

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone: (304)269-8200
FAX: (304)269-2416
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COMMISSIONERS:
Patrick D. Boyle, President
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
Monday, October 15, 2018
10:00 AM**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order**
- 2. 10:05 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review on Thursday, October 11, 2018.
(*action required*)

APPOINTMENTS

- 3. 10:30 AM** **Public Hearing for Small Cities Block Grant for Broadband**
The Lewis County Commission will recess their regular meeting and convene a public hearing regarding the possible submission of a Small Cities Block Grant to erect towers in southern Lewis County to provide broadband service. Following the public hearing, the Commission will reconvene their regular meeting. (*action required*)

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for October 11, 2018. (*information only*)
- 5. Jane Lew Public Service District Meeting Agenda:** Agenda for the Jane Lew Public Service District October 11, 2018 Regular Meeting. (*information only*)
- 6. Lewis-Gilmer E911 Call Report:** September 2018 monthly call report for the Lewis-Gilmer E911 Center including: number of calls by agency, distributions of calls and call comparisons. (*information only*)
- 7. West Virginia Public Service Commission Distribution of E911 Fees:** The West Virginia Public Service Commission submits the quarterly disbursement of E911 Wireless Subscriber Fees in the amount of \$126,009.52 for July, August and September 2018. The last quarter the county's distribution was \$128,171.15. (*information only*)

BUSINESS

8. **Board(s) and Committee(s) Reports:** Commissioners will give report(s) on any board(s) or committee(s) meeting attended including: Lewis County Chamber of Commerce Annual Dinner; Public Service Commission hearing on West Virginia Water rate increase; WV Energy Summit; Alum Bridge Neighborhood Watch; Breast Cancer Awareness Luncheon. *(information only)*
9. **Notification of the Retirement of Sandra Smith, Chief Deputy Lewis County Circuit Clerk's Office:** Sandra Smith submits her notification of retirement from the Circuit Clerk's Office effective November 1, 2018. *(action required)*
10. **Beth Burkhart, Lewis County Circuit Clerk Requests to Advertise for the Vacant Position in her Office:** Beth Burkhart, Lewis County Circuit Clerk, requests permission to advertise for an entry level position in her office. Ms. Burkhart will be moving staff into the Chief Deputy's spot following the retirement of Sandra Smith and desires to hire an entry level position to allow full staffing of her office. *(action required)*
11. **Submission of Small Cities Block Grant for Broadband in Southern Lewis County:** The Lewis County Commission has conducted two public hearing regarding the submission of a Small Cities Block Grant for the purpose of constructing broadband towers in southern Lewis County. The County Commission will consider approving the submission of this grant application. *(action required)*
12. **Time Sheets and Leave Requests:**

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

13. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, October 11, 2018. *(action required)*
14. **Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request Thursday, October 11, 2018. *(action required)*
15. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request Thursday, October 11, 2018. *(action required)*
16. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request Thursday, October 11, 2018. *(action required)*

ADJOURNMENT:

17. **With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

**Roberts Rules of Order is utilized as a guide only.
The Commission controls meeting management, discussion and input.**

Upshur County Commission Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: October 11, 2018

- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• October 4, 2018
- 9:05 a.m. Public hearing and *first reading* of suggested revisions to the Upshur County Ordinance Imposing an Occupancy Tax on Hotels Located in Upshur County, WV, Which Are Not Located within the Corporation Limits of the City of Buckhannon, previously adopted on August 9, 2001 and amended on November 29, 2007.
- 9:15 a.m. Correspondence from Phil Keith, Director of the U.S. Department of Justice office of Community Oriented Policing Services (COPS) announcing the award of \$309,150 under the 2018 COPS STOP School Violence: School Violence Prevention Program (SVPP). This is a joint initiative of the Upshur County Commission, Lewis County Commission, Lewis County Schools, and Upshur County Schools.
- 9:30 a.m. Frank Becker on behalf of the Tennerton Lion's Club – Presentation of \$300 check to Stockert Youth & Community Center
- 10:00 a.m. Public hearing and *second reading* of suggested revisions to the Upshur County 9-1-1 Addressing and Mapping Ordinance previously adopted on September 18, 2003 and amended on February 8, 2007.
- 1:30 p.m. Joe Stanton, Thornburg Insurance Agency – Review and discuss medical insurance premium comparison with other markets and the historic rate when reflected against the current census via GoToMeeting at the Administrative Annex
Item may lead to Executive Session per WV Code §6-9A-4(6)

Items for Discussion / Action / Approval:

1. Review and approval of Response to 2018 SB 625 Report Survey for West Virginia County Governments from the WV State Fire Marshal.*
2. Correspondence from Lori Ulderich Harvey, Upshur County Family Resource Network Director and on behalf of the Tobacco Prevention Coalition, requesting permission to place a table in the Upshur County Courthouse Annex foyer during the month of November for the Great American Smokeout.*
3. Review and signature of Memorandum of Understanding between the Upshur County Commission and the Administrative Office of the Supreme Court of Appeals of WV regarding the arrangements essential to maintaining Family Court facilities in Upshur County. Commencing July 1, 2018, the Commission shall

invoice the Court for an amount not to exceed \$706.50 per month, which is equivalent to \$6 per square foot.*

4. Approval of Lewis - Upshur Animal Control Facility Volunteer Tina Phillips.*
5. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Carrie L. Wallace, County Administrator, to Rick Harlow, President of the Upshur County Firefighter's Association responding to his request for clarification with regards to the Fire Service Fee.
2. Upshur County E911 Communication Reports --- September 2018
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
3. Lewis-Upshur Animal Control Facility Cat Report for the month of September 2018
4. Adrian Public Service District 2018-2019 budget
5. Appointments Needed or Upcoming:
 - Upshur County Enhanced Emergency Telephone Advisory Board – (June 30, 2021 Fire Service Provider Representative)

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Discuss property owned by Thomas Moates located in Warren Tax District – Tax Map 6C – Parcel Number 41 (*last extension was approved during April 5th meeting*)

**Next Regular Meeting of the Upshur County Commission
October 18, 2018 --- 9:00 a.m.
Upshur County Courthouse Annex**

Jane Lew Public Service District

70 Park Avenue
Jane Lew, WV 26378

Regular Meeting

October 11, 2018 4:00 PM

~~ Public Board Meeting Agenda ~~

- I. Call to Order (Bailey)

~~ ROUTINE MONTHLY BUSINESS ~~

- II. Minutes (09/13/2018)

- III. General Manager's August Reports (Gee)

A. WATER:

1. Water Bills
2. Water Treasury Report
3. Water Adjustments Report
4. Water Purchase, Sales & Loss Report
5. Water Preventive Maintenance Report
6. Water Repairs Report (*fixing unplanned breakdowns*)
7. Leak Detection Report
8. Cross Connections/Backflow Report
9. New Taps (non-project)
10. Other

B. WASTEWATER:

1. Wastewater Bills
2. Wastewater Treasury Report
3. Wastewater Adjustments Report
4. Wastewater Treatment Purchase, Sales & Loss Report
5. Wastewater Preventive Maintenance Report
6. Wastewater Repairs Report (*fixing unplanned breakdowns*)
7. New Taps (non-project)
8. Other

- IV. Extensions and Road Bores

- V. PSD Policies and Job Descriptions

- VI. Personnel

- VII. Announcements

- VIII. Correspondence

~~ OLD BUSINESS ~~

- IX. Matt Neely request for side by side tires (Gee)

~~ NEW BUSINESS ~~

- X. Late-Received Agenda Items (Gee)

- XI. Adjournment (Bailey)

LEWIS-GILMER E-911 YEARLY TOTALS

CAD # DATE 2018	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
LEWIS COUNTY													
15 LEWIS SHERIFF	529	555	601	499	826	690	582	691	553				5526
10 WESTON PD	295	282	404	265	352	248	273	303	193				2615
250 LEWIS DPS	115	111	94	132	168	154	172	165	151				1262
230 LEWIS DNR	23	30	16	19	29	33	36	28	36				250
208 LEWIS EMS	272	216	314	245	238	286	297	255	288				2411
201 WESTON FD	42	22	43	36	31	59	47	50	43				373
202 JANE LEW FD	26	8	22	19	22	37	27	33	26				220
203 PRICETOWN FD	12	8	14	8	9	16	9	12	14				102
204 WALKERSVILLE FD	15	13	30	18	21	14	18	15	23				167
205 JACKSON MILL FD	13	7	12	8	7	16	14	13	14				104
206 MIDWAY FD	4	4	8	5	4	1	2	1	7				36
ANIMAL CONTROL	52	59	55	71	56	79	65	70	39				546
DOGS PICKED UP	17	12	12	12	15	9	21	22	15				135
OTHERS PICKED UP	0	2	1	2	14	4	2	12	2				39
												Total	13612

GILMER COUNTY													
104 GILMER SHERIFF	60	36	62	70	44	34	52	38	25				421
102 GLENVILLE PD	127	106	77	69	85	77	83	71	44				739
103 CAMPUS PD	9	10	11	9	5	7	2	11	12				76
150 GILMER DPS	75	109	121	107	113	133	121	111	121				1011
130 GILMER DNR	17	8	17	12	12	15	12	15	2				110
175 GILMER EMS	126	96	119	111	148	141	138	129	110				1118
101 GLENVILLE FD	22	16	23	24	35	30	16	20	24				210
105 NORMANTOWN FD	1	1	3	2	6	4	1	3	1				22
106 SAND FORK FD	12	13	13	19	21	15	10	16	18				137
107 CEDARVILLE FD	2	0	0	2	3	2	0	1	2				12
108 TROY FD	2	5	4	6	4	1	0	3	2				27
ANIMAL CONTROL	1	3	4	5	5	2	3	2	1				26
												Total	3909

Total by Month	1869	1732	2080	1775	2273	2107	2003	2090	1766	0	0	0	
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DATE 2018 *****	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
PICKENS COUNTY	7	4	3	6	4	7	4	8	5				48
PICKENS OWNER	5	3	11	1	6	8	5	7	3				49
PICKENS SERVICE	2	2	0	2	1	0	2	2	1				12
PICKENS TOTAL	14	9	14	9	11	15	11	17	9				109
M & J COUNTY	6	4	3	6	5	6	5	8	4				47
M & J OWNER	2	0	3	5	6	4	2	5	7				34
M & J SERVICE	2	1	1	1	1	1	1	3	1				12
M & J LARGE	0	1	1	1	1	1	1	1	1				8
M & J TOTAL	10	6	8	13	13	12	9	17	13				101
HITT'S COUNTY	6	4	4	5	5	6	4	8	5				47
HITT'S OWNER	3	0	1	1	1	2	2	5	1				16
HITT'S SERVICE	3	1	0	2	2	0	2	2	1				13
HITT'S TOTAL	12	5	5	8	8	8	8	15	7				76
LIPP'S COUNTY	6	4	3	6	5	6	5	8	4				47
LIPP'S OWNER	4	3	2	1	1	2	6	1	3				23
LIPP'S SERVICE	1	1	1	1	1	1	1	3	1				11
LIPP'S LARGE	0	1	1	1	2	0	1	1	1				8
LIPP'S TOTAL	11	9	7	9	9	9	13	13	9				89
QUALITY COUNTY	6	4	4	5	5	7	4	8	4				47
QUALITY OWNER	0	0	0	0	0	0	2	2	1				5
QUALITY SERVICE	2	0	1	1	2	0	2	2	1				11
QUALITY TOTAL	8	4	5	6	7	7	8	12	6				63
TOLANDS COUNTY	6	4	4	6	5	7	4	9	5				50
TOLANDS OWNER	2	1	2	3	0	2	1	1	2				14
TOLANDS SERVICE	2	0	1	1	2	1	1	3	1				12
TOLANDS TOTAL	10	5	7	10	7	10	6	13	8				76
VALLEYCHAPEL COUNTY	6	4	3	6	5	6	4	8	4				46
VALLEY CHAPEL OWNER	0	1	0	3	0	1	1	0	0				6
VALLEY CHAPEL SERVICE	2	0	1	1	1	1	1	2	1				10
VALLEY CHAPEL TOTAL	8	5	4	10	6	8	6	10	5				62
GILMER COUNTY													
GLEN- AUTO COUNTY	2	2	4	2	3	3	1	2	2				21
GLEN- AUTO OWNERS	6	2	7	5	11	3	2	6	1				43
GLEN- AUTO SERVICE	0	0	0	1	0	1	0	0	0				2
GLEN- AUTO TOTALS	8	4	11	8	14	7	3	8	3				66
A and S COUNTY	2	3	4	2	4	1	2	1	1				20
A and S OWNERS	0	1	0	0	2	1	2	1	3				10
A and S SERVICE	1	0	1	1	0	0	0	0	0				3
A and S LARGE	1	0	0	1	0	1	0	0	0				3
A and S TOTAL	4	4	5	4	6	3	4	2	4				36

2018 LEWIS-GILMER E-911 TELETYPE REPORT

		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
LEWIS COUNTY	10-27	510	462	522	448	685	547	477	549	415				4615
	10-28	472	461	454	394	720	517	390	508	396				4312
	III & CIB	251	372	323	305	335	285	246	266	256				2639
	OTHER	24	9	18	37	5	25	18	28	23				187
	DVP	26	37	40	39	62	52	31	33	46				366
CITY	10-27	305	203	349	82	306	241	275	322	165				2248
	10-28	223	242	294	198	287	141	151	232	74				1842
	III & CIB	58	27	65	27	64	52	53	56	23				425
	OTHER	7	5	22	13	3	17	8	6	3				84
	DVP	12	8	12	14	12	16	20	19	11				124
STATE	10-27	91	80	84	135	191	136	107	125	75				1024
	10-28	68	41	48	58	87	79	59	74	59				573
	III & CIB	11	18	42	19	47	36	11	46	15				245
	OTHER	0	0	1	1	4	1	3	2	2				14
	DVP	13	2	4	14	37	17	13	15	9				124
DNR	10-27	14	21	21	17	24	26	42	31	12				208
	10-28	7	8	12	7	22	14	41	21	14				146
	III & CIB	0	8	2	5	8	0	6	0	6				35
	OTHER	1	40	5	4	5	1	0	0	0				56
	DVP	4	5	2	9	5	8	5	5	2				45
PROSECUTOR	10-27	22	33	13	7	11	8	15	22	22				153
	10-28	0	0	0	0	0	0	0	0	0				0
	III & CIB	35	110	103	68	63	25	77	83	93				657
	OTHER	0	0	0	3	0	0	0	0	0				3
	DVP	0	0	0	0	0	0	0	0	0				0
PROBATION	10-27	3	19	2	2	10	3	1	4	9				53
	10-28	0	0	0	0	0	0	0	1	2				3
	III & CIB	33	41	7	9	42	20	4	29	55				240
	OTHER	6	0	0	2	5	6	0	13	6				38
	DVP	0		0	20	3	2	2	1	5				33
SWJS PARK	10-27	0	0	0	0	0	0	0	0	1				1
	10-28	1	0	1	1	2	0	0	0	0				5
	III & CIB	0	0	0	0	0	0	0	0	0				0
	OTHER	0	0	0	0	0	0	0	0	0				0
	DVP	0	0	0	0	0	0	0	0	0				0
FAMILY COURT	III & CIB		28	101	109	133	144	72	13	62				662
DAY REPORT	10-27	7	6	5	1	0	3	0	0	0				22
	10-28	2	0	0	2	0	0	0	0	0				4
	III & CIB	8	21	15	6	0	4	0	2	0				56
	OTHER	16	14	17	12	11	9	0	7	0				86
	DVP	0	0	0	0	0	0	0	0	0				0
TOTAL TRANSACTIONS													21328	

2018 LEWIS-GILMER E-911 TELETYPE REPORT

GILMER		JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JULY.	AUG.	SEP.	OCT.	NOV.	DEC.	TOTAL
COUNTY	10-27	63	39	40	56	37	34	29	21	14				333
	10-28	62	61	42	42	38	30	35	39	8				357
	III & CIB	74	82	60	73	29	52	54	50	24				498
	OTHER	10	2	3	1	8	10	0	15	0				49
	DVP/WAR	1	0	1	2	0	0	0	3	0				7
CITY	10-27	95	101	80	40	45	47	70	27	19				524
	10-28	87	81	54	21	34	47	47	18	15				404
	III & CIB	31	22	31	28	19	24	16	4	13				188
	OTHER	0	0	3	0	0	1	0	0	0				4
	DVP/WAR	4	26	9	4	0	9	14	2	3				71
STATE	10-27	48	64	99	83	105	95	103	114	92				803
	10-28	54	107	82	76	88	103	83	77	69				739
	III & CIB	25	3	20	13	23	31	33	17	19				184
	OTHER	0	0	0	0	0	3	1	0	2				6
	DVP/WAR	13	13	15	19	36	11	21	19	23				170
DNR	10-27	30	23	19	17	16	20	13	13	0				151
	10-28	24	20	22	18	22	21	4	7	3				141
	III & CIB	3	2	0	4	4	4	9	0	0				26
	OTHER	3	0	0	0	0	0	0	1	0				4
	DVP/WAR	10	4	6	5	6	9	3	6	0				49
PROSECUTOR	10-27	3	0	0	0	1	0	0	0	0				4
	10-28	0	0	0	0	0	0	0	0	0				0
	III & CIB	19	22	67	12	6	17	8	6	0				157
	OTHER	0	0	0	0	0	0	0	0	0				0
	DVP/WAR	0	0	0	0	0	0	0	0	0				0
CAMPUS	10-27	4	2	1	1	0	0	0	2	3				13
	10-28	9	2	219	48	4	3	8	12	1				306
	III & CIB	4	3	0	0	0	0	0	0	5				12
	OTHER	0	0	0	0	0	0	0	0	0				0
	DVP/WAR	0	0	0	0	0	0	0	0	0				0

Total Transactions 5200

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

October 2, 2018

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$126,009.52 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of July, August, and September 2018. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

last quarter \$128,171.15

Sandra L. Smith
828 Ervin Road
Jane Lew, WV 26378

The Honorable Beth A. Burkhart
Lewis County Circuit Clerk
117 Court Avenue
Weston, WV 26452

October 1, 2018

Dear Beth,

I am writing this letter as notification that is my desire to retire from my position as Deputy, Circuit Clerk for the Lewis County Circuit Clerk's Office, effective November 1, 2018.

Having held this position for the last 26 years it will be difficult for me to leave, but I believe that the time has come for me to retire .

While I am looking forward to retirement I will miss you all. It has been a pleasure working with all the staff over the years.

I would like to thank the Lewis County Commission for giving me the opportunity to serve the citizens of Lewis County.

Yours Sincerely,



Sandra L. Smith

BETH A. BURKHART
LEWIS COUNTY
CIRCUIT AND FAMILY COURT CLERK
117 COURT AVENUE
WESTON, WV 26452

(304) 269-8210
FAX (304) 269-8249

TWENTY-SIXTH JUDICIAL CIRCUIT
THE HONORABLE Judge Jacob E. Reger
THE HONORABLE Judge Kurt W. Hall
(304) 472-5556 / (304) 269-8229
SEVENTEENTH FAMILY COURT CIRCUIT
Theresa Cogar Turner, FAMILY COURT JUDGE
(304) 269-0432

TERMS OF CIRCUIT COURT

FIRST MONDAY IN MARCH
SECOND MONDAY IN JULY
FIRST MONDAY IN NOV.

October 03, 2018

To: Lewis County Commission

Reference: Retirement of Sandra Smith

Attached you will find the retirement letter of Circuit Clerk Chief Deputy Sandra Smith. My deepest prayer is that Mrs. Smith has the absolute best and happiest years ahead of her for retirement. She has been a very dedicated employee to the Lewis County Circuit Clerks Office/Lewis County Commission for over 26 years and she has my most sincere gratitude and best wishes.

Since my office staff has between 21-15 years of experience, it is my plan to appoint the new Chief Deputy from within my department. However, I will be requesting approval in the near future from the Commission to post and hire another Deputy at a beginning salary to replace the vacant position.

Respectfully,



Beth A. Burkhart
Lewis County Circuit Clerk