

There was a regular meeting of the Board of Trustees of the Village of Clayton on Tuesday, October 13, 2015, at 6:30 p.m. in the Municipal Building.

PRESENT:

Norma Zimmer, Mayor
Bruce Beattie, Trustee
Tony Randazzo, Trustee
Debra Rantanen, Trustee
Shauna Sherboneau, Trustee

ABSENT:

None

OTHERS:

Kevin Patenaude, Police Chief
Terry Jones, DPW Superintendent
Jeff Overstrom, W/WW Manager
Geneva Phelps-Miller, Clerk-Treasurer

Visitor(s):

Justin Taylor, Town Supervisor

Community Residents:

See sign-in sheet (on file in Clerk's office)

Pledge of Allegiance/Call to Order:

Mayor Norma Zimmer led the Pledge of Allegiance and called the regular meeting to order at 6:30 p.m.

Police Report:

Kevin Patenaude, Police Chief, presented the department activity report. The cruise ship season is winding down, with the *St. Laurent* making its last stop in Clayton on Saturday, October 17, 2015. The security fence will be installed on Friday. Chief Patenaude and DPW Supt. Jones met with Chamber of Commerce officials to discuss last-minute plans for Saturday's Punkin' Chunkin' event.

DPW Report:

DPW Superintendent Terry Jones presented the department activity report. The fall brush pickup was completed today. Paving of Hugunin Street will begin tomorrow, weather permitting. NYSDOT will begin its GIS mapping system, which is expected to take up to two years to complete. Local municipalities have been requested to update their street inventories. DPW Supt. Jones will be provided with a certified copy of the Board resolution which discontinued portions of Hugunin and Franklin Streets.

Supt. Jones and the Board discussed the generator's failure to start during tonight's repeated power outages. The generator is still under warranty, and Supt. Jones will contact the project contractor, Jordstadt Construction, to check into whether it is dropping a "leg" and whether the transfer switch is faulty.

The Mary Street Dock Bathhouse will be winterized next week; if there are no more games scheduled at the Lions Field, those restrooms will also be winterized.

W/WW Report:

W/WW Manager Overstrom distributed the monthly activity report. Mr. Overstrom met with O'Brien & Gere architects, engineers, electricians, HVAC, mechanical and civil engineers for a tour of the water treatment plant to determine systems in place and the actual condition of the plant and its equipment. Village operators led the tour and shared their long-term knowledge of the plant. They expressed appreciation at being included and able to share during this early stage of the project.

PTL Contracting has nearly completed the roof at the water treatment plant. Once the aluminum flashing has been installed and the fiberglass cleaned out of the building, they will move to the wastewater treatment plant. Henderson Bros. has begun replacing the chlorine feed lines; the project is ahead of schedule even though it required a considerable amount of hand-digging through a lot of unknown infrastructure that was in the ground. That infrastructure has been documented with pictures, etc.

Health and Safety Plan: Mr. Overstrom distributed copies of the updated Health and Safety Plan to the Board for review and approval at the next regular meeting. DPW Supt. Jones is designated as the Safety Officer. Discussion was held regarding medical exams for employees allowed to work in confined spaces. The Board would need to determine who and how often monitoring should occur. Current Village policy is no confined space entry work is performed by Village employees; that work is outsourced to qualified contractors. The Health and Safety Plan lists all the identified permit-required confined spaces, including manholes. Currently there are very few of these locations that would require Village personnel to perform work, other than jetting sewers, and employees are cautioned not to break the “plane” while working on manholes. Sections were added to the plan covering shoring and trenching. It was decided to remove the section on auditory testing, as we do not meet the baseline criteria for annual audiometric examinations.

Emergency Response Plan (ERP): The Wastewater Emergency Response Plan has been updated with names and contact information to reflect accurate data. The plan is reviewed and updated annually in October. Trustee Beattie presented a **MOTION** to approve the updated ERP as presented. Trustee Randazzo seconded; the motion was carried.

Heritage Heights Sewer District (HHSD): The new sewer connection at HHSD was discussed, with Mayor Zimmer noting that her understanding is that all new connections to the Village system are required to fulfill the offset fee requirements. Supervisor Taylor referred to the IMA between the Town and the Village which allows for 15,000 gpd. The Village invoices the Town for each residence located in the District, currently 37. DANC Engineering Director Carrie Tuttle submitted a memorandum noting that perhaps the offset fee would not apply in this case as all the sewage flowing from HHSD is routed to the plant through the E. Union Street Pump Station. However she recommended the Board postpone its decision until Ms. Tuttle receives a determination from NYSDEC. Supervisor Taylor indicated that the Town requires any new connection to comply with the Village Standards for Connection, and the Town will inform the Village when any new connections have been completed to include the new user with the annual billing pursuant to the HHSD IMA. Mayor Zimmer tabled the matter until NYSDEC’s response is received, and stated that a Memorandum of Understanding (MOU) should be prepared and attached to the IMA for each new connection.

Boater Services Building (BSB): W/WW Manager Overstrom will finalize review of the water and sewer connections at the BSB, determining the “point of connection” and number of EDUs to be assigned to the account(s).

TIERS – New Sewer Connection: After consultation with the Village attorney, it was determined that waiver of the connection fee is eligible as “in-kind services” for the emergency rescue service, with its new building located on Town-owned property. Trustee Randazzo then presented the following resolution for Board consideration:

RESOLUTION #2015-11

**RESOLUTION APPROVING WAIVER OF HOOKUP
FEE FOR THE TOWN OF CLAYTON ON BEHALF
OF THE TOWN OF CLAYTON AMBULANCE DISTRICT**

WHEREAS, The Town of Clayton, acting for and on behalf of the Town of Clayton Ambulance District, recently took title to an approximate 1.02 acre parcel of land located on Graves Street in the Village of Clayton for the purpose of the construction and housing of a new facility to support the functions of the Thousand Islands Emergency Rescue Service, Inc., (“TIERS”) in the performance of its ambulance services for the Town of Clayton Ambulance District (the “Project”), and

WHEREAS, pursuant to the provisions of Section 100-8.1 of the Code of the Village of Clayton, the Village Board of Trustees has heretofore established a hookup fee in the amount of \$1,000.00 for new sewage hookups, and

WHEREAS, it is anticipated that TIERS on behalf of the Town of Clayton will make application to the Village to permit the Project to be connected to the Village sewer system, and it has been requested that the Village waive the sewer hookup fee for the Town of Clayton on behalf of the Town of Clayton Ambulance District in connection with the Project.

NOW, THEREFORE, being it resolved by the Board of Trustees of the Village of Clayton as follows:

1. The foregoing recitations are incorporated here and made part hereof as a fully said forth hereafter.

2. It is hereby determined by the Board of Trustees of the Village of Clayton that the Project will serve an important public purpose by providing a modern facility to house the ambulance service which services the Town of Clayton and the Village of Clayton with vital emergency medical services and transport and the Board of Trustees wishes to assist the Town of Clayton by providing in kind services where available.

3. Based on the foregoing, it is hereby determined to be in the best interest of the Village of Clayton to waive the \$1,000.00 sewage hookup fee to the Town of Clayton on behalf of the Town of Clayton Ambulance District.

The foregoing Resolution was offered by Trustee Randazzo, and seconded by Trustee Rantanen, and upon a roll call vote of the Board of Trustees was duly adopted as follows:

Mayor Zimmer	Voting Aye
Trustee Beattie	Voting Aye
Trustee Randazzo	Voting Aye
Trustee Rantanen	Voting Aye
Trustee Sherboneau	Voting Aye

Supervisor Taylor will be provided with a certified copy of Resolution #2015-11.

Public Comment:

Bill Wood suggested improvements to the Village website. Trustee Sherboneau and Trustee Randazzo will contact local vendors to determine the cost and advise the Board of their findings. Trustee Sherboneau noted that any changes should be mobile-friendly. Mr. Wood also expressed concern about a blocked sidewalk on Strawberry Lane that has been an ongoing problem. He has contacted the ZEO/CEO, Richard Ingerson, who stated this is a safety issue to be handled by Village police, not a zoning issue. This ongoing situation must be addressed and remedied once and for all.

Consent Agenda Items:

MOTION by Trustee Sherboneau, 2nd by Trustee Rantanen, to approve the Consent Agenda as follows:

1. Meeting Minutes September 28, 2015 Regular Meeting, with corrections
2. Approve Payroll #9 – 09/10/2015-09/23/2015 – \$35,660.48
3. Approve Abstract #9 – \$62,728.93
4. Request for Leave Time – G. Miller
5. Approve WWTP Improvements Project Contract No. 1 – General Construction – Pay App #1 – \$8,835.00

Payroll #9	09/10/2015-09/23/2015	35,660.48
Abstract #9	\$71,563.93	
General Fund	Vouchers A16-241 through A16-276	30,070.33
Water Fund	Vouchers F16-068 through F16-082	17,270.47
Sewer Fund	Vouchers G16-096 through G16-115	24,223.13

Clerk-Treasurer Report:

2015-2016 Budget Revisions: Trustee Sherboneau presented a **MOTION** to approve the following budget revisions:

Line Item	Description	Increase	Decrease
A05110.200	DPW-Equipment	33.26	
A05110.467	DPW-O&M Supplies		33.26
A07140.100	Parks-Personal Services	4,083.41	
A05110.100	DPW-Personal Services		4,083.41
A07140.200	Parks-Equipment	1,427.20	

A07140.466	Parks-O&M Bldgs/Grounds/Equipment		427.20
A07140.467	Parks-Supplies		1,000.00
A07230.486	Docks-O&M	8,663.62	
A05110.485	DPW-Joint Garage		8,663.62
A01325.410	C/T-Misc.	202.50	
A01325.473	C/T-Consultant Services	2,702.50	
A01325.100	C/T-Personal Services		2,902.50

Trustee Rantanen seconded; the motion was carried.

Sewer Rehab Project: Clerk-Treasurer Miller reported the Village's short-term note with EFC is scheduled to mature on September 5, 2016. Long-term financing with EFC is nearing completion, and will close well in advance of the short-term note maturity date.

Remote Deposit Capture: Clerk-Treasurer Miller executed the services agreement with Watertown Municipal Bank (the commercial branch of Watertown Savings Bank), and equipment should be delivered in the next week or two, with training for all office staff to take place when the equipment is delivered.

North Country Association of Clerks and Clerk-Treasurers: The Association was fortunate to have Wade Beltramo, NYCOM's General Counsel, travel from Albany to conduct a presentation regarding "Addressing Distressed and Abandoned Properties" at the quarterly meeting of the North Country Association of Clerks and Clerk-Treasurers, which was informative and timely for many local municipalities. The subject is also covered briefly in a recent edition of the *NYCOM Municipal Bulletin*. The Association meets quarterly, providing educational and networking opportunities for regional clerks, and currently consists of 22 member villages and 1 member city, yielding 42 active members ranging from as far north as Canton and as far south as Camden. Ms. Miller reported that attendance at the quarterly meetings averages 50% of the membership, and she is proud to continue her service as Association President since her first election in 2007.

Village Code Book Update: The most recent updates have been added to the on-line code book hosted by General Code Publishers. The complete Village Code is available at www.villageofclayton.org. Hard copies of the updates have been distributed to the Mayor, the Village Clerk, and the joint zoning/code office.

Committee Reports:

Trustee Sherboneau reported the Chamber's first Volunteer of the Year event honoring Terry Fox was well-attended and well-deserved. Punkin' Chunkin' will be held this Saturday, and is expected to garner record attendance.

Trustee Rantanen reported the Library has hired a new director (senior library clerk), Rebecca Gouge, effective October 10, 2015, at a rate of \$10.77 per hour. The next Library Board meeting is scheduled on Tuesday, October 20, 2015.

New Business:

Recommendations for Zoning and Planning Board appointments were discussed, with no action taken by the Board. The recent passing of Historian Norm Wagner will require the Town and Village to seek a replacement for the historian position.

Water Treatment System Improvements Project: The Board reviewed the legal services agreement required to be in place by funding agencies. After discussion, Trustee Randazzo presented a motion to approve the Legal Services Agreement between the Village of Clayton and Menter, Rudin & Trivelpiece, PC to perform all legal services necessary in connection with the Water Treatment System Improvements Project and all other customary legal services necessary for the financing of the construction and initial operation of the project at a maximum amount for legal fees of \$10,000. Trustee Sherboneau seconded; the motion was carried.

The Board also reviewed Amendment #1 to the Engineering Services Agreement with O'Brien & Gere. After discussion, Trustee Rantanen presented a **MOTION** to approve Amendment #1 to the Engineering Services Agreement with O'Brien & Gere to retain a qualified specialty subcontractor to perform internal video inspection and mechanical cleaning of existing intake pipeline, with coordination of subcontractor's field activities by Owner and DANC, at a cost not to exceed \$18,000. Trustee Sherboneau seconded; the motion was carried.

Old Business:

None.

Mayor's Report:

Mayor Zimmer discussed concerns expressed by Trustees Beattie and Randazzo at the last meeting regarding high taxes in the Village and what can be done to reduce the tax rate. Research shows that neighboring Village tax rates range from a high of \$8 per 1,000 to a low of \$2 per 1,000. Clayton's current Village tax rate is \$6.52 per 1,000. Trustee Randazzo stated his belief there are intelligent ways to reduce taxes, beginning with a close look at the amount of overtime hours.

Mayor Zimmer stated the easement discussions are progressing. The groundbreaking for TIERS will be tomorrow at 1:00 p.m.

Executive Session:

MOTION by Trustee Randazzo, to enter Executive Session at 8:32 p.m. to discuss personnel matter(s) regarding specific individual(s). Trustee Beattie seconded; the motion was carried.

MOTION by Trustee Sherboneau to close Executive Session at 9:00 p.m. Trustee Rantanen seconded; the motion was carried.

Regular Meeting (continued):

The Board unanimously agreed to contact candidates who responded to the initial Treasurer ad to determine if they would be willing to work on a part-time basis.

As a result of a Board member's pending resignation, the Board requested that the following notice be advertised in the *Thousand Islands Sun* on October 21 and 28, 2015:

SEEKING VILLAGE TRUSTEE

The Village of Clayton is seeking a community service oriented individual to complete the term of a Village Board member. Any person interested in serving for the final year of the Trustee's term should send a letter of interest to the Village of Clayton, PO Box 250, Clayton, NY 13624, on or before November 1, 2015.

Adjournment:

At 9:01 p.m. Trustee Randazzo presented a **MOTION** to adjourn the meeting. Trustee Sherboneau seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Clerk-Treasurer