

**VILLAGE OF HINSDALE  
MINUTES OF THE MEETING  
VILLAGE BOARD OF TRUSTEES  
May 15, 2018**

The regularly scheduled meeting of the Hinsdale Village Board of Trustees was called to order by the Village Clerk in Memorial Hall of the Memorial Building on Tuesday, May 15, 2018 at 7:30 p.m., roll call was taken.

Present: Trustees Christopher Elder, Michael Ripani, Luke Stifflear, Gerald J. Hughes, Matthew Posthuma and Neale Byrnes

Absent: President Tom Cauley

Also Present: Village Manager Kathleen A. Gargano, Assistant Village Manager/Finance Director Darrell Langlois, Assistant Village Manager/Director of Public Safety Brad Bloom, Deputy Police Chief Tom Lillie, Fire Chief John Giannelli, Director of Public Services George Peluso, Director of Community Development/Building Commissioner Robb McGinnis, Village Engineer Dan Deeter, Village Planner Chan Yu, Administration Manager Emily Wagner and Village Clerk Christine Bruton

Village Clerk Christine Bruton announced that there is a quorum of the Board, but the Village President is absent and unable to preside over the meeting. She asked for a motion to appoint a president pro tem.

Trustee Elder moved **to appoint Trustee Stifflear to act as President pro tem for this evenings Village Board meeting of May 15, 2018.** Trustee Ripani seconded the motion.

**AYES:** Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** None

Motion carried.

**PLEDGE OF ALLEGIANCE**

Trustee Stifflear led those in attendance in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

a) **Regular Meeting of May 1, 2018**

Following suggested changes to the draft minutes, Trustee Elder moved **to approve the draft minutes from the Regular Meeting of May 1, 2018, as amended.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Stifflear, Posthuma and Byrnes  
**NAYS:** None  
**ABSTAIN:** Trustee Hughes  
**ABSENT:** None

Motion carried.

b) **Closed Meeting of May 1, 2018**

There being no changes to the draft minutes, Trustee Elder moved to **approve the draft minutes from the Closed Meeting of May 1, 2018, as presented.** Trustee Byrnes seconded the motion.

**AYES:** Trustees Elder, Ripani, Posthuma and Byrnes  
**NAYS:** None  
**ABSTAIN:** Trustees Stifflear and Hughes  
**ABSENT:** President Cauley

Motion carried.

### **CITIZENS' PETITIONS**

None.

### **PROCLAMATIONS**

a) **The Union Church of Hinsdale**

Trustee Stifflear remarked that Ms. Sally Porter, Hinsdale resident, worked a great deal to prepare the proclamation, but is not present this evening. Representing The Union Church tonight is Ms. Mary Boch. Trustee Stifflear read the proclamation.

b) **Building Safety Month**

Trustee Stifflear read the Building Safety Month proclamation.

### **VILLAGE PRESIDENT'S REPORT**

No report.

### **PUBLIC HEARING – BOND SALE**

Trustee Stifflear opened the public hearing regarding the Village's intent to issue \$20,000,000 General Obligation Bonds to fund infrastructure improvements including but not limited to acquiring and constructing improvements to municipal roads and streets, access roads, bridges, and sidewalks; waste disposal systems, water and sewer line extensions, water distribution and purification facilities, storm water drainage and retention facilities, and sewage treatment facilities and construction of a parking deck structure within the Village. On April 17, 2018 this Board adopted the bond ordinance. As required by law, Ordinance No. 2018-14 was published in the

Hinsdalean on April 26, 2018 which marks the beginning of the required 30 day back door referendum period. If no petition is received by the end of this period, the Village will sell the bonds on June 12, 2018, with the adoption of the final ordinance at the Board meeting that evening. Trustee Stifflear asked for comments from the Trustees. There were none. Trustee Stifflear asked for comments from the public. There being none, and no written comments having been received, he asked for a motion to close the public hearing.

Trustee Elder moved to close the **Public Hearing concerning the intent of the Board to issue not to exceed \$20,000,000 General Obligation Bonds (Sales Tax Alternate Revenue Source) for the purpose of paying the costs of certain public infrastructure projects in and for the Village.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Stifflear, Hughes, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

Trustee Stifflear declared the public hearing adjourned.

## FIRST READINGS – INTRODUCTION

### Administration & Community Affairs (Chair Hughes)

- a) **Approve Blanket Purchase Orders for Fiscal Year 2018-2019 totaling \$576,625 and waiving the competitive bid requirements where applicable**

Trustee Hughes introduced the item that is the annual process by which items that are one vendor and the aggregate purchases are in excess of the Village Manager's authority to approve are paid. Approving the blanket purchase orders means the Board will not have to address each purchase separately.

He noted that the State vendor for salt is to be determined; he explained the Village purchases bulk salt cooperatively through the State and County, and while the County has identified the vendor, the State has not yet done so. Trustee Hughes does not think it is advisable to approve a non-specified vendor, but noted by the time this item comes back for a second reading, a name and amount should be specified. The Board agreed, and Assistant Village Manager/Finance Director Darrell Langlois stated he will revise the item accordingly.

The Board agreed to move this item forward for a Second Reading at their next meeting.

- b) **Approval of an ordinance authorizing and providing for the issue of approximately \$20,000,000 General Obligation Bonds (Sales Tax Alternate Revenue Source), Series 2018A, for the purpose of providing for certain public infrastructure projects, the pledge of certain sales tax revenues and the imposition of taxes to pay said bonds, and the sale of said bonds to the purchaser thereof**

Trustee Hughes explained this item is the next step in the process to issue the \$20,000,000 General Obligation bonds. By the June 12, 2018 meeting of the Board, all the financial information will be determined and included in the materials.

The Board agreed to move this item forward for a Second Reading at their next meeting.

**Environment & Public Services (Chair Byrnes)**

- c) **Adopt an Ordinance Establishing Prevailing Wages for Public Works in the Village of Hinsdale, Cook and DuPage Counties, Illinois**

Trustee Byrnes introduced the item which must be adopted annually by law for public works projects.

The Board agreed to move this item to the Consent agenda of their next meeting.

**Zoning and Public Safety (Chair Stifflear)**

- d) **Approve a permit for outdoor seating for Altamura Pizza located at 9 W. First Street for May 1, 2018 through October 15, 2018**

Trustee Stifflear introduced the item which is a first read for outdoor seating in the public right-of-way. The business is located in the B2 Central Business District (CBD). They want to offer outdoor seating from May 1<sup>st</sup> to October 15<sup>th</sup> during the hours of 1:00 p.m. to 7:00 p.m. Sunday and Tuesday through Friday, and 2:00 p.m. – 8:00 p.m. on Saturdays. Their seating design includes four tables with 10 chairs, utilizing four feet of a 10 foot wide sidewalk, allowing six feet for pedestrians to pass. He noted the Board must approve the initial request, but can be approved administratively moving forward.

Director of Community Development Robb McGinnis confirmed the appropriate certificates of insurance have been received. He added there are no real complaints regarding outdoor seating generally, but occasionally from someone who can't pass by. Trustee Byrnes pointed out this location is not a highly traveled area.

The Board agreed to move this item to the Consent agenda of their next meeting.

**CONSENT AGENDA**

**Administration & Community Affairs (Chair Hughes)**

- a) Trustee Ripani moved **Approval and payment of the accounts payable for the period of April 28, 2018 to May 15, 2018, in the aggregate amount of \$1,200,077.96 as set forth on the list provided by the Village Treasurer, of which a permanent copy is on file with the Village Clerk.** Trustee Elder seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

Regarding the Altamura outdoor seating, Mr. McGinnis asked the Board if Altamura could start before final approval on June 12<sup>th</sup>. The Board had no objections.

*The following items were approved by omnibus vote:*

- b) **Approve a Fifth Term Extension of the Recreational License Agreement with the Hinsdale Paddle Tennis Association (HPTA) (First Reading – May 1, 2018)**

**Environment & Public Services (Chair Byrnes)**

- c) **Approve Amendment to Multi-County Municipality Intergovernmental Agreement Under the Metropolitan Water Reclamation District of Greater Chicago Watershed Management Ordinance** (*First Reading – May 1, 2018*)
- d) **Approve an intergovernmental agreement between the Village of Hinsdale and the County of DuPage, Illinois for the implementation of the National Pollution Discharge Elimination System Program in the Salt Creek and Des Plaines River watersheds** (*First Reading – May 1, 2018*)
- e) **Approve an Ordinance authorizing the vacation of a certain portion of an unimproved alley situated west of and adjoining 424 S. Quincy Street in the Village of Hinsdale, DuPage and Cook Counties, Illinois**
- f) **Approve a Settlement Agreement and Final Release between Cordogan Clark & Associates, Inc. (including its principal Brian Kronewitter) and all subcontractors and vendors of Cordogan Clark & Associates, Inc. and the Village of Hinsdale in the amount of \$49,839** (*Discussion in Closed Session – May 1, 2018*)

Trustee Hughes moved to **approve the Consent Agenda, as presented.** Trustee Elder seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

**SECOND READINGS / NON-CONSENT AGENDA – ADOPTION**

**Administration & Community Affairs (Chair Hughes)**

- a) **Approve an Ordinance Proposing the Establishment of Special Service Area 14 in the Village of Hinsdale, and Providing for a Public Hearing and Other Procedures in Connection Therewith** (*First Reading – May 1, 2018*)

Trustee Hughes introduced the item which is the second discussion of the first step in a lengthy process. The final vote on the approval of the tax levy is in November 2018, but there will be more action items to come.

Mr. Langlois reminded the Board public hearings have been scheduled, starting with the Board meeting on July 17<sup>th</sup>. He added it is important this meeting be held, or the process will start over.

Trustee Elder moved to **Approve an Ordinance Proposing the Establishment of Special Service Area 14 in the Village of Hinsdale, and Providing for a Public Hearing and Other Procedures in Connection Therewith.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

**Environment & Public Services (Chair Byrnes)**

- b) **Award the contract for design engineering services for the N. Madison Street drainage improvements project to Christopher B. Burke Engineering, Ltd. in the amount not to exceed \$75,970** (*Discussion Item – May 1, 2018*)

Trustee Byrnes introduced the item referencing the information provided by the engineer at the last Board meeting regarding flooding on Madison. The item before the Board reflects the installation of a drainage vault on the Kensington property; which is a better alternative than trying to acquire approvals and permits from IDOT or the Institute for Basic Life Principles (IBPL). Trustee Ripani wondered if there is a way to address this problem and avoid any encumbrance on the Kensington property by installing the drainage vault in the public right-of-way, for example in the middle of Monroe Street. Discussion followed which indicated there would be cost increases and hydraulic issues. Village Engineer Dan Deeter added there would be significant challenges with respect to public utilities, and Monroe is too shallow, it would not be possible to get the depth necessary. Additionally, a more significant vault would be necessary to support truck traffic on a public roadway. Trustee Stifflear commented he appreciates Trustee Ripani's suggestion, but a change of that nature would be financially prohibitive.

Trustee Elder moved to **Award the contract for design engineering services for the N. Madison Street drainage improvements project to Christopher B. Burke Engineering, Ltd. in the amount not to exceed \$75,970.** Trustee Byrnes seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

**Zoning and Public Safety (Chair Stifflear)**

- c) **Approve an Ordinance Approving a Special Use Permit to Operate a Physical Fitness Facility (Yoga Studio) in the B-2 Central Business Zoning District at 45 S. Washington Street – Inner Jasmine Yoga and Wellness** (*First Reading – May 1, 2018*)

Trustee Stifflear introduced the item and recapped the specifics outlined at the first reading. He noted that at the last meeting, he had described when classes were to be held, but that was not a complete accounting. The packet included a fuller schedule. The Plan Commission discussed hours of operation, and the applicant indicated there would be limited class sizes during the day. The Board is concerned about these types of businesses in the Central Business District (CBD) because of impact to potential sales tax revenue and parking. He reminded the Board that this could be mitigated in 15 months when the parking deck is completed.

Ms. Katya Sedelnik, owner applicant, addressed the Board stating there would be only one class potentially between 10:00 a.m. and 2:00 p.m. She understands the parking concerns and said that industry wide that time slot is not a good time for group classes, but better

suiting to one-on-one training. She said 15 students would be the biggest class, but doesn't foresee that knowing the Hinsdale demographic. She said she could cap the numbers at registration for that time period. Trustee Stifflear suggested restricting the number of students to five only during the day, but Ms. Sedelnik feels that is too limiting. She suggested eight as a cap, if the Board will revisit when the parking deck is complete. Trustee Stifflear pointed out that other special uses in this area have been evening or weekend uses, but this is prime parking time. Ms. Sedelnik added the summer season is not as conducive to indoor programs. Trustee Byrnes suggested there be no limitation to class size except between the 10:00 a.m. to 2:00 p.m. time period. Discussion followed. The Board agreed to 15 people except between 10:00 a.m. to 2:00 p.m. when the maximum class will be eight students through August 31, 2019. Trustee Stifflear explained Ms. Sedelnik can come back for an amendment to the special use if necessary.

Trustee Stifflear moved to **Approve an Ordinance Approving a Special Use Permit to Operate a Physical Fitness Facility (Yoga Studio) in the B-2 Central Business Zoning District at 45 S. Washington Street – Inner Jasmine Yoga and Wellness.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

- d) **Approve an Ordinance Approving a Third Major Adjustment to a Site Plan and Exterior Appearance Plan for Site Plan Changes to the Property Located at 830 N. Madison Street – Salt Creek Club** (*First Reading – May 1, 2018*)

Trustee Stifflear noted the changes outlined in the Request for Board Action (RBA) and noted the changes have been vetted and unanimously recommended by the Plan Commission at their April meeting.

Trustee Elder moved to **Approve an Ordinance Approving a Third Major Adjustment to a Site Plan and Exterior Appearance Plan for Site Plan Changes to the Property Located at 830 N. Madison Street – Salt Creek Club.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

- e) **Approve an Ordinance Approving Exterior Appearance Plans Related to Telecommunications Equipment Upgrades - T-Mobile Central, LLC - 339 W. 57th Street** (*First Reading – May 1, 2018*)

Trustee Stifflear introduced the item and noted there are a no changes to elevations, and no changes to minimum code requirements. The Plan Commission unanimously approved the request at their April meeting.

Trustee Byrnes moved to **Approve an Ordinance Approving Exterior Appearance Plans Related to Telecommunications Equipment Upgrades - T-Mobile Central, LLC - 339 W. 57th Street.** Trustee Posthuma seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

f) **Approve an Ordinance Approving and Accepting a Final Plat of Subdivision – Kensington School (540 West Ogden Avenue (First Reading – May 1, 2018); and**

Trustee Stifflear introduced the item. He stated this is an important matter, and has been a long process. There are three approvals before the Board tonight relative to the Kensington School project. The first is a final plat of subdivision; the Board has addressed the land dedication standards of a subdivision and the developer has granted an irrevocable easement of 23,000' square feet for a storm water vault. This is a material benefit to the Village, the immediate neighborhood and the 5,000+ residents that travel there daily. Second is the approval of a child day care as a special use. Kensington will be a full day pre-school with a maximum of 150 students. Finally, the site plan for the new building. The plan is a code compliant structure including 39 parking spaces. A loading space is required by code, but this applicant does not need the space. The applicant and the neighborhood may be better served to preserve this area as green space. If the Board supports the removal of the loading space, this can be included as a condition of approval of the Special Use permit.

Mr. Marlas, owner and applicant, addressed the Board stating it has been a pleasure working with staff, including Ms. Gargano, Mr. McGinnis and Mr. Yu on this project, and thanked them for their hard work to complete this project. He is excited to be 'coming home' to Hinsdale. Mr. McGinnis confirmed that following approvals, Mr. Marlas can apply for permits, but will have to come back for review of signage. Mr. Marlas said the building plans are set; the civil and structural engineers are ready to go.

Trustee Ripani commented that while he is not supportive of this project, it is not a reflection on Mr. Marlas or his company. They have been very professional, and he has every expectation Kensington will be successful in Hinsdale. However, he mentioned there were no surveys or market research provided to provide facts or evidence of the need for this type of business. He feels the standards for approval have been relaxed in this case. He believes this property is better suited for commercial development. The Village needs to increase revenues, and this is a project with no revenues. He is concerned about the encumbrance of the property, but understands there is no other place for the storm water vault. He questioned the priorities and monies spent for this drainage issue relative to the rain statistics and closures on this street, that are less than 1% of the time. He doesn't believe it is a problem, but rather an inconvenience. He would rather spend the money on increasing Village safety with the installation of cameras at entry streets to the Village.



Trustee Stifflear moved to **Approve an Ordinance Approving and Accepting a Final Plat of Subdivision – Kensington School (540 West Ogden Avenue.** Trustee Elder seconded the motion.

**AYES:** Trustees Elder, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** Trustee Ripani

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

- g) **Approve an Ordinance Approving a Special Use Permit to Operate a Child Daycare Facility in the O-2 Limited Office Zoning District at 540 W. Ogden Avenue – Kensington School (First Reading – May 1, 2018); and**

Trustee Stifflear moved to **Approve an Ordinance Approving a Special Use Permit to Operate a Child Daycare Facility in the O-2 Limited Office Zoning District at 540 W. Ogden Avenue – Kensington School.** Trustee Elder seconded the motion.

**AYES:** Trustees Elder, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** Trustee Ripani

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

- h) **Approve an Ordinance Approving a Site Plan and Exterior Appearance Plan for a Child Daycare Facility – Kensington School – 540 W. Ogden Avenue (First Reading – May 1, 2018)**

Trustee Stifflear moved to **Approve an Ordinance Approving a Site Plan and Exterior Appearance Plan for a Child Daycare Facility – Kensington School – 540 W. Ogden Avenue.** Trustee Elder seconded the motion.

**AYES:** Trustees Elder, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** Trustee Ripani

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

- i) **Approve a Referral to Plan Commission for Review and Consideration of an Ordinance Amending the Hinsdale Zoning Code, Chapter 6 (Office Districts), Section 6-111 (Bulk, Space and Yard Requirements) to Change Certain Height, Bulk, Yard and Coverage Requirements for O-2 Zoning District Lots Adjoining Three or More Lots with Single-Family Detached Dwellings (First Reading – May 1, 2018)**

Trustee Stifflear introduced the item which is a referral to the Plan Commission for a staff proposed text amendment to make development of O2 zoning district lots adjoining three or more lots with single-family detached dwellings more restrictive. Specifically, the text

amendment would limit the maximum structure height from 40' feet to 25' feet, increase the front yard setback from 25' feet to 32.5' feet; increase the side yard setback from 10' feet to 13' feet; increase the rear yard setback from 20' feet to 26' feet; and decrease the maximum floor area ratio (FAR) from 50% to 25%. An affirmative vote tonight would move the matter to the Plan Commission for public hearing.

Relative to whether or not this ordinance is necessary, discussion followed indicating other properties could be affected, this is an extra layer of protection for those neighbors, and this has been recommended by Village counsel.

Trustee Elder moved to **Approve a Referral to Plan Commission for Review and Consideration of an Ordinance Amending the Hinsdale Zoning Code, Chapter 6 (Office Districts), Section 6-111 (Bulk, Space and Yard Requirements) to Change Certain Height, Bulk, Yard and Coverage Requirements for O-2 Zoning District Lots Adjoining Three or More Lots with Single-Family Detached Dwellings.** Trustee Hughes seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

## DISCUSSION ITEMS

- a) **Update on proposed I-294 Tollway expansion**  
No update at this time.

## DEPARTMENT AND STAFF REPORTS

- a) **Community Development**
- b) **Public Services**
- c) **Engineering**
- d) **Fire**

The report(s) listed above were provided to the Board. There were no additional questions regarding the content of the department and staff reports.

Ms. Gargano reported that a couple weeks ago Trustee Hughes and President Cauley met with Orchard Street neighbors to discuss their storm water management issues. Staff is continuing to work on this problem, and has met with HR Green several times. As soon as we have something of substance to report back, we will meet again.

Ms. Gargano congratulated Deputy Chief Lillie who graduated last Friday from Northwestern University's Center for Public Safety Staff and Command Program. This is an accomplishment that required several months to complete. The Board added their congratulations.

Trustee Hughes asked Ms. Gargano to summarize what HR Green has accomplished with respect to the Orchard Street flooding problems. She explained that they have confirmed that

scheduled construction work for Chicago Avenue can be done without conflict to any proposed drainage solution for Orchard and Oak Streets. Village Engineer Dan Deeter confirmed Ms. Gargano's comments, and added HR Green has been running through various alternatives. They have validated what we already know with respect to the volume of water running through the area and the problem of where to hold the water. He believes they have completed the fact-finding phase. Ms. Gargano added staff has had conversations with Tollway representatives for their assistance with the solution.

### REPORTS FROM ADVISORY BOARDS AND COMMISSIONS

None.

### OTHER BUSINESS

None.

### NEW BUSINESS

None.

### CITIZENS' PETITIONS

None.

### TRUSTEE COMMENTS

Trustee Hughes commented that reviewing meeting videos is much easier with the installation of Granicus. Ms. Gargano said staff members who worked on that project were Brad Bloom, Christine Bruton, Emily Wagner and Jean Bueche.

Trustee Ripani noted in Chief Giannelli's materials regarding the recent house fire at 329 E. Sixth Street, which included compliments from the homeowners. He also received an email from a resident who reported a problem with NICOR and that Hinsdale Fire Department personnel responded immediately. He complimented our kind and caring Fire Department, and recognized Captain Bill Claybrook, Lt. Don Newberry and Firefighter/Paramedics Andy Smith, Jim Nichols, Nick McDonough and Tom McCarthy.

### ADJOURNMENT

There being no further business before the Board, Trustee Stifflear asked for a motion to adjourn. Trustee Elder moved to **adjourn the regularly scheduled meeting of the Hinsdale Village Board of Trustees of May 15, 2018.** Trustee Posthuma seconded the motion.

**AYES:** Trustees Elder, Ripani, Hughes, Stifflear, Posthuma and Byrnes

**NAYS:** None

**ABSTAIN:** None

**ABSENT:** President Cauley

Motion carried.

Meeting adjourned at 8:37 p.m.

ATTEST: \_\_\_\_\_  
Christine M. Bruton, Village Clerk