

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, February 8, 2016, at 6:30 p.m. in the Municipal Building.

PRESENT:

Norma Zimmer, Mayor
John Buker, Trustee
Jeral Forger, Trustee
Tony Randazzo, Trustee

ABSENT:

Shauna Sherboneau, Trustee

OTHERS:

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

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:

- Police Chief Kevin Patenaude presented the department activity report. Chief Patenaude is working with the school advisor for the upcoming Color Run and has arranged for traffic control through the Fire Police.

DPW Report:

- DPW Superintendent Terry Jones presented the department activity report. Supt. Jones discussed the addition of new street lights throughout the Village to improve visibility in darker areas of the Village. National Grid will install the street lights at no charge and will maintain them. The Village is responsible for the electric costs. Supt. Jones estimates the addition of 20 street lights will cost approximately \$3,750 annually. After discussion, the Board agreed to install the 20 additional street lights, noting it will be several months before the work is completed, and authorized correspondence to Todd Froysell, the Village's National Grid liaison, to begin the process.
- Procurement Policy Update: Trustee Forger presented a **MOTION** to approve the following changes to Paragraph 3 of the Procurement Policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase</u>	<u>Method</u>
\$1,000 - \$9,999	2 Verbal OR Written Quotations
\$10,000 - \$34,999	3 Written Quotations

Trustee Randazzo seconded; the motion was carried.

- Supt. Jones recommended the Village no longer standardize on John Deere products, as there are several other options for reliable equipment. The Board agreed and will address the matter during its review of the Village Policy Manual.
- Supt. Jones also discussed converting street lights throughout the Village to LED lights, which will result in considerable cost savings. He also discussed the results of the National Grid/Smart Watt audit and proposal for small business plan upgrades. The Board agreed it is a good program, and authorized Supt. Jones to execute the agreements to replace lighting at the Municipal Building, the water treatment plant, the wastewater plant, and on Purcell Drive. Two dock lights will also be replaced. It is anticipated that work will begin approximately 3 weeks from execution of the agreements.

W/WW Report:

- W/WW Manager Overstrom presented his monthly report; including updates to the Emergency Response Plan for wet weather situations (CSOs). The first action is to call a contract hauler; two to three will work on constant rotation and haul to the wastewater treatment plant. If hauling is insufficient, the next action would be to deploy the bypass pump. He has requested the Board review and approve the Wet Weather Operations Plan. Trustee Randazzo inquired whether removal of the illegal sewer connections would still require use of the haulers and/or the bypass pump. W/WW Manager Overstrom responded that removal of illegal I&I from the system will remedy the issue. Smoke testing and visual inspection will be conducted.
- Village residents had several comments, summarized as follows:
 - What is the cost for smoke testing? Response is that this will be a minimal cost, utilizing Village staff to assist.
 - Consensus was that removing the largest violators may resolve the bulk of the I&I; the cost for individual homes may be prohibitive.
 - Suggested separating the storm water from the sewer, then determine whether to proceed to enforce the law for individual residences. Storm water separation throughout the Village should take care of any future overflows.
 - Mayor Zimmer reminded those present that a public information session is scheduled for Monday, February 22, 2016 at 5:30 p.m., prior to the regular Board meeting.
 - Trustee Randazzo noted that the Village possesses an aging system and although there has been much remediation to date, there is still more to be done. He assured residents that separating storm water from the sanitary sewer system is a priority for this Board and will be included in the Village's long-term capital plan.
- NYS Route 970L (State Loop) Reconstruction Project: Mayor Zimmer announced that NYSDOT will hold a public information session from 4:00 p.m. - 7:00 p.m. on March 2nd in the Municipal Building to discuss the project design and conduct a Q&A session. After public comment regarding the cost of the project, its impact on long-term debt and requesting the Board identify its capital plan for the next 5 years, including estimated costs, Mayor Zimmer noted this project has been discussed for 20 years, and now is the time to move forward. Trustee Forger then presented the following resolution for Board consideration:

**RESOLUTION BY THE VILLAGE OF CLAYTON
COUNTY OF JEFFERSON
For Incorporating Underground Electric, Telephone and Cable TV, Conduit & Vault System
Resolution #2016-01**

A resolution authorizing the State of New York to incorporate the construction of a new buried electric, telephone and cable, conduit & vault system along NYS Route 970L for the Village of Clayton in the contract for the reconstruction of NYS Route 970L, Clayton Village, S.H. 5403, Jefferson County.

WHEREAS, Section 10, Subdivision 27 of the New York Highway Law provides, in part, that the Commissioner of Transportation shall have power, upon the request of the municipality, to perform for and at the expense of such municipality, any work of reconstruction or improvement, including the removal and relocation of facilities, provided the Commissioner of Transportation deems it practicable to perform such work in connection with the performance of any work of reconstruction or improvement; and

WHEREAS, The State of New York is presently preparing contract plans for the reconstruction and improvement of NYS Route 970L, Clayton Village., which involves construction within the route which the Village of Clayton contemplated using for the replacement of the conduit & vault system along NYS Route 970L, and

WHEREAS, said construction, reconstruction, or improvement can be undertaken in conjunction with the construction of the aforesaid conduit & vault system at a substantial ultimate savings to the Village of Clayton, now therefore be it

RESOLVED that the Village of Clayton in regular meeting convened, petitions the New York State Department of Transportation as follows:

Petition 1. The State of New York is hereby authorized to proceed with the necessary arrangements to incorporate the proposed conduit & vault system installation in the contract for the reconstruction and improvement of NYS Route 970L, Clayton Village, with the cost of said conduit & vault system construction and necessary work in connection therewith to be borne by the Village of Clayton.

Petition 2. This resolution shall take effect immediately.

BE IT FURTHER RESOLVED: that the clerk of the Village of Clayton is hereby directed to transmit five (5) certified copies of the foregoing resolution to the following address:

Stephen G. Gagnon, P.E.
Design Project Engineer, Region 7
New York State Department of Transportation
317 Washington Street
Watertown, NY 13601

MOTION by Trustee Forger to approve the above resolution. Trustee Buker seconded; the motion was approved unanimously.

Consent Agenda Items:

MOTION by Trustee Randazzo, 2nd by Trustee Forger, to approve the Consent Agenda as follows:

- a) Meeting Minutes January 25, 2016 Regular Meeting
- b) Approve Payroll #18 (Week #5) – 1/14/2016-1/27/2016 – \$38,933.67 (includes fee of \$110.16)
- c) Approve Abstract #17 – \$41,238.09
- d) Antique Boat Museum Summer Events:
 - i. Antique Boat Show – August 4-7, 2016:
 - ii. Antique Raceboat Regatta August 18-21, 2016:
- e) Girl Scout- cookie delivery set up, 1 day TBD week of February 22, 2016

Payroll #18 (Week #5)	01/14/2016 – 01/27/2016	\$38,933.67
Abstract #17	41,238.09	
General Fund	Vouchers A16-46 through A16-492	26,791.25
Water Fund	Vouchers F16-155 through F16-166	3,397.20
Sewer Fund	Vouchers G16-215 through G16-232	11,049.64

Public Comment:

- Brad Minnick, co-owner of the Thousand Islands Inn, addressed the Board, thanking them for their support and welcoming the new Board members. He addressed the current litigation at length, and there was substantial discussion of the matter by those present. Mayor Zimmer and the Board responded that they are prohibited from discussing the matter due to ongoing litigation.

Clerk Report:

- Village Clerk Michelle Gaeta reported the following:
 - WWTP Improvement Project: As recommended by W/WW Manager Overstrom, Trustee Buker presented a **MOTION** to approve Change Order #4 to extend the contract to April 30, 2016. Trustee Forger seconded; the motion was carried.
 - 2016 Library Services Agreement: Trustee Forger presented a **MOTION** to approve the 2016 Library Services Agreement with the Town of Clayton in the amount of \$9,000. Trustee Buker seconded; the motion was carried.
 - 2016 Historian Services Agreement: Trustee Randazzo presented a **MOTION** to approve the 2016 Historian Services Agreement, prorated for 11 months due to hiring a new historian beginning June 2016. Trustee Buker seconded; the motion was carried.
 - Municipal Snow & Ice Agreement for 2017-2018: Trustee Forger presented a **MOTION** to approve the NYS Municipal Snow & Ice Agreement in the amount of \$19,334.47, and authorizing Mayor Zimmer to execute the agreement on behalf of the Village of Clayton Board of Trustees. Trustee Randazzo seconded; the motion was carried. It was noted that the total reimbursement amount remains unchanged since the 2011-2012 fiscal year.

Treasurer Report:

- Village Treasurer Geneva Phelps Miller presented the following:
 - January 2016 financial reports, including revenues, expenditures and treasurer's report.
 - Borrowing for the Water System Improvement Project and the Riverwalk 3 Project is anticipated to close within the next two weeks.

Committee Reports:

- There were no committee reports.

New Business:

- Policy Manual Review: Mayor Zimmer suggested the Board be prepared for the next meeting to discuss Section 1000. Section 2000 was distributed to the Board for review and comment as well.

Old Business:

- Bayside Marina Submerged Land License Renewal: The Board discussed the new application to NYS Office of General Services and will repeat its earlier comments to OGS, noting that the owner has been in violation of the LWRP and has added dock slips without proper authorization. There were several comments by the public in support of the Board's decision to issue a negative comment to OGS, not supporting the application.

Mayor's Report:

- Mayor Zimmer reported the Comprehensive Plan committee meets each month and is making progress. The most recent meeting topic was facilities and services. The recent Consolidated Health Meeting noted no issues. The Save the River Annual Conference went very well, resulting in the largest attendance to date.
- Riverwalk 3 Project: Fisher Associates noted five responses to the request for comments at the last information session:
 - Will the Village limit hours contractors can work (hours, days, etc.)? Yes – starting time 7 AM; quitting time 6 PM
 - Restrictions for bicycles, skateboards, scooters on the Riverwalk? Yes, none of these on the Riverwalk or on the sidewalks
 - Any date restrictions? Mayor Zimmer provided them with the Chamber event schedule.
 - Will Coyote Moon be willing to utilize the public dock during construction? Yes - Coyote Moon will be flexible and make it work.
 - Access to properties/code compliance? Will closing decks of properties and closing upper floor access points be against code? The CEO will check and respond, although most of the affected properties do not have water-side access/egress at the current time.

Adjournment:

- Trustee Randazzo presented a **MOTION** to adjourn the meeting at 8:23 p.m. Trustee Buker seconded; the motion was carried.

Executive Session:

- Trustee Randazzo presented a **MOTION** to enter executive session at 8:25 p.m. for the purpose of discussing pending or ongoing legal matter(s). Trustee Buker seconded; the motion was carried.
- Trustee Forger presented a **MOTION** to close executive session at 9:14 p.m. Trustee Randazzo seconded; the motion was carried.

Respectfully Submitted,

Michelle E. Gaeta, Clerk