

SHARED SERVICES AGREEMENT FOR PUBLIC HEALTH SERVICES

THIS AGREEMENT is made this 14th day of SEPT 2016 by and between the County of Morris, Department of Law & Public Safety, Office of Health Management, with offices located at 634 West Hanover Avenue, Morris Township, NJ 07961 (hereinafter referred to as the “Provider”) and the Township of Denville, with offices located 1 St. Mary’s Place, Denville NJ 07834 (hereinafter referred to as the “Recipient”).

WHEREAS, the Provider and the Recipient seek to enter into a Shared Services Agreement for the furnishing of local health services to the Recipient by the Provider in accordance with the Local Health Services Act as codified at N.J.S.A. 26:3A2-1, et seq.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and agreements contained herein, the Parties agree as follows:

1. The Provider shall provide the services of a properly licensed Health Officer and with such other properly trained and experienced personnel as may be required, necessary or prudent, to carry out and discharge within the territorial jurisdiction of the Recipient, the public health services and activities in accordance with N.J.A.C. 8:52-1.1 et seq., Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.
2. The Provider shall provide the services of a Health Educator who is credentialed as Certified Health Education Specialist by the National Commission for Health Education Credentialing.
3. The Provider shall provide the recipient with a minimum of seven (7) office hours per week equating to three hundred sixty-four (364) office hours per calendar year of Health Officer services. The schedule and location for completion of such hours shall be mutually established and agreed upon by both the Provider and the Recipient.
4. The Provider shall provide local health services as set forth in the Programmatic Proposal of Public Health Services attached hereto and marked as “Exhibit A”.

Health Officer Authority & Responsibilities

5. The Recipient shall designate the Provider's Health Officer as Health Officer of the Recipient. The Health Officer shall be vested with all of the authorities provided in N.J.A.C. 8:52-1.1 et seq., on behalf of the Recipient.
6. The Health Officer shall plan, organize, and implement public health services provided to the Recipient in accordance with N.J.A.C. 8:52-1.1 et seq.
7. The Health Officer and/or his authorized designee shall serve as the Recipient's general agent for the enforcement of public health laws of the state and local public health ordinances during the term of this agreement.
8. The Health Officer shall manage and supervise all public health personnel providing services to the Recipient, including those employed directly by the Recipient, pursuant to N.J.A.C. 8:52-1.1, et seq.
9. The Health Officer shall advise and assist the Recipient with respect to violations of statutes and ordinances relating to public health.
10. The Health Officer shall advise the Recipient in writing whether a premises inspected meets the qualifications for a license, permit, or certification required to be issued by the Recipient in accordance with local ordinances.
11. The Health Officer or his designee shall be authorized by municipal ordinance to suspend, revoke, or cancel a license, permit, or certification issued by the Recipient and to summarily order a licensed or permitted premises closed when, in the opinion of the Health Officer or his designee, such action is necessary to abate an existing or threatened menace to public health.
12. The Health Officer shall furnish the Township Administrator with reports of all services rendered to the Recipient including services provided under the terms of this agreement. Reports shall be prepared and provided to the Recipient on a monthly basis.

Recipient General Responsibilities

13. The Recipient shall maintain, at its own expense, an employee who will receive all telephone calls and act as the secretary to the Recipient's Health Department. He/she shall be physically present in the municipal offices to confer with the public as necessary or required for the day-to-day operation of the office including the receipt of complaints from the public and relaying such complaints in a timely manner to the Provider. He/she shall receive applications for licenses, permits, and/or certifications and shall process the same upon approval of the Health Officer or his designee.
14. The Recipient shall ensure that adequate coverage is provided in the event the employee serving as the Recipient's Health Department Secretary is unavailable as a result of family leave, illness, or disability for any period of time.
15. The Recipient shall maintain, at its own expense, a Registrar of Vital Statistics, Deputy Registrar of Vital Statistics, and/or Alternate Registrars in accordance with N.J.A.C. 26:8-1.
16. The Recipient shall provide and permit the Health Officer to use the Recipient's letterhead for letters, memorandum, and notices for services provided under the terms of this agreement.

Animal Control & Rabies Prevention

17. The Recipient shall maintain, at its own expense, a certified Animal Control Officer(s) in accordance with N.J.S.A. 4:19-15.16b. The Animal Control Officer(s) shall be responsible for: the issuance of confinement orders; observing of animals for signs or symptoms of rabies during and/or at the conclusion of the confinement period; releasing of animals from confinement once the confinement period as set forth by the New Jersey Department of Health has concluded; informing the Health Officer or his designee of bites or injuries caused by animals to persons or other animals no later than the next business day after having received such a report; informing the health officer of any dog impounded as potentially dangerous under the provisions set forth at N.J.S.A. 4:19-17 et seq.

18. The Recipient shall maintain, at its own expense, the services of a licensed veterinarian for the preparation of animal specimens requiring testing for rabies.
19. The Recipient's Animal Control Officer(s) shall be responsible for preparation of required documents and transport of animal specimens to the NJ Department of Health for rabies testing. In cases where a human or domestic animal has been exposed to a potentially rabid animal and the nature of such exposure in the Health Officer's opinion shall not permit delay in testing, the Recipient's Animal Control Officer(s) shall personally transport and/or submit the specimen via an approved courier to the NJ Department of Health for rabies testing no later than the next business day after said exposure.
20. The Recipient shall be responsible for the performance of an annual or biannual dog census as required by local ordinance and reporting results of the same to the Health Officer.
21. The Recipient shall acquire rabies vaccines if available from the NJ Department of Health. The Recipient shall be responsible for acquiring the necessary veterinary supplies including syringes for the provision of rabies vaccinations.
22. The Recipient shall ensure that a minimum of one rabies clinic is provided annually. The Recipient shall be responsible for all costs incurred related to manning of said clinic including the cost of a licensed veterinarian(s), veterinarian technician(s), and all other necessary staff.

Public Health Nursing, Adult Health, & Child Health Services

23. The Recipient shall maintain, at its own expense, a full-time licensed Public Health Nurse Supervisor and Public Health Nurse in accordance with N.J.A.C. 8:52-1.1, et seq., provided that if the Recipient employs a Public Health Nurse Supervisor, said employee may also serve as the Recipient's Public Health Nurse.
24. The Recipient's Public Health Nurse Supervisor shall be responsible for the provision of the following services under the supervision of the Health Officer:

- a. Public Health Nursing Supervision: Provision of public health nursing supervision in accordance with N.J.A.C. 8:52-1.1 et seq.
25. The Recipient's Public Health Nurse shall be responsible for the provision of the following services under the supervision of the Health Officer:
- a. Communicable Disease Control: Performance of communicable disease control activities in accordance with N.J.A.C. 8:52-1.1 et seq. and N.J.A.C. 8:57-1.1 et seq. which includes: surveillance, investigation, and follow-up for reportable diseases using the New Jersey Communicable Disease Reporting & Surveillance System (CDRSS); consultation with the New Jersey Department of Health, Communicable Disease Service; implementation of control measures for reportable diseases; and collection of necessary specimens and ensuring specimens collected are properly submitted to the New Jersey Department of Health, Public Health Laboratory.
 - b. School Immunization Audits: Performance of pupil immunization audits at all schools, preschools, and/or nurseries at least once per year in accordance with N.J.A.C. 8:52-1.1 et seq. and N.J.A.C. 8:57-1.1 et seq. Enforcement of school immunization regulations set forth in the State Sanitary Code in consultation with the Health Officer. Schools identified as having deficiencies shall be subject to additional periodic surveys, audits, and enforcement action as determined via consultation with the Health Officer.
 - c. Cardiovascular Disease Services – Provision of periodic hypertension screenings risk assessments, referrals, and educational information in accordance with N.J.A.C. 8:52-1.1 et seq.
 - d. Diabetes Services – Provision of periodic diabetes risk assessments, referrals, and educational information in accordance with N.J.A.C. 8:52-1.1 et seq.
 - e. Childhood Lead Poisoning Case Management: Provision of childhood lead poisoning nursing case management services in accordance with N.J.A.C. 8:52-1.1 et seq. and

N.J.A.C. 8:51-1.1 et seq. Such services shall also include monitoring of the NJ Department of Health's Welligent and Leadtrax systems.

f. Cancer Services – Provision of cancer education and screening services in accordance with N.J.A.C. 8:52-1.1 et seq.

g. Influenza & Pneumococcal Immunization Clinics – The Recipient shall provide one (1) or more influenza and pneumococcal immunization clinics for adult residents. Such immunizations shall be provided in accordance with the Immunization Practices Advisory Committee of the U.S. Public Health Service and current U.S. Centers for Disease Control & Prevention recommendations. The Recipient shall be responsible for all costs associated with clinics including purchase of vaccines, medical supplies, billing of Medicare, and staffing. The Recipient shall be responsible for securing standing orders for nursing staff who shall be administering immunizations from a physician licensed to practice medicine in New Jersey. The Recipient shall be responsible for providing secure and climate controlled holding facilities for the storage of immunizations.

h. Rabies Prevention – The Recipient's Public Health Nurse, upon consultation with the Health Officer, shall be responsible for ensuring that victims of animal bites and/or injuries are notified in writing about necessary medical attention for the prevention of rabies infection. In the case where a domestic animal is the victim of an animal bite or injury, the Recipient's Public Health Nurse shall be responsible for ensuring that the domestic animal's owner is notified in writing about necessary veterinary attention for the prevention of rabies infection.

26. The Provider shall provide the Recipient with Public Health Nursing Supervision and Public Health Nursing coverage as needed during periods of time that the Recipient's Public Health Nurse Supervisor and Public Health Nurse is on vacation, medical, or personal leave at the Provider's hourly rate for said employee(s).

27. Where public health services, such as clinics, are to be carried out on premises provided by the Recipient, the adequacy of such premises shall be subject to the approval of the Provider, and the Provider may elect to designate other premises within the Recipient's jurisdiction if those provided by the Recipient are judged inadequate by the Provider.

Environmental Health Services

28. The Recipient shall maintain, at its own expense, licensed Registered Environmental Health Specialist(s) to permit delivery of state and locally mandated environmental health services in accordance with N.J.A.C. 8:52-1.1, et seq. and local municipal ordinances.

29. The Recipient's licensed Registered Environmental Health Specialist shall be responsible for the provision of the following services under the supervision of the Health Officer:

- a. Food Surveillance: Comprehensive surveillance program of retail food establishments and food/beverage vending machines in accordance with the State Sanitary Code (N.J.A.C. 8:24) and local ordinances governing the same. Specifically, services to be provided include: inspection of retail food establishments (includes institutions providing food services) at once per year; review and approval of plans for new food establishments or alterations to existing food establishments; inspection of vending machines dispensing potentially hazardous food at least once per year; investigation of complaints at local food establishments; initiation of enforcement action as needed; collection of food samples as required by the NJ Department of Health; condemnation or embargoing of adulterated or unwholesome food; assistance with investigation of foodborne illness or outbreaks as required; inspection of mobile food establishments and enforcement of state and local regulations governing the same; and inspection of temporary food establishments and enforcement of state and local health regulations governing the same.
- b. Youth Camps: Performance of annual pre-operational and follow-up inspections of youth camps for compliance with the State Sanitary Code (N.J.A.C. 8:25).

- c. Campgrounds: Performance of annual inspections and follow-up inspections of campgrounds in accordance with the State Sanitary Code (N.J.A.C. 8:22). Includes initiation of enforcement action as needed and complaint investigations at regulated campgrounds.
- d. Recreational Bathing: Performance of inspections, follow-up inspections, and complaint investigations at regulated recreational bathing facilities including swimming pools, lakes, spas, and whirlpools in accordance with the State Sanitary Code (N.J.A.C. 8:26). Inspection at such facilities shall be at least twice during the facility's operating season. Follow-up inspections shall be performed when deficiencies are found and enforcement action shall be initiated as needed.
- e. Body Art Establishments: Performance of annual inspections and follow-up inspections of body art establishments in accordance with the State Sanitary Code (N.J.A.C. 8:27). Includes initiation of enforcement action as needed and complaint investigations at regulated body art establishments.
- f. Tanning Facilities: Performance of annual inspections and follow-up inspections of tanning facilities in accordance with the State Sanitary Code (N.J.A.C. 8:28). Includes initiation of enforcement action as needed and complaint investigations at regulated tanning facilities.
- g. Individual Subsurface Sewage Disposal Systems: Performance of site visits, plan reviews, inspections, complaint investigations, and enforcement actions in accordance with N.J.A.C. 7:9A, Standards for Individual Subsurface Sewage Disposal Systems.
- h. Childhood Lead Poisoning Lead Hazard Investigations: Performance of assessments, inspections, review of abatement plans, and enforcement actions related to cases of childhood lead poisoning in accordance with N.J.A.C. 5:17 and N.J.A.C. 8:51.

- i. Public Health Nuisances: Performance of public health nuisance complaint investigations as authorized by state statute, local ordinance, or regulation.
 - j. Rabies & Zoonotic Disease Control: Performance of inspections, follow-up inspections, and complaint investigations at regulated pet shops, shelters, and kennels in accordance with the State Sanitary Code (N.J.A.C. 8:23 and 8:23A). At least two inspections of such facilities will be performed annually.
 - k. Individual Subsurface Sewage Disposal Systems: Performance of site visits, plan reviews, inspections, complaint investigations, and enforcement actions in accordance with N.J.A.C. 7:9A, Standards for Individual Subsurface Sewage Disposal Systems.
 - l. Enforcement of Local Ordinances: Performance of inspections, investigations, and enforcement activities as mandated by local ordinance.
30. The Provider shall provide the Recipient with Registered Environmental Health coverage for emergencies as needed during periods of time that the Recipient's Registered Environmental Health Specialist(s) is on vacation, medical, or personal leave at the Provider's hourly rate for said employee(s).

Public Health Emergencies

31. The Health Officer or his designee shall participate on the Recipient's Emergency Planning Council as the Public Health Representative. The Recipient shall identify the Provider as the lead public health agency in the Public Health Annex of the Recipient's Emergency Operations Plan. The Recipient shall provide the Health Officer with a copy of the Recipient's Public Health Annex. The Health Officer or his designee shall be capable of a response time within two (2) hours of notification from the Recipient's Emergency Management Coordinator.
32. The Recipient shall assume responsibility for any excess costs in labor, material, and equipment arising from the implementation of public health emergency plans including the

running of emergency mass immunization and medication clinics beyond the scope of the services outlined in this Agreement and Program Proposal or for which state or federal funding has not been made to the Provider.

Cost & Fiscal Management

33. It is understood that the Provider and Recipient shall meet periodically as may be deemed necessary by either party. Joint discussion will involve mutual problems and needs, objectives, methods of obtaining objectives and an evaluation of accomplishments.
34. The Recipient shall pay the Provider for the services provided under the terms of this Agreement as follows:
- a. A total of \$24,187.26 for calendar year 2017 to be paid in four quarterly installments, the first three of which shall be \$6,046.00 and the final fourth shall be \$6,049.26.
 - b. A total of \$24,671.01 for calendar year 2018 to be paid in four quarterly installments, the first three of which shall be \$6,167.00 and the final fourth shall be \$6,170.01.
 - c. A total of \$25,164.43 for calendar year 2019 to be paid in four quarterly installments, the first three of which shall be \$6,291.00 and the final fourth shall be \$6,291.43.
 - d. A total of \$25,667.71 for calendar year 2020 to be paid in four quarterly installments, the first three of which shall be \$6,416.00 and the final fourth shall be \$6,419.71.
 - e. A total of \$26,181.07 for calendar year 2021 to be paid in four quarterly installments, the first three of which shall be \$6,545.00 and the final fourth shall be \$6,546.07.
35. Calendar year quarters as referenced in provision number 34 of this agreement shall be defined as follows: Quarter 1 (January to March); Quarter 2 (April to June); Quarter 3 (July to September); and Quarter 4 (October to December).
36. Payment shall be made within thirty (30) days of submission of an invoice from the Provider to the Recipient or by other means as agreed by the Chief Fiscal Officers of both parties.

37. Any federal or state grants received by the Provider on behalf of the Recipient shall be retained and used by the Recipient for performance of activities required under such grant.
38. In the event that annual Public Health Priority Funding is provided by the NJ Department of Health to the Provider for the Recipient, the Provider shall deduct the Public Health Priority Funding awarded from the Recipient's annual payment for the corresponding calendar year. Deductions shall be made in the form of a credit on each payment voucher and such credit shall only be made after the Provider has received payment from the NJ Department of Health, Public Health Priority Funding Program. In the event that a Public Health Priority Funding payment is received after the close of the calendar year, the Provider shall provide the Recipient with a refund equaling the amount of the payment received.

Term of Agreement

39. It is understood that the term of this Agreement shall begin January 1, 2017 and terminate on December 31, 2021 unless extended or renegotiated to the mutual satisfaction of both the Provider and the Recipient prior to the termination date, and shall take effect following adoption of appropriate Resolutions by each of the contracting parties.
40. The term of this Agreement shall cover calendar years 2017 through 2021. Either Party may terminate this Agreement by giving one hundred eighty (180) days written notice to the other party. All written notice referenced in this paragraph shall be delivered to the Recipient at the Township of Denville, 1 St. Mary's Place, Denville, NJ 07834 and to the Provider at County of Morris, Department of Law & Public Safety, Office of Health Management, P.O. Box 900, Morristown, NJ 07963.
41. The Parties agree that the considerations set forth in this Agreement shall remain in full force and effect for the entire term of the Agreement, regardless of any and all increases in costs to the respective Parties for labor, materials, and equipment, as well as any taxes that may now be, or may be in the future, assessed against the Parties in connection with the Parties'

responsibility under this Agreement, and regardless of whether such increased costs occur as a result of any rule, regulation, statute, or requirement of any governmental agency or otherwise.

42. The Parties shall keep work under their control and shall not assign, transfer, or otherwise dispose of this Agreement, or any right or responsibility hereunder, without previous consent in writing by the Provider and Recipient, unless by and with the like consent of Provider and Recipient. Consent by the Provider and Recipient of an assignment of this agreement shall not, in any way, release Parties from their covenants and terms of this Agreement and the duties imposed hereunder.

Indemnification

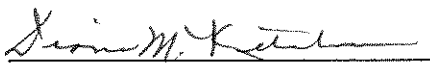
43. In addition to the other rights and remedies of the parties herein, the Township of Denville agrees to indemnify and hold harmless the County of Morris, including its employees and agents, from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions by the Township of Denville personnel arising out of this Agreement or any of the obligations assumed by the Township of Denville hereunder, provided it is determined by a Court having the appropriate jurisdiction that the Township of Denville is solely or jointly responsible for such liability. In the event it is determined by a Court that Township of Denville is not solely responsible for said liability, then the Township of Denville's liability shall be limited to that degree of liability determined by said Court to be the proportionate liability of the Township of Denville. The Township of Denville, upon notice from the County, shall resist and defend, at the expense of Township of Denville, such action or proceeding with counsel reasonably satisfactory to the County. In addition, at its option, the County may engage separate counsel to appear on its behalf in such action or proceeding without waiving its rights or the Township of Denville's obligation under this paragraph.

44. In addition to the other rights and remedies of the parties herein, the County agrees to indemnify and hold harmless the Township of Denville, including its officers, trustees, employees and agents, from any and all liability and claims for damages or injury caused by, or resulting from, the negligent acts or omissions by the County arising out of this agreement or any of the obligations assumed by the County hereunder, provided it is determined by a Court having the appropriate jurisdiction that the County is solely or jointly responsible for such liability. In the event it is determined by a court that the County is not solely responsible for said liability, then the County's liability shall be limited to that degree of liability determined by said Court to be the proportionate liability of the County. The County, upon notice from the Township of Denville, shall resist and defend, at the expense of the County, such action or proceeding with counsel reasonably satisfactory to the Township of Denville. In addition, at its option, the Township of Denville may engage separate counsel to appear on its behalf in such action or proceeding without waiving its rights or the County's obligation under this paragraph.

45. The Township of Denville agrees (a) that the law of the State of New Jersey shall be the operative law in this agreement and in any subsequent contract or any related matters; and (b) that the Township of Denville submits to the jurisdiction of the courts of the State of New Jersey as to any claims or disputes arising out of this agreement or any subsequent contract based on this agreement. This provision shall govern in spite of language to the contrary in any submitted proposal, supporting documentation or contract language submitted with or subsequent to the agreement.

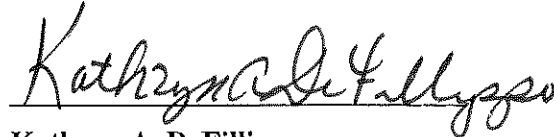
IN WITNESS WHEREOF, the said parties have hereunto set their hands, seals, and caused these presents to be signed by their proper officers.

ATTEST:



Diane M. Ketchum
CLERK OF THE BOARD

MORRIS COUNTY BOARD OF
CHOSEN FREEHOLDERS



Kathryn A. DeFillippo
FREEHOLDER DIRECTOR

ATTEST:



Kathryn Bowditch-Leon, RMC
TOWNSHIP CLERK

TOWNSHIP OF DENVILLE



Thomas Andes
MAYOR

EXHIBIT A

PROGRAMMATIC PROPOSAL OF PUBLIC HEALTH SERVICES

County of Morris, Department of Law & Public Safety, Office of Health Management
AND
The Township of Denville

The Provider shall furnish the following local health services to the Recipient:

- A. Administration of Public Health Activities: Provision of a licensed Health Officer who shall: ensure compliance with N.J.A.C. 8:52, Public Health Practice Standards of Performance for Local Boards of Health in New Jersey; enforce state and local public health regulations; supervise and manage public health personnel; complete annual reports or other documents as authorized and required by the NJ Department of Health; prepare and exercise plans relative to public health emergencies; provide guidance to the Township Council; manage current grants and pursue grant funding at the direction of the Township Council; and assist with review of any proposed local public health ordinances. The Health Officer or his/her designee shall attend Township Council meetings, attend any required state public health conferences or meetings, and attend the Governmental Public Health Partnership meetings.
- B. Health Education & Promotion: Provision of a certified Health Educator to plan, implement, and evaluate health education programs and/or interventions at various venues in accordance with N.J.A.C. 8:52, Public Health Practice Standards of Performance for Local Boards of Health in New Jersey in areas such as: alcohol and drug abuse control; smoking prevention and cessation; nutrition; injury control; physical fitness and exercise; emergency preparedness; chronic disease (diabetes, cardiovascular, cancer); communicable disease control. Provision of one food handling training in English and one food handling training in Spanish to food establishment staff at least once per year. Training will be provided in the Township of Denville contingent on space for classroom instruction, which is acceptable to

**Board of Chosen Freeholders
Morris County, New Jersey**

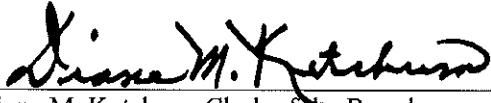
Resolution No. 1

Adopted: September 14, 2016

BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Morris in the State of New Jersey as follows:

- 1) The Director of the Board of Chosen Freeholders is hereby authorized to sign and execute a Shared Services Agreement with Denville Township for local health services provided by the County's Department of Law & Public Safety to Denville Township for the period January 1, 2017 through December 31, 2021, a copy of which is on file in the Office of the Department of Law & Public Safety and made a part hereof by reference.
- 2) The Township of Denville will reimburse the County for said services each year in accordance with the terms of the agreement.
- 3) This resolution shall take effect in accordance with the law.

I hereby certify the above to be a true copy of a resolution adopted by the Board of Chosen Freeholders of the County of Morris at a regular meeting on September 14, 2016.



Diane M. Ketchum, Clerk of the Board

RESOLUTION

WHEREAS, the Township of Denville and the County of Morris desire to enter into a shared services agreement to have Morris County provide local health services in accordance with the Local Health Services Act for a term of five (5) years; and

WHEREAS, municipalities are permitted to enter into such agreements pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65 -1 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Council of the Township of Denville, in the County of Morris and State of New Jersey, as follows:

1. That the Mayor and Township Clerk are hereby authorized to execute a Shared Services Agreement between the Township of Denville and the County of Morris for a term of five (5) years from January 1, 2017 through December 31, 2021 for the furnishing of local health services, subject to the annual appropriation of funds.
2. A copy of the Agreement is on file in the office of the Township Clerk for inspection by the public.
3. A copy of this Agreement shall be filed, for informational purposes, with the Department of Community Affairs, Division of Local Government Services pursuant to rules and regulations promulgated by the Division.
4. This resolution shall take effect immediately.

BY ORDER OF THE MUNICIPAL COUNCIL
OF THE TOWNSHIP OF DENVILLE

I, Kathryn Bowditch-Leon, Municipal Clerk of the Township of Denville do hereby certify the above to be a true and exact copy of the resolution adopted by the Municipal Council at their meeting held on August 9, 2016.

8/10/2016
Certification Dated:

Kathryn Bowditch-Leon
Kathryn Bowditch-Leon, RMC
Municipal Clerk