

March 3, 2010

The Board of Wayne County Commissioners met in Regular Session.

The minutes can be found as a digital recording saved as **3 3 2010 Session**

Mr. Wiggam moved the agenda be approved and Mrs. Obrecht seconded the motion.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

Approval of minutes from the Commissioners' Regular Session held February 25, 2010.

Mrs. Obrecht moved the minutes be approved and Mr. Wiggam seconded the motion.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

Approval of minutes from Commissioners' Meetings and/or Hearings held Feb. 25, 2009 – March 2, 2010.

Mrs. Obrecht moved the minutes be approved and Mr. Wiggam seconded the motion.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

Resolutions follow this page.

There being no further business to come before the Board, Mrs. Obrecht moved the meeting be adjourned and Mr. Wiggam seconded the motion.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

Attest:

Diane L. Austen, Clerk

Jim Carmichael, President

Ann M. Obrecht, Vice-President

Scott S. Wiggam, Member
Wayne County Commissioners

Resolution

No. 2010-90

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **County Bills Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Computer run dated **March 2, 2010** for County Bills in the amount of **\$127,795.17** and the Interagency Transaction/Payment **batch #1471** in the amount of **\$1,512.85** are hereby approved for payment.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-91

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Appropriation Transfer Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following appropriation amounts be transferred by the Wayne County Auditor.

Juvenile Court	To cover anticipated expenses		
\$500.00	From	A002-C30 Other Exp.	001.3200.02.5900.000.000
	To	A002-C26 Child Support	001.3200.02.5630.000.000
Municipal Court	Training funds needed		
\$1,000.00	From	A002-G09 Other Exp.	001.3400.02.5900.000.000
	To	A002-G12 Conferences	001.3400.02.5230.000.000

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-92

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Fund Transfer Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Department	Amount	From	To	From	To
Commissioners	\$73,882.00	A001 General Fund	H026 Job & Family Services	A9-E1 Transfers 001.0170.13.5930. 000.000	H1-B9 Transfers 026.0171.00.4904. 000.000
First Quarter 2010 mandated share from General Fund to Job & Family Services.					

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-93

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Personnel Change Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Department	Name	Title	Pay Rate	Effective Date	Status
Job & Family	Dennis Emrick	Labor Crew Leader		2/28/2010	Employee passed away on 2/28/2010

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-94

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Travel Expense Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Dept./Person	Where	Date	Travel	Reg.	Seminar, Conf., Mtg., etc.
Auditor					
Jarra Underwood	Dublin	3/10/2010		\$25.00	Co. Auditor's Assoc. of OH - CE
Common Pleas / Adult Probation					
James Fox	Orrville	4/30/2010		\$109.00	Ethics & Principles for Helping Professionals
Engineer					
Linda Mong	Mansfield	6/17/2010	\$ -0-		Public Records Trng.
Job & Family					
Donn Aukerman, Barb Amos, Russ Eyring	Zanesville	3/30/2010	\$87.00	\$45.00	Canton Dist. IM Admin. / Supervisor Mtg.
Patrick Herron	Marion	3/23/2010		\$25.00	U.S. Dept. of Labor Trng.
Municipal Court					
Carl Forrer	Columbus	5/21/2010		\$50.00	Debtor-Creditor Issues in Muni Ct.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-95

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Board Appointment Approval**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Name of Board	Appointee/Address/PH	Term
Board of Revision	Betsy Sparr, Alternate for Jim Carmichael	3/3/2010 – 12/31/2010
Board of Revision	Dave Hodgson, Alternate for Jim Carmichael	3/3/2010 – 12/31/2010

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-96

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Contract Authorization for Bureau of Workers' Compensation U-69 Program**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that authorization is hereby granted to the County Administrator to execute any necessary documents for the Bureau of Workers' Compensation U-69 Program to cover community service workers.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-97

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Plat Approval for Maysville Meadows Subdivision**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the plat for Maysville Meadows Subdivision, Village of Maysville, Wayne County, Ohio, being a replatting of Village of Maysville, Salt Creek Township, Lot 16 & Part of Lot 17, NE Qtr. Section 14, T-15 N; R-12 W, Wayne County, Ohio, owned by Fannie E. Hershberger be approved.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-98

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Plat Approval for Schott Allotment No. 1**

It was moved by Mr. Wiggam and seconded by Mrs. Obrecht that the plat for Schott Allotment No. 1, Village of Maysville, being a renumbering & replatting of E. Part of Lot 17, Lot 18 & part of vacated alleys as recorded in deed vol. 33, page 505, NE Qtr., Sec. 14, T-15N; R-12W, Salt Creek Township, Wayne County, owned by Peggy L. Schott be approved.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-99

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Plat Approval for Roman Yoder Allotment**

It was moved by Mr. Wiggam and seconded by Mrs. Obrecht that the plat for Roman Yoder Allotment, being a platting and numbering of unplatted lands situated in the SE Qtr., Sec. 25, T16N; R12W, East Union Township, Wayne County, Ohio, owned by Roman E. Yoder and Verba Yoder be approved.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-100

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Contract Award to Engineering Associates, Inc. for Engineering Services for Bridge Replacement WAY-TR124-01.11**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Name: Engineering Associates, Inc.
 1935 Eagle Pass
 Wooster, OH 44691

Purpose: Engineering Services
 Bridge Replacement WAY-TR124-01.11
 on Rice Hill Road, Chester Township
 (Federal Funded, LPA Project)

Cost: Not to Exceed \$79,047.00

Effective Date: March 3, 2010

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-101

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Disposal Authorization of Used Equipment**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

WHEREAS, Wayne County Department(s) have requested to dispose of excess property owned by the County which is surplus and no longer of use; and

WHEREAS, the item(s) to be disposed of is valued at less than \$2,500.00;

NOW, THEREFORE, BE IT RESOLVED by the Board of Wayne County Commissioners that the used equipment listed below is approved for disposal.

Environmental Services:

Mfg. – Roots, Type – Blower, Serial # 5800011, Model # 50092122

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-102

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Contract Change Order #1 with Kidron Electric Inc., for Agreement dated 1/5/2010 for Kidron Wastewater Treatment Plant Telemetry Project**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Name: Kidron Electronic Inc.
5358 Kidron Rd.
P.O. Box 248
Kidron, OH 44636

Purpose: To upsize existing 2" rigid service conduit and fittings as well as wiring between meter base and main service disconnect will be removed and replaced with 3" conduit, fittings, and longer cable lengths. Block wall will be core drilled at new location to accommodate larger raceway. Old raceway hole and gaps around new raceway will be mortared to ensure a weather tight wall after work is complete

To allow for equipment lead time, the completion date shall be revised to April 30, 2010

Cost: Original Contract Amount \$34,415.00
Addition \$700.00
New Total Not to Exceed \$35,115.00

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-103

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Contract Change Order #1 with Santmyer Oil, Inc. d.b.a. Marathon Mart for Gas Voucher System for Clients of Wayne County Dept. of Job & Family Services (WIA)**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

Name: Santmyer Oil, Inc.
d.b.a. Marathon Mart
1058 W. Old Lincoln Way
Wooster, OH 44691

Purpose: higher volume of customers needing work transportation than anticipated

Original Cost: Not to Exceed \$1,000.00
Change Order: Not to Exceed \$2,000.00
Cost w/Change Order: Not to Exceed \$3,000.00

Effective Date: March 3, 2010

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-104

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Grant Application Approval for the Wayne County Sheriff with the U.S. Dept. of Justice, through the Ohio Office of Criminal Justice Services (OCJS) (Tactical Team Officer Safety Equipment)**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

WHEREAS, the U.S. Dept. of Justice has funds available through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS, the Wayne County Sheriff has requested to be authorized to apply for funds under the JAG-LE (Justice Assistance Law Enforcement) program subgrant 2009-JG-A02-6696 for "Tactical Team Officer Safety Equipment", in the amount of \$9,360.00 (OCJS) with local matching funds provided by the Sheriff of \$3,120.00 (out of the Drug Fines Fund); and

WHEREAS, the Wayne County Sheriff has requested this Board to authorize the filing of this application by electronic means approving the President of the Board to execute the grant application(s) as required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Wayne County Commissioners that the Sheriff's request to file a grant application with the U.S. Dept. of Justice, OCJS, in the total project amount of \$12,480.00 and is approved with authorization for the President of the Board to execute the grant documents as required.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-105

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Grant Application Approval for the Wayne County Sheriff with the U.S. Dept. of Justice, through the Ohio Office of Criminal Justice Services (OCJS) (Technology Improvement Project)**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

WHEREAS, the U.S. Dept. of Justice has funds available through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS, the Wayne County Sheriff has requested to be authorized to apply for funds under the JAG-LE (Justice Assistance Law Enforcement) program subgrant 2009-JG-E01-6704 for "Technology Improvement Project", in the amount of \$7,650.00 (OCJS) with no local matching funds required by the County; and

WHEREAS, the Wayne County Sheriff has requested this Board to authorize the filing of this application by electronic means approving the President of the Board to execute the grant application(s) as required;

NOW, THEREFORE, BE IT RESOLVED by the Board of Wayne County Commissioners that the Sheriff's request to file a grant application with the U.S. Dept. of Justice, OCJS, in the total project amount of \$7,650.00 and is approved with authorization for the President of the Board to execute the grant documents as required.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-106

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Grant Acceptance for Narcotics Task Force with the U.S. Dept. of Justice, through the Ohio Office of Criminal Justice Services (OCJS)**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

WHEREAS, under Section 1302 of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, funds have been made available by the Office of Criminal Justice Services, Ohio Dept. of Public Safety, for a continuation of the Narcotics Task Force Grant for the project period of 1/1/2010 to 12/31/2010; and

WHEREAS, Medway Drug Enforcement Agency has requested acceptance of the grant award and designation as implementing agency for the program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Wayne County Commissioners hereby authorize acceptance of Grant #2009-JG-A01-6445, in the amount of \$96,549.61 with local matching funds from Medway of \$32,183.17 and authority granted to the President of the Board of Commissioners to execute any necessary documents;

BE IT FURTHER RESOLVED, Medway is designated as the implementing agency for the project.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-107

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Bridge Load Limit Authorization**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following load limits be approved and posted near each end of each referenced bridge:

CHE-TR101-01.94 20 tons (Lehr Road between SR302 & Rathburn Road)

FRA-TR210-00.42 21 tons (Munson Road between SR83 & Harrison Road)

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-108

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Internet Auction Authorization**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the following resolution be adopted:

WHEREAS, Revised Code Section 307.12(E) allows a Board of County Commissioners to sell by internet auction personal property that is not needed for public use or is obsolete or is unfit for the use for which it was acquired; and

WHEREAS, this Board by authority granted in Resolution No. 2010-87 entered into an agreement with GovDeals, Inc.;

NOW THEREFORE, BE IT RESOLVED as follows:

1. This Board expresses its intent to sell personal property that is not needed for public use or is obsolete or unfit for duty by internet auction.
2. Internet auctions will be conducted through a representative to include GovDeals, Inc., a Delaware Corporation having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama 36117 (Telephone No. 708-714-2600).
3. All internet auctions shall be conducted pursuant to the terms and conditions for on-line sales, a copy of which shall be attached to this resolution. In no case shall the number of days for bidding be less than 10 days, including Saturdays, Sundays and legal holidays.

IT IS FURTHER RESOLVED that the Clerk of the Board give notice of this Board's intent to sell unneeded, obsolete, or unfit-for-use county personal property by internet auction by publishing a notice at least twice in a newspaper of general circulation in the county which contains a summary of the information provided in this Resolution; the second notice shall be published not less than 10 nor more than 20 days after the previous notice.

IT IS FURTHER RESOLVED that the Clerk of this Board post a similar notice continually throughout the year in a conspicuous place in both the offices of the County Auditor and the offices of the Board of County Commissioners and post an appropriate notice continually throughout the year on the county's website.

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk

Resolution

No. 2010-109

Board of Wayne County Commissioners
Jim Carmichael Ann M. Obrecht Scott S. Wiggam

Adopted: March 3, 2010

Subject: **Agreement Approval Between the Wayne County Child Support Enforcement Agency and the Wayne County Sheriff for the IV-D Provider Agreement**

It was moved by Mrs. Obrecht and seconded by Mr. Wiggam that the agreement for the year 2010 entered into by Wayne County Child Support Enforcement Agency with the following IV-D Service/Provider(s) be approved:

<u>Total Program Costs:</u>	<u>Rate</u>	<u>Not to Exceed</u>
Sheriff	\$36.14/hr	\$80,521.25
IV-D Service Agreement/Provider Contract		

The vote is as follows: Jim Carmichael yea Ann M. Obrecht yea Scott S. Wiggam yea

CERTIFICATE

I, Diane L. Austen, Clerk of the Board of County Commissioners, Wayne County, Ohio, hereby certify that the above is a true and correct copy of the resolution adopted and journalized by said Board on said date.

Diane L. Austen, Clerk