

**Regular Village Meeting  
Village of Clayton Board of Trustees  
September 28<sup>th</sup>, 2020**

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There was a scheduled Regular Meeting by video conference meeting with “GOTOMEETING APP” due to the COVID-19 Virus, with the Board of Trustees of the Village of Clayton on Monday September 28<sup>th</sup>, 2020 at 5:30 p.m. The meeting may be viewed online at:

<https://transcripts.gotomeeting.com/#/s/26ddd500e91b08be5ce3301dfd27cf92fa1e52dc5b1f3d7aa156eb2e85f7222c> and a transcript is attached to these minutes.

**PRESENT:**

Norma Zimmer, Mayor  
Michelle T. Grybowski, Trustee  
Nancy L. Hyde, Trustee  
Steven Badour, Trustee  
Terry Jones, DPW Supervisor  
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer  
Alicia Dewey, Treasurer/Human Resources

**ABSENT:**

Jeremy Kellogg, Trustee  
Kevin Patenaude, Chief of Police

**Community Residents:**

See sign-in sheet (on file in Clerk’s office)

Mayor Zimmer opened the Regular Village Meeting at 5:30 p.m.

**POLICE REPORT:**

Kevin Patenaude, Chief of Police - submitted his activity report, report is filed at the Village Clerk’s office.

**DPW REPORT:**

Terry Jones, DPW Superintendent - presented his activity report. This report is filed at the Village Clerks office. Terry asked the Boards approval to carry over into 2021, forty hours of PTO time for Dillon Bogart and John Farmer.

Trustee Badour made **MOTION** to approve the PTO carry over into 2021, forty hours for Dillon Bogart, Trustee Grybowski seconded, all in favor motion carried.

Trustee Badour made **MOTION** to approve the PTO carry over into 2021, forty hours for John Farmer, Trustee Grybowski seconded, all in favor motion carried.

Terry had a call from Hawn Memorial Library with concerns of propane smell. Terry confirmed that there is a leak in the propane tank that is underground. Terry spoke with Brian Whattam from Christman Fuel Service, Inc. regarding fixing the leak and then putting 500-gallon propane tank on top of the ground. The Clayton Department of Public Works will remove the old tank that is underground. This will be considerably less money than having Christman Fuel Service dig up the old tank.

Trustee Hyde made **MOTION** to approve Terry to move forward with his plan for Hawn Memorial Library propane leak issue; Trustee Badour seconded, all were in favor motion carried.

**WATER/WASTEWATER:**

Megan Ervay, WWTP Supervisor - DANC

1. Monthly Report – This monthly report is filed at the Village Clerks office.
2. Approval for Water Treatment Emergency Response Plan – Megan requested Board’s approval for the Water Treatment Emergency Response Plan.

Trustee Bodour made a **MOTION** to approve the updated WTP emergency response plan, Trustee Hyde seconded, all were in favor motion carried.

Megan also updated the Board that the operators have been out doing some main line flushing, and some preventative maintenance on fire hydrants. She hopes that this will be completed by next week.

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**CONSENT AGENDA:**

1. DRAFT Meeting Minutes September 14<sup>th</sup>, 2020
2. Payroll (P/R #8) 08/20/2020 to 09/02/2020 \$39,312.37
3. Prepays – 09/22/2020 - \$10,279.03
4. Abstract - 09/14/2020 - \$47,509.57
  - General Fund \$14,512.39
  - Water Fund \$16,357.38
  - Sewer Fund \$16,639.80

Trustee Badour made the **MOTION** to approve the Consent Agenda items, 1-4, as presented. Trustee Grybowski seconded, all were in favor and motion was carried.

**5. CAPITAL PROJECTS:**

<b>CAPITAL PROJECT</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
<b>027 – WATER TREATMENT IMPROVEMENT PROJ.</b>	<b>TOTAL</b>	<b>\$33,926.30</b>
<i>Global Contracting &amp; Painting Inc – Final Paymnet</i>	<i>Pay App 5 FINAL</i>	<i>\$33,926.30</i>
<b>029 – HISTORIC DIST PROJECT</b>	<b>TOTAL</b>	<b>\$5,972.00</b>
<i>DANC NYSDOT Tech Service 7/28 to 9/4/2020</i>	<i>092115</i>	<i>\$5,012.00</i>
<i>Riverside Media – August monthly communications</i>	<i>5567/5568</i>	<i>480.00</i>
<i>Riverside Media – April monthly communications</i>	<i>5317/5318</i>	<i>480.00</i>
<b>031-WWTP &amp; COLLECTION SYS</b>	<b>TOTAL</b>	<b>\$27,938.50</b>
<i>DANC – Tech Service 07/28/2020-08/31/2020</i>	<i>092125</i>	<i>\$1,609.50</i>
<i>Baton &amp; Loguidice – Professional Services thru August 2020</i>	<i>112626</i>	<i>\$26,329.00</i>
<b>032-REDI IMPROVEMENT PROJ</b>	<b>TOTAL</b>	<b>\$1,693.50</b>
<i>DANC – Tech Service 07/27/2020 – 09/02/2020</i>	<i>092130</i>	<i>\$1,693.50</i>
<b>033-REDI WASTE WATER PROJ</b>	<b>TOTAL</b>	<b>\$20,250.00</b>
<i>Barton &amp; Loguidice- Professional Services thru August 22, 2020</i>	<i>112723</i>	<i>\$20,250.00</i>

Trustee Grybowski made the **MOTION** to approve the Capital Project items #5 as presented. Trustee Badour seconded, all were in favor and motion was carried.

**NEW BUSINESS:**

1. New York Department of Transportation - Traffic pattern study – Mayor received Board permission to send a letter out to Department of Transportation, to do a traffic pattern for some of the streets in the Village. One of the streets will be John Street which was problematic this summer, and some people would like to see this street one way.

**HUMAN RESOURCES:**

1. Part time Police Officer salary increases - Effective date June 1, 2020.
  - Shawn Bulger: \$26.99/hour
  - Kris Crandall: \$30.77/hour
  - Gerald Delosh: \$30.77/hour
  - Kory Keefer: \$29.43/hour

Trustee Grybowski made **MOTION** to approve the above part time Police Officers salary increases; Trustee Hyde seconded, all were in favor motion was carried.

2. Hire part time Crossing Guards at \$13.60/hr. effective date 09/08/2020
  - Edwin Beerman
  - James Flanders
  - Clyde Garnsey
  - Robert Lashomb
  - Patrick Youngs

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Trustee Badour made the **MOTION** to approve the hiring of part time Crossing Guards named above, at the rate of \$13.60/hr. effective date 09/08/2020, Trustee Grybowski seconded, all were in favor motion was carried.

***MAYOR'S REPORT:***

1. Mayor noted that Joanne Lenhard-Boye Village Clerk did a great job taking in 95 percent of the Village taxes, with Water/Sewer bills on top of that from last billing cycle.
2. Trustee Grybowski discussed the Clayton Chamber of Commerce plans to hold a drive-by scarecrow contest in October. The goal of the contest is not to make money, but rather to give Clayton a feeling of community.
3. Mayor received Board permission for the chamber to hold a Farmer's Market at Frink Park when the Punkin' Chunkin' events would have taken place. The Board were all thrilled with this idea and agreed this would be good for the community. Mayor also received permission from Board to extend the weekly Thursday Farmers Market in Center Square Park until October 29<sup>th</sup>, 2020.
4. Trustee Hyde discussed the local sign law and wished to set a public hearing being that this has been developed and under review for several months now. Trustee Hyde also wants enough time for the residents and local businesses to review before public hearing. The local sign law is still in the hands of Joe Russell, Village Attorney. Public Hearing was set for October 26<sup>th</sup>, 2020 at 6pm for the new sign law.

Trustee Grybowski made **MOTION** to end the meeting at 6:12pm, Trustee Badour seconded, all were in favor motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk