

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, February 12, 2018, at 5:30 p.m. in the Municipal Building.

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

ABSENT: None

OTHERS: Kevin Patenaude, Police Chief
John Farmer, Assistant DPW Supt.
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 called the regular meeting to order at 5:30 p.m.

VISITOR(S)

Michael Bashaw, Thousand Islands Central School District, and Ken Garnsey, Building & Grounds, were present to discuss concerns regarding the traffic pattern at Guardino Elementary School. Barricades at certain times of the day have helped a bit. Mr. Bashaw is requesting the Village work with them to develop a more permanent solution. Many good points were discussed and offered by residents and the Board. The Superintendent and the Board agreed to work together to find a satisfactory solution.

POLICE

Chief Patenaude presented the activity report. Several owners have been contacted regarding sidewalks remaining uncleared more than 24 hours after storm events. Chief Patenaude will follow up on those that continue to remain unshoveled.

DPW

Assistant DPW Supt. Farmer presented the activity report. He conveyed Supt. Jones' request to include an announcement printed on the backs of the March water/sewer bills to inform residents of the Spring Pickup date (May 7th). Items should not be put between the sidewalk and curb until May 4th. A box ad will be published in the *Thousand Islands Sun*.

WATER-WASTEWATER

Manasseh Burt, DANC Engineer, presented the Request for Proposal (RFP) to update the Long Term Control Plan and to prepare a preliminary engineering report (PER) for improvements to the Riverside Drive Pump Station. Mr. Burt requested Board approval to issue the RFP to local and regional engineering firms. The timing is critical, as we need to be ready to go when the State begins its street restoration project. Manasseh is the point of contact for questions. If he cannot answer them, he will reach out to us for assistance. The PER is critical in order to reach out to funding agencies. A list of consultants for the LTCP was provided to Board members. The RFP will be provided electronically to North Country engineering firms.

Trustee Grybowski then made a **MOTION** to approve the RFP as presented by DANC, and authorizing posting the RFP to the Contractor's Exchange (which reaches Watertown and Syracuse). Trustee Randazzo seconded; the motion was carried.

CONSENT AGENDA

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

1. DRAFT Meeting Minutes January 22, 2018
2. Minutes January 26, 2018 Special Workshop Meeting
3. Minutes January 29, 2018 Special Meeting
4. Week #5 (P/R #17) and Week #7 (P/R #18)

5.	Abstract #17 - \$140,797.49		
	General Fund	Voucher(s) A18-484 – A18-524	97,478.84
	Water Fund	Voucher(s) F18-121 – F18-132	14,179.04
	Sewer Fund	Voucher(s) G18-215 – G18-236	29,139.61
6.	Capital Projects:		
	022-RIVERWALK 3	ABS #xx	\$0.00
	Engineering – Fisher Associates	Voucher H022-xxx	0.00
	026-SANITARY SEWER LATERALS	ABS #11	\$165.00
	NBRC Grant Admin. – DANC	Voucher H026-012	165.00
	027-WATER SYSTEM IMPROVEMENTS	ABS #32	\$230,441.21
	Town of Clayton Bartlett Pt. Water District Formation	Voucher H027-075	24,424.06
	Legal – Menter Law Firm	Voucher H027-076	140.00
	Engineering – O'Brien & Gere	Voucher H027-077	25,633.32
	1A-General Construction – Continental Construction	Voucher H027-078	77,648.25
	1B-Electrical – SC Spencer Electric, Inc.	Voucher H027-079	76,405.65
	1C-HVAC – Hyde-Stone Mechanical Contractors	Voucher H027-080	13,183.15
	1D-Plumbing – Hyde-Stone Mechanical Contractors	Voucher H027-081	11,204.75
	Technical Services – DANC	Voucher H027-082	1,802.03
	029-CLAYTON HISTORIC DISTRICT	ABS #24	\$715.00
	Legal – Hage & Hage	Voucher H029-xxx	0.00
	Legal – Menter Law Firm	Voucher H029-055	40.00
	NYSDOT Technical Services – DANC	Voucher H029-056	675.00
7.	Request(s) for Use of Frink Park/Riverwalk Pavilion		
	a. Wedding – June 2, 2018 – Noon-4:00		
8.	Request(s) for Use of Dock(s):		
	a. Mary Street Dock – Trident Yacht Club – 07/21-22/2018 (overnight)		

TREASURER/INTERIM CLERK

PIVOT (EAP): The Board received the 2017 Year-end Statistics Report provided by PIVOT, the Village's Employee Assistance Program (EAP).

Water/Sewer Billing: The March Water/Sewer Billing Collection Notice is as follows:

- Bills mailed on or before March 1, 2018.
- Payment due on or before April 05, 2018, without penalty.
- After April 05, 2018, 10% penalty assessed to all unpaid accounts.
- Final date for payment on or before May 7, 2018.
- After May 7, 2018 water service will be terminated with no further notice, and an additional \$50 charge will be assessed.
- **AFTER SHUTOFF**: In order to restore service, payment must be made to the Village of Clayton by **cashier's check, cash or money order (no personal checks)** during business hours only. There will be an additional \$75 charge if service is requested to be restored outside of normal business hours.
- Shutoff Day Tuesday, May 29, 2018

March 2018 Water/Sewer Messages (Back of Bill): The Board reviewed and approved the following three (3) messages to be printed on the backs of the March 2018 water/sewer bills.

**SPRING PICKUP
 FOR VILLAGE OF CLAYTON RESIDENTS**

◆◆◆ **ONE DAY ONLY!! MONDAY, MAY 7, 2018** ◆◆◆

ITEMS SHOULD BE LEFT OUT NO EARLIER THAN MAY 4th
FOR PICKUP ON MAY 7th

Between curb & sidewalk – NOT in streets.
 Pickup will begin at 6:00 AM on MONDAY, MAY 7th

ANNUAL WATER QUALITY REPORT

The Village of Clayton Annual Water Quality Report (AWQR) is available for viewing online at www.villageofclayton.com on the Home Page, click Departments, then Water Department.

The document URL is:

<http://www.villageofclayton.com/wp-content/uploads/2018/02/AWQR-2017.pdf>

This report contains important information about the source and quality of your drinking water. Please call or email us if you would like a paper report delivered to you.

VILLAGE OF CLAYTON

425 Mary Street, PO Box 250, Clayton, NY 13624

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PAYING YOUR WATER/SEWER BILL

Office hours are 8 AM – 4:30 PM. Payments may be made on-line, in person, or by using the red drop box located on the playground side of the Municipal Building. We do not recommend leaving cash in the drop box.

The Village of Clayton accepts Cash, Check, Credit Card, Money Order, and E-Check Payments. Please note a convenience fee of 2.65% will be charged against your credit card. E-checks incur a convenience fee of \$1.50. The Village does not receive these fees, they are charged by the credit card service company.

When paying by check, please be advised that, according to bank standards, checks must be written in blue or black ink. If the written value does not correspond to the numeric value, the check will be returned to the customer for correction. Post-dated checks are not accepted.

Bills paid after the Due Date which do not include the late fee will be accepted, with the remaining balance included on the next bill.

NEW BUSINESS

Part-Time Clerk Position: The Board approved advertising for a part-time clerk to assist in the front office. Trustee Grybowski suggested two Board members conduct the interviews. Trustee Buker, as liaison between the Board and the Clerk's office, will take the lead and select another Board member to assist. Mayor Zimmer obtained a rubric system for use in scoring the applicant's responses to interview questions.

Joint Justice Court IMA: Mayor Zimmer requested Board members review the proposed Joint Justice Court Intermunicipal Agreement (IMA) and prepare comments for the next regular meeting, keeping in mind the proposed plan to dissolve the Village Court in December 2019. It would be unfortunate to enter into a five-year agreement then need to break it in order to dissolve the Village Court.

NYS Teamsters – Request Alternative Options for Health Insurance Benefits: Mayor Zimmer requested a draft letter to the Teamsters union representative including the DPW and Police contract expiration dates. The letter should contain the statement "the current health insurance plan is not sustainable; we need to have other options." Board members agreed and authorized Mayor Zimmer to send the letter.

Request for Waiver: Bella's is applying to NYS for a waiver of the required 30-day notice for two applications: one for the addition of a waterfront patio; the other for a change in license allowing liquor as well as the current wine and beer license. The Board agreed, noting it has approved similar requests submitted by business owners in the past.

OLD BUSINESS

EFPR Solutions LLC: At a workshop on Friday, January 26th, the Board spent over an hour and a half on a conference call with Tina Denigro of EFPR Solutions. The Board then scheduled a special meeting on Monday, January 29th to approve the engagement letter with EFPR. Trustee Hyde noted Ms. Denigro impressed her with her knowledge and background (she was formerly a Town Clerk as well as a Village Clerk/Treasurer). The Board agrees the service will be beneficial to the Village. The engagement letter for financial support services through EFPR Solutions LLC was approved at the January 29th Special Meeting.

MAYOR'S REPORT

Save the River Annual Conference: Mayor Zimmer attended the annual conference hosted by Save the River, noting there was a great turnout, including several people away for the winter who returned specifically for the conference. One of the advantages to a winter conference is the availability of quality speakers that are generally unavailable in the summer months. Ann Ward, a member of Save the River for about 40 years, presented a history of the organization.

Meeting Protocol re Inclement Weather: Mayor Zimmer received an e-mail inquiring the reason the last Board meeting on the 22nd was not cancelled due to bad weather. After discussion, the Board agreed that decisions whether to cancel a meeting will be considered on a case-by-case basis.

Bass Tournament: The July 21st bass tournament has been rescheduled to July 28th. Event sponsors reported use of Mary Street Dock worked out well last year; they would like to stage from there again this year.

Board members requested a timeline for the Historic District Project. Mayor Zimmer reported NYSDOT has received all designs from the communications companies as well as National Grid. Once DOT comments have been prepared and provided to the parties, responses are due back to DOT by February 16th. NYSDOT will conduct a further review, then will attach costs to the project components. After review by Village attorneys and consultants, a budget will be prepared. A public information session (or public hearing, if required) will be scheduled and advertised to the community. Mayor Zimmer did say that the new start date is the spring of 2019. That will allow businesses another full summer to get caught up from the effects of last year's high water events. Once the Board receives a final project budget, there will be real numbers for consideration. The Board can then make an informed decision on whether it is viable to proceed. The public meeting will be to share information about the final design and costs so everyone will know what is what. There are still some aesthetics and kiosk decisions to be made. NYSDOT has targeted July 28th to present its final project plan to Albany for approval. Once the budget has been finalized, the Village will be in a position to apply for additional funding.

Bridge NY Funding: Mayor Zimmer anticipates having a resolution ready for the next board meeting authorizing application to Bridge NY for repairs to the Washington Island Bridge.

PUBLIC COMMENT

Ms. O'Neill noted the chlorine content in today's water appeared to be high. Trustee Randazzo stated that when usage is very low it may seem to be more concentrated, and he notes levels seem to fluctuate downtown; more so in the winter than in the summer.

EXECUTIVE SESSION

Trustee Buker presented a **MOTION** to enter Executive Session at 7:34 p.m. to discuss the proposed acquisition, sale or lease of real property.

Trustee Hyde presented a **MOTION** to close Executive Session at 7:59 p.m. Trustee Buker seconded; the motion was carried.

ADJOURNMENT

Trustee Buker presented a **MOTION** to adjourn the meeting at 8:00 p.m. Trustee Hyde seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller
Treasurer/Interim Clerk