

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, May 23, 2016, at 6:30 p.m. in the Municipal Building.

**PRESENT:**

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

**ABSENT:**

**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 dog control report, and the following:

- May 29-30 The *Pearl Mist* will be in port

**DPW Report:**

Superintendent Jones presented the activity report and the following.

- John Farmer and Mike Badour were on the scene of an accident where they performed CPR, saving a life. We are very proud of them. They are very humble. Thank you to everyone for providing the Village employees the bi-annual CPR training course, and to those who participated.
- A new clean out was installed by the Lyric Café, who share a common sewer later with the Antique Store. The DPW performed their duties, the rest is up to the business owners. The Dept. of Health is fine with what is going on there.
- The Flags are in place for Memorial Day. Thank you to Mayor Zimmer and Heidi Szonn for planting flowers, and to Jim Cummings for providing flowers at Rotary Park.
- Bartlett Point Road Wood Floor Project- \$700.00. **MOTION** by Trustee Forger to split the \$700.00 wood floor project cost in half with the tenants, the Village and the tenants each to pay \$350.00, seconded by Trustee Buker. The motion was carried.

**Executive Session:**

Trustee Randazzo presented a **MOTION** to enter into Executive Session at 6:38 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 6:47 pm. Trustee Buker seconded; the motion was carried.

**Regular Meeting (Resumed):**

**W/WW Report:** Waste Water Manager Overstrom presented following:

- Water On/Off at curbsstop. The Village is only responsible for the water to the curbsstop. W/WW Manager Overstrom will prepare a Standard Operating Procedure (SOP) explaining these parameters with a list of preferred contractors, to be posted on the web as well as attached with the July water bill.
- Smoke and Dye Testing Bid Tabulations, letter of recommendation – Heitkamp Inc. is qualified and was the low bidder at \$33,166.00. Bidders and bid amounts as follows:
  - i. Camden Group - \$38,000, National Watermain Cleaning Co. - \$50,690,
  - ii. Thew Associates, PE-LS, PLLC - \$51,510,
  - iii. Sewer Specialty Service Company, Inc. - \$880,000.

- **MOTION** by Trustee Forger for authorization to provide notice of bid award and notice to proceed; seconded by Trustee Buker. The motion was carried.

**Treasurer Report:** Treasurer Miller presented her Activity Report:

- Closing the year out & getting ready for a new year.
- Notice today that taxes are ready to be picked up

**Consent Agenda Items:**

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

- Meeting Minutes May 9, 2016 with minor corrections
- Payroll #54 (Week #19) – 04/21/2016 to 05/04/16 - \$67,998.22 (includes \$119.63 fee)
- Abstract #23a – \$50.00
  - Sewer Fund                      Vouchers G16-310 through G16-310                      50.00
- Abstract #24 - \$34,468.76
  - General Fund                      Vouchers A16-644 through A16-675                      8,190.19
  - Water Fund                      Vouchers F16-222 through F16-230                      5,805.98
  - Sewer Fund                      Vouchers G16-311 through G16-323                      20,472.59
- Municipal Property Usage Requests:
  - Frink Park Pavilion September 22-24, 2017 Clayton Jazz Fest
  - Bandstand – 7/2 (delivered 7/1 and return 7/5) – revisited from previous meeting
  - Mary Street Dock Reservation – July 16, approximately 12 boats, approximately 35' ( yes per foot)
  - Municipal Building - Library Book Sale July 13-17
  - Rotary Park Dock - Chamber of Commerce, for the Seaway Splash event, Clayton Island Tours backup 6/10-6/12 for rough waters (already booked Regional Dock)

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

Discussion on the following projects and topics:

- Verizon marking, painting, spraying and flagging lines for the water improvement project.
- Sewer lateral work -the Village will be cognizant of summer businesses, and seasonal timing.
- Overhead wires being buried, information sheet to be prepared.
- National Grid marking trees for trimming or removal, contracting the work, replacing trees.
- TI Inn - legal matter

**Clerk Report:**

Village Clerk Michelle Gaeta presented the following:

- Clayton Historic District Infrastructure Improvements - **MOTION** by Trustee Sherboneau, seconded by Trustee Forger to Approve Preliminary Grant Application to State and Municipal Facilities Program (SAM \$250,000). The motion was carried.
- Riverwalk 3 –**MOTION** by Trustee Sherboneau, seconded by Trustee Forger approve filing to proceed with the Petition to NYSOGS for grant of easement for underwater lands submitted 5/18/16. The motion was carried.
- Village Organizational Chart – **MOTION** by Trustee Buker, seconded by Trustee Sherboneau, to approve the Village Organizational Chart as presented. The motion was carried.
- Jefferson County Twilight Technology Tours – information to be posted on the Village Municipal bulletin board
- Jefferson County Owner Occupied Program, Neighbors of Watertown - the information will be posted on the website and the Village Municipal bulletin board.
- Water System Improvement Project: Resolution 2016-04 Rural Development, authorizing the Mayor to execute documents for Rural Development loan and grant. Public Notice – **MOTION** by Trustee Sherboneau, seconded by Trustee Forger, to file an Application with USDA, Rural Development, Rural Utilities Service. The motion was carried.

**Resolution 2016-04**

**WHEREAS**, the Village of Clayton received a Preliminary Funding Estimate (PFE) from USDA Rural Development on May 2, 2016 to fund the Water System Improvements project; and

**WHEREAS**, a requirement of the funding package is that the Mayor be authorized to execute documents for the Rural Development loan and grant; and

**WHEREAS**, the Village of Clayton authorizes the Mayor to execute documents for Rural Development loan and grant for the Village of Clayton Water System Improvements Project.

**Now, therefore be it resolved** that the Village of Clayton at their meeting held May 23, 2016, does hereby authorize the Mayor to execute documents for the Rural Development loan and grant for the Village of Clayton Water System Improvements project.

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

Trustee Buker	Voting Aye
Trustee Forger	Voting Aye
Trustee Randazzo	Voting Aye
Trustee Sherboneau	Voting Aye
Mayor Zimmer	Voting Aye

- Thomas Trash Service has renewed their 2016-2017 Refuse License
- Read a pleasant thank you note from a Villager resident that included a donation

**Committee Reports:**

- Trustee Randazzo discussed the sound system
- Trustee Forger discussed the Treasurer to Clerk training
- Trustee Sherboneau discussed the Chamber of Commerce –they are seeking volunteers for the Food & Wine Festival, and discussed that there will be a Business with a Twist in June

**New Business:**

- Mobile retail shop; Celia Cook. Discussion with Ms. Cook regarding her Mobile retail shop her goal is to be set up by July 4. The Board stated it is a great idea for the community, they suggested not to taking parking places, rather finding private property. The Board also suggested she sets up at the Thursday Farmers Markets.
- NYS Correctional Officers -Community Service Work Crew (letter) - tabled to the next Board meeting

**Old Business:**

- None

**Mayor's Report:**

Mayor Zimmer reported the following:

- June 22 Joint Town and Village Board Meeting at 6:00 pm
- June 2<sup>nd</sup> DOT meeting at 1:15pm in Watertown for an information session
- We will need a draft IMA for the water district for the Joint Town/Village meeting –
- Thank you to Heidi Szonn for flower planting
- Read aloud a nice article about Clayton that was in *The New York Times*
- The Pearl Mist will be visiting Clayton May 29-30
- Divers Clean up went well with more divers than usual, with two local divers. This time they added Rotary Park area. They brought up 11 grocery carts. The DPW received a very nice letter.
- Bass Master meeting at 1:00 pm on Tuesday at the Chamber, John Buker will attend
- State street repairs were done in compliance
- There is one more day for clean up to be in compliance on Strawberry Lane, the work in progress thus far is neater piles, and items are off the sidewalk.
- The Economic Development Meeting was very interesting

**Adjournment:**

Trustee Sherboneau presented a **MOTION** to adjourn the meeting at 8:09 pm. Trustee Forger seconded; the motion was carried.

Respectfully Submitted,

Michelle E. Gaeta, Clerk