

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, September 12, 2016, at 6:30 p.m. in the Municipal Building.

**PRESENT:**

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

**ABSENT:**

Jeral Forger, Trustee  
Michelle E. Gaeta, Village Clerk

**OTHERS:**

Kevin Patenaude, Police Chief  
Terry Jones, DPW Superintendent  
Geneva Phelps Miller, Treasurer

**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:**

Chief Patenaude presented the Activity Report and the following:

The cruise ship season ended with a final visit from *Pearl Mist*. There were 190 passengers on the ship, who spent time shopping in the downtown business district.

The 9/11 Parade and Celebration were successful; Chief Patenaude and the Board commended the Fire Police, who did an excellent job directing traffic and pedestrians during the event. All agreed they are an integral part of all downtown events.

**DPW Report:**

Superintendent Jones presented the Activity Report and the following:

Fall Pickup: The Village-Wide Fall Pickup (brush and leaves) is scheduled for October 11, 2016.

National Grid LED Street Light Conversion: Supt. Jones discussed correspondence from Todd Froyssell, National Grid Regional Account Representative, regarding the anticipated savings from changing from sodium street lights to LED lighting. The Village has 183 street lights, consisting of 100-70W HPS, 3-100W HPS, 45-150W HPS and 28-400W HPS overhead street lights. Replacing the 70W and 100W HPS with 30W LEDs, the 150W HPS with 60W LEDs, and the 400W HPS with 275W LEDs is proposed to result in an annual savings of nearly \$3,000. The savings would be offset by a one-time charge for the net book value of the existing fixtures National Grid is required to collect. The changeover fee would be \$4,700, which would be recouped in less than two years from savings gained by use of the LED lighting. After discussion, the Board approved Supt. Jones' recommendation, and authorized the conversion, noting this is not only a cost-savings measure, but will improve safety and visibility throughout the Village.

Village Property Maintenance and Cleaning: Supt. Jones recommended hiring a cleaner/maintenance person to oversee the Municipal and Library buildings. Analysis of the current costs for a cleaning service at the Municipal Building revealed a maintenance/cleaning person working 30 hours a week would be able to perform additional services not now provided through the current cleaning service, such as clearing sidewalks in the winter, washing screens and windows as needed, routine maintenance and other tasks as assigned. The expense would be comparable to the current expense. The Board agreed to consider Supt. Jones' recommendation.

Street Paving: Paving of Union Street from James Street West to the dead end, Gardener Street will begin at the end of September/early October. Bay Lane will be paved at a later date. The cost of paving will be reimbursed through NYS CHIPS funds. Supt. Jones will distribute flyers to residents on the affected streets prior to commencement of paving.

Tree Service Quotes: Quotes were obtained from Davis Tree Service (\$3,100) and Black River Tree Removal (\$3,600) to remove six dead/diseased trees in the Village right-of-way. After discussion, the Board approved Davis Tree Service at a cost not to exceed \$3,100 for removal of the trees.

**Consent Agenda Items:**

Trustee Randazzo presented a **MOTION**, 2<sup>nd</sup> by Trustee Sherboneau, to approve the following Consent Agenda items:

- a. Meeting Minutes August 22, 2016 Regular Meeting
- b. Payroll #7 (Week #35) –08/11/16 to 08/24/16 – \$27,844.28 (includes \$125.22 fee)
- c. Payroll 1<sup>st</sup> QTR 2016-2017 – 06/01/2016 to 08/31/16 – \$7,987.93 (includes \$112.42 fee)
- d. Abstract #7 - \$48,195.78
- e. Capital Fund Abstracts:  
Sanitary Sewer Laterals Project – Abstract #1 – \$25,144.78  
Water System Improvement Project – Abstract #7 – \$31,103.49
- f. Use of Municipal Property:  
Municipal Building- Municipal Building, Girl Scouts, 6-8pm Wednesdays 9/14, 10/12, 11/9, 12/14, 1/11, 2/8, 3/8, 4/12, 5/10, 6/14  
Frink Park Pavilion – Wedding Rehearsal - 09/30/2016 (5-6 PM)
- g. Training: T. Jones, Fred Prior Seminar-Leadership, Team Building, Coaching: 11/2/16, \$249.00

The motion was carried. Following is a breakdown of approved expenditures:

h.	<b>Payroll #7 (Week #35)</b>	<b>08/11/16 – 08/24/16</b>	<b>\$27,844.28 (includes \$125.22 fee)</b>
	<b>1<sup>st</sup> Quarter Payroll</b>	<b>06/01/16 – 08/31/16</b>	<b>\$7,987.93 (includes \$112.42 fee)</b>
	<b>Abstract #7</b>	<b>\$48,195.78</b>	
	General Fund	Voucher A17-185 through A17-218	31,375.51
	Water Fund	Voucher F17-051 through F17-059	3,483.08
	Sewer Fund	Voucher G17-079 through G17-092	13,337.19
	<b>Capital Fund:</b>		
	Sanitary Sewer Laterals Project	Abstract #1 – Voucher H026-001	\$25,144.78
	Water System Improvement Project	Abstract #7 – Voucher H027-015	\$31,103.49

**Clerk Report:**

Village Clerk Gaeta is attending the NYCOM Fall Training School in Saratoga Springs, New York this week. In her absence, Treasurer Miller reported the following:

Sanitary Sewer Laterals Project: The Board approved the Technical Services Agreement with The Development Authority of the North County (DANC) not to exceed \$6,500 to administer the Northern Border Regional Commission Grant 16GNY04 in the amount of \$250,000, with administration fees to be paid from the grant proceeds.

NYS Route 970L Project: The Board tabled Resolution #2016-08 regarding the transfer of NYS Route 970L to the Village for discussion at the September 26, 2016 regular meeting.

The Board received correspondence from the Thousand Islands Land Trust ("TILT") for the Village's letter of support regarding TILT's application for a NYS Office of Parks, Recreation & Historic Preservation grant to upgrade and extend the Sissy Danforth Rivergate Trail.

Planning Workshop: A Wind Energy Regulation Workshop will be held at Jefferson Community College on Tuesday, September 20, 2016 from 6:30-8:30 p.m. The workshop can provide two (2) hours of training to meet the NYS Municipality Training Requirement for Planning or Zoning Board members.

Joint Town/Village Comprehensive Plan: The Comprehensive Plan Committee has scheduled a Public Hearing regarding updates to the Joint Comprehensive Plan on September 19, 2016 beginning at 6:00 p.m. Members of the Committee, including those from Jefferson County Planning Board, will conduct a presentation and answer questions from the public.

Water System Improvement Project: The Board reviewed correspondence to Senator Charles Schumer commending the local USDA-Rural Development office staff on the exemplary work regularly shown, and complimenting them on their professionalism, even though the Village was required to release the grant funding due to a more favorable funding package received through the Clean Water State Drinking Fund (CWSRF) program administered by Environmental Facilities Corporation (EFC).

Heritage Heights Sewer District (HHSD): As required by the Intermunicipal Agreement, the Town has been advised of the 2017 sewer rates for Heritage Heights Sewer District (HHSD).

#### **Committee Reports:**

No committee reports were presented.

#### **New Business:**

Continuing Disclosure Filings: Treasurer Miller discussed correspondence from Municipal Solutions, Inc., the Village's financial advisors, regarding Continuing Disclosure filings and regulations pursuant to the provisions of Securities and Exchange Commission (SEC) Rule 15c2-12, as amended (the "Rule"). Municipal Solutions, Inc. submitted a proposal to the Village to assist with the required filings, and to disclose required information through filings on the Municipal Securities Rulemaking Board's (MSRB) Electronic Municipal Market Access (EMMA) system, the Nationally Recognized Municipal Securities Information Repository (NRMSIR), including annual financial statement filings, material event notice(s), and full disclosure. Failure to complete required filings on the MSRB/EMMA website would result in a negative impact on future borrowings due to potential fines by the SEC. Trustee Randazzo then presented a **MOTION** to approve the proposal as submitted by Municipal Solutions, Inc., and authorized Treasurer Miller to execute and return the proposal to Municipal Solutions, Inc. Trustee Buker seconded; the motion was carried.

#### **Old Business:**

Parking: The Board discussed the parking area across from the Municipal Building, which is currently underutilized. The lot size is 45 feet by 68 feet, and has 6 parking spaces. The Board considered the possibility of either selling the lot to the owner of a nearby apartment building, or possibly charging a fee for use of the lot. The matter will be discussed again during budget workshops.

#### **Mayor's Report:**

Mayor Zimmer encouraged Board members and the public to attend of the Joint Town/Village Comprehensive Plan public information session scheduled on Monday, September 19, 2016 at 6:00 p.m.

Water System Improvement Project: O'Brien & Gere, Engineers for the project, advised Mayor Zimmer that advertisement for bids will go out in early February 2017. Construction is anticipated to begin in February of 2017, with substantial completion scheduled in February of 2018.

Riverwalk 3 Project: Bid documents are now on-line for contractors, with the bid opening scheduled for October 13<sup>th</sup>. Construction is anticipated to begin in March 2017, with substantial completion in October 2017.

Coastal Resources will hold its annual conference at the Clayton Harbor Hotel in late September. Eight (8) states will be represented at this very important conference. Clayton is fortunate to have a venue to allow these types of events to be held in our area.

Mayor Zimmer attended a grant workshop in Watertown for the Transportation Alternative Program (TAP). This is a federal grant, administered by the State, for "construction of trails." The total grant funding through the program is \$98,000,000.

Bass Tournament: Figures have been released regarding the economic impact the bass tournament has on the area. The event generates income for local hotels, campgrounds and “mom and pop” businesses. There were 180 boats in the water for practice, 130 boats for the 2-day tournament, and 14 boats for the final day, when professional fisherman teamed up with youth for a day on the river. \$182,000 in gas sales alone and \$180,000 for room accommodations were generated during the 4-day event.

Bartlett Point Water District: There will be a public hearing regarding the Bartlett Point Water District on September 14, 2017 at 6:30 p.m. in the Town Board Room (first floor of the Opera House).

Clayton Historic District Improvement Project: Mayor Zimmer met with NYSDOT representatives on August 31<sup>st</sup> to discuss the project, and it was determined that the August 2017 schedule is not attainable. This will give the Village time to continue negotiations with utilities. Construction will not begin in 2017. Future meetings will determine the revised project schedule. Mayor Zimmer will keep the Board and the public informed as information becomes available.

**Public Comment:**

A summary of comments from the public to Board members is as follows:

- Inquiry whether grants include funding for administration – response is most grants do not allow reimbursement of administration costs
- Concern regarding traffic patterns during the downtown construction – response is NYSDOT will insure safety and pedestrian access during the project
- Concern regarding legal fees for ongoing litigation – response is that is a necessary expense for the case; a settlement was offered, but the defendants chose to go to trial, then agreed to settle on a previous offer, receiving a conditional discharge. If no further violations occur in the next year, the case will be dropped.
- Concern regarding the fact that French Bay moorings do not show on nautical charts. This should be rectified, or the moorings should be abandoned.
- Encouraged the Board to charge for parking spaces in the lot across from the Municipal Building.
- Inquiry whether the “underground wire” project is on hold. Response was that it is not feasible for the State to complete its final design for an August 2017 construction date.
- Encouraged the Board to be more open and transparent, and to communicate with the public as it decides various issues.

**Executive Session:**

Trustee Randazzo presented a **MOTION** to enter executive session at 8:20 p.m. to discuss personnel matter(s) regarding specific employee(s). Trustee Sherboneau seconded; the motion was carried.

Trustee Buker presented a **MOTION** to close executive session at 8:30 p.m. Trustee Randazzo seconded; the motion was carried.

**Regular Meeting (Resumed):**

After discussion, the Board approved the hiring of Robert Shultz as a cleaner/maintenance person, beginning October 14, 2016, at \$10.00 per hour for 30 hours per week.

**Adjournment:**

Trustee Sherboneau presented a **MOTION** adjourn the meeting at 8:32 pm. Trustee Randazzo seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller  
Village Treasurer