

TOWN OF JAMESVILLE
MONTHLY BOARD MEETING 05/08/2023
MINUTES

The following is an account of the minutes taken at the Regular Monthly Board Meeting held between 7:00 p.m. & 8:39 p.m. on 05/08/2023 at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC 27846. Virtual meeting attendance was provided for public access through Zoom meeting.

Attendees

- Craig Tucker - Mayor
- Willis Williams - Mayor Protem
- Rachel Craddock - Commissioner
- Mary Allen – Commissioner
- Kimberly Cockrell – Commissioner
- Preston Craddock – Commissioner

Minutes Recorder – Kimberly Cockrell, Town Clerk/Finance Officer

I. Call to Order

Mayor Craig Tucker called the meeting to order at 7:00 p.m. Commissioner Willis Williams offered the prayer. Mayor Tucker then welcomed all guests. Kathy Waters with the Roanoke Beacon was in attendance, as well as Employees Samuel Lilley, Robert Cockrell and Betty Williams.

II. Adopt Agenda

Commissioner Williams moved to accept the agenda as written. Commissioner Mary Allen seconded. Motion unanimously passed. 5 Ayes – 0 Nays.

III. Approval of Minutes

A question was raised by Commissioner Allen regarding the minutes recorder designation. It was explained by Town Clerk Cockrell that the assistant town clerk attends the meeting taking notes as required by meeting law and does the transcription work as well, but it is the town clerk's review and approval of the drafted minutes which designates the responsibility of the minutes being officially recorded and submitted for the board's final approval. Cockrell indicated she would contact NCLM to see if the recording designation is correct as currently practiced.

Commissioner Williams moved to adopt the minutes. Commissioner Rachel Craddock seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

- Regular Board Meeting – February 13, 2023
- Special Meeting, Cemetery – February 23, 2023

IV. Public Comment – None.

V. Reports

A. Mayor

City Vision by NCLM. Mayor Tucker offered appreciation to the town board for sending him to the City Vision Conference as it was a valuable opportunity to learn of ways to help Jamesville, particularly with ordinances and enforcement. Vendor information was shared regarding housing issues, traffic signs, animal control, codification of ordinances, and board guidelines. The conference was three days of sessions and courses that were very informational.

Animal Control. The mayor reported about a very recent animal incident which involved the death of a small pet dog after being attacked by another unleashed larger dog. It was noted this tragic incident is a repeat attack by the same dog to which no record was found of the first incident being recorded in writing though reported officially by the pet's owner. Disappointment with the county's animal control services was expressed. During the past eighteen months, there have been six official dog complaints filed dealing with situations occurring within the city limits. Mayor Tucker shared copies of the reports, noting the older reports lack complete information. He then posed the board needs to begin serious discussions about how to enforce animal control. The Town of Jamesville currently falls under Martin County's animal control ordinance which does not have a leash law. At one time, the town had its own leash law before going under the county for animal services. Comments by the mayor as well as Commissioners Allen and R. Craddock indicated there are missing written reports for official animal complaints they are aware of that were made by citizens. No records of fines or tracking of enforcement was available.

Mayor Tucker offered the suggestion of Jamesville having its own leash law and issuing citations for violations that impose fines. There are agencies which contract for providing animal services and control. The mayor then said that officers responding to animal complaints need to do better documentation of incidents as reported even though, unfortunately, not much can be done unless there is personal injury.

A recommendation was made by Tucker that the board discuss the issue directly with Sheriff Tim Manning. Commissioner Williams noted that Jamesville's benefit under the county's police coverage is limited, as Jamesville is unable to provide its own police services due to budget restraints. Better documentation by the county should be done as a first step, the mayor stated, agreeing that the town cannot afford its own police services. Comments by Commissioners Allen and P. Craddock both suggested that some form of confirmation should be provided to the town that the county followed through with an animal control complaint, for both documentation of the complaint and any action taken. The mayor then said a monthly report to the town could be helpful for monitoring ongoing problems.

Commissioner R. Craddock asserted that the county's animal control officers, though doing the best they can, need additional training and a working understanding of current animal laws. Another issue deals with how it is becoming especially unfair to those citizens who continually deal with repeated issues, such as an elderly lady once active outside is now afraid to do so because of a neighbor's aggressive dogs often being loose.

B. Water/Wastewater Report - Samuel Lilley

After a brief greeting, Employee Samuel Lilley reported the following items:

Noting a trouble spot, on April 21, the sewer line at Fleming Circle was flushed with the aid of the fire department pushing water through to loosen blockages. Residents in that area have complained and have been informed the town is doing all possible to regularly maintain proper flow. The same process will be done at Martin Drive and NERSBA. Lines with dead end points can regularly create problems due to low flow.

Several problems with switches occurred April 24 at the sewer plant. Corrosion was found on a fuse which has been fixed and all is working properly.

Man holes were checked on April 25, and pressure and flow testing was done April 28. These tasks were part of preparing for the upcoming grant project to begin.

Sludge had to be pumped out of the digester. Due to the weight of the sludge, it had caused some of the supporting legs to break and made removing the sludge a necessary expense. The new plant will be able to handle the process.

A recent meeting that Municipal Engineering held with the contractors for the new water plant discussed flushing Well #2. Flushing of Well #2 will need to go through Well #1 for softener being added and iron removal. Lilley indicated he needs some assistance and training from Mr. Eric Martin as he is very familiar with Well #2. Current budget funds cover Martin's time.

At 1980 Main Street, a working water meter will be installed as the property is under new ownership. Previous billing for said location had been done monthly at the minimum charge.

The smell of sewer near a man hole on Washington Street was reported by a resident, which was due to problems with grease that had to be removed and not due to a sewer blockage. Discussion by the board noted ongoing problems with grease in the pipes due to residents misuse of grease disposal and not issues of restaurant problems which have been resolved by grease traps. Lilley suggested that residents be reminded to not dispose of grease into the sewer system.

C. Public Works Report - Robert Cockrell

As a brief report, Employee Robert Cockrell indicated that the past month has mostly involved grass mowing and vehicle maintenance.

D. Finance Officer - Kimberly Cockrell

1. **Financial Statements – April 2023.** Finance Officer Kimberly Cockrell presented and reviewed with board members the Financial Reports for April 2023. The general fund expense listed as vehicle and equipment repair dealt with service on the back hoe.

2. **Budget Amendment(s).** Finance Officer Cockrell then reviewed the proposed amendments regarding a cemetery plot buyback, comp time payouts for employees, expenses related to a wastewater treatment plant pump repair, sludge removal and telephone service. Commissioner Williams moved to approve the budget amendments, with the second given by Commissioner R. Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

GF BUDGET AMENDMENT #5 - 5/8/2023

	<u>CREDIT</u>	<u>DEBIT</u>
1039300 Appropriated Fund Balance	\$6,620.00	
1040167 Cemetery Lot Buy Back		\$1,000.00
1040109 FICA Match		\$200.00
1040110 Retirement Match		\$900.00
1040116 Admin Salaries		\$1,500.00
1040115 Salaries Sanitation		\$2,400.00
1045000 PB Salaries		\$600.00
1045001 FICA Expense (PB)		\$20.00
	\$6,620.00	\$6,620.00

***Amendment is for Cemetery Plot Buyback, Comp time Payouts for Employees from prior approvals

W/S BUDGET AMENDMENT #5 - 5/8/2023

	<u>CREDIT</u>	<u>DEBIT</u>
3039300 Fund Balance Appropriated	\$9,660.00	
3071890 Capital Outlay (S)		\$3,000.00
3071700 Sewer Administration		\$1,380.00
3071710 Retirement Expense (S)		\$200.00
3071300 Water Administration (W)		\$1,380.00
3071310 Retirement Exp (W)		\$200.00
3071830 Sludge Removal (S)		\$400.00
3071848 Repairs & Maintenance (S)		\$3,000.00
3071834 Telephone (S)		\$100.00
	\$9,660.00	\$9,660.00

***Amendment is for WWTP Pump Repair, Comp Time Payouts for Employees, sludge removal and increase in telephone expenses

E. Mid-East Commission

With nothing new to report, Commissioner R. Craddock noted the next meeting will be held in June.

F. Planning Board

As an update, Town Clerk Cockrell noted the town received two applications that did not require zoning board review. One request dealt with a property becoming a multi-family dwelling, which is a permitted use in the core town district. The other application related to the former Chuck Wagon property under new ownership and continuing as a restaurant use and incorporating catering in the future.

Regarding the former Chuck Wagon property, Employee Lilley indicated the change of ownership window is a good opportunity to require that a grease trap be installed per town ordinance. Clerk Cockrell stated that a letter will be sent to the property owner.

G. Herring Festival

As director of the NC Herring Festival, Commissioner Rachel Craddock stated that a meeting has been scheduled to discuss the previous festival and begin planning next year's event. The festival involves much planning that is a "live and learn" experience. Overall, projected revenue and expense totals are showing the festival's costs will all be covered by money raised, with no town funds expended without reimbursement.

H. Water/Sewer Grant Projects

Commissioner Cockrell listed this agenda item to give the board an opportunity to bring forward any discussion on the water and sewer plant grant projects soon to begin on June 5. Mayor Tucker noted the town engineer met recently with the contractors team. According to the schedule, projects are estimated to be completed over ten months and guaranteed to be finished in one year. The mayor then suggested that a ground-breaking ceremony be held with Ms. Kathy Waters offering to take pictures and write an article for the Roanoke Beacon regarding the grant projects.

Commissioner Williams commented that a ground-breaking ceremony would be good form of public relations with the town's citizens, agreed to by the board members.

AIA Update. Having attended a recent AIA meeting as Jamesville's representative, Commissioner Williams reported that grant funding in the amount of \$450,000 (ARPA - \$400,000 and SRP \$50,000) has been awarded to do a partnership for Martin County. Jamesville, though listed as a distressed unit, is only briefly mentioned in the budget, and District #3 for county water services was left out. Williams discussed how the Town of Jamesville will have an asset once the new water and sewer plants are operational and will have the ability to expand its services to District #3. Also, Jamesville's water source via an aquifer versus the Roanoke River is another asset.

Documentation from the meeting will be provided to board members for review to be discussed at a later date. Williams posed that he wants board members to study the information as the town is very aware of health and water problems experienced by District #3 residents. Once a survey has been completed that would gather viable information, additional federal grant funding could be pursued that would help cover costs with planning and engineering in partnering with Martin County in providing water and sewer to District #3. Should the Town of Jamesville be able to serve District #3, it would be a source of needed revenue.

Further discussion mentioned doing a door-to-door petition for soliciting persons interested in having natural gas.

VI. Old Business

A. Water/Sewer Ordinance Enforcement

Town Clerk/Finance Officer Cockrell presented the cut-off list in accordance with the Water/Sewer Ordinance #81 - Enforcement section. Commissioner Williams made the motion to approve the disconnections list and enforce the rules. Commissioner Allen seconded. Motion unanimously passed. 5 Ayes - 0 Nays.

B. Jamesville Cemetery

Commissioner Cockrell stated this item is remaining on the agenda as a matter in process. Nothing was updated or discussed at this time.

VII. New Business

A. FY 23-24 Budget Ordinance & Finance Officer's Budget Message – Presentation

Finance Officer Cockrell presented board members with the final draft of the proposed FY 23-24 Budget Ordinance & Budget Message. Board members had reviewed each line item in detail at a previous workshop meeting. The current tax rate of \$0.73 per \$100 valuation remains in effect for the upcoming fiscal year, yet a water and sewer rate increase of 5% does take effect July 1, 2023. Cockrell summarized the departmental highlights of the budget message, with the total recommended budget being \$557,935.

In response to F.O. Cockrell stating the board's next step is only officially accepting the proposed budget and not approving it at this time, Commissioner P. Craddock indicated "so move," with a second given by Commissioner Williams who also said that the proposed budget was excellent work by the finance officer. Upon call for the vote, the motion passed unanimously. 5 Ayes – 0 Nays.

With the board's acceptance of the FY 23-24 budget, a copy will be forwarded by May 16 to the NC Local Government Commission for their review and approval.

TOWN OF JAMESVILLE
1211 WATER STREET
P.O. BOX 215
JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
Fax: (252)799-4313

Finance Officer's Budget Message Fiscal Year 2023-2024 – May 8, 2023

May 8, 2023

Mayor Craig Tucker
Board of Commissioners
Town of Jamesville
1211 Water Street
Jamesville, NC 27846

The Honorable Mayor Tucker, Town Board Members and Citizens of Jamesville:

This budget was prepared under the general direction of the Town Board in response to the goals established during budget workshops and in direct response to the needs of our community. The FY

2023-2024 budget continues the current level of services provided for the citizens of Jamesville. This budget is balanced by a \$0.73 tax rate per hundred-dollar valuation.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2023 is \$16,568,968 and an estimated collection rate of 88% was used for real and personal taxes.

The estimated assessed tax valuation for the Town of Jamesville as of January 1, 2023 is \$4,143,421 and an estimated collection rate of 99% was used for motor vehicle taxes.

This budget includes:

- Salary increases of 3% COLA for full and part time employees.
- Operation expenses to continue services to citizens at the current levels.
- Selected adjustments to cover inflation and contractual increases along all line items.
- Water & Sewer rate increase of 5% for FY 2023-2024.

Summary of the 2023-2024 Budget

Budget Overview

After careful consideration the following budget recommendations represents Board goals, departmental input and community needs within the existing tax rate of \$0.73 per \$100 valuation. The total recommended budget is **\$557,935.00**.

Departmental Budget	FY 2023-2024
Cemetery	\$2,000.00
General Government	\$216,235.00
Public Safety/Police	\$4,000.00
Sanitation	\$57,700.00
Transportation	\$33,400.00
Water & Sewer	\$244,600.00
TOTAL	\$557,935.00

The budget recommendation includes a 3% COLA salary increases for full and part time employees.

Departmental Highlights

Cemetery: The proposed budget for Cemetery is **\$2,000**.

General Government: The proposed budget for General Government is **\$216,235**.

Public Safety/Police: The proposed budget for Public Safety/Police is **\$4,000**.

Sanitation: The proposed budget for Sanitation is **\$57,700**.

Transportation: The proposed budget for Transportation is **\$17,900**. This includes recommendations appropriated for patch and pave street repairs from Powell Bill Funds. Also included is street lighting in the amount of **\$15,500**.

Water & Sewer: The proposed budget for Water and Sewer is **\$244,600**. This recommendation is based on a 5% rate increase for the fiscal year.

If you have any questions regarding the budget, please let me know and we will work to answer or make corrections. It was staff's goal to present a budget that was balanced and could be adopted to guide the town during the next fiscal year. The budget presented is a balanced departmental budget.

Respectfully submitted,

Kimberly Cockrell
Town Clerk/Finance Officer
Town of Jamesville, NC

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JAMESVILLE, NORTH CAROLINA 27846
Phone: (252)792-5006
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BUDGET ORDINANCE
FY 2023-2024 – May 8, 2023

BE IT ORDAINED BY the Board of Commissioners of Jamesville, North Carolina, pursuant to General Statute 159-181(c), meeting this 12th day of June 2023 that the following be the budget for FY 2023-2024:

The Finance Officer is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Leases or normal and routine business equipment; (2) Professional or maintenance service agreements; (3) Purchase of apparatus, supplies, materials or equipment; (4) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds and funds from other governmental units for services to be rendered; Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds. Other appropriate Town officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this Town:

General Fund

REVENUES:

Ad Valorem Taxes	\$113,100.00
Tax Penalties & Interest	\$2,600.00
Vehicle Taxes	\$29,700.00
Interest	\$6,100.00
Cemetery	\$6,500.00
Copies & Fax Collections	\$200.00
Sale of Assets	\$4,000.00
Herring Festival	\$32,000.00
Zoning	\$800.00
Appropriated Fund Balance	\$500.00
Privilege License	\$30.00
Powell Bill	\$17,400.00
Recreation	\$5,285.00
Beer & Wine Tax	\$1,900.00
ABC Revenue	\$2,300.00
Local Option Sales Tax	\$67,000.00
Sales Tax Refund	\$600.00
Franchise Taxes	\$23,000.00
Solid Waste Disposal	\$320.00
TOTAL GENERAL FUND REVENUES	<u><u>\$313,335.00</u></u>

EXPENSES

Cemetery	\$2,000.00
General Government	\$216,235.00
Public Safety / Police	\$4,000.00
Sanitation	\$57,700.00
Transportation	\$33,400.00
TOTAL GENERAL FUND EXPENSES	<u><u>\$313,335.00</u></u>

There is hereby levied a tax at the rate of seventy-three cents (\$0.73) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Tax" and "Vehicle Tax" in the General Fund in the revenue section of this ordinance. Martin County, including the Town of Jamesville, went through property revaluation effective January 1, 2018.

This rate is based on a total estimated tax valuation of real property for the purposes of taxation of \$16,568,968 and an estimated collection rate of 88%.

This rate is based on a total estimated tax valuation of motor vehicle for the purposes of taxation of \$4,143,421 and an estimated collection rate of 99%.

Section 2: The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Town’s water and sewer utility for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this Town:

Water & Sewer Fund

REVENUES:

Water & Sewer Charges	\$240,000.00
Interest	\$4,000.00
Sales Tax Refund	\$600.00
TOTAL REVENUES	<u>\$244,600.00</u>

EXPENDITURES:

USDA Debt	
Service/Contingency Fund	\$4,574.00
Insurance	\$9,800.00
Miscellaneous	\$6,431.00
Office Expense	\$8,600.00
Permits and Fees	\$4,100.00
Professional Fees	\$9,400.00
Salaries and Benefits	\$116,210.00
Salt	\$7,000.00
Sludge Removal	\$900.00
Supplies, materials & repairs	\$44,920.00
Utilities	\$17,965.00
Water & Sewer Analysis	\$14,700.00
TOTAL EXPENDITURES	<u>\$244,600.00</u>

Section 3: There is hereby established, for the Fiscal Year 2023-2024, Salary increases consist of a 3% COLA for full and part time employees. The increases shall be available beginning with the first payroll on July 7, 2023.

Copies of this Budget Ordinance shall be furnished to the Governing Board and to the Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 12th day of June, 2023.

Craig Tucker - Mayor

Kimberly Cockrell – Town Clerk/Finance Officer

B. FY 23-24 Budget Public Hearing – June 12, 2023

Commissioner Cockrell moved to hold a public hearing for the FY 23-24 budget on June 12, 2023. Commissioner R. Craddock seconded. Vote was unanimous. 5 Ayes - 0 Nays.

TOWN OF JAMESVILLE
NOTICE OF PUBLIC HEARING
 Proposed 2023-2024 Fiscal Budget

The Town of Jamesville will hold a Public Hearing as required by N.C.G.S. 159-12 to receive public comment on the proposed budget for FY 2023-2024. The public hearing will be held at 7:00pm, June 12, 2023 in the Town Hall Meeting Room, 1211 Water Street, Jamesville, NC. The proposed budget has been submitted to the Jamesville Board of Commissioners and is available for Public Inspection weekdays during regular business hours of Monday - Thursday 8:00am – 3:00pm (closed for lunch 1pm - 2pm) at the Jamesville Town Hall, 1211 Water Street, Jamesville, NC. All interested citizens will have the opportunity to give comments at this hearing.

Kimberly Cockrell
Town Clerk

C. Water/Sewer Ordinance Amendment to Raise Water & Sewer Rates for FY 23-24

Upon stating the board has to do such, Commissioner Williams moved to increase the water and sewer rates, effective July 1, 2023. A second was given by Commissioner R. Craddock. Vote was unanimous. 5 Ayes - 0 Nays.

Town of Jamesville

PO BOX 215
 JAMESVILLE, NORTH CAROLINA 27846
 PHONE (252) 792-5006 FAX (252) 799-4313
Jamesville@embarqmail.com

AMENDMENT TO ORDINANCE #81

The rates for water and sewer usage will have an increase of 5% across the board for flat rate and per 1,000 gallons used effective July 1, 2023. The new rates on July 1, 2023 will be \$43.32 (Water \$20.72 / Sewer \$22.60) for a flat fee. The new rate for per 1,000 gallons will be \$14.62 (Water \$6.88 / Sewer \$7.74).

Motion made on May 8, 2023 by Commissioner Preston Craddock to accept the above amendment as part of the FY 2023-2024 Budget. Commissioner Willis Williams seconded. Motion passed. 5 Ayes / 0 Nays.

_____ Mayor _____ Date
 Craig Tucker
 Attested by: _____ Town Clerk _____ Date

D. FY 22-23 Audit Contract – Rebekah Barr, CPA

Upon Finance Officer Cockrell noting that the auditor’s fee of \$14,000 for the current fiscal year remains the same as the previous fiscal year’s fee, Commissioner P. Craddock indicated “so move” to approve. Commissioner Williams seconded. Vote was unanimous. 5 Ayes - 0 Nays.

E. Elected Official Out-of-Town Meeting Compensation

With recognizing that more and more out-of-town governmental meetings are being scheduled which require representation by the Town of Jamesville, Commissioner R. Craddock brought forward discussion proposing that board members be compensated for their attendance at the extra meetings, particularly for meetings lasting all day. There are local municipalities that pay for the additional meetings outside of regular board meetings. A general consensus agreed to give consideration to additional compensation, though mindful of how the upcoming fiscal year budget could be impacted.

Comments recognized the upcoming workshop meeting will be addressing many things the board needs to move forward on that have been delayed for some time, as well as future meetings need to address necessary policies concerning the grant projects soon to start. Commissioner P. Craddock suggested a feasibility study to analyze meetings that have been attended and projected meetings in order to determine a pro rated or maximum fee for a compensation scale. A meeting that lasts two or three hours is one thing, R. Craddock offered, but those meetings which go on all day is a different matter and it is right to compensate that board member for their time when all board members are not having to do the same. R. Craddock reiterated that she brings this consideration forward due to the ever increasing required meeting attendance. In lieu of a feasibility study, Commissioner Williams suggested that information be gathered from local townships which can be reviewed and upon which rationale could support any decision made.

After discussion regarding schedules, Commissioner Allen moved to have a workshop on May 25, Thursday, at 6:00 p.m. A second was given by Commissioner P. Craddock. Upon call for the vote, the motion carried unanimously. 5 Ayes - 0 Nays.

F. Bennie Moore Septic Invoice – Transfer Sludge @ WWTP

Finance Officer Cockrell presented an invoice for the sludge transfer, a cost of \$1,875. Commissioner Williams moved to accept the invoice, with a second by Commissioner Cockrell. Upon call for the vote, the motion carried unanimously. 5 Ayes – 0 Nays.

VIII. Closed Session – Pursuant to NCGS §143-318.11(a)(6) Personnel

No closed session was held.

IX. Board Comments

Speak Up Reach Out. Information was provided to board members concerning the Speak Up Reach Out seminar to be held June 15 in Williamston, which is being hosted by Mid-East Commission Area Agency on Aging. The subject matter will deal with types of elder abuse, prevention, and how to help those who may be suffering from abuse. Commissioner P. Craddock noted that Governor Cooper has proclaimed May as Older Americans Month.

Uplift Program. An Uplift informational meeting will be held Tuesday, May 16, 10:00 a.m. until 4:00 p.m., at the Martin County Arts Council. Several board members have registered to attend. The Town of Jamesville hopes to benefit by the programs to be offered, particularly with regard to event planning.

X. Adjourn

Commissioner Allen moved to adjourn at 8:39 p.m., with a second by Commissioner R. Craddock.
The motion unanimously passed. 5 Ayes – 0 Nays.

Respectfully submitted by:
Kimberly Cockrell,
Town Clerk/Finance Officer