

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, May 9, 2016, at 6:30 p.m. in the Municipal Building.

**PRESENT:**

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

**ABSENT:**

Shauna Sherboneau, Trustee  
Jeral Forger, Trustee

**OTHERS:**

Kevin Patenaude, Police Chief  
Jeff Overstrom, W/WW Manager  
Terry Jones, DPW Superintendent  
Geneva Phelps Miller, Treasurer  
Michelle E. 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 opened the meeting at 6:30 p.m.

**Police Report:**

Police Chief Kevin Patenaude presented the department activity report and the following:

- Requested the Board's approval to hire an additional part-time Police Officer to replace Chris Clark, who resigned. **MOTION** by Trustee Randazzo to approve hiring Kory Keefer as a part time Police Officer as recommended by Chief Patenaude. Trustee Randazzo seconded; the motion was carried.
- The Coast Guard letter of approval and insurance paperwork for North Shore Fuels is on file in the Clerk's office.

**DPW Report:**

Superintendent Jones presented the activity report and the following.

- Discussed upgrades to the low-lift apartment. The Board tabled the matter to the next regular meeting.
- Mary Street Dock: Electrical inspection passed, washer and dryer will be installed on Friday. Discussed off peak pricing and approval for a credit card machine. **MOTION** by Trustee Randazzo to purchase a credit card machine for the Mary Street Dock, seconded by Trustee Randazzo, the motion was carried. **MOTION** by Trustee Randazzo to approve hiring Rhonda Campbell as a Seasonal Dock Attendant at the approved rate. Trustee Buker seconded; the motion was carried.
- Dive clean-up is this weekend
- The Board expressed its appreciation for the fine job done by Nate Phinney in restoring the Lions Field Lion

**W/WW Report:** Waste Water Manager Overstrom presented the activity report and the following:

- Blower training was given on to the operators; electronic and O&M Manuals will be sent
- Discussed the Pre-Bid meeting for the Smoke and Dye testing
- Recommendations for adjustments to EDUs for various properties has been compiled. Mr. Overstrom requested the Board schedule a workshop to review the recommendations.
- **MOTION** by Trustee Randazzo to approve executing the Operators Assistance Services Agreement addendum to the DANC annual management services agreement. Trustee Buker seconded; the motion was carried.
- Hydrant flushing May 9 – May 20. Notice will be posted on the website and the Municipal Building bulletin board and will be published in the *TI Sun*.
- W/WW Manager Overstrom discussed the benefits of obtaining an additional bypass pump with trailer. It will alleviate the need for a contract hauler during heavy rain events. The main bypass pump will be utilized at the Riverside Drive Pump Station as required. **MOTION** by Trustee Buker to approve the purchase of an additional bypass pump as included in the 2016-2017 Sewer Fund budget. Trustee Randazzo seconded; the motion was carried.

Treasurer Report: Treasurer Miller presented her Activity Report and discussed the following:

- 2015-2016 Budget Revisions: **MOTION** by Trustee Randazzo to approve the following revisions to the 2015-2016 Budget.

**GENERAL FUND**

<b>A00960.000</b>	<b>Appropriations (Reduce)</b>		<b>(12,280.02) (Total Reduction)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Decrease Amount</i>
	A01325.100	PERS SERV - C/T	(\$500.00)
	A01325.474	PUBLICATION FEES (LEGAL ADS)	(\$50.00)
	A01620.461	UTILITIES-ELECTRIC	(\$27.36)
	A01620.466	O&M-Building/Grounds/Equipment	(\$200.00)
	A01910.400	INSURANCE	(\$50.00)
	A01989.412	AUDIT	(\$1,300.00)
	A05110.100	PERS SERV - DPW	(\$4,500.00)
	A05110.475	O&M-REPAIRS	(\$261.93)
	A05110.487	O&M-ROAD SALT/SAND	(\$1,545.10)
	A05410.400	SIDEWALKS/CONTRACTUAL	(\$1,500.00)
	A05410.467	O&M-SUPPLIES	(\$1,637.04)
	A07230.466	O&M-Building/Grounds/Equipment	(\$500.00)
	A09060.800	EMPL BEN - OTHER	(\$208.59)

<b>A00960.000</b>	<b>Appropriations (Increase)</b>		<b>12,280.02 (Total Increase)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Increase Amount</i>
	A01110.400	JUSTICE-CONTRACTUAL	\$50.00
		JUSTICE-CONTRACTUAL (COURT CLERK)	\$500.00
	A01325.409	PAYROLL SERVICE	\$500.00
	A01325.478	POSTAGE	\$50.00
	A01620.463	UTILITIES-WATER/SEWER	\$27.36
	A01620.489	JUSTICE COURT (50/50)	\$900.00
	A01622.400	LIBRARY BUILDING-O&M	\$100.00
	A05110.476	O&M-STREET/LINE REPAIRS	\$261.93
	A05110.485	JOINT GARAGE	\$1,545.10
	A07140.100	PERS SERV-PARKS	\$4,500.00
		O&-BUILDING/GROUNDS/EQUIPMENT	\$3,137.04
	A07140.466		\$3,137.04
	A07230.462	UTILITIES-PHONE/INTERNET	\$500.00
	A09089.801	EMPL BEN - UNIFORMS	\$208.59

**WATER FUND**

<b>F00960.000</b>	<b>Appropriations (Reduce)</b>		<b>(9,750.00) (Total Reduction)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Decrease Amount</i>
	F08320.214	PUMP STATION - ROOF	(\$9,750.00)

<b>F00960.000</b>	<b>Appropriations (Increase)</b>		<b>9,750.00 (Total Increase)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Increase Amount</i>
	F08320.200	PUMP STATION-EQUIP	\$9,750.00

**WATER RESERVES**

<b>F00960.000</b>	<b>Appropriations (Reduce)</b>		<b>(70,000.00) (Total Reduction)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Decrease Amount</i>
	F08320.466	O&M-BUILDING/GROUNDS/EQUIP	(\$70,000.00)

<b>F00960.000</b>	<b>Appropriations (Increase)</b>		<b>70,000.00 (Total Increase)</b>
	<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Increase Amount</i>
	F09901.903	TO RESERVES-RAW WATER LINE	70,000.00

**SEWER FUND**

<b>G00960.000</b>	<b>Appropriations (Reduce)</b>		<b>(45,952.39) (Total Reduction)</b>
<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Decrease Amount</i>	
G01910.400	INSURANCE	(\$200.00)	
G08120.466	O&M-BLDG/GROUNDS/EQUIP	(\$500.00)	
G08125.100	PERS SVC-OUTSIDE VILLAGE	(\$985.82)	
G08125.461	UTILITIES-ELECTRIC	(\$223.00)	
G08130.461	UTILITIES-ELECTRIC	(\$3,765.15)	
G08130.466	O&M-BLDG/GROUNDS/EQUIP	(\$3,550.00)	
G08130.473	CONSULTANT SERVICES	(\$15,000.00)	
G08130.475	O&M-REPAIRS	(\$700.00)	
G09710.608	DEBT SERVICE-PRINCIPAL	(\$21,028.42)	

<b>G00960.000</b>	<b>Appropriations (Increase)</b>		<b>45,952.39 (Total Increase)</b>
<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Increase Amount</i>	
G01420.400	LEGAL	\$200.00	
G01989.449	WWTP IMPROVEMENT PROJECT	\$21,028.42	
G08120.100	PERS SVC-INSIDE VILLAGE	\$985.82	
G08120.462	UTILITIES-PHONE/INTERNET	\$550.00	
G08120.463	UTILITIES-WATER/SEWER	\$50.00	
G08120.467	O&M-SUPPLIES	\$500.00	
G08125.463	UTILITIES-WATER/SEWER	\$223.00	
G08125.472	CHEMICALS	\$3,000.00	
G08130.463	UTILITIES-WATER/SEWER	\$500.00	
G08130.478	POSTAGE	\$300.00	
G08130.493	O&M-LABORATORY SERVICES	\$400.00	
G08160.414	SLUDGE	\$16,000.00	
G09060.801	EMPLOYEE BEN-HEALTH INS	\$2,215.15	

**SEWER RESERVES**

<b>G00960.000</b>	<b>Appropriations (Reduce)</b>		<b>(113,274.59) (Total Reduction)</b>
<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Decrease Amount</i>	
G09710.606	DEBT SERV-WESTSIDE SEWER II	(\$85,903.01)	
G09710.608	DEBT SERV-SEWER REHAB	(\$27,371.58)	

<b>G00960.000</b>	<b>Appropriations (Increase)</b>		<b>113,274.59 (Total Increase)</b>
<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Line Item Increase Amount</i>	
G09950.900	TO RESERVES-(FOR FUTURE DEBT)	113,274.59	

**2015-2016 CONTINGENCY EXPENDITURES**

**WATER FUND**

<i>Line Item Number</i>	<i>Line Item Name</i>	<b>DEBIT</b>	<b>CREDIT</b>
F01990.400	CONTINGENCY	802.67	
F08320.468	O&M-COMPUTER FEES/SUPPORT		24.00
F08320.472	CHEMICALS		463.50
F08340.466	O&M-BLDG/GROUNDS/EQUIP		105.45
F08340.476	O&M-STREET/LINE REPAIRS		165.00
F09710.703	DEBT SERV-INTEREST		44.72

**SEWER FUND**

<i>Line Item Number</i>	<i>Line Item Name</i>	<b>DEBIT</b>	<b>CREDIT</b>
G01990.400	CONTINGENCY	2,174.60	
G08120.465	O&M-CLEANING SERVICES		2,137.50
G08120.474	PUBLICATOIN FEES (LEGAL ADS/NOTICES)		19.60

G08130.472

CHEMICALS

17.50

Trustee Buker seconded; the motion was carried.

- This is included in the "Reserves" numbers above.

**Consent Agenda Items:**

**MOTION** by Trustee Randazzo, seconded by Trustee Buker, to approve the Consent Agenda as follows with minor corrections:

- Meeting Minutes April 25, 2016
- Payroll #24 (Week #17) – 04/07/2016 to 04/20/16 - \$66,419.20 (includes \$148.85 fee)
- Abstract #23 – \$39,697.18
  - General Fund                      Vouchers A16-612 through A16-643                      22,259.90
  - Water Fund                        Vouchers F16-215 through F16-221                      17,652.19
  - Sewer Fund                        Vouchers G16-299 through G16-309                      37,247.77
- Capital Fund Payments:
  - Water System Improvement Project      O'Brien & Gere                      12,612.13
  - Water System Improvement Project      DANC TSA                              448.60

Municipal Property Usage Requests:

- Previously approved wedding moving (due to Dock Dogs Show) from Frink Park Pavilion to Centennial Park Arbor. Rehearsal 6/10 at 7-8PM, Wedding 6/11 at 2:00-4:30PM
- Municipal Building – Friends of Hawn Memorial Library 1:00-3:00 PM 6/22, 7/27, 8/24
- Seaway Splash Event, Chamber of Commerce June 9-12
  - i. Regional Dock pick up for passenger pick up
  - ii. Frink Park Pavilion – for Farmers Market 6/10-6/12 *the Board said NO to this request and suggested offering Village Square Park.*
  - iii. Bleachers 6/9 (or 6/10)-6/12
- Circle Park - 5/28 birthday party with tents, table and chairs
- Training:
  - Mining Safety and Health Administration (MSHA) Training 5/25 at JCC 7am-3pm for: T. Jones, F. Bearup, M. Hays, T. Monica
  - CPR/First Aid Refresher Course 5/19 8:00AM-12:00PM for: T. Monica, T. Weller, L. Montante, M. Green, E. Dingman, H. Fulmer, R. Campbell
  - CPR/First Aid Full Course 5/26 for: B. Schultz, S. Matt

**Public Comment (Non - Agenda Items):**

General questions and discussions about the following:

- Smoke and Dye Testing: Prior notice information to be provided. Discussions on traps, sewer gas, roof vents, roof leaders, yard drains, homeowners responsibilities, costs, water redirection, storm sewers, GIS website, project scope information.
- Overhead lines, bed tax, code enforcement, taxes, TI Inn, Riverwalk 3

**Clerk Report:**

Village Clerk Michelle Gaeta presented the following:

- The Board approved contacting NYCOM to conduct a NYCOM USA Utility Savings Audit
- NYS 970L Project - Electrician Bids Opened 4/29/16. Two bids were received: (1) NYTRIC - \$8892.00, and (2) New Century Electric - \$8,702.38. **MOTION** by Trustee Buker, 2<sup>nd</sup> by Trustee Randazzo to award the bid to the low bidder, New Century Electric, not to exceed \$8,702 38.
- NYS 970L Project – The Board discussed seeking outside counsel to assist in negotiations with the communication carriers. **MOTION** by Trustee Randazzo, 2<sup>nd</sup> by Trustee Buker to approve the agreement for legal services submitted by Hage & Hage at a cost not to exceed \$12,500 plus out-of-pocket expenses, and authorizing Mayor Zimmer to execute the agreement pending approval of Village counsel.
- Riverwalk 3 Project: Trustee Randazzo presented a **MOTION** to authorize Mayor Zimmer to execute the Determination of LWRP Consistency for the project, stating that it is consistent with the Village's LWRP. Trustee Buker seconded; the motion was carried.

**Committee Reports:** None

**New Business:**

- Approve Submittal of DASNY Grant Application (Village Square Park \$50,000); Authorize Mayor Zimmer to execute any and all documents required to complete the application and payment requests. **MOTION** by Trustee Buker, 2<sup>nd</sup> by Trustee Randazzo authorizing Mayor Zimmer to execute DASNY Grant Application
- The Board reviewed the NYS Liquor Authority 30-day notice submitted by Deckhand Café (formerly the Lyric).
- NYSDPS Clean Energy Standard Program listing of information sessions and public hearings dates

**Old Business:**

- Strawberry Lane Code Violation: The Board agreed to write a letter to the property owner in support of the Code Enforcement Officer's Notice of Violation.
- Water System Improvement Project: **MOTION** by Trustee Randazzo, 2<sup>nd</sup> by Trustee Buker authorizing Mayor Zimmer to execute any and all documents in connection with the USDA-RD funding application.

**Mayor's Report:**

Mayor Zimmer reported the following:

- Approximately 220 people attended the I LOVE NY Conference at the Harbor Hotel.
- Mayor Zimmer continues to work on the committee developing the updated comprehensive plan
- Clayton Local Development Corporation is seeking new board members.
- Mayor Zimmer reported on the meeting with USDA-RD regarding the funding application for the Water System Improvement Project

**Executive Session:**

Trustee Randazzo presented a **MOTION** to enter into Executive Session at 8:16 pm to discuss collective negotiations pursuant to the Taylor Law and personnel matter(s) regarding specific individual(s). Trustee Buker seconded; the motion was carried.

Trustee Randazzo presented a **MOTION** to close the Executive Session at 8:25 pm. Trustee Buker seconded; the motion was carried.

**Regular Meeting (Resumed):**

Trustee Randazzo presented a **MOTION** to approve Francis Bearup Jr.'s change in employment status from probationary to permanent pursuant to the DPW/Teamsters labor contract. Trustee Buker seconded, the motion was carried.

**Adjournment:**

Trustee Buker presented a **MOTION** to adjourn the meeting at 8:26 pm. Trustee Randazzo seconded; the motion was carried.

Respectfully Submitted,

Michelle E. Gaeta, Clerk