

**Public Hearing & Regular Village Meeting
Village of Clayton Board of Trustees
April 12th, 2021**

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There was a scheduled Public Hearing and 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 April 12th, 2021 at 5:30 p.m. The meeting may be viewed online at www.villageofclayton.com and a transcript is attached to these minutes.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Deputy Mayor/Trustee
Joe Chrisman, Trustee
Jeremy Kellogg, Trustee
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer
Alicia Dewey, Treasurer/Deputy Clerk
Terry Jones, DPW Supervisor

ABSENT:

Kevin Patenaude, Chief of Police

PUBLIC HEARING:

Village Clerk read aloud the Public Hearing Rules.

Mayor Zimmer opened the Public Hearing at 5:34 p.m.

2021-2022 Tentative Budget: Mayor Zimmer opened the public hearing at 5:34 p.m. Resident Paul Luck had sent in questions on the tentative budget and Mayor Zimmer acknowledged that she had received them and would be getting written answers to him. With no further response to the Tentative Budget there were no public comments or questions from the Board.

Local Law #1 of 2021 – To override the tax levy limit. There being no public comments, Trustee Hyde made **MOTION** to close public hearing at 5:47pm, Trustee Kellogg seconded, all in favor motion carried.

Mayor Zimmer opened the Regular Board Meeting at 5:47pm and had the Village Clerk read Resolution #2021-03 for a roll call vote.

RESOLUTION #2021-03

Local Law #1 Override the Tax Levy Limit

At a Public Hearing meeting of the Board of Trustees of the Village of Clayton, held remotely at <https://global.gotomeeting.com/join/145005781> on the 12th day of April, 2021, at 5:30 p.m., there were:

PRESENT: Norma Zimmer, Mayor
Nancy Hyde, Deputy Mayor/Trustee
Joseph Chrisman, Trustee
Jeremy Kellogg, Trustee

ABSENT:

WHEREAS, Local Law No.1 of the year 2021, a local law to override the tax levy limit established in General Municipal Law §3-c; and

WHEREAS, notice of the Public Hearing was duly published in the official newspaper for the Village of Clayton as required by law, and

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WHEREAS, on April 12th, 2021, at 5:30 p.m., a Public Hearing was duly held remotely by the app GoToMeeting <https://global.gotomeeting.com> to consider same before final adoption. and all persons interested in the subject of Local Law No.1 of the year 2021 were provided an opportunity to be heard;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Clayton that Local Law No.1 of the year 2021, a local law to override the tax levy limit established in General Municipal Law §3-c, is hereby deemed adopted and approved, effective upon filing with the Department of State as required by the provisions of the Municipal Home Rule Law.

The Village Clerk is hereby directed to file a certified copy of Local Law No. 1 of the year 2021 with the Office of the Secretary of State as required by Section 27 of the Municipal Home Rule Law.

The foregoing Resolution was offered by Trustee Hyde, and seconded by Trustee Kellogg, and upon a roll call vote of the Board of Trustees was duly adopted as follows:

Mayor Zimmer	yes
Deputy Mayor Hyde	yes
Trustee Kellogg	yes
Trustee Chrisman	no

REQUEST TO BE ON AGENDA:

1. Lori Durand business owner of the Koffee Kove, presented drawings and explanation of how she would like to utilize the sidewalk in front of her business for outdoor tables and install fence surrounding the seating area. There were discussions with the Board on this matter and some Board members were hesitant to give permission for the fence before they check with Department of Transportation regarding rights-of-way. This discussion was tabled until the next meeting on April, 26th, 2021.

POLICE:

Kevin Patenaude, Chief of Police

1. Submitted his activity report. This report is filed at the Village Clerk's office.

DPW:

Terry Jones, DPW Superintendent

1. Presented his activity report. This report is filed at the Village Clerks office.
2. There will be a spring pick up this year on May 3rd, 2021. Terry noted that mattresses, electronics and tires cannot be picked up during the May 3rd, 2021 village pickup. The spring pickup ad will be posted in the TI Sun newspaper, and also posted on the Village webpage.

WATER/WASTEWATER:

Robert Stevenson, DANC –

1. Presented updates for the Water/Wastewater Department

CONSENT AGENDA:

Trustee Hyde made **MOTION** to approve items 1-4 as presented. Trustee Chrisman seconded, all in favor; motion carried.

1. DRAFT Meeting Minutes March 22nd, 2021
2. Payroll (P/R #21) 2/18/2021 to 03/03/2021 \$44,401.35
3. Prepays Abstract -04/02/2021 \$14,839.34
4. Abstract -04/12/2021 \$ 45,199.02
General Fund \$ 16,339.14

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Water Fund \$ 7,743.81
 Sewer Fund \$ 21,116.07

Trustee Hyde made the **MOTION** to approve capital projects item #5 as presented. Trustee Chrisman seconded, all in favor; motion carried.

5. CAPITAL PROJECTS:

<i>CAPITAL PROJECT'S</i>	<i>INVOICE</i>	<i>AMOUNT</i>
<i>029- HISTORIC DIST PROJ</i>	<i>TOTAL</i>	<i>\$1,655.50</i>
<i>Barclay Damon – Services through March 30th, 2021</i>	<i>5115135</i>	<i>\$217.00</i>
<i>DANC NYSDOT Tech Service 02/22/2021to 3/16/2021</i>	<i>098011</i>	<i>\$958.50</i>
<i>Riverside Media – Savvy Citizen app & Monthly communications for Historic Dist Proj.</i>	<i>5881/5882</i>	<i>\$480.00</i>
<i>031- WWTP IMPROVEMENTS</i>	<i>TOTAL</i>	<i>\$3,960.50</i>
<i>DANC WWTP Tech Service 02/22/2021to 3/2/2021</i>	<i>098020</i>	<i>\$3,960.50</i>
<i>032 – REDI (DOCK & RIVERWALK)</i>	<i>TOTAL</i>	<i>\$2,293.00</i>
<i>Barclay Damon – Services through March 30th, 2021</i>	<i>5115132</i>	<i>\$34.00</i>
<i>Barclay Damon – Services through March 30th, 2021</i>	<i>5115142</i>	<i>\$40.00</i>
<i>DANC Waste Water Imp. Tech Service 02/22/2021to 3/9/2021</i>	<i>098025</i>	<i>\$2,219.00</i>

HUMAN RESOURCES:

1. Adopt New Revised Employee Handbook by Resolution 2021-06

Resolution No. 2021-06

**A Resolution Acknowledging Updates to the Village of Clayton Employee Handbook
 April 12, 2021**

TITLE: A resolution acknowledging updates to the Village of Clayton Employee Handbook

At a regular meeting the Village Board of the Town of Clayton held remotely, on the 12th day of April, 2021 at 5:30 p.m., Mayor Norma Zimmer called the meeting to order and upon roll being called the following were:

PRESENT: Norma Zimmer, Mayor
 Nancy Hyde, Deputy Mayor
 Jeremy Kellogg, Trustee
 Joseph Chrisman, Trustee

WHEREAS, the Village Policy Committee reviewed the draft revised Employee Handbook provided by the consultant, and

WHEREAS, the Village’s Department Heads and Trustees had an opportunity to review the draft revised Employee Handbook and to offer comments, and

WHEREAS, the Village Policy Committee reviewed the comments that were received and proposed additional modifications where deemed appropriate, and

WHEREAS, the Village Board has reviewed the proposed changes to the current Employee Handbook, and

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NOW THEREFORE BE IT RESOLVED: that the Village Board of Trustees for the Village of Clayton, based upon the review and recommendation of the Village Policy Committee hereby adopts the revised Employee Handbook attached as Exhibit A and directs the distribution and implementation of this manual, effective immediately.

The foregoing Resolution was offered by Trustee Hyde and seconded by Trustee Chrisman and upon roll call vote of the Board was duly adopted as follows:

Norma Zimmer, Mayor	yes
Nancy Hyde, Deputy Mayor	yes
Jeremy Kellogg, Trustee	yes
Joseph Chrisman, Trustee	yes

MAYOR'S REPORT:

1. Mayor Zimmer requested the Board's approval for Probation using the court room space on the 1st and 3rd Wednesday of each month from 1:30pm to 6:00pm. The Board agreed this would be fine.
2. Mayor Zimmer gave some brief updates on Historic District Project.
3. Mayor Zimmer read a letter from Trustee Steve Badour, stating that he has resigned from his position, being that he has moved out of Villages limits. The position will be filled by the November general elections, and by appointment until December 6th, 2021.

EXECUTIVE SESSION:

Trustee Hyde presented a **MOTION** to enter Executive session at 6:31 p.m. Trustee Chrisman seconded; all in favor motion was carried.

Legal - Regarding proposed, pending or current litigation; on property boundary dispute

Trustee Hyde presented a **MOTION** to close Executive Session at 6:43 p.m. Trustee Chrisman seconded; all in favor, motion was carried.

ADJOURNMENT:

Trustee Hyde presented a **MOTION** to adjourn the meeting at 6:43 p.m. Trustee Kellogg seconded; all in favor motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk