

Attendance: Mayor Kitts; Mayor Pro Tem John Crump; Councilmembers: Allen Burnette and Rich Wise; Town Manager, Doug Paris; Town Clerk, Nancy E. Boyden, *CMC, NCCMC*; Finance Officer, Beverly Love; Town Attorney, Anthony Fox; Planning, Zoning & Subdivision Administrator, Kassie Watts, *AICP, CZO*; Cabarrus County Deputy, Matt Pethel; Midland Firefighter, Brian Ward.
Also Present: Cabarrus County Commissioner Lynn Shue.
Absent: Councilmember Darren Hartsell; Town Engineer, Richard McMillan, *P.E.*
Late: None.
Guests: None.

****SR denotes staff memo/report included***

1. **Invocation**: Mayor Pro Tem Crump pronounced the *Invocation*.
2. **Open Meeting**: Mayor Kitts opened the meeting at 6:00 pm and called the room to order.
 - a. The room stood for the *Pledge of Allegiance*.
3. **Announcements**: Mayor Kitts gave the following announcement:
 - a. Friday, March 31st from 4:30-8:00 pm in Downtown Concord for the Cabarrus County Schools Cultural Arts Art Walk that will showcase the artistic and musical talents of the visual and performing arts students from all over Cabarrus County Schools.
 - b. ***Proclamation #2017-77*** Midland Classics Week

Mayor Kitts proclaimed Midland Classics Week:

Midland Classics Week

Proclamation #2017-77

Whereas, the National Junior Classical League (NJCL) was founded in 1936 to encourage an interest in and an appreciation for the language, literature, and culture of the ancient Greeks and Romans; ***and***

Whereas, in North Carolina there are 41 chapters of the NJCL, and 1,149 middle and high school students of Latin, Greek, and the Classics; ***and***

Whereas, North Carolina JCL Chapters are involved in the educational needs of its student members and are committed to a better future for their students and the community, through active participation in service and outreach projects; ***and***

Whereas, Midland Latin students believe that the Classics still hold great value to modern society and that the spreading of the Classics is vital to the continued appreciation and spreading of interest in the Classics; ***and***

Whereas, Midland Classics Week is held in commemoration of the traditional anniversary of the founding of ancient Rome (April 21st) and in celebration of the North Carolina Junior Classical League 69th annual state convention (March 31st to April 1st, 2017); ***and***

Whereas, the Town of Midland recognizes the relevance of Classical culture in relation to its own history, the great interest that many Midland residents hold for the Classics and the countless benefits that studying Classics offers to everyone.

Now Therefore, I, Mayor Kathy Kitts, do hereby recognize the week of April 21st to 27th, 2017 as Midland Classics Week and I call this proclamation to the attention of all our citizens.

Adopted this the 14th day of March, 2017.

4. Approval of Agenda:

Motion was made by Councilmember Wise and seconded by Councilmember Burnette to approve the Agenda as presented. **Motion carried 4-0.**

- 5. Consent Agenda:** 2018 Urban Archery Season- Jan. 13-Feb. 17, 2018; Minutes: Regular Session 2-14-2017; Retreat 2-18-2017; Attorney Bills.

Motion was made by Mayor Pro Tem Crump and seconded by Councilmember Burnette to approve the Consent Agenda as presented. **Motion carried 4-0.**

6. Presentation: RCCC Workforce Development Projects- *Mr. David King, MBA*

Mr. King spoke about the RCCC Corporate & Continuing Education program using a Power Point presentation:

- Listed courses including contract corporate training;
- Customized training to meet the needs of your business;
- Introduced the Business Leaders Team and what they do;
- NC Manufacturing Institute (online);
- Recruit graduate candidates for manufacturing jobs funded by the State for up to 2 years;
- Scholarships available;
- Listed Cabarrus County achievements with the program;
- Listed partners in Cabarrus County.

7. Public Comment:

- a. Mr. Paul O'Neil of 12643 Hill Pine Rd. Midland Proper
Subject: Bethel School Rd.

“Mayor Kitts and Members of Council,

What is it going to take? Are we waiting for a catastrophe to happen?

A week ago yesterday, Monday March 6th, a beautiful afternoon, my wife and I witnessed a near catastrophe. We had walked from our house in Bethel Glen through Saddlebrook and crossed Bethel School Road to walk through Rob Wallace Park. We have done this many times since the opening of the park. It's a wonderful attraction in the heart of our community.

On our way home about 4:30pm it happened. We saw one of our neighbor boys from Bethel Glen riding his bicycle out of Saddlebrook and getting ready to cross Bethel School Rd. We warned him to watch out as the evening traffic was picking up. We were crossing at the top of the hill at Saddlebrook Dr. and he had ridden his bike down the hill to be closer to the entrance of the park when we noticed a pickup truck approaching from the north at a very high rate of speed. Then horn honking and breaks squealing- a near miss- thank heavens. Yes he was without supervision and too young to be out there by himself but that was not the issue.

The issue is the uncontrolled speeding on Bethel School Rd. Period! Yes, there are plans for change but those are only plans. That is the future. We need action now.

No, we don't need a 35 mph speed limit that would be totally ignored. We need an enforced 45 mph. I am not putting the blame solely on our local patrol. It can only go so far. We must as a community, push our county government for additional help to regain control of this stretch of road. With the start of daylight savings time, extended hours of operation at the park and the impending spring break and summer vacation in the schools, it is only a matter of time before tragedy strikes.

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We know when the greatest violations occur. We know when the traffic is the greatest. We know that the majority of violators are using Bethel School Rd. as a short cut. We know that extra enforcement can be done. It's been done elsewhere.

Thirteen months ago Council was addressed with this same issue. Now the park is open. Is Bethel School Rd. under control?

We must act. Press our county leaders before tragedy happens. Before we sit here and hear our patrolmen give a statistic that we don't want or need to hear. Are we going to wait? Are we going to let catastrophe happen?

Thirteen months ago.

Thank you".

- b. Margaret Houston- Friends of the Midland Library
Subject: Friends of the Midland Library

Good evening,

I'm President of the FOML and before we go on any further I would like to introduce to you, our Midland Library Trustee, Rich Brevard. He has assisted us in contacting the Cabarrus County Library. We are here to advise you of what the FOML goals are. Our main purpose is to continue with fund raising events and to maintain memberships and donations. This year's annual membership goal is 50 so far we have 22. We have collected a little over \$11,000 to date.

Who here would like to be a Friend of the Midland Library? We have applications we can give out to you.

The purpose of the Friends' group is to supplement the library's operating budget to provide materials and programs that enhance the library's service. We are the connecting link between the library and community, interpreting one to the other. We support quality library services in the community through fund raising, volunteerism and serving as advocates for the library. We also support the policies of the library as adopted by the library board.

We have been working with Director of the Cabarrus County Library, Ms. Ortiz doing certain things to help her with the Midland interim library every other Monday. This has been working fabulously. Come by to get your library card or order a book or drop one off.

Fundraising is done with the knowledge of the library trustees and library director. We work for them. We do whatever they ask. Their goals are our goals. In our case, the objective of the interim library services in Midland is to raise awareness and support for a permanent library in the Midland area.

The Friends also assist the Cabarrus County Library as they request items for the new Midland branch when the building is in place and continue to have meetings with Town, County, Friends and Library Director to understand plans and expectations.

Some examples the FOML has been given are:

- A reception or information desk as the main point of service;
- Commercial library grade shelving;
- Tables and chairs;
- Lounge/reading chairs;
- Computer lab equipment, including lab tables, chairs, computers, printer/copier;
- Books and other collections for circulation- the \$100,000 grant from the Cannon Foundation will also go towards those items;
- Staff furniture- desks, chairs, computers, etc.

In closing:

- Who would like to be a member?

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- Who would like to volunteer at the events?
- Help us get the word out about memberships and donations.
- We need as many people as we can to make sure this is eventually a solid building.

8. Public Safety:

a. Police Report - Cabarrus County Sheriff for Midland

Officer Matt Pethel reported the following for the month of February 2017:

673 Self-initiated calls for service- some of which were:

- 519 Security checks;
- 105 Traffic stops;
- 11 B/E of vehicles.

116 Dispatched calls for service- some of which were:

- 6 Larcenies from residences;
- 9 Traffic accidents with property damage only;
- 2 Traffic accidents with personal injury.

Mayor Kitts added that Midland Officer, Cody Rominger was in a traffic accident this afternoon. He's in the hospital. She asked citizens to remember him and his family this evening.

Councilmember Wise asked officers to patrol Bethel School Rd. more often and place the radar trailer on the road.

Officer Pethel said he will get the trailer out there by the end of the week and report up the chain to get more law enforcement there.

b. Midland Volunteer Fire Department Report

Firefighter Brian Ward gave the Fire Department Report for February 2017:

- 6 Structure fires;
- 5 Residential fire alarms;
- 3 Commercial fire alarms;
- 4 Brush fires;
- 5 Local alarms;
- 5 Motor vehicle accidents;
- 32 Medical calls.

Total calls for service= 60

9. Planning: Planning, Zoning & Subdivision Administrator- *K. Watts*

a. Fourth St. Right of Way Closure ***Resolution #2017-181***

Planner Watts summarized her staff report:

BACKGROUND

The Town was approached by Mr. Lynn Davis, on behalf of the American Legion, to obtain a Zoning Compliance Permit (ZCP) in order to construct an accessory structure on their property next to the American Legion building. The American Legion owns parcel #'s 5544-05-6485 and 5544-05-5361, located at 12975 Cabarrus Station Road. Staff reviewed Mr. Davis's ZCP request and determined the proposed location of the accessory structure was within an unopened platted right-of-way, Fourth Street, shown on the attached exhibit map and highlighted in pink. (Plat Book 8, Map 27 recorded June 13, 1947).

The purpose of this petition is to officially close this portion of Fourth Street.

North Carolina General Statute 160A-299 requires that municipalities proposing to permanently close any street or public alley shall first adopt a resolution declaring its intent to close the street and call a public hearing on the question.

FINDINGS AND CONCLUSIONS

There is one adjacent property owner who could potentially be impacted, however, that property owner has access off of Oak Grove Circle and staff has spoken with this property owner, they have no issue with the closing. Additional adjacent properties will not be impacted by the closing of this section of the Fourth Street right-of-way.

Pursuant to N.C.G.S. 160A-299, “upon the closing of a street in accordance with this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.” Therefore, being that the American Legion owns the property on either side of the right-of-way in question, this area will be transferred to the American Legion and combined into one tract as opposed to two, thus allowing for the approval of the ZCP for the accessory structure originally requested by Mr. Davis.

POLICY IMPLICATIONS

The North Carolina General Statutes require Town Council to adopt an order to close the unopened platted right-of-way.

N.C.G.S. 160A-299 shall apply the following:

1. Adopt a Resolution (#2017-181) declaring its intent to close the street and;
2. Publication of Resolution once a week for four successive weeks prior to the hearing and;
3. Public Hearing held by the Town Council (April 11, 2017) and;
4. Filing of a certified copy of the order in the Cabarrus County Register of Deeds Office.

Notice of this meeting and this agenda item will be publicized, certified/registered letters will be sent to adjacent property owners of the subject right-of-way, and a sign will be posted on the subject right-of-way.

The Council may vote to approve or deny the request.

Motion was made by Mayor Pro Tem Crump and seconded by Councilmember Burnette to adopt **Resolution #2017-181** declaring intent to close the street and set the public hearing for April 11, 2017 at 6:00pm at Midland Town Hall 4293 Hwy. 24/27 E, Midland, NC 28107. **Motion carried 4-0.**

RESOLUTION OF INTENT TO ABANDON SECTION OF FOURTH STREET RIGHT-OF-WAY BETWEEN PARCEL #5544-05-6485 AND PARCEL #5544-05-5361

Resolution #2017-181

THAT WHEREAS, the Midland Town Council proposes to permanently abandon a section of the platted unopened public right-of-way of Fourth Street, starting at a line extending from the Northeast corner of Parcel #5544-05-5361, owned by the American Legion, southward to the Southeast corner of Parcel #5544-05-5361, owned by the American Legion, then eastward to the Southwest corner of Parcel #5544-05-6485, owned by the Black-Phillips American Legion Post, then northward to the Northwest corner of Parcel #5544-05-6485, owned by the Black-Phillips American Legion Post, then westward to the Northeast corner of Parcel #5544-05-5361, owned by the American Legion. Approximately 100 linear feet of right-of-way, and approximately 4,185 sq. feet in area, plus or minus, pursuant to Section 299 of Chapter 160A of the General Statutes of North Carolina.

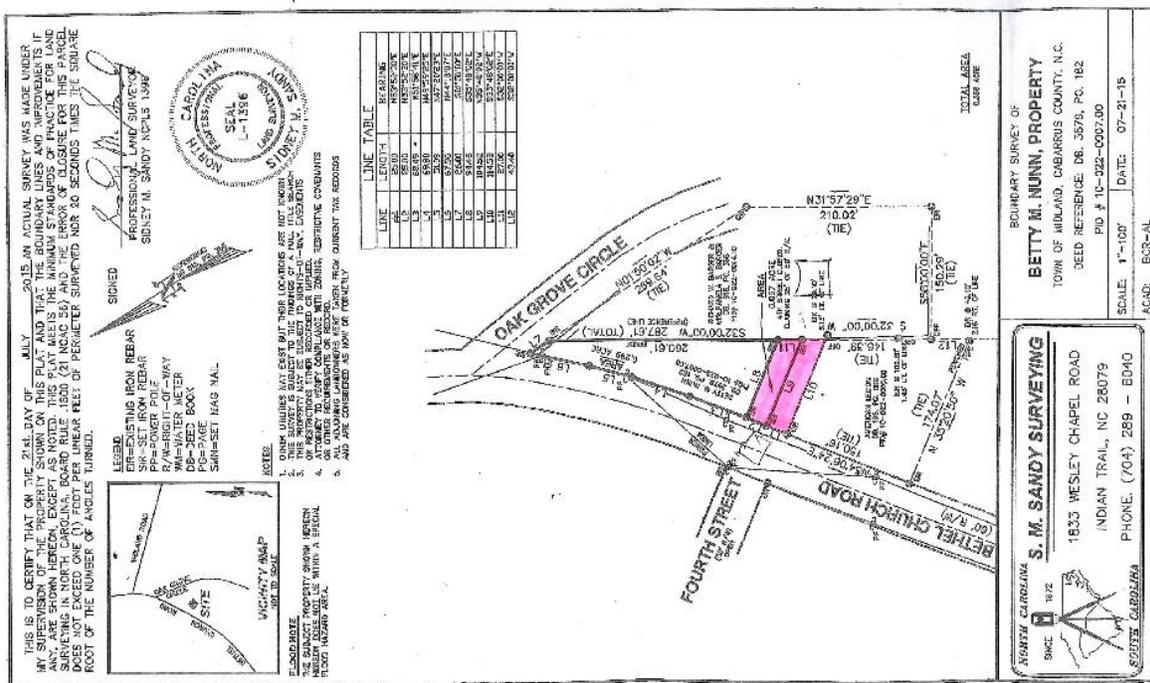
NOW, THEREFORE, BE IT RESOLVED that the Midland Town Council declares its intent to permanently abandon a section of Fourth Street, starting at a line extending perpendicular across Fourth Street from the Northeast corner of Parcel #5544-05-5361, owned by the American Legion, southward to the Southeast corner of Parcel #5544-05-5361, owned by the American Legion, then eastward to the Southwest corner of Parcel #5544-05-6485,

owned by the Black-Phillips American Legion Post, then northward to the Northwest corner of Parcel #5544-05-6485, owned by the Black-Phillips American Legion Post, then westward to the Northeast corner of Parcel #554-05-5361, owned by the American Legion. Approximately 100 linear feet of right-of-way, and approximately 4,185 sq. feet in area, plus or minus.

The Town Council orders that a Public Hearing be called on the question at 6:00 p.m., Tuesday, April 11, 2017. The Town Clerk is hereby directed to:

1. Publish a copy of this Resolution in a newspaper authorized to publish legal ads in the Town of Midland as required by statute.
2. Send a copy of this Resolution by certified or registered mail to all owners of the property adjoining the street as shown on the tax records.
3. Cause a Notice of the closing and Public Hearing to be prominently posted in at least two places along said street.
4. Mail a copy of this Resolution to the Department of Transportation if said street is under the authority and control of the Department of Transportation.

Adopted this 14th day of March, 2017.



b. Planning Projects- *Verbal Update*

Planner Watts reported the following:

- Wyndham Forrest: Proof rolling is finished and the stone is now down;
- Brentwood: Was in the process of installing infrastructure, yet the Army Corp of Engineers found wetland violations. The developers must cease their activities for now;
- Tucker Chase: The Town won the BOA case against the appellant on February 28th. There's no activity there but staff will keep Council posted;

- Banks Massey Project: The grading permit has been secured but they still need their driveway permit and they will need to move the guardrail- NCDOT to help;
- Allen Mini Storage: They are taking down the old ESSO building;
- Jordan Dental: Is just about finished;
- Bethel Park: True Homes is looking to set up a meeting on how to bring that project back to life.

10. Staff Reports:

a. Finance Report-February 2017 – **B. Love**

Ms. Love reported the following on the cash accounts:

				Feb 28, 2017
Checking/Savings				
		1000 · CASH ON HAND		183.62
		1004 · GENERAL FUND		1,295,988.74
		1040 · UTILITY CAPITAL RESERVE FUNDS		2,095,575.31
		1050 · POWELL BILL FUNDS		228,217.81
		1060 · CDBG OLD MIDLAND SEWER PROJECT		42,338.78
Total Checking/Savings				3,662,304.26

Mr. Paris told Council that he visited Officer Rominger in the hospital today. He has a 6-8 weeks recuperation period but is doing well.

At next month’s Council meeting there will be a Budget Amendment Ordinance presented for the replacement of the Town vehicle totaled in Officer Rominger’s accident. This will be for another Ford Interceptor Utility vehicle.

b. Manager Comments- **D. Paris**

i. FY 2017-2018 Town Goals

Mr. Paris read the successes met by the Town in the last fiscal year into this year:

FY16-17 MIDLAND SUCCESSES

1. Landed Intertape Polymer Group’s first NC facility (\$49M & 50 jobs);
2. Landed the Corning Expansion (\$109M & 200 jobs), will become the largest fiber-optic manufacturing plant in world;
3. Former Pepsi facility was leased within one month of vacancy by Superior Distribution bringing new jobs to the community;
4. Partnered with RCCC to identify classes for Midland area small businesses and offer them at Town Hall at no cost;
5. Began offering for the 1st time Cabarrus County Library Services for Midland area citizens, which has had strong participation;
6. Completed a sewer improvement plan for the Anderson Creek basin northeast of the crossroads with private sector funding;
7. Continued multiple new commercial economic development projects through the planning process to be opened late 2017: Massey Grading off HWY 24/27, Dr. Jordan’s new dentist office, and Allen Storage off HWY 24/27;
8. Completed due-diligence with two developers and a preliminary cost estimate for the Town Center Project;
9. Opened Cabarrus County’s largest park: Rob Wallace Park;
10. Bolstered the Town’s outreach to citizens with new website, twitter, and Facebook efforts;

11. Funded for the 1st time 24 hour staffing at Midland Station #2;
12. Partnered with Cabarrus EDC to develop promotional videos for Midland's freight rail corridor;
13. Participated in the Charlotte Region Freight Rail Study, which included the Aberdeen Carolina Rail Corridor;
14. Town was awarded via Mayor Kitts the Cabarrus Chamber Friend of Business Award do to the town's business friendly efforts;
15. Awarded a clean audit by the NC Local Government Commission;
16. Successfully completed a transition in Planning and Engineering providers.

Mr. Paris summarized his staff report as follows:

Background:

Attached are the draft FY17-18 Town Goals for your review per the discussion at last month's Board Retreat. These are your goals so please revise them as you see fit, this was just a first stab at them. Once the goals are finalized and adopted, town staff will begin working on them.

Budget:

Items in the goals that would be funded in the upcoming year's budget would include:

- A real estate market study for the Town Center Project to complete due diligence and fully understand the market potential of the land if developed. I will get quotes on this for the board to consider during the budget process;
- New decorative banners for the crossroad area. I will get quotes on this for the board to consider during the budget process;
- Improvement of street lighting at the crossroads area. Staff will relay to you if this would require the town to pick up any installation or ongoing operational costs.

Council Action:

Staff needs Town Council to make any revisions to the goals that you see fit. The goals can be adopted at the meeting as is or via a motion to adopt with any council revisions.

Motion was made by Councilmember Wise and seconded by Mayor Pro Tem Crump to adopt the FY 2017-2018 Goals as presented. **Motion carried 4-0.**

TOWN COUNCIL MISSION STATEMENT:

The Town Council will continuously strive to provide the best leadership possible by making well informed decisions for the Town through listening, research, knowledge, sound financial analysis, and transparency to move the Town of Midland forward into the 21st Century.

FY17-18 TOWN COUNCIL GOALS:

1. Continue due diligence on the Town Center Project by meeting with adjoining landowners to discuss infrastructure costs, by commissioning a real estate market study to understand the market potential of the tract once developed, and then pursuing the interim solution for a town hall/library facility if the meetings and market study are not favorable.
2. Continue to recruit new industrial, commercial, and retail development to the Midland area so Midland citizens have local jobs, local amenities, and so that the Midland tax base grows to enable improved services while keeping a low tax-rate.
3. Continue work to improve the water & sewer infrastructure in the Town of Midland.
4. Continue to support RCCC classes and library services for Midland area citizens.
5. Continue to improve the town's communication strategies by implementing the new town brand, publishing an online Mayor's newsletter, and leveraging the town's social media presence.

6. Solicit quotes for new Town of Midland decorative banners for the crossroads area to be considered during the FY17-18 budget process.
7. Continue to support community service projects such as I Love My City, Local Food Pantry, and community appearance projects.
8. Work with NCDOT to improve street lighting at the crossroads intersection.

ii. Budget Schedule

Mr. Paris summarized his report as follows:

Background:

Staff is keeping track of the current year's budget, both revenues and expenditures, and we are doing quite well going into the final quarter of the current fiscal year. We will continue to track revenues during the final quarter to make sure we are on target, and watch expenditures to insure we come in under the budgeted amounts.

During the month of March staff has begun estimating major revenue sources for the upcoming fiscal year. During the month of April staff will complete revenue estimates and finalize expenditure estimates. Staff will present the upcoming fiscal year budget at the regular May Town Council meeting and ask you to set a Public Hearing for the June Meeting. This will give the board and public a month to review the budget and ask me any questions that you may have. At the June meeting the board can adopt the manager's recommended budget or make revisions to the budget. The budget must be adopted by July 1, 2017.

Over the last year we have done very well. I do not see next year's budget bringing any major deviations from a staff standpoint. I do plan on recommending the Town Engineer's suggestions from the paving condition rating study, paving the worst three roads in the town off Old Camden, which would be covered by Powell Bill Funds. Also, I do see recommending some one-time expenditures for next fiscal year, which are below:

- Replacement of our second patrol unit (sedan) will be recommended for next fiscal year. The mileage on the unit is currently above 75,000 and the officer is averaging around 30,000 miles per year. Unless there are any objections I plan on recommending we replace the unit with the same Ford Interceptor Utility model that we purchased in the current fiscal year due to the wreck. I also plan on recommending that we de-badge the sedan and place the town seal/brand on it so it can be used by planning and engineering for site visits. This will increase our professional image in the field as they currently use their own personal vehicles. If the town wishes otherwise, we can surplus the unit and place the sale proceeds in our reserves.
- Purchase of new banners for the crossroads area along with installation. As discussed at the retreat, I am in the process on getting quotes for this item.
- Commissioning on a real estate study for the Town Center project. As discussed at the retreat and reflected in goal 1, I am in the process of getting quotes for this item as well.

Next Steps:

No action is needed by the Board at this time. I wanted to give you an update and let you know what I see coming up for next year's budget. If you have any feedback please let me know.

iii. Litter Sweep

Mr. Paris said Clerk Boyden will coordinate a date and time for a 1 day event. Volunteers can sign up with her.

Mayor Kitts added that anyone can participate in the NCDOT, "Adopt a Highway" program.

iv. Other Comments

a. The Branding Committee

Mr. Paris said that the Committee met with 2 recommendations to Council.

- To put the Brand on the welcome signs. Mr. Paris showed 3 examples for new signs and asked for feedback on what design the Board liked best. Council liked sign with the Purple Heart logo and asked to make the wording larger and drop it down a few inches;
- The Committee also recommended polo shirts with the Brand for Council, Planning and Zoning and Town staff. The vendor plans on having samples for Council (for sizing) at the April meeting. Mayor Pro Tem Crump inquired if the shirts were American made. Mr. Paris will inquire and return with an answer.

c. Mayor's Comments- **K. Kitts**

i. Concord Serenity House / Darryl Strawberry Event

Mayor Kitts asked Council to sponsor an eight person table on April 6th, 2017. The purpose of the event is to hear Mr. Strawberry speak on alcohol and drug abuse to raise funds for the cause. The cost is \$500 for the table. If anyone on Council would like to attend individually, the cost is \$65.00 per person.

Council did not motion to sponsor the event.

ii. Community Garden

Mayor Kitts said Bethel UMC is building a community garden on their property. There will be raised bed gardens and a new tool shed built to house supplies. The North East Foundation is helping sponsor the garden as part of their 80th anniversary. The garden will help those in the community in need.

iii. "I Love My City Project"

Mayor Kitts said the, "I Love My City Project" is scheduled for the end of April. She will coordinate the event with Councilmember Hartsell.

Motion was made by Councilmember Wise and seconded by Councilmember Burnette to excuse Councilmember Hartsell from the Executive Session due to him visiting Officer Cody Rominger after the car accident. **Motion carried 4-0.**

11. Executive Session:

- a. [N.C.G.S. 143-318.11(a)(6)] To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.

Motion was made by Councilmember Wise and seconded by Mayor Pro Tem Crump to enter [N.C.G.S. 143-318.11 (a)(3) inviting Town Attorney Fox. **Motion carried 4-0.**

- b. [N.C.G.S. 143-318.11(a)(3)] Consult with the Attorney to Protect the Attorney-Client Privilege.

Motion was made by Councilmember Wise and seconded by Mayor Pro Tem Crump to enter [N.C.G.S. 143-318.11 (a)(3) inviting Town Attorney Fox and Manger Paris. **Motion carried 4-0.**

Council and guests entered both sessions at 7:20pm.

Motion was made by Mayor Pro Tem Crump and seconded by Councilmember Wise to re-enter Regular Session. **Motion carried 4-0.**

Council re-entered at 7:41 pm.

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Motion was made by Councilmember Wise and seconded by Mayor Pro Tem Crump to approve a 4% pay raise for Manager Paris retroactive to January 2017 and execute communication on behalf of the Town. **Motion carried 4-0.**

12. Adjournment:

Motion was made by Councilmember Wise and seconded by Councilmember Burnette to adjourn the meeting. **Motion carried 4-0.**

Council adjourned at 7:43 pm.

Attest/Seal

Mayor Kitts

Nancy E. Boyden, CMC, NCCMC Town Clerk