

Training Course Recommendations for Employee Participation

<u>Course</u>	<u>Who should attend</u>	<u>Initial Training</u>	<u>Required Refresher</u>
Asbestos Awareness	Employees who perform housekeeping tasks that could expose them to asbestos, and their supervisors	Before assignment	Annual
Bloodborne Pathogens	Employees who may be exposed to blood as part of their job duties, and their supervisors	Before assignment	Annual
Boat Safety Certification	Employees who operate powered boats	Before assignment	
Bucket Truck Safety	Employees who operate or work in or around bucket trucks	Before assignment	
Chain Saw & Tree Trimming Safety	Employees who use chain saws and perform tree-trimming tasks, and their supervisors	Before assignment	
Confined Space Safety	Employees who work around confined spaces, and their supervisors	Before assignment	
Confined Space Safety (Entrant, Attendant, Supervisor)	Employees who enter, act as the outside monitor (attendant), or sign permits for entry (supervisors) to confined spaces	Before assignment	Annual
Defensive Driving - Auto	Encouraged for all employees	When able	
Defensive Driving - Truck	All employees who drive trucks, and their supervisors	As soon as feasible	
Fire Extinguisher Safety	All employees who are authorized to use fire extinguishers	Before authorization	Annual
First Aid & CPR	Encouraged for all employees	As soon as feasible	
Flagger Safety	All employees who are assigned as flaggers, and their supervisors	Before assignment	
Forklift Safety	Employees who are authorized to operated forklifts	Before assignment	every 3 years
Hand & Portable Power Tool Safety	All employees who use hand and portable power tools (gas or electric), and their supervisors	As soon as feasible	
Hazard Communication/Right to Know	All employees who work with chemicals	Before assignment	Every 2 years
Hazard Identification	All supervisors	As soon as feasible	
Hearing Conservation	All employees who are included in the Hearing Conservation Program (exposed to high noise levels), and their supervisors	As soon as feasible	Annual
Hearing Tests*	All employees who are included in the Hearing Conservation Program (exposed to high noise levels), and their supervisors	Within 6 months of assignment	Annual
Highway Work Zone Safety	All employees who work in areas in or adjacent to passing traffic, and their supervisors	As soon as feasible	
Lockout/Tagout	All employees who perform equipment maintenance duties, and their supervisors	Before assignment	
Personal Protective Equipment	All employees who are required to use PPE on the job, and their supervisors	Before assignment	
Public Health Emergency Preparedness for Families	All employees	When able	
Respirator Medical Evaluation*	All employees who use respirators	Before assignment	
Respirator Training & Fit Testing	All employees who use respirators	Before assignment	Annual
Slips, Trips, and Falls	All supervisors	As soon as feasible	
The Supervisor & Safety	All supervisors	As soon as feasible	
Tick & Lyme Disease	All employees who work in outdoor areas with brush	As soon as feasible	
Tractor, Mower & Grounds Keeping Safety	All employees who operate tractors or mowers or perform groundskeeping duties	Before assignment	

2013 SOMERSET COUNTY TRAINING LIAISONS

DIVISION	Div #	LIAISON	TELEPHONE	EMAIL
Park Commission		Donna Umgelter	908-722-1200	dvandeursen@scparcs.org
Social Services		Crystal DeCicco	908-203-5057	cirigliano@co.somerset.nj.us
Clerk of the Board	102	Samantha Tomaro	908-231-7182	stomaro@co.somerset.nj.us
Administrator	103	Bonnie Lacamera	908-231-6037	lacamera@co.somerset.nj.us
Public Information	104	Teddi Manhire	908-231-7020	manhire@co.somerset.nj.us
Records	105	Frank Benfante	908-231-7553	benfante@co.somerset.nj.us
MIS	106	Michele Danysh	908-231-7515	danysh@co.somerset.nj.us
Telephone Services	109	Angela Perkins	908 231-7121	perkins@co.somerset.nj.us
Finance	111	Lisa Davis	908-231-7631	davise@co.somerset.nj.us
Adjuster	123	Virginia Mastrogiovanni	908-231-7119	mastrogi@co.somerset.nj.us
Veteran Services	126	Betsy Haluszczak	908-704-6328	haluszczak@co.somerset.nj.us
Prosecutor's Office	130	Kim Petty	908-231-3398	pettyk@co.somerset.nj.us
County Clerk	140	Roseann Brown	908-231-7012	brown@co.somerset.nj.us
Purchasing	160	Karen McGee	908-231-7179	mcgee@co.somerset.nj.us
Facilities & Services	165	Janet Elbert	908-231-7010	sabatura@co.somerset.nj.us
Soil Conservation	180	Jennifer Kimock	2610	kimoch@co.somerset.nj.us
Surrogate	230	Stanley Layton	908-231-7002	layton@co.somerset.nj.us
Sheriff's Office	300	Tim Pino	908-231-7028	pino@co.somerset.nj.us
ID Bureau	301	Robert McCarthy	908 231-7136	mccarthy@co.somerset.nj.us
Tax Board	320	Dawn Guttschall	908-541-5701	guttschall@co.somerset.nj.us
Election Board	350	Tom Fagan	908-231-7084	fagan@co.somerset.nj.us
ESTA	380,908	Nina Tchir	908 541-5681	tchirn@co.somerset.nj.us
911 Comm	385	Ginny McCall	908 203-6037	mccall@co.somerset.nj.us
Planning Board	390	Patrice Thomas	908-231-7627	pthomas@co.somerset.nj.us
Roads & Bridges	451,452	Kelly Giralidi	908-541-5022	giralidi@co.somerset.nj.us
Engineering	454	Melanie Kowal	908-231-7025	kowal@co.somerset.nj.us
Vehicle Maint	457	Kim Romano Catron	908-231-7629	romano@co.somerset.nj.us
Jail – Admin	520	Anna Mint	908-231-7150	mint@co.somerset.nj.us
Jail – Corrections	520	Dean Picone	908-203-6094	picone@co.somerset.nj.us
Human Services	613,614,615	Tammy Wise	908-203-6303	twise@co.somerset.nj.us
Mental Health	616	Cyndy Massone	908-253-3123	massone@co.somerset.nj.us
WIB and Youth Recieving	620,530	Monica Mulligan	908 7046326	mulligan@co.somerset.nj.us
PESS	619	Barbara Mullens	908-251-6403	mullens@co.somersset.nj.us
Comm Dev	655	Walter Collett	908 541-5756	collett@co.somerset.nj.us
Office on Aging	681, 686	Janet Ressa	908-541-5745	ressa@co.somerset.nj.us
Transportation	683	Judy Sherwin	908-231-7664	sherwin@co.somerset.nj.us
Health Department	699	Christine Zabawa	908-231-7615	zabawa@co.somerset.nj.us
Recycling	700	Ellen Sweney	908-231-7950	sweney@co.somerset.nj.us
Supr. of Schools	710	Connie Richardson	908-231-7733	richards@co.somerset.nj.us
Youth Services	714	Nancy Newton	908-704-6317	newton@co.somerset.nj.us
Rutgers Co-Op	730	Peggy Doyle	908-231-7520	mdoyle@co.somerset.nj.us
Library	810	Deanna Gray	908-526-4016	dgray@sclsnj.org

TRAINING SITE LOCATIONS

*Listed below are the various Training Site locations.
Locations are specified with individual
Classes throughout the Catalog:*

Human Resources Training Room

Somerset County Administration Building, Third Floor
20 Grove Street, Somerville

Human Resources Computer Training Room

Somerset County Administration Building, Third Floor
20 Grove Street, Somerville

Human Services Building

27 Warren Street, Somerville

Somerset County Emergency Services Training Academy

402 Roycefield Road, Hillsborough Township

**DIRECTIONS TO: SOMERSET COUNTY ADMINISTRATION
BUILDING**

20 Grove Street, Somerville, New Jersey 08876
(Building entrance is on the "Green Level" of the Bernie Field Parking Deck)

FROM THE NORTH:

Take Route 287 South to Exit 13 (Route 202-206 South)

Landmark: Pass Bridgewater Commons Mall on left: stay to right

Turn Right onto Route 22 East

Immediately after the second overpass, turn Right onto Grove Street (after Kentucky Fried Chicken)

At the second traffic light, turn Left onto East High Street

Entrance to the Bernie Field Parking Deck is one-half block on the Right

FROM THE SOUTH (Via Route 287)

Take Route 287 North to Route 22 West

Landmarks: Pass the Courier News and Bank of America on the Right

Immediately after the first overpass, turn Right (see sign for Somerville)

Bear Right, go up over the overpass – this leads to Grove Street

At the second traffic light, turn Left onto East High Street

Entrance to the Bernie Field Parking Deck is one-half block on the Right

FROM THE SOUTH (Via Route 206)

Take Route 206 North

Landmark: On Route 206 North approaching Somerville, look for a low stone wall on the Left (Duke Gardens)

Shortly past this wall, turn Right onto Bridge Street (Somerville)

At second traffic light, turn Right onto East Main Street

Make next Left onto Grove Street

Make next Right onto East High Street

Entrance to the Bernie Field Parking Deck is one-half block on the Right

TAKE ROUTE 22 WEST FROM THE EAST

Go under Route 287 overpass in Bridgewater

Landmarks: Pass the Courier News and Bank of America on the Right

Immediately after the next overpass, turn Right (see sign for Somerville)

Bear Right, go up over the overpass, this leads to Grove Street

At the second traffic light, turn Left onto East High Street

Entrance to the Bernie Field Parking Deck is one-half block on the Right

FROM THE WEST

Take Route 22 East into Somerville

Landmark: Pass Ethicon on the Left

Immediately after the second overpass, turn Right onto Grove Street (past Kentucky Fried Chicken)

At the second traffic light, turn Left onto East High Street

Entrance to the Bernie Field Parking Deck is one-half block on the Right

**DIRECTIONS TO: SOMERSET COUNTY EMERGENCY SERVICES
TRAINING ACADEMY
402 Roycefield Road, Hillsborough, New Jersey 08844**

FROM THE EAST

I-78 West to I-287 South. Take Bridgewater Exit 17 for 202/206 South. Take Route 206 South around the Somerville Circle towards Princeton. Travel for approximately 2 ½ miles and turn Right onto Dukes Parkway West. Travel approximately 1 mile and turn Left onto Roycefield Road. Go approximately ½ mile and turn Left into the Somerset County Public Works facility. Go through the gates and make an immediate Right. Follow this road to the Training Academy.

FROM THE SOUTH

Garden State Parkway or New Jersey Turnpike to I-287 North. Take Exit 14B onto U. S. Route 22 West. Go approximately 2 miles and take Route 202/206 South. Take Route 206 South around the Somerville Circle towards Princeton. Go approximately 2 ½ miles and turn Right onto Dukes Parkway West. Travel approximately 1 mile and turn Left onto Roycefield Road. Go approximately ½ mile and turn Left into the Somerset County Public Works facility. Go through the gates and make an immediate right. Follow this road to the Training Academy.

FROM THE SOUTH (Via Route 206)

Take Route 206 North into Hillsborough Township. Travel for approximately 6 miles and take the jug-handle for Dukes Parkway West. Travel approximately 1 mile and turn Left onto Roycefield Road. Go approximately ½ mile and turn Left into the Somerset County Public Works facility. Go through the gates and make an immediate Right. Follow this road to the Training Academy.

FROM THE NORTH

From I-287 South take Exit 17 (Route 202/206 South). Take Route 206 South around the Somerville Circle towards Princeton. Travel for approximately 2 ½ miles and turn Right onto Dukes Parkway West. Travel approximately 1 mile and turn Left onto Roycefield Road. Go approximately ½ mile and turn Left into the Somerset County Public Works facility. Go through the gates and make an immediate right. Follow this road to the Training Academy.

FROM THE WEST

I-78 East to I-287 South. From I-287 South take Exit 17 (202/206 South). Take Route 206 South around the Somerville Circle towards Princeton. Go for approximately 2 ½ miles and turn Right onto Dukes Parkway West. Travel approximately 1 mile and turn Left onto Roycefield Road. Go approximately ½ mile and turn Left into the Somerset County Public Works facility. Go through the gates and make an immediate Right. Follow this road to the Training Academy.

DIRECTIONS TO: HUMAN SERVICES BUILDING
27 Warren Street, Somerville, New Jersey 08876
908-704-6300

FROM THE NORTH

Take Route 297 South to Exit 17 (Route 202-206 South).

Landmark: Pass Bridgewater Commons Mall on left; stay to the right

Turn right onto Route 22 East.

Immediately after the second overpass, turn right onto Grove Street (just past Kentucky Fried Chicken).

Take Grove Street all the way to the end and make a right onto Main Street, then an immediate left onto Warren Street. The Human Services Building is the last building on the left.

FROM THE SOUTH (Via Route 287)

Take Route 287 North to Route 22 West.

Landmarks: Pass the Courier News and Bank of America on the right.

Immediately after the first overpass, turn right (see sign for Somerville).

Bear right, go up over the overpass; this leads to Grove Street.

Take Grove Street all the way to the end and make a right onto Main Street, then an immediate left onto Warren Street. The Human Services Building is the last building on the left.

FROM THE SOUTH (Via Route 206)

Take Route 206 North.

Landmark: On Route 206 North approaching Somerville, look for a low stone wall on left (Duke Farms).

Shortly past this wall, turn right onto Bridge Street (Somerville).

At the first traffic light, turn right onto Veterans Memorial Drive. The Human Services Building is at the next corner on the left.

FROM THE EAST

Take Route 22 West.

Go under Route 287 overpass in Bridgewater.

Landmarks: Pass the Courier News and Bank of America on the right.

Immediately after the next overpass, turn right (see sign for Somerville).

Bear right, go up over the overpass; this leads to Grove Street.

Take Grove Street all the way to the end and make a right onto Main Street, then an immediate left onto Warren Street. The Human Services Building is at the next corner on the left.

FROM THE WEST

Take Route 22 East into Somerville.

Landmark: Pass Ethicon Inc. on left.

Immediately after the second overpass, turn right onto Grove Street (just past Kentucky Fried Chicken).

Take Grove Street all the way to the end and make a right onto Main Street, then an immediate left onto Warren Street. The Human Services Building is the last building on the left.

CLASS REGISTRATION PROCESS

To Attend a Class.....

If you would like to attend a Class, the following process must be followed:

For Somerset County Employees

- ✓ Discuss and obtain approval from your Supervisor.
- ✓ After receiving approval, contact your Division's Training Liaison and register your attendance through them. Prior to contacting your Training Liaison, be sure you have the following information readily available: *Your name, Class name, Class date, time and location.*

(Somerset County Training Liaisons are listed on Page Five)

For Municipality Employees

- Obtain appropriate approvals as designated within your organization.
- Contact your local Training Liaison and inform them of the following information: *Your name, Class name and Class Date, Time and Location.*
- Check to see if an Indemnification Agreement and Proof of Insurability are required. *(This information is listed with the Class description) NOTE: If certain Classes require this information, it must be approved and submitted to Lori Call, Office Manager, Somerset County Human Resources, prior to Class attendance.*

All Class registrations must be submitted via Email to Lori Call at call@co.somerset.nj.us and must include all the information specified above.

CLASS COSTS & WITHDRAWING FROM A CLASS

Many of the Classes offered through this Training Catalog do not have an associated cost, however, some do. The following procedures apply:

❖ **For County Employees:**

If you have enrolled in a Class with a cost, and you are unable to attend, you must contact your Training Liaison to inform them, so that they have the opportunity to send a replacement and avoid a chargeback cost.

❖ **For Municipality Employees:**

The respective Municipality will be charged back for each Class Registration with costs, regardless of whether the individual attends or not. To avoid a chargeback, you must inform Lori Call regarding non-attendance prior to the Class start.

❖ **For Somerset County Training Liaisons:**

A chargeback for Classes with costs will be incurred if your Division employee does not attend or notify you of non-attendance, so that you can inform Lori Call.

❖ **The Sign In Sheet:**

The Sign In Sheet for each Class will serve as “proof of attendance”. If the attendee does not “sign in”, a chargeback will be incurred for Classes with costs.

INDEMNIFICATION AGREEMENT

PROCEDURES FOR

MUNICIPALITY EMPLOYEES

Municipality employees who request to attend certain Safety Training Classes listed in this Catalog must sign an Indemnification Agreement (IA) and provide Proof of Insurability prior to attending. ***Please note that members of the Joint Insurance Fund (JIF) do not need to submit Proof of Insurability.*** Classes requiring an Agreement are noted within individual Class overviews.

Indemnification Agreement processing as follows:

- ✓ If a Class requires a signed IA, obtain this Agreement from your Municipality Training Coordinator.
- ✓ Each Class has its own specific IA.
- ✓ All requested signatures must be obtained on the IA to be considered valid.
- ✓ Lori Call must have received the original signed IA prior to the Municipality employee attending the Class.
- ✓ If a Municipality will be sending multiple attendees to a certain Class, please attach the completed and signed "Multiple Attendee Form" to the specific IA.
- ✓ In addition to the IA, a copy of your Proof of Insurability must be attached.
- ✓ ***If the above process is not followed, attendees will not be permitted to attend designated Classes.***

All questions regarding Indemnification Agreements are to be directed to the Somerset County Human Resources Office Manager, Lori Call, either by telephone at 908-231-7094 or email at call@co.somerset.nj.us

INDEMNIFICATION AGREEMENT

Chain Saw and Tree Trimming Safety

THIS INDEMNIFICATION AGREEMENT made this _____ day of _____, 2013, by the COUNTY OF SOMERSET, whose address is County Administration Building, 20 Grove Street, Post Office Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as "County") and _____ and whose address is _____ (Municipality) _____ (Municipality Address) and _____ (hereinafter referred to as "Chain Saw and Tree Trimming Attendee").

WHEREAS, the Chain Saw and Tree Trimming Attendee is desirous of participating in the Somerset County Training course entitled "Chain Saw and Tree Trimming Safety" which is designed to instruct on safety practices including proper cutting techniques, controlling kickbacks, fueling guidelines, hazards to avoid and review of proper safety clothing and personal protective equipment and awareness training and hands on participation so as to reduce the chances of Chain Saw and Tree Trimming accidents; and

WHEREAS, the County is willing to extend the opportunity for the Chain Saw and Tree Trimming Attendee to the Chain Saw and Tree Trimming Safety course and provide permission to participate in that course so long as the Municipality and Chain Saw and Tree Trimming Attendee agree to hold the County harmless from any injuries or property damage sustained or caused by or doing the awareness course.

NOW, THEREFORE, IT IS AGREED as follows:

1. The County agrees to permit the Chain Saw and Tree Trimming Attendee to participate in the County Chain Saw and Tree Trimming Safety Course, the course outline is listed in the 2013 Training Catalog.
2. The Chain Saw and Tree Trimming Attendee agrees to hold the County harmless from any and all claims for personal injuries or property damage caused or occurring during the Chain Saw and Tree Trimming Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Chain Saw and Tree Trimming Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

3. The _____ agrees to hold the County harmless
(Municipality)
from any and all claims for personal injuries or property damage caused or occurring during the Chain Saw and Tree Trimming Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Chain Saw and Tree Trimming Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.
4. The _____ shall provide the County with a Certificate of
(Municipality)
Insurability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

Attest:

Attendee

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kathryn Quick, Deputy Clerk

By: _____
Peter S. Palmer, Director

INDEMNIFICATION AGREEMENT

Fire Extinguisher

THIS INDEMNIFICATION AGREEMENT made this _____ day of _____, 2013, by the COUNTY OF SOMERSET, whose address is County Administration Building, 20 Grove Street, Post Office Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as "County") and _____ and whose address is _____
(Municipality) (Municipality Address)
and _____ (hereinafter referred to as "Fire Extinguisher Attendee").

WHEREAS, the Fire Extinguisher Attendee is desirous of participating in the Somerset County Training Course entitled "Fire Extinguisher Safety" which is designed to instruct on the different types of fires and each type requires a corresponding Fire Extinguisher to put out the fire and awareness training and hands on by putting out a controlled fire; and

WHEREAS, the County is willing to extend the opportunity for the Fire Extinguisher Attendee to the Fire Extinguisher Safety Course and provide permission to participate in that Course so long as the Municipality and Fire Extinguisher Attendee agree to hold the County harmless from any injuries or property damage sustained or caused by or doing the awareness course.

NOW, THEREFORE, IT IS AGREED as follows:

1. The County agrees to permit the Fire Extinguisher Attendee to participate in the County Fire Extinguisher Safety Course, the course outline is listed in the 2013 Training Catalog.
2. The Fire Extinguisher Attendee agrees to hold the County harmless from any and all claims for personal injuries or property damage caused or occurring during the Fire Extinguisher Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Fire Extinguisher Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

3. The _____ agrees to hold the County harmless
(Municipality)
from any and all claims for personal injuries or property damage caused or occurring during the Fire Extinguisher Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Fire Extinguisher Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.
4. The _____ shall provide the County with a Certificate of
(Municipality)
Insurability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

Attest:

Attendee

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kathryn Quick, Deputy Clerk

By: _____
Peter S. Palmer, Director

INDEMNIFICATION AGREEMENT

Forklift Safety

THIS INDEMNIFICATION AGREEMENT made this _____ day of _____, 2013, by the COUNTY OF SOMERSET, whose address is County Administration Building, 20 Grove Street, Post Office Box 3000, Somerville, New Jersey 08876 (hereinafter referred to as "County") and _____ and whose address is _____
(Municipality) (Municipality Address)
and _____ (hereinafter referred to as "Forklift Attendee").
(Municipality Employee)

WHEREAS, the Forklift Attendee is desirous of participating in the Somerset County Training course entitled "Forklift Safety" which is designed to instruct on all safety procedures regarding forklift safety including parking, fueling, balance, lifting techniques, safe and unsafe loads, proper speeds, proper heights for loading and unloading and awareness training and hands on ; and

WHEREAS, the County is willing to extend the opportunity for the Forklift Attendee to the Forklift Safety Course and provide permission to participate in that course so long as the Municipality and Forklift Attendee agree to hold the County harmless from any injuries or property damage sustained or caused by or doing the awareness course.

NOW, THEREFORE, IT IS AGREED as follows:

1. The County agrees to permit the Forklift Attendee to participate in the County Forklift Safety Course, the course outline is listed in the 2013 Training Catalog.
2. The Forklift Attendee agrees to hold the County harmless from any and all claims for personal injuries or property damage caused or occurring during the Forklift Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Forklift Attendee during the course. This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.
3. The _____ agrees to hold the County harmless from
(Municipality)
any and all claims for personal injuries or property damage caused or occurring during the Forklift Safety Course, including but not limited to, any claim for personal injuries or property damage that may be brought against the County as a result of the actions of the Forklift Attendee during the course.

This indemnity shall include any costs incurred by the County, including but not limited to, legal fees and court costs.

4. The _____ shall provide the County with a Certificate of
(Municipality)
Insurability.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of
the day and year first above written.

Attest:

Attendee

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kathryn Quick, Deputy Clerk

By: _____
Peter S. Palmer, Director

INDEMNIFICATION AGREEMENT

Multiple Attendee Form

Class Title: _____
Class Date: _____ Class Time: _____
Municipality: _____
Contact: _____
Telephone: _____

ATTENDEES: Please print your name as well as provide your signature. This information must appear in order for the Indemnification Agreement to be valid.

Attest:
Attendee Name (Please Print)

Attendee Signature

Attest:

Municipal Clerk

By: _____
Municipal Mayor

Attest:

Kathryn Quick, Deputy Clerk

By: _____
Peter S. Palmer, Director