

TOWNSHIP COMMITTEE MEETING
JANUARY 3, 2006

The re-organization meeting of the Township Committee of the Township of Cranbury was held at 7:00 p.m. in the Town Hall Meeting Room. Answering present to the roll call were: Township Committee members: Thomas Panconi, Jr., Richard Stannard, David Stout, Pari Stave and Wayne Wittman. Also present was: Trishka Waterbury, Esquire, Thomas C. Witt, Administrator and Kathleen R. Cunningham, Clerk. Mr. Witt led in the salute to the flag and Ms. Cunningham gave the following Open Public Meetings Act statement:

In accordance with Section 5 of the Open Public Meetings Act, it is hereby announced and shall be entered into the minutes of this meeting that adequate notice of this meeting has been provided:

1. Posted on December 7, 2005 on the Bulletin Board of the Municipal Office at 23-A North Main Street, Cranbury, New Jersey and remains posted at that location.
2. Communicated to the Cranbury Press, Home News Tribune and Trenton Times on December 7, 2005.
3. Was filed on December 7, 2005 with a Deputy Municipal Clerk at the Cranbury Municipal Office, 23-A North Main Street, Cranbury, New Jersey and remains on file for public inspection, and
4. Sent to those individuals who have requested personal notice.

Mr. Witt announced the presence of Assemblywoman Linda Greenstein and welcomed her.

The Oath of Office was administered to Township Committee-elect Wayne K. Wittman by William Bunting, Esquire.

Mr. Wittman thanked his family, friends and Township Committee and everyone else who attended the meeting for their support.

Mr. Witt announced the presence of Assemblyman Bill Baroni and welcomed him.

Ms. Cunningham, Clerk, called the Roll. All five members were present.

Election of Mayor

Mr. Witt, Township Administrator, asked for nominations for the Office of Mayor: Ms. Stave nominated Thomas F. Panconi, Jr. with Mr. Wittman seconding the motion. The Clerk called the roll:

Ayes:	(Stannard	Absent: (None
	(Stave	
	(Stout	
	(Wittman	
		Abstain: (Panconi

Nays: (None

The Oath of Office for Mayor was administered to Mr. Panconi by Assemblywoman Linda Greenstein.

Mayor Panconi said a few words, stating he was very excited as Mayor and surrounded by a wonderful team of people working at the Township. Mayor Panconi also mentioned he looked forward to working on the budget with the help of the C.F.O, Ms. Denise Marabello and also Mayor Panconi (Continued)

mentioned one of the items planned for 2006 would be the revaluation, headed by Mr. Steve Benner, the Tax Assessor. Mayor Panconi also indicated the Township would be moving forward with its initiative, "The Cranbury Crawl", which had been getting "rave" reviews by its residents and others. Mayor Panconi also stated individuals should sign up on the new web site to get e-mail updates. Mayor Panconi stated the soil remediation had begun on the baseball field on the Wright South parcel and once it was complete, the Township would be moving forward on the project. Mayor Panconi ended by thanking everyone for putting their trust in him and stated he was sure everyone would work very well together in 2006.

Appointment of Planning Board Class I Member

Mayor Panconi announced he was appointing Mr. Stannard as his Class I designee to the Planning Board.

Election of Planning Board Class III Member

Ms. Stave nominated Mr. Stout to the Planning Board, Class III Member. The nomination was seconded by Mr. Stannard:

Ayes: (Panconi	Abstain: (Stout
(Stannard	Absent: (None
(Stave	
(Wittman	

Nays: (None

Resolution

On motion offered by Ms. Stave, seconded by Mr. Stout, the following Resolution was adopted by vote:

Ayes: (Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	
(Stout	
(Wittman	

Nays: (None

Cranbury Township Resolution # R 01-05-001

WHEREAS, it is necessary to make the following appointments,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the following individuals are appointed to the positions and terms noted effective January 3, 2006:

TOWNSHIP COMMITTEE APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>TERM ENDING</u>
Richard Preiss Planner	Township 12/31/06	

Trishka Waterbury, Esquire	Township Attorney	12/31/06
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Cranbury Township Resolution # 01-06-001
(Continued)

TOWNSHIP COMMITTEE APPOINTMENTS
(Continued)

Edward M. Konin, Esquire	Board of Health Attorney	12/31/06
John J. Maley, Jr., C.P.A.	Auditor	12/31/06
McManimon & Scotland	Bond Counsel	12/31/06
Michael Lupovici	Township Physician	12/31/06
Michael E. Young, D.V.M.	Township Veterinarian	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
TBD	Arts Review Committee	12/31/06
Betty Wagner	Cultural & Heritage Committee & Township Historian	12/31/06
George Arpajian	Clock Winding Committee	12/31/06
Gerald Chick	Clock Winding Committee	12/31/06
Richard Kallan	Clock Winding Committee	12/31/06
William Kanawyer	Clock Winding Committee	12/31/06
Sara Kleinman	Clock Winding Committee	12/31/06
Timothy Norland	Clock Winding Committee	12/31/06
Robert O'Meara	Clock Winding Committee	12/31/06
Anita O'Meara	Clock Winding Committee	12/31/06
Robert Rogers	Clock Winding Committee	12/31/06
Craig Steir	Clock Winding Committee	12/31/06
Donna Steir	Clock Winding Committee	12/31/06
Paul Venanzi	Clock Winding Committee	12/31/06
Dr. John Coumbis	Board of Health	12/31/08
John Jackson	Board of Health	12/31/08
Angela Cook	Board of Health	12/31/06
Bobbie Marlowe	, Class C Historic Preservation Advisory Committee	12/31/09
TBD	Historic Preservation Advisory Committee	12/31/09
Thomas C. Witt	Housing & Community Dev. Committee	12/31/06
Kathleen Wasson	Housing & Community Dev. Committee	12/31/06
Adam Hawes, Alt.	Parks Commission	12/31/06
William Schraudenbach	Parks Commission	12/31/06

Christine Parker, Alt.	Parks Commission	12/31/06
Joan Smith	Parks Commission	12/31/06
Norma Swale	Parks Commission	12/31/06
Susan Teeter	Parks Commission	12/31/06

Cranbury Township Resolution # R 01-06-001
(Continued)

TOWNSHIP COMMITTEE APPOINTMENTS (Continued)

<u>NAME</u>	<u>POSITION</u>	<u>TERM ENDING</u>
Alain Herbert, 1st Alt.	Zoning Board of Adjustment	12/31/07
Donald Patterson	Zoning Board of Adjustment	12/31/09
Dale Smith	Zoning Board of Adjustment	12/31/09

MAYORAL APPOINTMENTS

Eugene Buckley	Board of Recreation Commissioners	12/31/09
Edith Dlugokencki	Board of Recreation Commissioners	12/31/09
Keith Lindberg, 1 st Alt.	Board of Recreation Commissioners	12/31/08
Robert O'Meara	Board of Recreation Commissioners	12/31/06
Tom Patterson	Environmental Commission	12/31/08
Barbara Rogers, 2 nd Alt.	Environmental Commission	12/31/07
Leslie May	Human Services Board	12/31/10
Mayor's Rep: Patricia Thomsson	Library Board of Trustees	12/31/06
TBD	Library Board of Trustees	12/31/10
TBD	Planning Board Class II	12/31/06
John Toscano	Shade Tree Commission	12/31/10
Mona Bhatia	Shade Tree Commission	12/31/10

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that this is a true copy of a Resolution, which was adopted on January 3, 2006.

Kathleen R. Cunningham, Clerk

Agenda Additions/Changes

There were no changes to the Agenda.

Resolution

Consent

On motion offered by Ms. Stave, seconded by Mr. Stannard, the following Consent Agenda Resolutions were adopted by vote:

Ayes: (Panconi	Abstain: (None
(Stannard	Absent: (None
(Stave	

(Stout
(Wittman

Nays: (None

Cranbury Township Resolution #R-01-06-002

Township of Cranbury
County of Middlesex

ADOPTING TEMPORARY CAPITAL BUDGET FOR 2006

WHEREAS, the Township of Cranbury desires to constitute the 2006 Temporary Capital Budget of said municipality,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury as follows:

SECTION 1. The 2006 Temporary Capital Budget of the Township of Cranbury is hereby constituted by the adoption of the following schedule:

PROJECTS SCHEDULED FOR 2006

<u>Method of Financing</u>				
<u>Project</u>	<u>Estimated Costs</u>	<u>Capital Improvement Fund</u>	<u>Other Funds</u>	<u>Debt Authorized</u>
Construction of Babe Ruth Field	\$200,000	\$10,000		\$190,000
Liberty Way Road To Bridge	\$655,000	\$32,750		\$622,250

SECTION 2. The Clerk be and is authorized and directed to file a certified copy of this Resolution with the Division of Local Government Services, Department of Community Affairs, State of New Jersey, within three days after adoption of these projects for the 2006 Temporary Capital Budget, to be included in the 2006 Permanent Capital Budget as adopted.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify the foregoing to be a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

CRANBURY TOWNSHIP RESOLUTION #R-01-06-003

WHEREAS, it is necessary to reopen Petty Cash Funds which have been closed at the end of 2005,

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the following Petty Cash Funds be opened:

Clerk's Petty Cash Fund
Recreation Petty Cash Fund
Public Works Petty Cash Fund
Public Assistance Petty Cash Fund
Municipal Alliance Petty Cash Fund

Cranbury Township Resolution # R 01-06-003
(Continued)

CERTIFICATION

I, Kathy R. Cunningham, Clerk of the Township of Cranbury, NJ, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006 .

Kathleen R. Cunningham, Clerk

CRANBURY TOWNSHIP RESOLUTION # R 01-06-004

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

CRANBURY TOWNSHIP CASH MANAGEMENT PLAN

The following items do hereby constitute the cash management plan of the Township of Cranbury:

Deposits and Depositories

All Township depositories must be FDIC insured and show a current certificate of conformance with the New Jersey Government Unit Deposit Protection Act (GUDPA)

The authorized Township Depositories as currently:

PNC Bank
1st Constitution Bank
Bank of America
NJ CLASS

New qualifying depositories may be added to the above list by a resolution of the Township Committee.

Investments

It is desirable to maximize the interest earnings on idle funds of the Township through a safe investment program.

Township funds may be invested in any type of investment approved for municipalities by the State of New Jersey such as:

U.S. Obligations (Treasury Bills, Notes and Bonds)
Certificates of Deposit
Statement Savings Accounts
Bonds or other obligations of counties, municipalities and school districts
New Jersey Cash Management Fund

Those authorized to make investments on behalf of the Township are the Chief Financial Officer, Treasurer and Deputy Treasurer.

CRANBURY TOWNSHIP RESOLUTION # R 01-06-004
(Continued)

Expenditures

The Township follows the purchasing system required by the New Jersey Fiscal Affairs Law.

Current and Capital Funds

Expenditures must first be authorized by a purchase order signed by the Treasurer, Deputy Treasurer or Chief Financial Officer or Purchasing Official. Up certification on a voucher by the department head and vendor that goods or services have been received and the bill is in the correct amount, the bill may be listed for approval by the Township Committee at any meeting. Upon approval of the Township Committee a check with not less than two signatures will be issued for payment of a claim. Those authorized to sign checks are the Mayor, designated members of Township Committee, the Chief Financial Officer, Treasurer and Deputy Treasurer.

Other Funds and Accounts

Payroll account checks which do not require a voucher need only one signature by the Treasurer or Deputy Treasurer.

All inter-fund transfer checks or bank transfers require one signature or one authorization by the Treasurer, Deputy Treasurer or Chief Financial Officer.

Departmental Accounts including:

- All Petty Cash Fund Accounts
- Clerk's Account
- Dog License Account
- Registrar Account
- Construction Official Accounts including the Construction Trust Fund
- Public Assistance Account
- Tax Collector Account
- Sewer Fee Collector Accounts

Expenditures can be made with a check with one signature as noted on the attached list.

Reporting

A monthly report shall be submitted to the governing body by the Treasurer by the 20th of the following month. The report at a minimum shall include the following:

Current, Capital, Affordable Housing Fee and Construction Trust Funds

1. The fund balances on the first and last days of the month, with total non-interest revenues, interest and expenditures for the month noted.
2. A listing of the investments of the funds with the interest rate in effect at the end of the month noted.

All departments are responsible for balancing the department's bank account statements each month by the 20th of the month.

CRANBURY TOWNSHIP RESOLUTION # R 01-06-004
(Continued)

Insurance

The Treasurer, Tax Collector and Sewer Collector and any other employee noted by the Auditor must be bonded in an amount indicated by the auditor

The auditor must list the employees required to be individually bonded and the minimum amount of their bond after each year's audit is completed or no later than July 10th.

All other employees must be insured by an "Employee Dishonesty Blanket Bond"
In the amount of \$25,000 or more.

CERTIFICATION

I, Kathleen R Cunningham, Clerk of the Township of Cranbury, NJ, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R Cunningham, Clerk

Cranbury Township Resolution #R 01-06-005

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

A RESOLUTION AUTHORIZING CHIEF FINANCIAL OFFICER TO PAY REQUIRED BILLS

BE IT RESOLVED by the Township Committee of the Township of Cranbury, County of Middlesex, State of New Jersey, that the Chief Financial Officer is hereby authorized to pay the following required bills prior to the approval of the bill list:

Debt Service, School Taxes, County Taxes, Utilities, Payroll, Cell Phone Payments, Payment to Professionals, insurance Premiums, Reimbursement of Petty Cash, Contracts, Recreation Program Payments and other statutory obligations.

BE IT FURTHER RESOLVED, that this resolution be effective as of January 1, 2006.

CERTIFICATION

I, Kathleen R. Cunningham, Township Clerk of the Township of Cranbury, hereby certify that this is a true copy of a Resolution which was adopted at a regular meeting on January 3, 2006 .

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-006

TOWNSHIP OF CRANBURY
COUNTY OF MIDDLESEX

WHEREAS, it is necessary to designate the official newspapers of the Township of Cranbury, in which meetings and Land Use Development Application notices will be published;

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the following be designated as the official newspapers:

Cranbury Township Resolution # R 01-06-006

(Continued)

The Cranbury Press
The Home News & Tribune
The Trenton Times

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-007

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the attached schedule of meetings with times, dates and locations be authorized for 2006 (See Addendum Page A).

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-008

WHEREAS, it is necessary to authorize an official to file Treatment Works Application Forms, or equivalent forms required by NJDEP, every year,

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that Cathleen Marcelli, Township Engineer be so authorized.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-009

WHEREAS, it is necessary each year to designate a Public Agency Compliance Officer who is charged with ensuring Affirmative Action compliance in public contracts,

NOW THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that Kathleen R. Cunningham, is so designated.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-010

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Township does hereby fix a penalty of 6% to be charged to any tax payer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year; and

BE IT FURTHER RESOLVED, that this policy shall continue, for the entirety of 2006.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-011

WHEREAS, it is advisable to utilize the State Contract awards to procure goods and services at a low price,

NOW THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Cranbury, that the Township departments are authorized to purchase goods and services using the State contract when it appears that these means provide for the least expenses.

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Cranbury Township Resolution # R 01-06-012

WHEREAS, N.J.S.A. 40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2006 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2006 and

WHEREAS, THE TOTAL APPROPRIATIONS IN THE 2005 Budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2005 budget is the sum of \$.

WHEREAS, 26.25% of the total appropriations in the 2005 Budget exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance in said 2005 is the sum of \$.

NOW THEREFORE, BE IT RESOLVED that to constitute the 2006 Temporary Budget the following appropriations be made:

20-100-011	Administrative & Executive - S&W	\$ 43,000.00
20-100-025	Administrative & Executive – OE	\$ 21,300.00
20-110-011	Mayor & Council – S&W	\$ 8,100.00
20-130-011	Finance Administration – S&W	\$ 38,000.00

Cranbury Township Resolution # R 01-06-012
(Continued)

20-130-025	Finance Administration – OE	\$ 6,000.00
20-135-025	Audit – OE	\$ 5,000.00
20-145-011	Tax Collection – S&W	\$ 15,000.00
20-145-025	Tax Collection – OE	\$ 3,600.00
20-150-011	Tax Assessment – S&W	\$ 18,000.00
20-150-025	Tax Assessment – OE	\$ 4,100.00
20-151-025	Tax Map –OE	\$ 4,500.00
20-155-025	Legal – OE	\$ 53,400.00
20-165-025	Engineering – OE	\$ 22,400.00
21-180-011	Planning – S&W	\$ 11,000.00
21-180-025	Planning – OE	\$ 40,800.00
21-185-011	Zoning – S&W	\$ 4,000.00
21-185-025	Zoning – OE	\$ 8,000.00
21-190-025	Affordable Housing – OE	\$ 7,500.00
22-205-011	HPAC – S&W	\$ 2,000.00
22-205-025	HPAC – OE	\$ 3,800.00
23-210-652	Other Insurance – OE	\$ 82,539.00
23-215-651	Workers' Comp – OE	\$ 89,768.00
23-220-650	Group Insurance – OE	\$ 50,000.00
26-315-240	Vehicle Maintenance – OE	\$ 33,300.00
26-315-301	Vehicle Maintenance – OE	\$ 5,500.00
25-240-011	Police – S&W	\$ 422,000.00
25-240-025	Police – OE	\$ 32,000.00
25-252-025	Emergency Management – OE	\$ 1,500.00
25-265-025	Fire – OE	\$ 36,500.00
26-290-011	Roads – S&W	\$ 64,000.00
26-290-025	Roads – OE	\$ 24,500.00
26-295-025	Shade Tree – OE	\$ 5,900.00
26-305-025	Garbage & Trash – OE	\$ 900.00
26-306-011	Recycling – S&W	\$ 16,000.00
26-306-025	Recycling – OE	\$ 3,000.00
26-310-011	Buildings & Grounds – S&W	\$ 11,500.00
26-310-025	Buildings & Grounds –OE	\$ 28,200.00
27-330-011	Health – S&W	\$ 1,000.00
27-330-025	Health – OE	\$ 1,200.00
27-335-025	Environmental Commission – S&W	\$ 500.00
27-340-011	Animal Control – S&W	\$ 3,000.00
27-340-025	Animal Control – OE	\$ 1,200.00
27-345-011	Social Services – S&W	\$ 2,500.00
28-370-011	Board of Recreation – S&W	\$ 3,500.00
28-370-025	Board of Recreation – OE	\$ 8,500.00
28-375-011	Parks – S&W	\$ 21,000.00
28-375-025	Parks – OE	\$ 16,200.00
29-390-011	Library – S&W	\$ 52,000.00
29-390-025	Library – OE	\$ 49,300.00
31-430-025	Electric – OE	\$ 15,500.00
31-439-240	Electric – Police	\$ 11,250.00
31-435-025	Street Lighting – OE	\$ 17,500.00
31-440-100	Telephone –Admin.	\$ 500.00
31-440-240	Telephone – Police	\$ 2,392.67
31-440-310	Telephone – Public Buildings	\$ 8,300.00

Cranbury Township Resolution # R 01-06-012
(Continued)

31-446-025	Gas – OE	\$ 8,500.00
31-446-240	Gas – Police	\$ 7,000.00
31-445-011	Sewer – S&W	\$ 33,000.00
31-445-025	Sewer – OE	\$ 87,500.00
31-460-240	Motor Fuel – Police	\$ 19,500.00
31-360-290	Motor Fuel – PW	\$ 14,500.00
36-472-670	Social Security – OE	\$ 43,800.00
41-702-030	Municipal Alliance Grant – S&W	\$ 3,200.00
42-250-025	911 – OE	\$ 26,500.00
42-306-0025	Recycling MCIA – OE	\$ 18,375.00
42-331-025	County Health Contract – OE	\$ 4,500.00
42-455-025	MCUA –OE	\$ 160,000.00
43-490-025	Municipal Court – OE	\$ 45,000.00

2006 Temporary Budget Subtotal \$1,913,324.67

Debt Service:

45-925-026	BAN – Principal	\$ 935.00
45-935-027	Interest on Notes	\$ 215,500.00
45-942-025	EDA Loan Interest	\$ 1,012.50
44-900-025	Capital Improvement Fund	\$ 0.00

2006 Temporary Budget Total \$2,130,772.17

CERTIFICATION

I, Kathleen R. Cunningham, Clerk, hereby certify that the above is a true copy of a Resolution adopted by the Township Committee of the Township of Cranbury at a regular meeting held on January 3, 2006.

Kathleen R. Cunningham, Clerk

Public Comment

The Mayor opened the meeting to public questions and comments on those items not on the agenda. There being none, the Mayor closed the public part of the meeting.

On motion by Ms. Stave, seconded by Mr. Stannard and unanimously carried, the meeting adjourned at 7:15 p.m.

Kathleen R. Cunningham, Clerk