

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, May 29, 2018, at 5:30 p.m. in the Municipal Building.

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

ABSENT: NONE

OTHERS: Kevin Patenaude, Police Chief
Terry Jones, DPW Superintendent
Megan Ervay, 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. Mayor Zimmer announced that National Grid responded with a cost estimate of \$3.3 million, consisting of only one page and containing no breakdown or description of costs. The Village has paid National Grid \$45,000 for the study, and will engage an independent contractor to review the proposal, which will most likely be returned to National Grid for additional descriptive narrative and a more detailed plan.

Police Report:

Chief Patenaude presented the activity report. He then requested Board approval to purchase a special utility vehicle jointly with TIERS, at a cost to the Village of \$2,500. The trailer would be stored up at TIERS. TIERS would independently purchase the modular unit for the rear of the vehicle. This will allow more mobility during large events and would allow access for picking up someone with a stretcher, Stokes basket or litter and would allow responders to attend the individual while in motion. In addition, the Police could utilize it for prisoner transport. The vehicle has only 300 hours run time and is in excellent condition. Trustee Randazzo inquired who would be responsible for maintenance and repairs. Chief Patenaude stated it would be 50/50 (Village and TIERS) under a Memorandum of Understanding (MOU) between the Police and TIERS. License and registration is not required as it is an emergency vehicle. The vehicle is a side-by-side similar to a golf cart but larger, is small enough to maneuver on a walkway, and is 4-wheel drive. Once the purchase is complete, TIERS intends to move its ATV and trailer to Grindstone Island for rescues there. Trustee Grybowski presented a **MOTION** to approve the purchase of the special emergency use utility vehicle in conjunction with TIERS, at a cost of \$2,500 each. Trustee Randazzo seconded; the motion was carried.

DPW Report:

DPW Superintendent Terry Jones presented the activity report. The crew has been busy mulching and mowing. There are no issues downtown that he is aware of regarding damages or instances. The *Pearl Mist* cruise ship will be here Thursday for an overnight stay.

Barton & Loguidice (B&L) has included all damages due to high water levels in one project, approximately \$285,000. FEMA pays 75%; NYS pays 12.5%; and the Village share is 12.5%. If FEMA accepts the scope, we would have to go through the bidding process; probably will not interfere with any of our repairs and will not conflict with the Riverwalk project. Supt. Jones has a copy of B&L's engineering report in his FEMA file.

Heidi Szonn is working with Jerry Babcock to plant flowers and clean up flower beds. They are doing a fantastic job; and the community should be pleased with the condition of the parks.

Trustee Hyde inquired about the iPads used for Customs check-in. Supt. Jones advised they are in place and are being utilized. There is an app that can be downloaded to a smart phone which will allow boaters not to have to leave their boats to check in. The iPads are not waterproof, so are inside the dock offices on pedestals now. He is contemplating purchasing Otter boxes for them. The process seems to be operating well and without glitches. Mayor Zimmer stated she received many compliments about how nice the Village looked for Memorial Day weekend. The water system improvement project contractors worked until 1 AM Friday morning to get everything nice for the weekend.

Water/Wastewater Report:

W/WW Manager Megan Ervay presented the activity report.

Water System Improvement Project: W/WW Manager Ervay requested approval for a change order for installation of check valves at the water treatment plant, noting since installation of the valves the pumps are no longer running constantly. Trustee Hyde presented a **MOTION** to approve Change Order No. 3-B in the amount of \$391.06 to install four (4) check valves in the new Liberty pumps at the water treatment plant. Trustee Grybowski seconded; the motion was carried.

W/WW Manager Ervay then presented Amendment No. 1 to the contract with AquaLogics, which covers additional work required to resolve communications issues by increasing communication speed. The equipment will now connect directly with the main SCADA system at the wastewater treatment plant. Carrie Tuttle, DANC Engineering Director, and Dan Merrill, DANC engineer, have reviewed the request and approved the changes as being in line with work required under the contract. Trustee Hyde presented a **MOTION** to approve Amendment No. 1 to the AquaLogics contract in the amount of \$18,385.00 for additional work described in the amendment in connection with the SCADA communication system. Trustee Buker seconded; the motion was carried.

The sequence batch reactor (SBR) rehabilitation work is complete. The power surges experienced at the water plant which interfered with the new pump equipment have ceased. Apparently National Grid corrected the problem. The high-life station Pump No. 1 has not yet been returned; the shaft showed wear on one side but the manufacturer is uncertain of the cause. It is at the manufacturer's Ohio facility and they are working as fast as they can to get it back to us. Next to be repaired will be Pump No. 3, which is also not running properly. Pump No. 2 is running fine.

There was a leak last Friday in the chlorine injection system but it was fixed quickly. A proposal has been forwarded to Continental today for a new chlorine system. Although Continental has replaced nearly every part on the existing system, it appears that it cannot be repaired and should be replaced.

Request(s) to be on Agenda:

Twyla Webb stated she wanted to take advantage of the opportunity to ask questions since she knows that every member of the Board has committed to more open communication with taxpayers. She is interested in the Historic District and its impact on taxpayers. She requested an update on project costs including final cost estimates from all utilities. Mayor Zimmer repeated that National Grid's submittal was not acceptable and is being returned for revision and more detail. It had only one number of \$3.3 million with no description of what for. It was not itemized; they did list generalities the scope of the work but nothing definitive. Ms. Webb then inquired about Verizon and Westelcom, Mayor Zimmer stated that, as the Board has been communicating over the past several months, just as soon as the total budget is ready it WILL be shared in its final form with everyone. By advice of legal counsel, once the final numbers have been received the budget will be finalized and distributed in an organized, accurate fashion. Unfortunately, delays by National Grid have put us behind schedule, and National Grid's submission was not only higher than anticipated, but lacked a required detailed description of the components. Ms. Webb stated that "I just thought it was about time we had information from the Board." She requested that once the Board has all of its numbers the citizens and residents be brought into the discussion. Trustee Hyde responded that absolutely no final decision will be made without communicating with the public. Ms. Webb said she understands the Board cannot provide tax increase amounts at this time. She said since the 2018-2019 increase is 5.9%, she wonders what the Board would feel is acceptable as a tax increase for this project. She wanted to get her questions on the record so that everyone knows what is expected from the Board.

Visitor(s):

RSD and E. Union Pump Stations/WWTP Improvements Matt Cooper, Barton & Loguidice Engineer, stated B&L has begun work on the Preliminary Engineering Report (PER) for improvements to the Riverside Drive Pump Station and E. Union Pump Station. The goal is to address inflow and infiltration (I&I), the collection system capacity to deal with wet weather events, and the wastewater treatment plant capacity. When they figure out how to get the flow to the plant, then need to figure out how plant would deal with it. They do need to see some wet weather; that is part of their investigation. Mr. Powers, also a B&L engineer, is in standby mode for the next month; hopefully there will be a heavy rain event so they can quantify it. Collection capacity and plant capacity evaluations are underway. These are desktop evaluations to figure out how to deal with documented flows.

FEMA Assistance with High Water Level Damages: Mr. Cooper, B&L Engineer, noted that Supt. Jones did an excellent job summarizing the report. FEMA is to respond with their comments. Mr. Cooper is not sure what to expect since the FEMA initial evaluation did not yield the same results as the B&L evaluation. They will most likely respond within a month. They will provide comments, if any, and we can comment back, then they will give us final documents to sign. There was discussion regarding overlap of work with the Riverwalk. Monument Park is one location; part of that will be included in the Riverwalk project; however, they were advised to include it in the scope since it is easier to remove items later than to add them. We cannot and will not "double-dip."

Gardner Street Bridge Repairs: The Bridge NY Grant application has been submitted and acknowledged. We should hear by late August/early September whether the application is successful or not.

David Storandt, Jr., Town Supervisor, reported several Town activities:

1. The Town passed a resolution to move forward with the Cerow Recreation Park Arena Project at a cost of \$3.9 million dollars. They have received \$1.165 million in grants, and anticipate an impact of \$.20 per \$1,000 to taxpayers. The current locker rooms will not be renovated, but an additional restroom area will be added. The project must be substantially complete by April 2020.
2. The Rt. 12 sewer line is under construction. It will flow towards the Thousand Islands Bridge plant. The plan is to complete from Spicer Bay towards Fishers Landing by July. The project is somewhat hampered by the summer season; the main will be constructed first with connections completed at a later date.
3. Cerow Recreation Park Arena will hold a rock band concert in conjunction with DPAO, scheduled for the 3rd Saturday in September. The plan is to host one or two concerts a year during the shoulder seasons.
4. The Thousand Islands Land Trust (TILT) Rivergate Trail, a longstanding plan to develop the former railroad bed from the former Frink facility to LaFargeville, has been resurrected. The Town is in discussion with TILT as to who they might partner with (Town or Village), as a municipality must hold all easements, rights-of-way, etc. Mayor Zimmer remarked it makes more sense to have the Town lead the project as the railroad bed is mainly outside Village limits. Federal DOT TAP grant applications were recently released. Mayor Zimmer suggested TILT representatives should attend the June 24, 2018 Village Board meeting.

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 May 14, 2018
2. Week #21 (P/R #25)
3. Abstract #24 - \$164,570.95

General Fund	Voucher(s) A18-689 – A18-719	37,105.89
Water Fund	Voucher(s) F18-182 – F18-193	9,793.37
Sewer Fund	Voucher(s) G18-318 – G18-334	117,671.69

4. Capital Projects:

022-RIVERWALK 3	ABS #26	\$2,462.34
<i>Engineering – Fisher Associates</i>	<i>Voucher H022-054</i>	<i>2,462.34</i>
026-SANITARY SEWER LATERALS		NONE
027-WATER SYSTEM IMPROVEMENTS	ABS #38	\$2,477.03
<i>Water System TSA – DANC</i>	<i>Voucher H027-101</i>	<i>2,477.03</i>
029-CLAYTON HISTORIC DISTRICT	ABS #30	\$6,297.60
<i>NYS DOT TSA – DANC</i>	<i>Voucher H029-066</i>	<i>1,509.27</i>
<i>Legal – Hage & Hage</i>	<i>Voucher H029-067</i>	<i>4,788.33</i>

5. Request for Use of Municipal Property:
 - a. Municipal Building – Friends of Hawn Memorial Library – 06/27/18, 07/25/18, 08/22/18 – Summer Monthly Meetings

Treasurer/Interim Clerk:

Payroll: Ms. Miller announced an employee self-serve portal is available through the Village’s payroll partner, Complete Payroll Processing. There is no additional charge for this service. Employees may obtain copies of their processed check stubs and W-2s using a secure login and password.

Amateur Radio Emergency Service (ARES): The Amateur Radio Emergency Service group has requested space on the Village water tower. Due to the current water project, which includes painting and renovations to the water tower, the Board suggested advising ARES to wait until fall before proceeding with the process. There will be no charge to ARES as this is an emergency service which is invaluable during natural disasters or extended power outages.

New Business:

Charity Poker Run: A written request has not yet been received regarding the Charity Poker Run to be held July 21-22, 2018. The organizer, Bobby Cantwell, did speak with Mayor Zimmer. Mr. Cantwell stated the boats will begin at the Cerow Recreation Park Arena. He is requesting to bring 5-10 boats to the center portion of Riverside Drive between 5 and 7 pm, and has asked to close the street during those hours. Trustee Randazzo stated Mr. Cantwell held a meeting at the American Legion in order to determine how business owners felt about closing the street and putting boats down there. There will be no open containers allowed during the event (per Village law), but they felt it would be okay to close the street for 3 or 4 hours. Pedestrians would be allowed to walk around while the businesses are open; there may be entertainment/live music. Mayor Zimmer stated Mr. Cantwell has also has requested Mary Street dock for the weekend, although we have received no official

request to reserve it. Mr. Cantwell stated that Doc Withington at RJ Marine is certified in oil and gas spills and also has the gas dock. They could handle any emergency that might come up. Trustee Grybowski stated we need to receive a written plan for what Mr. Cantwell wants and expects from the Village. Trustee Randazzo said he would touch base with Mr. Cantwell.

Old Business:

Trustee Hyde reported Hawn Memorial Library now has fiberoptic internet service, with vastly improved speeds. The Library Board is beginning to get organized for how to operate during the downtown street construction. Trustee Hyde encouraged everyone to attend the June 5th NYSDOT presentation at the Municipal Building.

Trustee Buker reported the Dive Club does not possess insurance coverage. The Dive Club felt the proposed dive park could be an extension of the dive platform off the end of Frink Park, and the Village would be the insurer. Mr. Buker has requested copies of documentation presented to the State Department with the Dive Club's application. The Board requested a determination from the Village's insurance agent as to where the Village liability ends. Is it only when divers are on the platform, or are they also insured while in the water. The Dive Club stated that the Village approved access to the platform; therefore the Village should assume responsibility. A member of the audience stated he is in a dive club, and the club dues help cover the club's insurance costs. Trustee Buker suggested the club should contact the Brockville, Canada dive club to see how they handle insurance costs, and said he would contact the Village's insurance agent for more information.

Trustee Randazzo addressed the "hubbub" in the Village late last week about notes in car windows stating "I work for Coyote Moon – I don't have to pay parking fees!" This apparently was spurred by contractors working in the Village putting notes in their trucks to identify who they were as soon as they saw the meters go up. Employees of other businesses started handwriting their own notes. The parking attendant reported to the Police Chief; phone calls were made to business owners; issues were reversed and staff were reminded of their employer's parking rules (if any). Coyote Moon allows employees only two rule violations before dismissal.

Trustee Randazzo has obtained information on the cost for recording meetings. He expects to receive more information soon and will share it with Board members. Mayor Zimmer suggested a policy be developed to confirm that the official minutes are on file in the Clerk's office. Recordings posted to the web will be for convenience purposes only.

Mayor's Report:

The Clayton Flower Society attended the Memorial Day Ceremony at the Veterans' Memorial Monument, handing out beautiful carnations. The American Legion organized an exceptional ceremony this year, with the Clayton Volunteer Fire Department, the Brockville Pipe Band, the Thousand Islands Central School Marching Band, Katherine Ingerson vocals, the local Boy Scouts, and other groups. It was a beautiful ceremony.

Riverwalk 3 is making progress every day, and should be looking nice for the 4th of July. It was a challenge to keep the 2nd floor deck of a downtown restaurant operational during construction. The waterfront improvements will open a whole new venue for the waterfront businesses. There was discussion on how to handle drainage along the Riverwalk that will properly divert water.

Public Comment:

There were no additional public comments.

Executive Session:

Purpose: Discussions regarding proposed, pending or current litigation.

Trustee Randazzo presented a **MOTION** to enter Executive at 7:00 p.m. Trustee Buker seconded; the motion was carried.

Trustee Buker presented a **MOTION** to close Executive Session at 7:38 p.m. Trustee Hyde seconded; the motion was carried.

Adjournment:

Trustee Hyde presented a **MOTION** to adjourn the meeting at 7:39 p.m. Trustee Grybowski seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk