

**REGULAR MEETING**  
**May 21, 2018**

**A REGULAR SCHEDULED COUNCIL MEETING** of the Mayor and Council of the Borough of Carlstadt was held in the Council Chambers of the Borough Hall, 500 Madison Street, Carlstadt, New Jersey on Monday, May 21, 2018 at 7:00 P.M.

Mayor Craig Lahullier asked Claire Foy, Borough Clerk to call the roll: Mayor Craig Lahullier, Councilmen Robert Zimmermann, David Stoltz, Richard Bartlett, James Lenoy and Joseph Emerson were present. Councilman William Roseman arrived at 7:30 P.M.

Mayor Lahullier led all present in the Pledge of Allegiance to the Flag.

Mayor Lahullier – This meeting has been called pursuant to the Open Public Meetings Law and in accordance with Section 5 of the Open Public Meetings Act, adequate notice of this meeting having been provided in the annual notice schedule which contained the time, date and location of the meeting, copies of which were sent and advertised in the following official newspapers of Carlstadt: The Record on January 6, 2018 and the Herald News on January 6, 2018 a copy of which is on the Bulletin Board in the Borough Hall and a copy on file in the office of the Borough Clerk.

**READING OF MINUTES:**

Mayor Lahullier entertained a motion to accept the minutes of 4/5/18 Caucus Meeting, 4/12/18 Finance Meeting and 4/16/18 Council Meeting (Open and Closed Sessions).

On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

**CORRESPONDENCE:**

A letter was received from the Carlstadt Fire Department Board of Officers accepting the resignations of John Liguori of Bergen Engine Company One and Scott Berry of Engine Company Two. Councilman Bartlett made a motion to accept the resignations with regrets, seconded by Zimmermann, unanimous on call of roll of those present. A letter was received regarding the Memorial Day Parade that it will be held on Monday, May 28, 2018 at 9:00 A.M. starting at the American Legion on Third Street. Also a letter was received from Laurie Carty, Carlstadt Girl Scouts Manager requesting the use of the Washington Street Park for their Annual End of the Year Get Together & Registration Drive on June 10, 2018 from 2:00 P.M to 6:00 P.M.

Mayor Lahullier entertained a motion to approve the request from the Girl Scouts. On motion by Lenoy, seconded by Zimmermann, unanimous on call of roll of those present.

**REPORT OF THE MAYOR:**

No report.

**SPECIAL REPORTS:**

The Construction Official's report was read for the month of April. This report will be filed.

The Borough Clerk's report was read for the month of April. This report will be filed.

The Tax Collector's report was read for the month of April. This report will be filed.

The Court Administrator's report was read for the month of April. This report will be filed.

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**STANDING COMMITTEES:**

**FIINANCE** – Councilman Emerson said we have resolutions

**CONSENT AGENDA  
RESOLUTION NO. 2018-148**

**BE IT RESOLVED**, by the Mayor and Council that the proper Borough Officials are hereby authorized and directed to make the following disbursements:

Carlstadt Board of Education	\$	878,986.75
Regional Board of Education		608,944.59
Carlstadt Veteran’s Fund		4,200.00

**RESOLUTION NO. 2018-149**

**BE IT RESOLVED** by the Mayor and Council that the following payments made by the Chief Financial Officer from Valley National Bank during the month of April 2018 be ratified:

<u>Date</u>	<u>Ck #</u>	<u>Account</u>	<u>Payee</u>	<u>Amount</u>
4/20/18	501483	Current	Suez Water	\$ 38.95
4/20/18	501484	Current	Verizon	210.11
4/24/18	501485	Current	Lowe’s	1,353.84
4/24/18	501486	Current	Comcast	425.11
4/24/18	501487	Current	US Postal Service	1,300.00
4/25/18	501488	Current	Payroll	326,623.90
4/25/18	501489	Current	Library Payroll	18,912.56

**RESOLUTION NO. 2018-150**

**A RESOLUTION TO AFFIRM THE BOROUGH OF CARLSTADT’S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS**

**WHEREAS**, it is the policy of the Borough of Carlstadt to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act, and

**WHEREAS**, the governing body of the Borough of Carlstadt has determined that certain procedures need to be established to accomplish this policy.

**NOW, THEREFORE BE IT ADOPTED** by the Mayor and Council of the Borough of Carlstadt that:

**Section 1:** No official, employee, appointee or volunteer of the Borough of Carlstadt by whatever title known, or any entity that is in any way a part of the Borough of Carlstadt shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of the Borough's business or using the facilities or property of the Borough of Carlstadt.

**Section 2:** The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from the Borough of Carlstadt to provide services that otherwise could be performed by the Borough.

**Section 3:** Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

**Section 4:** The Mayor, as Chief Executive Officer, shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

**Section 5:** No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

**Section 6:** The Mayor shall establish written procedures that require all officials, employees, appointees and volunteers of the Borough as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

**Section 7:** The Mayor shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

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**Section 8:** At least annually, the Mayor shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within the Borough. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Borough's web site.

**Section 9:** This resolution shall take effect immediately.

**Section 10:** A copy of this resolution shall be published in the official newspaper of the Borough of Carlstadt in order for the public to be made aware of this policy and the Borough's commitment to the implementation and enforcement of this policy.

**RESOLUTION NO. 2018-151**

**WHEREAS**, notification was received that the following handicapped parking space is no longer needed and should be removed from this location:

1. 320 Broad Street

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the Borough Clerk notify the DPW to remove the above mentioned handicapped parking space and that the Police Chief remove same from the certified list of handicapped parking spaces.

**RESOLUTION NO. 2018-152**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the following bills for the NJEDA Project 40029 – Carlstadt Road and Storm Drainage Improvements having been approved by the Finance Committee are approved herewith for payment by the NJEDA:

Neglia Engineering Associates	\$	5,716.92
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**RESOLUTION NO. 2018-153**

**WHEREAS**, Pegasus Transport Service, Inc. has made application to the Borough of Carlstadt for the renewal of seven (7) limousine licenses; and

**WHEREAS**, the renewal application has been filed together with the requisite fee, and proof of insurance and Power of Attorney as required under N.J.S.A. 48:16-14 and 16 and vehicle and driver information as required by the ordinance to the satisfaction of the Borough Clerk.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt, County of Bergen, State of New Jersey that the application of Pegasus Transport Service, Inc. to renew seven (7) limousine licenses at 463 Barell Avenue, Carlstadt, NJ 07072 be and hereby is approved for Vin #45507, #44533, #22113, #22115, #22114, #22118 and #04472.

**AND, BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized and directed to issue the renewal of the seven (7) limousine licenses at the above referenced location for the period of one year, commencing May 22, 2018 and ending on May 22, 2019 and a Certificate of Compliance with the requirements of N.J.S.A. 48:16-14 and 16, through the period indicated on the proof of insurance as submitted with the application.

**RESOLUTION NO. 2018-154**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that permission is granted to the following for the use of facilities on the specified date:

**Borough Hall Lobby**

1. Football and Cheering – Monday, May 14, 2018 at 5:30 P.M. for sign-ups.
2. Carlstadt Soccer League – Wednesdays, May 16 and 23, 2018 and June 6 and 27, 2018 from 6:00 P.M. to 8:00 P.M. for registrations.

**RESOLUTION NO. 2018-155**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the Carlstadt Firefighters Foundation, Inc. be granted permission to hold a raffle on Thursday, December 6, 2018 at 8:00 P.M. at the Carlstadt Borough Hall, 500 Madison Street, Carlstadt, NJ 07072 for which the application, fee and findings and determination sheet shall be forwarded to the Legalized Games of Chance Control Commission.

Mayor Lahullier entertained a motion approve the Consent Agenda Resolutions. On motion by Zimmermann, seconded by Emerson, unanimous on call of roll of those present.

**POLICE/OEM** – Mayor Lahullier read his report for the month of April. This report will be filed.

**FIRE/WATER/AMBULANCE** – Councilman Bartlett read his reports for the month of April. These reports will be filed.

**PUBLIC WORKS/PUBLIC PROPRTY** – Councilman Stoltz read his report for the month of April. This report will be filed.

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**PLANNING** – Councilman Lenoy read his report for the month of April. This report will be filed.

**ZONING** – In the absence of Councilman Roseman, Councilman Bartlett read the report for the month of April. This report will be filed.

**PUBLIC HEALTH** – Councilman Bartlett reported progress.

**RECREATION** – Councilman Emerson read his report for the month of April. This report will be filed.

**BOROUGH EQUIPMENT** – Councilman Zimmermann read his report for the month of April. This report will be filed.

**RECYCLING** – Councilman Stoltz read his report for the month of April. This report will be filed.

**PROJECTS** – Councilman Zimmermann read his report for the month of April. This report will be filed.

**HUMAN RESOURCES** – Mayor Lahullier mentioned they will be conducting interviews for part-time police dispatchers after the conclusion of the meeting.

**READING OF BILLS:**

**RESOLUTION NO. 2018-156**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Carlstadt that the following bills having been approved by the Finance Committee are approved herewith for payment:

	<u><b>CAPITAL ACCOUNT</b></u>	
Motorola Solutions Inc.	\$	30,920.00
East Coast Emergency Lighting		8,223.98
Office Business Systems Inc.		3,137.00
Neglia Engineering Associates		692.50
Smith-Sondy		31,645.00
Direct Fence		4,020.00
Downes Tree Service Co. Inc.		37,775.00
Riedel Sign Co.		1,800.00
Perennial Services		2,900.00
Wildcat Enterprises, LLC		20,097.84
	<u><b>TRUST ACCOUNT</b></u>	
Neglia Engineering Associates		535.25
Treasurer State of New Jersey		225.00

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Valley National Bank	1,968.75
Atlantic Uniforms Co.	848.10
Kimberly Koziel	45.00
Walter M. Slomienski Jr. Esq.	2,221.25
Hi-Viz Safety Wear, LLC	3,247.30
Current Account	1,069.30

**DOG WARDEN TRUST**

Tyco Animal Control Services	791.66
N.J. Dept. of Health & Senior Services	51.00

**CURRENT ACCOUNT**

ACTION RUBBER & INDUSTRIAL	315.39
AGGRESSIVE ENERGY LLC	1,788.76
A&K EQUIPMENT CO.	1,461.96
ALL INDUSTRIAL-SAFETY PRODUCTS	600.38
ALL AMERICAN COLLISION CENTER	7,017.77
AMERICAN PAPER & SUPPLY	1,207.06
A.N.D. SERVICE	841.95
ARAMARK UNIFORM SERVICES	301.64
ARROW ELEVATOR INC.	195.00
ATLANTIC COAST FIBERS	283.86
ATLANTIC TACTICAL OF NJ INC	4,413.20
BALCO INDUSTRIES	170.00
BELLAQUA INC.	182.00
BERGEN MUNICIPAL EMPLOYEE	18,017.00
BERGEN COUNTY UTILITIES AUTHORITY	217,467.00
BERGEN COUNTY HARLEY-DAVIDSON	75.45
BEVERLY FAIST	72.00
BEYER BROTHERS CORP.	2,542.78
BILL O'SHEA'S	529.70
BIOCHEM SUPPLY LLC	195.00
BMW MOTORCYCLE OF HASBROUCK	11.99
BOROUGH OF RUTHERFORD	8,146.04
BRAEN STONE INDUSTRIES INC.	90.33
CAPITAL ACCOUNT	20,097.84
CARLSTADT FIRE DEPARTMENT	200.00
CARLSTADT PUBLIC SCHOOL	18.00
CARLSTADT PUBLIC SCHOOL	25.00
CARTRIDGE WORLD MDLS	105.98
CARLSTADT BOARD OF EDUCATION	878,986.75
C&C TIRE	1,680.00

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OCCUPATION MEDICAL CORPORATE	460.00
CHASEN, LAMPARELLO, MALLON	10,251.37
CHEEMA OIL CORPORATION	251.90
CHEM-TEC	448.00
CHOCOLATE DREAMS	262.00
CHRISTOPHER GARVIN ESQ.	600.00
CHRISTOPHER HASCH	225.00
CLARKE CATON HINTZ	156.83
CLEAN AIR COMPANY	334.00
CLIFFSIDE BODY CORP	1,420.75
COMCAST	33.21
COMFORTABLE SOLUTION	1,818.80
COPYTEXT I LLC	366.00
CORNER TO CORNER	1,226.01
CREATIVE PRODUCT SOURCE INC	609.53
DAVID F. CORRIGAN	150.00
DENISE KIMAK	187.10
DENISE OEHLMANN	180.00
DIRECT ENERGY BUSINESS	1,722.73
DOG WARDEN TRUST ACCOUNT	5,000.00
DOSCH KING CO INC	1,036.00
DR. ROBERT PURNELL	425.00
EAGLE EQUIPMENT INC.	412.75
EAST RUTHERFORD ROOFING	350.00
EDMUNDS & ASSOCIATES INC	350.00
ENFORSYS FIRE SYSTEM INC DBA	336.00
ENVIRONMENTAL RENEWAL LLC	4,628.00
THE CHOI LAW GROUP LLC	5,605.11
FAIL SAFE FIRE HOSE TESTING	3,346.20
FEDERAL SAFETY COMPLIANCE	298.50
FELDMAN BROTHERS ELECTRICAL	265.65
FIN'S MARINE	603.67
FIRST PRESBYTERIAN CHURCH	450.00
FIRE & SAFETY SERVICES	193.11
FUN-GHOUL COSTUME CO.	160.00
GABRIELLI KENWORTH	662.31
GARBARINI & CO.	14,528.75
GARDEN STATE HWY PRODUCTS	1,208.00
GATES FLAGS AND BANNER	565.40
GRAINGER	509.62
GUARDIAN TRACKING LLC	947.00
HACKENSACK MEADOWLANDS	6,000.00

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HARRIS UNIFORMS	2,115.40
HENDRICKS APPRAISAL CO. LLC	3,500.00
HOMETOWN AUTO PARTS	822.49
HUDSON TIRE EXCHANGE	1,210.20
I.D.A.	69,831.56
IMPRESSIVE PRINTING	193.70
INTERGLOBE COMMUNICATIONS INC.	3,514.04
INTERSTATE WASTE SERVICES INC.	17,267.60
JANET HIGGINS	564.25
JCM ASSOCIATES LLC	949.92
J&J ENTERPRISES	70.00
JOHNNY ON THE SPOT INC	245.80
JOSEPH R. DONAHUE LLC	4,012.50
KIPP & ALLEN LLP	4,709.50
KUIKEN BROTHERS COMPANY	329.86
LANGUAGE LINE SERVICE	33.80
LEXISNEXIS MATTHEW BENDER	223.74
LEXISNEXIS RISK SOLUTIONS	93.50
LOTS OF CLEAN	185.18
LOWE'S BUSINESS ACCT/GEMB	610.55
MARIO'S LOCKSMITH	172.75
MARK MUSSELLA ESQ.	200.00
MASTER PIZZA	113.18
MATERA'S NURSERY	634.00
MCNERNEY & ASSOCIATE	2,650.00
MEADOWLANDS HARDWARE	1,207.20
MEADOWLANDS AREA YMCA	742.50
MERCHANTS ALARM SYSTEMS	135.00
MGL PRINTING SOLUTIONS	426.00
MID BERGEN REG. COMMISSION	6,731.00
MSI TECHNOLOGIES LLC	3,638.85
NARITA MARAJ LLC	1,718.91
NASSOR ELECTRICAL SUPPLY	89.60
NEGLIA ENGINEERING ASSOCIATES	3,277.41
NEXTEL COMMUNICATIONS	98.11
NFPA	1,345.50
NJ FIRE EQUIPMENT CO	2,887.59
NJ STATE LEAGUE OF MUNICIPALITIES	470.00
NORTH JERSEY MEDIA GROUP INC.	1,599.60
NORTHEAST SWEEPERS & RENTALS	270.68
P&A AUTO PARTS	87.21
PAC TOOL & SUPPLY CO	111.43

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PASSAIC COUNTY POLICE ACADEMY	125.00
PASQUALE & DELEASA LLC	1,385.00
PAYROLL ACCOUNT	1,215.78
PENGUIN MANAGEMENT INC.	1,074.00
PERENNIAL SERVICES LLC	2,456.40
PIA	20,789.00
PRESTI, ROSARIO JR., ESQ.	1,674.32
QUALITY AUTO GLASS INC.	395.00
RAH FLOORING INSTALLATION	55.73
RAINBOW CLEANERS	80.00
RCM CEBERIO LLC	5,700.00
RE-TRON TECHNOLOGIES INC.	405.91
REDICARE LLC	116.80
REGIONAL BOARD OF EDUCATION	608,944.59
RIDGEHURST AUTO PARTS	36.18
RIEDEL SIGN CO. INC.	340.00
RISPOLI PASTRY SHOP	52.00
ROBERT T. REGAN, ESQ.	177.60
R.R. DONNELLEY	147.00
ENER-G RUDOX INC	682.79
SANITATION EQUIP. CORP.	3,054.94
SCHUMACHER CHEVROLET	1,199.93
SHARON DUNN	63.00
SHERWIN WILLIAMS, INC.	342.92
SIRCHIE FINGERPRINT LAB	1,076.75
SPRINKLER SURGEON LLC	725.00
STAN'S SPORT CENTER	4,106.85
QUALITY AUTO MALL	2,928.56
STAPLES BUSINESS ADVANTAGE	3,736.67
SWIFTREACH NETWORKS	1,500.00
CHILDREN AID & FAMILY SERVICE	3,000.00
THE TERRE CO.	1,000.77
THE RADIATOR STORE INC	250.00
THE GIDEON GROUP LLC	600.00
TILCON NEW YORK INC	184.77
T&R ALARM SYSTEMS INC.	270.00
TREASURER STATE OF NEW JERSEY	206.00
TRIOUS INC	190.00
SUEZ WATER NEW JERSEY	733.21
VALLEY NATIONAL BANK	504.25
ADPP ENTERPRISES INC.	421.06
VERIZON	210.11

V.E.RALPH & SON	323.04
WATCHGUARD VIDEO	92.00
921-PRAXAIR DIST MID-ATLANTIC	137.06
WEST PAYMENT CENTER	221.80
WILDCATS TRACK BOOSTER CLUB	500.00
PSE&G	1,340.57
MEDICAL BENEFITS ACCT	278,000.00
VERIZON	905.73
VERIZON WIRELESS	1,324.73
VERIZON	19.99
VAUDETTE SOUTHWOOD	177.32
CARLSTADT VETERANS FUND	4,200.00
PAYROLL ACCOUNT	18,982.37
PAYROLL ACCOUNT	380,344.45
TCTANJ	310.00
SUEZ WATER NEW JERSEY	10,653.44
PSE&G	18,170.80
PAYROLL ACCOUNT	541.62

**TOTAL** \$2,763,117.05

**TOTAL BILLS FOR THE MONTH** \$2,915,330.98

The Chief Financial Officer certified there are sufficient funds available for payment of the aforementioned bills.

On motion by Zimmermann, seconded by Bartlett, unanimous on call of roll of those present.

**UNFINISHED BUSINESS:**

None.

Mayor Lahullier entertained a motion to open the hearing of citizens. On motion by Zimmermann, seconded by Lenoy, unanimous on call of roll of those present.

**HEARING OF CITIZENS:**

**Joan Blandine, 153 Carlyle Court** – she mentioned to the Mayor and Council the noise from the trailers and generators and spot lights that were parked by Sun Chemical during the time the town carnival was operating were very loud and scary and she asked for them not to be again behind her backyard. Mayor Lahullier said they will be discussing a new place for those trailers for the next carnival. Councilman Emerson also said he was not happy with the set-up and he will make sure those trailers won't be parking there again.

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**John Brislin, 440 Orchard Street** – he asked the Mayor and Council about the status of the Ganes property and the nuisance around the property with overgrowth of weeds and piles of rocks all over the place. Mayor Lahullier said he will have the Zoning Department keep on top of the property maintenance.

**Marlene Cunningham, 458 Summit Avenue** – she asked the Mayor and Council if the overnight parking ordinance can be changed or amended for commercial trucks in a residential neighborhood. Mayor Lahullier replied we will review the town ordinance on commercial vehicles.

**Linda Schmid, 515 Division Avenue** – she asked the Mayor and Council if the curbs yellow marking on Monroe Street and Division Avenue can be changed to prohibit residents from parking too close to the intersection for visibility purposes so accidents can be prevented at the intersection. Mayor Lahullier asked Ms. Schmid for her suggestion letter so he can submit it to the Police Chief for his review. Councilman Bartlett added that LED stop signs will be installed very soon.

Mayor Lahullier entertained a motion to close the hearing of citizens. On motion by Zimmermann, seconded by Bartlett, unanimous on call of roll.

**CONSIDERATION OF ORDINANCES:**

None

**MISCELLANEOUS AND NEW BUSINESS:**

None.

**EXECUTIVE SESSION MEETING ACT  
RECESS INTO CLOSED SESSION**

**WHEREAS**, it is necessary for the Governing Body of the Borough of Carlstadt to conduct an executive session closed to the public in order to discuss one or more of the following subjects: personnel

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Carlstadt, hereby moves to go into executive session in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et. Seq. for the purpose of discussing one or more of the following subjects: personnel

**AND, BE IT FURTHER RESOLVED** that the public will be informed either later this evening after reconvening the public meeting or at a future public meeting said date is not predictable at the present time.

**AND, BE IT FURTHER RESOLVED** that the matters discussed in and minutes of the closed session shall be disclosed to the public when the reason for confidentiality no longer exists.

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Mayor Lahullier entertained a motion to go into closed session at 7:45 P.M. On motion by Emerson, seconded by Bartlett, unanimous on call of roll.

The meeting went back into open session at 8:55 P.M. with the following members in attendance: Mayor Lahullier, Councilmen Zimmermann, Stoltz, Bartlett, Lenoy, Emerson and Roseman.

Mayor Lahullier entertained a motion to adjourn the meeting at 9:00 P.M. On motion by Emerson, seconded by Bartlett, the meeting was unanimously adjourned.

APPROVED: \_\_\_\_\_  
CRAIG LAHULLIER, MAYOR

ATTEST: \_\_\_\_\_  
CLAIRE FOY, BOROUGH CLERK