

**Minutes, Paw Paw Village Council  
Regular Meeting, January 8, 2018**

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|---|---|
| 1. The regular Village Council meeting of Monday January 8, 2018 convened at 7:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczyk presiding.   | <b>Meeting Convened</b>                                   |
| 2. Present: President Roman Plaszczyk, President Pro-Tem Eric Larcinese and Trustees Douglas Craddock, Mary McIntosh, Marcos Flores, Nadine Jarvis, Donne Rohr. Also, present: Village Manager, Sarah Moyer-Cale, Village Clerk, Christopher Tapper, Director, Department of Public Services, John Small and Chief of Police, Eric Marshall.  | <b>Members Present</b>                                    |
| 3. Motion by Larcinese with support of Craddock to approve the Agenda for Monday, January 8, 2018. All members present voting yes, motion carried.  | <b>Approval of Agenda</b>                                 |
| 4. Motion by Jarvis with support of Flores to approve the regular session meeting minutes of December 11, 2017. All members present voting yes, motion carried.   | <b>Approved Minutes</b>                                   |
| 5. Motion by Larcinese with support of Rohr to approve accounts payable in the amount of \$917,257.29. All members present voting yes, motion carried. Next claims, Flores and McIntosh.  | <b>Accounts Payable</b>                                   |
| 6. Keith Buckmaster was in attendance to ask Council for direction regarding a parking concern he was having at his property at 316 St. Joseph Street. Buckmaster commented his property has a garage that is currently a non-conforming use due to the setback requirements, which is causing the parking concerns. The Council asked staff to review the location and report back with a solution.  | <b>Public Comment<br/>Keith Buckmaster</b>                |
| 7. Motion by McIntosh with support from Jarvis to approve and authorize the request from McKinley-Wilson VFW Post 2532 for use of Village Streets and Sidewalks for their annual Poppy Sales May 10 <sup>th</sup> through May 13 <sup>th</sup> 2018. All members present voting yes, motion carried.  | <b>New Business<br/>McKinley-Wilson<br/>Post 2532</b>     |
| 8. Motion by Flores with support from Rohr to approve and accept the recommendation from the Planning Commission and grant the rezoning request of 604 South Gremps Street to Single & Two Family Residential zoning district. All members present voting yes, motion carried.  | <b>Rezoning request<br/>604 S Gremps Street</b>           |
| 9. Motion by Flores with support from Larcinese to approve and accept the recommendation from the Planning Commission and grant amended site plan approval for Performance Fieldhouse at 1027 E Michigan with the following conditions;<br>A) Substantial landscaping shall be established near the building entry to assist in rendering it prominent as required by Section 42-225, and shall be shown on the required landscape plan.<br>B) Construction of Phase 2 shall begin within 1 year of occupancy of Phase 1 or | <b>Site Plan<br/>Performance<br/>Fieldhouse 1027 E MI</b> |

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the site plan shall be deemed expired.

C) Compliance with the conditions of site plan approval granted on January 9, 2017

D) The provision of required parking lot screening along the east boundary.

E) Compliance with outdoor lighting requirements set forth in Section 42-405

F) Compliance with applicable building design requirements

G) Submission of a final landscape plan that meets applicable landscape requirements.

H) Fire Department review/approval

I) Village Department of Public Works review/approval of utility extension/connections and the proposed method of storm water disposal

J) Proposed signage shall comply with the applicable provision of Article VI and shall be reviewed/approved through the permit process

K) Compliance with all applicable Federal, State and Local codes/ordinances.

All members present voting yes, motion carried.

10. Motion by McIntosh with support from Jarvis to approve the 2018 meeting dates with the amendment of the second meeting in May 2018. All members present voting yes, motion carried.

**Ongoing Business  
Meeting Dates 2018**

11. Moyer-Cale indicated, Micky Bittner, Wightman & Associates was due to attend this evening's meeting. Bittner was currently on his way from another meeting and would be in shortly. Moyer-Cale provided to Council an update regarding the Briggs Pond Spillway Repairs from Lounsbury Excavating. Moyer-Cale indicated the updates and changes were due to the MDEQ review of the Village open permit application regarding the original option number four the Village Council approved back in November. The cost changes were a substantial increase from the original cost.

**Briggs Mill Dam  
Update**

12. A general discussion ensued regarding the spillway repairs revision and updates. Several Council members were concerned with the changes due to the cost and desiring to review other options. The overall concerns are due to the continued cost increases and the MDEQ revisions.

13. Rohr reported the Finance & Administration Committee met. Items discussed included; Briggs Mill Dam repair cost, next fiscal year budget, Electric Department Lineman employee needs, along with a replacement for the Police Department officer. Rohr noted the PD was looking into a replacement officer, not a new position.

**Committee Reports  
Finance & Admin**

14. No report

**DPS**

15. No report

**Parks & Recreation**

16. No report

**Downtown Develop**

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|---|--------------------------------|
| 17. Larcinese reported the Fire Board met. Items discussed included; Phase II study review, building expansion needs, next meeting schedule for January 15, 2018 and next year budget was discussed.  | <b>Fire Board</b>              |
| 18. No report   | <b>Historical Commission</b>   |
| 19. No report   | <b>Housing Board</b>           |
| 20. No report   | <b>Economic Develop</b>        |
| 21. Jarvis reported the Planning Commission met. Items discussed; agenda items from this evening, old business, along with reviewing other text amendments.   | <b>Planning Commission</b>     |
| 22. No report   | <b>Wellhead Protection</b>     |
| 23. No report   | <b>Wine &amp; Harvest</b>      |
| 24. No report   | <b>Farmers Market</b>          |
| 25. Bittner thanked the Council for his opportunity to attend and report on the Briggs Pond Spillway Repair. Bittner took questions from the Council regarding the options offered back in November, their concerns regarding the MDEQ revisions, the timeline the Village has to repair, other repairs that still needed to be done. | <b>Mickey Bittner/Wightman</b> |
| 26. A general discussion ensued regarding Bittner's report and what direction the Council needs to proceed. Several Council members are still concerned regarding the agreement of option four due to the continued revisions from MDEQ.  |                                |
| 27. Larcinese commented regarding the continued efforts for snow removal in pathway, sidewalks and parking lots in the municipal lots.  | <b>Larcinese</b>               |
| 28. McIntosh commented of the dumpsters in the municipal lots. The waste haulers need to be informed to please place the dumpsters back into the enclosures.  | <b>McIntosh</b>                |
| 29. Rohr asked for an update regarding the street light replacement behind, Sportsman's and 120 Taphouse. Small commented the company did finally get back with him and a solution should be forthcoming.   | <b>Rohr</b>                    |
| 30. Jarvis thanked the Council for their continued efforts to work together.  | <b>Jarvis</b>                  |
| 31. Moyer-Cale reported the MDEQ draw down permit case involving third parties had been completed and the findings were all positive for the Village to validate its draw downs permit.   | <b>Moyer-Cale</b>              |

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32. Motion by Flores with support by Craddock to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:56 p.m.

**Adjournment**

Respectfully submitted:

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Village President,  
Roman Plaszczak

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Village Clerk,  
Christopher Tapper

*Minutes, Paw Paw Village Council  
Regular Meeting, January 22, 2018*

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|--|---|
| 1. The Regular Meeting Village Council meeting of Monday January 22, 2018, convened at 6:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczak presiding.  | <b>Meeting<br/>Convened</b>                         |
| 2. Present: President Plaszczak, President Pro-tem Eric Larcinese, and Trustees Douglas Craddock, Marcos Flores, (Nadine Jarvis, excused) and Donne Rohr. Also, present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Director of Department of Public Services, John Small, Chief of Police, Eric Marshall and Micky Bittner, Whitman & Associates.   | <b>Members<br/>Present</b>                          |
| 3. Motion by Rohr with support Craddock to approve agenda dated Monday, January 22, 2018. All members present voting yes, motion carried   | <b>Approval of<br/>Agenda</b>                       |
| 4. Motion by Flores with support of Rohr to approve the regular meeting minutes of January, 8, 2018. All members present voting yes, motion carried.   | <b>Approval of<br/>Minutes</b>                      |
| 5. Motion by McIntosh with support of Flores to approve claims for Monday, January 22, 2018 in the amount of \$544,869.00. All members present voting yes, motion carried.   | <b>Approval of<br/>Claims</b>                       |
| 6. Ted Major was in attendance to discuss options for the repairs for Brigg Dam. Major made suggestions for a sledding hill.   | <b>Audience<br/>Comments<br/>Ted Major</b>          |
| 7. Kenneth Nesbitt was in attendance to discuss option for the repairs for Briggs Dam.   | <b>Kenneth<br/>Nesbitt</b>                          |
| 8. Motion by McIntosh with support by Flores to approve the recommendation of the Downtown Development Authority Bylaws adopted January 15,2018. All members present voting yes, motion carried.   | <b>New Business<br/>Approval of<br/>DDA Bylaws</b>  |
| 9. Motion by McIntosh with support by Rohr to approve the Village President recommendation and appoint Kim Otten to replace Mark Bahnson on the Downtown Development Authority Board. All members present voting yes, motion carried.  | <b>Kim Otten -<br/>DDA</b>                          |
| 10. President Plaszczak review the two options discussed from the Special Meeting held earlier in the evening. Per the request from Council, two plans for the dam repair are included in the agenda packet this evening. Option A is the rebuilding of the earthen dam and emergency spillway. This option also includes the construction of a concrete weir to self-regulate the water moving through the culvert during heavy rain events. Option B is the steel sheeting option. This plan includes sheet pile piers for a future pedestrian bridge. The plan has been drawn such that each contains all the necessary elements. | <b>Ongoing<br/>Business<br/>Briggs Mill<br/>Dam</b> |

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11. A general discussion ensued in the direction the Council wanted to take. An intense discussion ensued regarding the funding processes. Moyer-Cale noted of the funds available through the General Fund and the Natural Resource Fund. Moyer-Cale noted the USDA has loans available for this type of project for repairs. More discussion ensued regarding the timeline and timetable of starting one of the options and completing before more sediment. Several Council members expressed concerns regarding next fiscal year's budget and how funds will be short for other projects. Several Council were wanting to start the entire process over because of all the different choices having to delay with the funding of the repairs and what to do with the sediment in Briggs Ponds and flowing into Maple Lake.

12. Motion by Craddock with support from Larcinese to approve option A ~~the rebuilding of the earthen dam and emergency spillway submitting by Lounsbury Excavating in a amount not to exceed \$470,200.00~~ and for staff to bring further funding options back to Council. ~~Roll call vote; Rohr, Larcinese, Plaszcak, McIntosh, Flores and Craddock~~ All members present voting yes, motion carried.

**Lounsbury  
Briggs Pond  
Dam Repairs**

13. Motion by Rohr with support from Larcinese to approve and accept the Paw Paw Quick Response Contract for 2018 for a price not to exceed \$6000.00. Rohr noted to request a copy of the PPQRT annual budget to Council. All members present voting yes, motion carried.

**PPQRT 2018**

14. Motion by McIntosh with support of Rohr to approve and accept the recommendation from the Red Arrow Ministries request to use Kids Paradise on Saturday, March 31, 2018 from 10:30 to 11:30, for annual Easter Egg Hunt. All members present voting yes, motion carried.

**Easter Egg  
Hunt 2018**

15. Motion by McIntosh with of Craddock to approve and accept the recommendation from The Paw Paw Area Chamber of Commerce for the annual Paw Paw Days event July 20<sup>th</sup> through 21<sup>st</sup>, 2018 with the street closures listed in the agenda memo dated January 22, 2018. All members present voting yes, motion carried.

**Paw Paw  
Days 2018 -  
PPCC**

16. Motion by Rohr with of McIntosh to approve and accept the recommendation of the Wine & Harvest Festival, Director, Marilyn Clear the events of the 2018 Festival outlined in the agenda memo dated January 18, 2018 for activates involving the Wine & Harvest Events. All members present voting yes, motion carried.

**WHF 2018**

**Committee  
Reports**

17. No reports giving; Finance & Administration Committee, Public Services Committee, Parks & Recreation, Economic Development, Farmers Market, Fire District Board, Historical Commission, Planning Commission, Wellhead Protection Committee and Wine & Harvest Board.

**DDA**

18. Plaszcak reported the Downtown Development Authority met. Items discussed; swearing in officers, appointment of Kim Otten and approval of

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updated bylaws.

19. Rohr reported the Housing Commission met. Items discussed; rehab of south building going well, need to set a date for the new Director to provide presentation to Council.

**Housing  
Commission**

20. Plaszcak reported the Maple Lake Preservation & Improvement Committee met. Items discussed included; weed study report.

**MLPI**

21. Plaszcak commented from the last Fire Board meeting he and Moyer-Cale attended. The meeting outlined the concerns from several Townships regarding the future of the Fire Board.

**Council  
Comments  
RP**

22. Flores asked if staff was able to find a resolution regarding the winter parking concerns of the resident on St. Joseph Street. Moyer-Cale report staff was able to find a compromise for this year.

**MF**

23. Rohr asked if staff was able to find a resolution regarding the street lighting concerns behind Sportsman's and Taphouse 120. Small reported he was talking with the company daily to find a resolution.

**DR**

24. Motion by McIntosh with support by Flores to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:30 p.m.

**Adjournment**

*DRAFT*

**Minutes, Paw Paw Village Council  
Workshop Meeting, January 22, 2018**

1. The Workshop Meeting Village Council meeting of Monday January 22, 2018, convened at 6:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczyk presiding.
2. Present: President Plaszczyk, President Pro-tem Eric Larcinese, and Trustees Douglas Craddock, Marcos Flores, (Nadine Jarvis, excused) and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also present Director of Department of Public Services, John Small, Chief of Police, Eric Marshall and Micky Bittner, Whitman & Associates.
3. Micky Bittner, Whitman & Associates provided new information from Lounsbury Excavating for the updated pricing for the earthen dam repair and emergency spillway construction per DEQ Permit WRP009711 v.1 Also being review was pricing for Option 1 (B) steel sheeting spillway construction per the DEQ. Bittner also provided the revisions per the DEQ request. Some concern addressed by Council were the long term maintenance expense the revisions DEQ is requesting.
4. Cost comparison between the two options \$470,200.00 for the updated pricing for the earth dam repair and emergency spillway. Option #1 (B) steel sheeting spillway construction would be \$483,970.00. Larcinese had several questions regarding the cost of revisions DEQ outlined. Several other Council members were concerned with the cost of the additional revision. Bittner took several questions of why the DEQ is requiring the revision, Bittner did a wonderful job answering the questions. Bittner did comment he did not work for the DEQ and why some the revisions were being added to the repairs, but the DEQ is the governmental body we are needing to work with.
5. A general discussion also ensued regarding the repairs of the part of Briggs Dam that is still in place. Craddock asked several questions about a timeline of repairs of the bridge that is still in place. Bittner noted he did not have the cost information available tonight but would be happy to gather the information. Moyer-Cale updated the Council regarding were the Village would be able to pay for the expenses. Moyer-Cale outline the cash balances for the Natural Resources Fund and the General Fund, because this would be the available sources of funds. Moyer-Cale noted the option of the USDA loan was still available, but did have any new information due to the Government Shutdown
6. Bittner and Moyer-Cale finished the discussion with the timeline and timetable of what was needed to be done next. Bittner noted he has turned in plans for the emergency permit along with engineering cost.
7. Motion by McIntosh with support by Rohr to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 7:33 p.m.

**Meeting Convened**

**Members Present**

**Briggs Pond Spillway**

**Adjournment**



**Minutes, Paw Paw Village Council  
Workshop Meeting, January 22, 2018**

Respectfully submitted:

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Village President,  
Roman Plaszczak

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Village Clerk,  
Christopher Tapper

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**Minutes, Paw Paw Village Council  
Regular Meeting, February 26, 2018**

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|---|--|
| 1. The Regular Meeting Village Council meeting of Monday February 26, 2018, convened at 6:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczak presiding.  | <b>Meeting Convened</b>  |
| 2. Present: President Plaszczak, President Pro-tem Eric Larcinese and Trustees Douglas Craddock, Marcos Flores, Mary McIntosh and Nadine Jarvis and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Director of Department of Public Services, John Small, Chief of Police, Eric Marshall. | <b>Members Present</b>   |
| 3. Motion by Flores with support Jarvis to approve agenda dated Monday, February 26, 2018. All members present voting yes, motion carried   | <b>Approval of Agenda</b>  |
| 4. Motion by Rohr with support of Craddock to approve the workshop meeting minutes of February 12, 2018. All members present voting yes, motion carried.  | <b>Approval of Minutes</b>                                       |
| 5. Motion by McIntosh with support of Jarvis to approve claims for Monday, February 12, 2018 in the amount of \$371,502.77. All members present voting yes, motion carried.   | <b>Approval of Claims</b>  |
| 6. No public comment was received.  | <b>Audience Comments</b>   |
| 7. Leonard Lux, Community Development Coordinator, provided a report regarding last year's inspections. Lux reported on the total number of inspections completed. Also reported on some of the new development in commercial district and resident district.   | <b>Presentation and Guest Leonard Lux, Community Development</b> |
| 8. Motion by Jarvis with support from Rohr, to close the regular session at 8:04 and enter into a public hearing to take comments regarding proposed budget for fiscal year 2019 along with amendments to fiscal year 2018. All members present voting yes, motion carried.   | <b>Public Hearing<br/>FY Budget Hearing<br/>2018-2019</b>        |
| 9. Let the record show no public comment was received.  |  |
| 10. Motion by McIntosh with support from Rohr to close the public hearing at 8:11 and re-enter regular session. All members present voting yes, motion carried.   |  |
| 11. Motion by Rohr with support from Jarvis to approve and accept Resolution 18-03 Recreation Passport Grant. All members present voting yes, motion carried.   | <b>New Business<br/>Res 18-03</b>                                |
| 12. Motion by Jarvis with support from Rohr to approve and accept Resolution 18-04 Capital Asset Policy. All members present voting yes, motion carried.  | <b>Res 18-04</b>   |

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13. Motion by Rohr with support from Craddock to approve and accept Resolution 18-05 amending fiscal year 2018 budget and adopting fiscal year budget 2019. Roll call vote; Craddock, Rohr, Larcinese, Plaszcak, McIntosh, Jarvis and Flores all voting yes, motion carried.
14. Motion by McIntosh with support from Jarvis to approve the contract between the Village of Paw Paw and Night Magic for a price not to exceed \$7,000.00 for the annual fireworks display during the 2018 Wine and Harvest Festival. All members present voting yes, motion carried.
15. President Plaszcak noted the following committees did not have reports; Parks & Recreation, Downtown Development Authority, Economic Development, Farmers Market, Fire District Board, Historical Commission, Housing Commission, Maple Lake Preservation & Improvement, Planning Commission, Wellhead Protection and Wine & Harvest Board.
16. Rohr reported the Finance & Administration Committee met. Topics discussed included; budget. Larcinese noted his concerns with General Fund Revenues.
17. Moyer-Cale presented to the Council a draft of budget for FY 2018-2019. Moyer-Cale present an overview of working year of 2017-2018.
18. Motion by McIntosh with support by Rohr to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:31 p.m.

**Ongoing Business  
Res 18-05**

**2018 WHF Fire works**

**Committee Reports**

**Finance &  
Administration**

Respectfully submitted:

**Adjournment**

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Village President,  
Roman Plaszcak

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Village Clerk,  
Christopher Tapper

*Minutes, Paw Paw Village Council  
Special Meeting, January 29, 2018*

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| 1. The Special Meeting Village Council meeting of Monday January 29, 2018, convened at 7:00 p.m. at the Paw Paw Downtown Development Authority, 129 S Kalamazoo Street Paw Paw, Michigan. President Roman Plaszczak presiding.   | <b>Meeting<br/>Convened</b>                         |
| 2. Present: President Plaszczak, (President Pro-tem Eric Larcinese, excused) and Trustees Douglas Craddock, Marcos Flores, (Nadine Jarvis, excused) and Donne Rohr. Also, present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Director of Department of Public Services, John Small.   | <b>Members<br/>Present</b>                          |
| 3. Motion by Flores with support Rohr to approve agenda dated Monday, January 29, 2018. All members present voting yes, motion carried.  | <b>Approval of<br/>Agenda</b>                       |
| 4. Let the record show not public comment was offered.   | <b>Audience<br/>Comments</b>                        |
| 5. Moyer-Cale present to the Council updated information from Lounsbury Excavating; earthen dam repair & emergency spillway construction per DEQ Permit WRP009711 v. 1 Option#4 (A) and also updated pricing for option 1 (B) steel sheeting spillway construction per DEQ Permit WRP009711 v. 1. Moyer-Cale also provided to the Council Resolution 18-01 considerations to purchase, acquire and construct capital improvement and the notice of intent to issue Municipal Securities. Along with other financing options from the USDA and other bonding pricing. | <b>Ongoing<br/>Business<br/>Briggs Mill<br/>Dam</b> |
| 6. A general discussion ensued regarding the information provided to Council. Plaszczak indicated he spoke to Trustee Larcinese via telephone. Larcinese comments via Plaszczak included; concerns of continued additional cost, continued unknown factors that keep changing cost and detail expenses continuing to change the overall cost to the Village.   |   |
| 7. The continued discussion from other Council members. McIntosh commented she was very concern about the reports and suggestions from the engineers. McIntosh indicated she believed the engineers encouraged the Council to choose a restructure option that was not in the best interest of the Village. McIntosh found in researching earthen dam projects that the engineers do not have any experiences or references with this type of restructure. McIntosh stated she was very concerned of the long-term maintenance of the earthen dam option.            |   |
| 8. Motion by Rohr with support from Craddock to approve the recommendation from Lounsbury Excavating Option #4(A) with an amount not to exceed \$530,000. Roll Call vote; Plaszczak McIntosh, Flores, Craddock and Rohr voting yes, motion carried.  | <b>Lounsbury<br/>Briggs Pond<br/>Dam Repairs</b>    |

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9. Motion by Flores with support from Craddock to approve the publishing of Resolution 18-01 the intent to Purchase, Acquire and Construct Capital Improvement and to issue Municipal Securities in the amount not to exceed. \$1,250,000.00. Roll call vote; Craddock, Rohr, Plaszcak, McIntosh and Flores all voting yes, motion carried.

**Resolution  
18-01**

10. Motion by Craddock with support by McIntosh to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:16 p.m.

**Adjournment**

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**Minutes, Paw Paw Village Council  
Regular Meeting, February 12, 2018**

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|--|---|
| 1. The Regular Meeting Village Council meeting of Monday February 12, 2018, convened at 6:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczak presiding.   | <b>Meeting Convened</b>                             |
| 2. Present: President Plaszczak, (President Pro-tem Eric Larcinese, excused) and Trustees Douglas Craddock, Marcos Flores, (Mary McIntosh excused) Nadine Jarvis and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Director of Department of Public Services, John Small, Chief of Police, Eric Marshall. | <b>Members Present</b>                              |
| 3. Motion by Craddock with support Jarvis to approve amended agenda dated Monday, February 12, 2018. All members present voting yes, motion carried  | <b>Approval of Agenda</b>                           |
| 4. Motion by Rohr with support of Craddock to approve the workshop meeting minutes of January 22, 2018. All members present voting yes, motion carried.  | <b>Approval of Minutes</b>                          |
| 5. Motion by Flores with support of Rohr to approve the regular meeting minutes of January 22, 2018. All members present voting yes, motion carried.   |   |
| 6. Motion by Rohr with support of Craddock to approve the regular meeting minutes of January 29, 2018. All members present voting yes, motion carried.   |   |
| 7. Motion by Craddock with support of Rohr to approve claims for Monday, February 12, 2018 in the amount of \$583,926.23. All members present voting yes, motion carried.  | <b>Approval of Claims</b>                           |
| 8. No public comment was received.   | <b>Audience Comments</b>                            |
| 9. Tim McGee, Director, Van Buren County 911 was in attendance to ask Council for direction on the possible lease of space of the Village of Paw Paw Water Tower. The Consensus of the Council was to allow staff to continue discussion on the possible lease agreement between the Village and Van Buren County. Moyer-Cale to bring back to Council a final proposal.     | <b>New Business<br/>Water Tower Space<br/>Lease</b> |
| 10. Motion by Flores with support from Jarvis to schedule a budget public hearing for Monday, February 26, 2018 to take public comment on the Village of Paw Paw amending FY 2017-2018 budget also to review proposed budget for FY 2018-2019. All members present voting yes, motion carried.   | <b>FY Budget Hearing<br/>2018-2019</b>              |
| 11. Motion by Flores with support from Rohr to adopt and approve Resolution 18-02 Adjustment to Utility Customer Deposits to allow for an affidavit to be filed making the tenant responsible for utility bills such that a lien for unpaid accounts. All members present voting yes, motion carried.  | <b>Resolution 18-02</b>                             |

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Regular Meeting, February 12, 2018**

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| 12. Motion by Flores with support from Craddock to approve a fee of \$8,000 for the water and sewer connections related to the Van Buren County Jail addition project. All members present voting yes, motion carried.   | <b>VBC Capacity Charge Adj</b>                  |
| 13. Motion by Flores with support from Rohr to schedule a public hearing for the purpose of receiving comments and information on a proposed Commercial Rehabilitation District at 1027 East Michigan Ave (Performance Fieldhouse). All members present voting yes, motion carried.  | <b>Lipson Holding LLC</b>                       |
| 14. A general discussion ensued regarding the Farmer’s Market 2018. The Farmers Market Board is concerned with the overnight parking with the allowable lot. Motion by Flores with support from Craddock to approve the schedule events for the Farmers Market for 2018 as submitted in the agenda memo. All members present voting yes, motion carried. | <b>Ongoing Business<br/>2018 Farmers Market</b> |
| 15. Motion by Flores with support from Rohr to approve the lease agreement between the Village of Paw Paw and John Owsainy for a continued five years mowing the wastewater treatment location. All members present voting yes, motion carried.  | <b>Moving Contract<br/>Wastewater Treatment</b> |
| 16. A general discussion ensued regarding the Wine and Harvest Festival 2018. Presentation included; Amy Craddock, Treasurer, Marilyn Clear, Director. Craddock and Clear presented the Council with next year’s budget along with some Festival Statistics.   | <b>2018 WHF</b>                                 |
| 17. Motion by Rohr with support from Jarvis to approve the Village President recommendation and appoint Marty Deming Maytnier, Bailey North and Cody Higley to the Historical Commission. All members present voting yes, motion carried.  | <b>Historical Commission</b>                    |
| 18. Moyer-Cale presented to the Council a draft of budget for FY 2018-2019. Moyer-Cale present an overview of working year of 2017-2018. A general discussion ensued regarding the draft.  | <b>FY 2018-2019<br/>Budget Review</b>           |
| 19. President Plaszczak noted the following committee did not meet and had no report; Department of Public Services, Downtown Development Authority, Economic Development, Farmers Market, Historical Commission, Housing Commission, Maple Lake Preservation & Improvement, Wellhead Protection and Wine & Harvest Festival Committee.                  | <b>Committee Reports</b>                        |
| 20. Rohr reported the Finance & Administration Committee met. Topics discussed included; FY 2018-2019 budget.  | <b>F &amp; A</b>                                |
| 21. Rohr reported the Fire Board met. Topics discussed included; FY 2018-2019 budget and phase II needs assessment.  | <b>Fire Board</b>                               |

**Minutes, Paw Paw Village Council  
Regular Meeting, February 12, 2018**

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| 22. Moyer-Cale reported the Planning Commission met. Topics discussed; chicken and bee ordinance and future work plan schedule.  | <b>PC</b>          |
| 23. Moyer-Cale reported Lounsbury Excavating would be starting this week with the Briggs Dam repairs. Schedule is showing the repairs should be completed sometime in March. The new Dollar General location would be opening soon, please note of the ribbon cutting happening in the next few weeks. | <b>Moyer-Cale</b>  |
| 24. Motion by Flores with support by Jarvis to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:10 p.m.   | <b>Adjournment</b> |

Respectfully submitted:

\_\_\_\_\_  
Village President,  
Roman Plaszcak

\_\_\_\_\_  
Village Clerk,  
Christopher Tapper



**Minutes, Paw Paw Village Council  
Regular Meeting, February 26, 2018**

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|---|--|
| 1. The Regular Village Council meeting of Monday February 26, 2018, convened at 7:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczak presiding.  | <b>Meeting Convened</b>  |
| 2. Present: President Plaszczak, President Pro-tem Eric Larcinese and Trustees Douglas Craddock, Marcos Flores, Mary McIntosh and Nadine Jarvis and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Director of Department of Public Services, John Small, Chief of Police, Eric Marshall. | <b>Members Present</b>   |
| 3. Motion by Flores with support by Jarvis to approve the agenda dated Monday, February 26, 2018. All members present voting yes, motion carried.   | <b>Approval of Agenda</b>  |
| 4. Motion by Rohr with support of Craddock to approve the corrected regular meeting minutes of February 12, 2018. All members present voting yes, motion carried.   | <b>Approval of Minutes</b>   |
| 5. Motion by McIntosh with support of Jarvis to approve claims for Monday, February 12, 2018 in the amount of \$371,502.77. All members present voting yes, motion carried.   | <b>Approval of Claims</b>  |
| 6. No public comment was received.  | <b>Audience Comments</b>   |
| 7. Leonard Lux, Community Development Coordinator, provided a report regarding last year's inspections. Lux reported on the total number of inspections completed as well as the new development in the commercial and residential districts.   | <b>Presentation and<br/>Guest Leonard Lux,<br/>Community<br/>Development</b> |
| 8. Kevin was in attendance to ask the Council about the Village of Paw Paw's direction with the new medical marihuana laws. Council asked staff to provide information at a future meeting.   | <b>Audience Comments</b>   |
| 9. Motion by Jarvis with support from Rohr to close the regular session at 8:04 and open a public hearing to take comments regarding amending fiscal year 2018's budget along with the proposed budget for fiscal year 2019. All members present voting yes, motion carried.  | <b>Public Hearing<br/>FY Budget Hearing<br/>2018-2019</b>                    |
| 10. Let the record show not public comment was offered.   |  |
| 11. Motion by McIntosh with support from Rohr to close the public hearing at 8:11 and re-open regular session. All members present voting yes, motion carried.  | <b>New Business</b>  |
| 12. Motion by Flores with support from Jarvis to approve and accept Resolution 18-03 Recreation Passport Grant. All members present voting yes, motion  | <b>Res 18-03</b>   |

**Minutes, Paw Paw Village Council  
Regular Meeting, February 26, 2018**

- carried.
13. Motion by Jarvis with support from Rohr to approve and accept Resolution 18-04 Capital Asset Policy. All members present voting yes, motion carried.
14. Motion by Rohr with support from Craddock to approve and accept Resolution 18-05, amending fiscal year budget 2018 and new fiscal year budget 2019. Roll call vote; Craddock, Rohr, Larcinese, Plaszczak, McIntosh, Jarvis and Flores all voting yes, motion carried
15. Motion by McIntosh with support from Jarvis to approve and accept the contract between the Village of Paw Paw and Night Magic for the 2018 Wine and Harvest fireworks for a price not to exceed \$7,000. All members present voting yes, motion.
16. Plaszczak reported the following committees did not meet and no report was provided. Those committees included; Area Parks & Recreation, ~~Downtown Development Authority~~, Economic Development, Farmers Market, Fire District Board, Historical Commission, Housing Commission, Maple Lake Preservation, Planning Commission, Wellhead Protection and Wine & Harvest Board.
17. Rohr reported the Finance and Administration Committee met. Items discussed included; Resolution 18-05 and other staff projects.
18. Flores reported the Department of Public Services Committee met. Items discussed included; hydro electric dam repairs & maintenance project, paving projects for local streets and Resolution 18-05.
19. ~~Plaszczak reported the Downtown Development Authority meet. Items discussed included; staff reports, Village Manager report and discussion regarding Rising Tide meeting happening next week.~~
20. Jarvis commented regarding of the new business relocated to Paw Paw. Jarvis also discussed the possibility of the Village holding a tiny house festival in the future.
21. Larcinese asked staff about the policy's regarding the Downtown Dumpsters. Larcinese also asked staff to look ~~at the private road that connects Davis Street and Marcelletti. Larcinese indicated the private road was in bad condition and wanted staff to look at the option of repairing.~~ into the road conditions between Marcelletti and Davis Street because he believes that the Village accidentally created a public use by connecting the private road with two public roads.
22. Moyer-Cale reminded Council of the Rising Tide meeting Monday, March 5, 2018. Moyer-Cale noted Governor Rick Snyder is scheduled to attend the

**Res 18-04**

**Ongoing Business  
Res 18-05**

**2018 WHF Fireworks  
contract**

**Committee Reports**

**Finance & Admin**

**DPS**

**DDA**

**Council comments  
Jarvis**

**Larcinese**

**Minutes, Paw Paw Village Council  
Regular Meeting, February 26, 2018**

meeting.

**Adjournment**

23. Motion by Craddock with support by Larcinese to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 8:43 p.m.

Respectfully submitted:

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Village President,  
Roman Plaszczak

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Village Clerk,  
Christopher Tapper

**Minutes, Paw Paw Village Council  
Regular Meeting, March 12, 2018**

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| 1. The Regular Meeting Village Council meeting of Monday February 26, 2018, convened at 7:33 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczyk presiding.   | <b>Meeting Convened</b>                                  |
| 2. Present: President Plaszczyk, President Pro-tem Eric Larcinese and Trustees Douglas Craddock, Marcos Flores, Mary McIntosh and Nadine Jarvis and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, and Village Clerk, Christopher Tapper. Also, present Chief of Police, Eric Marshall and Village Planning Consultant, Rebecca Harvey. | <b>Members Present</b>                                   |
| 3. Motion by Rohr with support Craddock to approve agenda dated Monday, March 12, 2018. All members present voting yes, motion carried   | <b>Approval of Agenda</b>                                |
| 4. Motion by Jarvis with support of McIntosh to approve the correct regular meeting minutes of February 26, 2018. All members present voting yes, motion carried.  | <b>Approval of Minutes</b>                               |
| 5. Motion by Larcinese with support of Rohr to approve claims for Monday, March 12, 2018 in the amount of \$686,9990.39. All members present voting yes, motion carried.   | <b>Approval of Claims</b>                                |
| 6. Mark Smith from PM Growers was in attendance to ask the Council about the Village of Paw Paw's direction with the new medical marihuana laws. Smith has an operation in the City of Bangor. Smith provided some information to the Council.   | <b>Audience Comments<br/>Mark Smith</b>                  |
| 7. Pat Winston, former director of the Paw Paw Housing Commission was honored with her years of service and dedication to the Miller Court Senior Center. The Commission has hired Charles (Chuck) Blackwell who was in attendance as well thanked the Council for the vote of confidence with the roll as Director.                                 | <b>Presentation and<br/>Guest Pat Winston -<br/>PPHC</b> |
| 8. Kevin Haught presented to the Council an update of the Paw Paw River Water Trail. Haught's presentation included; accomplishments from the past year, work to be schedule for this year, unique challenges & opportunities specific to the Village of Paw Paw segment of the trail.   | <b>Paw Paw River Water<br/>Trail, Kevin Haught</b>       |
| 9. Motion by Flores with support from Larcinese to close the regular session at 8:26 and open a public hearing to take comments regarding Resolution 18-06 Establishment of Commercial Rehabilitation District for parcels located at 1027 East Michigan Ave. All members present voting yes, motion carried.  | <b>Public Hearing<br/>Res 18-06</b>                      |
| 10. Zach Morris, Economic Developer with Kinexus along with Mark Lipson, Performance Field House presented to the Council information of establish a Commercial Rehabilitation District at 1027 East Michigan Ave. The Commercial Rehabilitation Act allows a property tax abatement for up to 10 years for  |  |

**Minutes, Paw Paw Village Council  
Regular Meeting, March 12, 2018**

qualifying rehabilitation projects. Morris noted Van Buren County must also give final approval if the Village Council acts on Resolution 18-06.

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| 11. Mike Pioch was in attendance and asked several questions regarding Resolution 18-06 and thanked the Council for the opportunity.  | <b>Public Comments</b>                                |
| 12. Motion by McIntosh with support from Larcinese to close the public hearing at 8:44 and re open regular session. All members present voting yes, motion carried  |   |
| 13. Motion by Flores with support from Jarvis to approve and accept Resolution 18-06 To Establish the Gateway Commercial Rehabilitation District at 1027 East Michigan. Roll Call vote; Craddock, Rohr, Larcinese, Plaszczak, McIntosh, Jarvis and Flores present voting yes, motion carried.   | <b>New Business<br/>Res 18-016</b>                    |
| 14. Motion by Jarvis with support from Rohr to approve and accept Ordinance 463 Definition & Regulations Relating to Restaurants. Roll Call vote; Craddock, Rohr, Larcinese, Plaszczak, McIntosh, Jarvis and Flores present voting yes, motion carried.   | <b>Ordinance 463<br/>Restaurants</b>                  |
| 15. Village Planning Consultant, Rebecca Harvey discussed with the Council the direction of the Planning Commission with creation of drafted Ordinance 464 Chickens & Honeybees. A general discussion ensued regarding the draft. McIntosh and Larcinese were both concerned with the notification processed outline in the draft along with other concerns. It was the consensus of the Council for staff to review the questions Council had and report back after review.  | <b>Ordinance 464<br/>Chickens &amp;<br/>Honeybees</b> |
| 16. Motion by Rohr with support from Craddock to approve and accept staff's recommendation and set a voluntary green pricing rate for Village of Paw Paw Electric Customers at \$0.012. All members present voting yes, motion carried.   | <b>Voluntary Green<br/>Pricing</b>                    |
| 17. Motion by McIntosh with support from Rohr to approval and accept the request the use of public right of ways for the Eastern Van Buren County Crop Walk on April 29, 2018. All members present voting yes, motion carried.  | <b>Ongoing Business<br/>Crop Walk</b>                 |
| 18. Moyer-Cale asked the Council to provide staff some direction with the future potential of the Dog Park located on South Gremps Street. A general discussion ensued regarding last year's approvals and comments. Moyer-Cale noted there has been no forward motion in regards to the development of the rail right of way into a trail to interconnect Paw Paw, Lawrence and Hartford. Moyer-Cale provided rendering of the potential park as well as cost estimates from last year. The consensus of the Council was to allow staff more time to research and provide more information for what the residents of Paw Paw might want to see at the location along with more information regarding the PUD zoning information. | <b>Dog Park Discussion</b>                            |

**Minutes, Paw Paw Village Council  
Regular Meeting, March 12, 2018**

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| 19. Plaszcak reported the following committees did not meet and no report was provided. Those committees included; Department of Public Services, Downtown Development Authority, Economic Development, Farmers Market, Historical Commission, Housing Commission, Maple Lake Preservation, Wellhead Protection.   | <b>Committee Reports</b>                    |
| 20. Rohr reported the Finance and Administration Committee met. Items discussed included; General Fund Revenue concerns, Village Assessor to meet with Committee and Council in April and staff projects.  | <b>Finance &amp; Admin</b>                  |
| 21. Jarvis reported the Parks & Recreation Committee met. Items discussed included; trailhead park sign, spring cleanup, hydroelectric plant repairs, weed boat volunteers and Tyler Field restrooms.  | <b>Parks &amp; Recreation<br/>Committee</b> |
| 22. Larcinese reported the Fire District Board met. Items discussed included; Almena Township has officially provided written notice to withdrawal for the Fire District Board, more updating regarding the Phase II Study.  | <b>Fire Board</b>                           |
| 23. Jarvis reported the Planning Commission met. Items discussed included; Ordinance 463 Restaurants and Ordinance 464 Chickens & Honeybees  | <b>Planning Commission</b>                  |
| 24. Plaszcak commented on the Rising Tide meeting with Governor Rick Snyder. Plaszcak thanked those who attended the meeting and was thankful for the opportunity to promote the projects happening in Paw Paw.  | <b>Council comments<br/>Plaszcak</b>        |
| 25. Craddock asked the Council to consider moving the regular Council meeting location. Craddock noted if the Council is asking staff and departments to do their best and look at ways to save on expenses, why is the Council paying to hold meetings at the Library. Council and staff to work together on the possibility of finding a different meeting location. | <b>Craddock</b>                             |
| 26. Moyer-Cale noted Lounsbury's was on schedule regarding Briggs Pond Dam repairs. Moyer-Cale also commented on the Rising Tide meeting from last week.   | <b>Moyer-Cale</b>                           |
| 27. Motion by Flores with support by Larcinese to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 10:14 p.m.   | <b>Adjournment</b>                          |

Respectfully submitted:

\_\_\_\_\_  
Village President,  
Roman Plaszcak

\_\_\_\_\_  
Village Clerk,  
Christopher Tapper

**Minutes, Paw Paw Village Council  
Regular Meeting, March 26, 2018**

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|---|--|
| 1. The Regular Village Council meeting of Monday March 26, 2018, convened at 7:30 p.m. at the Paw Paw Community Library 609 West Michigan Avenue, Paw Paw, Michigan. President Roman Plaszczyk presiding.   | <b>Meeting Convened</b>                                      |
| 2. Present: President Plaszczyk, President Pro-tem Eric Larcinese and Trustees Douglas Craddock, Marcos Flores, Mary McIntosh, Nadine Jarvis and Donne Rohr. Also present: Village Manager Sarah Moyer-Cale, Village Clerk Christopher Tapper, Chief of Police Eric Marshall and Department of Public Services Director John Small.   | <b>Members Present</b>                                       |
| 3. Motion by Rohr with support Jarvis to approve agenda dated Monday, March 26, 2018. All members present voting yes, motion carried.   | <b>Approval of Agenda</b>                                    |
| 4. Motion by Jarvis with support of Rohr to approve the corrected regular meeting minutes of March 12, 2018. All members present voting yes, motion carried.  | <b>Approval of Minutes</b>                                   |
| 5. Motion by Flores with support of Jarvis to approve claims for Monday, March 26, 2018 in the amount of \$382,540.01. All members present voting yes, motion carried.  | <b>Approval of Claims</b>                                    |
| 6. Mack Roderick was in attendance to ask the Council about the Village of Paw Paw's direction with the new medical marijuana laws. Roderick has a business in the Village of Paw Paw. Roderick provided some information to the Council.   | <b>Audience Comments<br/>Mack Roderick</b>                   |
| 7. Kenneth Nesbitt was in attendance to ask the Council about the future plans regarding the Trail Head project in the PUD district. Nesbitt expressed the importance of recreational activities in the Village. Nesbitt also expressed the importance of the current meeting location at the Paw Paw District Library. The library is a very easily accessible location for the public.  | <b>Kenneth Nesbitt</b>                                       |
| 8. Motion by Rohr with support of Craddock to approve and accept the Village President's recommendation and appointment of the revised list of Board, Committee and Commission members for 2018-2019. Rohr noted the recommendation was included in the agenda packet dated March 23, 2018. All members present voting yes, motion carried.   | <b>Ongoing Business<br/>Annual Appointment<br/>2018-2019</b> |
| 9. Moyer-Cale provided to the Council an informational background regarding the annual services between the Village of Paw Paw and Lake Savers, LLC. Moyer-Cale included the invoices for services, cost is \$15,800. The Maple Lake Association contributes \$5,000 towards the service agreement annually with an out of pocket cost to the Village being \$10,800. Moyer-Cale also included a summary of the last report provided by Lake Restorative Sciences with points of interest, Laminar Flow Aeration System Continuation. | <b>Lake Savers LLC</b>                                       |

**Minutes, Paw Paw Village Council  
Regular Meeting, March 26, 2018**

10. Discussion followed. Council comments included; historical information of how and why Lake Savers was involved with the Village dating back to the prior Maple Lake Natural Resources & Environment Committee.
11. Several Council members expressed their concerns regarding the aeration system and annual contract. Others expressed that they think the focus to be addressed should be the south basin of Maple Lake since the Briggs Pond Dam breach. Several Council members were concerned with the data collected in the report provided, due to the fact the report was several years old and dated April 29, 2015.
12. Continued comments included; Council members believing the Aeration System is working and not wanting to remove the system and having to start the project over, the Maple Lake Association is in favor of the system, has the Village approached Paw Paw Township for collaboration, can the Village purchase the equipment and not have to pay Lake Savers the annual fee.
13. It was the consensus of the Council to hold off on the approval of payment and service agreement and allow staff to gather more information from Lake Savers and Restorative Lake Sciences.
14. Moyer-Cale reported from the last Council meeting, Council requested there be a review of the focus groups involved in the planning of the Village's PUD Zoning District. Moyer-Cale provided to the Council the report from the focus groups along with charts and maps of the visualization the focus group designed.
15. A general discussion ensued regarding the result from the focus groups. Several Council members were concerned if the placement of a dog park would fit the focus group's suggestions. Council members also agreed the focus should be on the use of the green space in the PUD district. Trail Head Park use was discussed as an option. What are the public demands of a dog park? Council was also concerned about developing the District before a real use and developer came into the PUD District. Staff to continue researching options for the best future use of the area and refer the matter to the Park and Rec Board.
16. It was the consensus of the Council not to proceed with the proposed ordinance, recommendations from the Planning Commission regarding Chickens & Honeybees.
17. Plaszczak reported the following committees did not meet and no report was provided. Those committees included; Finance & Administration, Area Parks & Recreation Board, Economic Development, Farmer's Market, Historical Commission, Fire Board, Maple Lake Preservation, Wellhead Protection, Planning Commission and Wine & Harvest Board.

**Review VRA PUD**

**Chickens &  
Honeybees proposed  
Ordinances**

**Committee Reports**



**Minutes, Paw Paw Village Council  
Regular Meeting, March 26, 2018**

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| 18. Flores reported the Department of Public Services Committee met. Items discussed included; updates on the Hydrodam repairs and maintenance, local street paving projects, fire hydrant repairs and maintenance schedule, Michigan Rural Water Association Annual Conference update.  | <b>DPS</b>                            |
| 19. Plaszczak report the Downtown Development Authority met. Items discussed included; approved grant for 217 East Michigan, committee and staff reports, the job fair scheduled for May 15, 2018 at the Paw Paw Library.  | <b>DDA</b>                            |
| 20. Rohr reported the Housing Commission met. Items discussed included; East Building almost complete, and the South Building is scheduled next for repairs and maintenance.   | <b>Housing Commission</b>             |
| 21. Plaszczak commented on this week's past events with the Paw Paw Police Department. Plaszczak wanted to thank the Chief and all the department's hard work regarding the threat to Paw Paw Schools last Sunday. Plaszczak also noted the award received from the Michigan Rural Water Association.  | <b>Council comments<br/>Plaszczak</b> |
| 22. McIntosh and Jarvis echoed Plaszczak's positive remarks regarding the Police Department.   | <b>McIntosh</b>                       |
| 23. Moyer-Cale updated the Council regarding the repair and maintenance needed to some of the village street lights, Patti Sampley, Paw Paw Township Assessor is scheduled to attend the next Village Council meeting, and the submittal of the Village's first quarterly report for the Redevelopment Ready Communities program is due this week. | <b>Moyer-Cale</b>                     |
| 24. Small updated the Council regarding the schedule of repairs at Briggs Mill Dam.  | <b>Small</b>                          |
| 25. Chief Marshall thanked the Council for the positive support.   | <b>Chief Marshall</b>                 |
| 26. Motion by Flores with support by Jarvis to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:22 p.m.   | <b>Adjournment</b>                    |

Respectfully submitted:

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Village President,  
Roman Plaszczak

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Village Clerk,  
Christopher Tapper