote: AYES: Mr. Babula, Mr. Conaway, Ms. Hatala, Ms. Lollar, Ms. Mercuri, Ms. Woodard. (6); NAYS: (0); Absent: (0); Abstain: Mr. Ghaul. (1).

**PUBLIC COMMENTS**

Sammy Cohen, 180 Riverbank- thanked President Lollar for answering all her questions from

the last Council Meeting; wished everyone a Happy 4<sup>th</sup> of July.

**COUNCIL COMMENTS**

Councilman Ghaul requested a conference in the near future regarding redevelopment procedures.

Councilman Conaway spoke of an event next week at Historic Smithville Park on June 24<sup>th</sup>.

President Lollar reminded everyone of the next meeting, July 10<sup>th</sup>; wished everyone a Happy 4<sup>th</sup> of July.

**EXECUTIVE CONFERENCE**

Westrum Development

**ADJOURNMENT**

Upon the motion of Councilwoman Woodard, seconded by Councilman Mercuri, this meeting of June 19, 2012 was adjourned.

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Cindy A. Crivaro, RMC  
Municipal Clerk