

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, December 11, 2017, at 5:30 p.m. in the Municipal Building.

**PRESENT:** Norma Zimmer, Mayor  
John Buker, Trustee  
Nancy Hyde, Trustee  
Tony Randazzo, Trustee

**ABSENT:** Michelle Grybowski, Trustee

**OTHERS:** Kevin Patenaude, Police Chief  
Terry Jones, DPW Superintendent  
Rob Stevenson, W/WW Manager  
Geneva Phelps Miller, Treasurer/Interim 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 then called the regular meeting to order at 5:30 p.m.

**Police Report:**

Kevin Patenaude, Police Chief, presented the activity report for Board review.

**DPW Report:**

DPW Superintendent Terry Jones presented the activity report for Board review. Supt. Jones praised Mr. Babcock and Mr. Shultz for the tremendous effort shown in keeping trash, etc. picked up during the Christmas Parade. Unfortunately, the usual volunteers were not available this year, so it took a bit longer to complete the pickup. Supt. Jones will be working with the Chamber and the Fire Police to improve traffic flows, trash pickup and any other areas which might need attention.

Supt. Jones reported he is working with Joe Plummer, Jefferson County Emergency Management, to complete reporting requirements for potential FEMA aid to cover damage caused by this year's high water levels. Mr. Jones will attend the required meeting on Thursday, December 14<sup>th</sup>, from 3:00-6:00 p.m. Potential funding for bridge repairs was also discussed.

Bids were received from employees for the plow and light bar, as follows:

Fisher Plow: M. Badour - \$249.00  
J. Babcock - \$375.00  
Light Bar: M. Badour - \$51.00

Trustee Randazzo presented a **MOTION**, to accept Mr. Babcock's bid of \$375.00 for the Fisher plow and Mr. Badour's bid of \$51.00 for the light bar. Trustee Buker seconded; the motion was carried.

**Water/Wastewater Report:**

Rob Stevenson submitted the monthly report to the Board. There were no SPDES violations or SSO events. Mr. Stevenson presented an updated version of the Village's Long-Term Control Plan. Between 23 and 25 "smoke and dye" properties have responded. The Board suggested after the first of the year reaching out to those who have not yet responded, as well as following up with the large water meter replacement project easements not yet returned.

**Consent Agenda:**

Trustee Buker presented a **MOTION** to approve the Consent Agenda as presented. Trustee Hyde seconded; the motion was carried.

1. DRAFT Meeting Minutes November 27, 2017
2. DRAFT Annual Meeting Minutes December 4, 2017
3. Payroll #13 (Week #49)
4. Abstract #13 - \$40,182.77

General Fund	Voucher(s) A18-375 – A18-409	19,941.86
Water Fund	Voucher(s) F18-090 – F18-097	7,424.95
Sewer Fund	Voucher(s) G18-169 – G18-179	12,815.96

5. Capital Projects:
- |  |                         |                    |
|--|-------------------------|--------------------|
| <b>022-RIVERWALK 3</b>                     | <i>No Voucher(s)</i>    | <i>0.00</i>        |
| <b>026-SANITARY SEWER LATERALS</b>         | <b>ABS #</b>            | <b>\$495.00</b>    |
| <i>Grant Administration – DANC</i>         | <i>Voucher H026-009</i> | <i>390.00</i>      |
| <i>Grant Administration – DANC</i>         | <i>Voucher H026-010</i> | <i>105.00</i>      |
| <b>027-WATER SYSTEM IMPROVEMENTS</b>       | <b>ABS #29</b>          | <b>\$4,254.08</b>  |
| <i>Technical Services Agreement – DANC</i> | <i>Voucher H027-060</i> | <i>1,590.00</i>    |
| <i>Legal – Menter Law Firm</i>             | <i>Voucher H027-061</i> | <i>900.00</i>      |
| <i>Technical Services Agreement – DANC</i> | <i>Voucher H027-062</i> | <i>1,764.08</i>    |
| <b>029-CLAYTON HISTORIC DISTRICT</b>       | <b>ABS #21</b>          | <b>\$4,062.29d</b> |
| <i>Technical Services Agreement – DANC</i> | <i>Voucher H029-048</i> | <i>2,899.79</i>    |
| <i>Legal – Menter Law Firm</i>             | <i>Voucher H029-049</i> | <i>900.00</i>      |
| <i>Technical Services Agreement – DANC</i> | <i>Voucher H029-050</i> | <i>262.50</i>      |
6. Approve ACH Payment to NYS Employees' Retirement System - \$98,649 (Discount if Paid by December 15<sup>th</sup>)
7. Approve ACH Payment to NYS Police & Fire Retirement System - \$44,937 (Discount if Paid by December 15<sup>th</sup>)
8. Request for Regional Dock/Pavilion 9/6-8/2018 – FLW Series Northern #3 Fishing Tournament Weigh-In  
\*\* NOTE Conflict: Wedding on Pavilion Schedule September 6<sup>th</sup> at 10:00 AM \*\*
9. Request for Mary Street Docks – 9/6-8/2018 – FLW Series Northern #3 Fishing Tournament Take-Off
10. Request for Mary Street Docks – 9/15-16/2018 – BFL Super Tournament Take-Off

The individual who had requested the Pavilion to hold a wedding ceremony on September 6, 2018 will be notified of the conflict, and offered use of Centennial Park.

#### **Treasurer/Interim Clerk:**

Fund Balance Policy: Treasurer/Interim Clerk Miller presented the Board with a draft fund balance policy for review and discussion. EFPR Solutions has recommended alternate language, which will be included in the draft policy prior to board action. The matter was tabled for future discussion.

Historian Services Agreement: Trustee Hyde presented a **MOTION** to approve the 2017-2018 Historian Services Agreement, which is a shared service with the Town of Clayton. Trustee Buker seconded; the motion was carried. The Board discussed whether a job description was in place for the historian, as they are concerned that current events are not being recorded. Mayor Zimmer will research the matter.

Animal Control Officer: The Towns of Clayton, Brownville, Lyme and Cape Vincent have entered into a shared services agreement to provide an animal control officer to cover each town, including the villages and hamlet(s) located therein. The contact information for the Animal/Dog Control Officer, Amy Funk, is (315) 755-8226. The Village of Clayton no longer is required to provide this service. The Village Code will be updated to reflect this change.

#### **New Business:**

Board Appointment: Rebecca Hopfinger has completed her term of office on the Clayton Local Development Corporation Board. The Board thanks Ms. Hopfinger for her service. Mayor Zimmer recommended appointing Jack Stopper, stating he will serve the CLDC well. Trustee Randazzo presented a **MOTION** to approve the appointment of Jack Stopper to the Clayton Local Development Corporation's Board, for a three-year term expiring December 31, 2020. Trustee Buker seconded; the motion was carried.

#### **Old Business:**

Clayton Dive Park Request: Trustee Buker received an e-mail from Joe Dudiak last week, which included a list of tasks they have completed to date. They have touched base with NYSDEC, and the Village would need to complete the necessary forms if the project is to proceed. Trustee Buker touched base with the Town Supervisor, who supports the project. Trustee Buker noted that the Village's insurance agent should be contacted to determine whether there are any concerns that should be addressed. The request will be submitted to the Village's agent for review and comment.

Trustee Buker stated he believes that if there is no insurance exposure it would be an asset to Clayton's tourism. Both Alexandria Bay and Cape Vincent have dive parks ("wrecks" just off-shore). The Village would need to complete a four-page application and submit it to NYSDEC for underwater rights.

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

Mayor Zimmer attended a luncheon at Hilton Garden Inn last week for the "20 under 40" awards. Several people remarked to her that four of the twenty so honored live in Clayton, which is an unprecedented percentage, and indicates the opportunities presented for young professionals to succeed in our local area.

Riverwalk 3 construction is done for the winter. There will be a meeting in January with the contractor and engineer to discuss the plan for completion in the spring (before July 4<sup>th</sup>).

Federal Tax Reform information was distributed to Board.

Mayor Zimmer reminded those present that the next regular meeting is scheduled for December 27, 2017, at 8:00 a.m. The Mayor/Supervisor Holiday Party is Wednesday, December 13<sup>th</sup> at 6:00 p.m. in the Opera House.

**Public Comment:**

None.

**Adjournment:**

Trustee Hyde presented a **MOTION** to adjourn the meeting at 6:27 p.m. Trustee Buker seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk