

**Regular Village Meeting
Village of Clayton Board of Trustees
November 08th, 2021**

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday November 08th, 2021 at 5:30 p.m.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Deputy Mayor
Jeremy Kellogg, Trustee
Joe Chrisman, Trustee
John Buker, Trustee
Terry Jones, DPW Supervisor
Thomas Haynes, WWTP Supervisor, DANC
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer

ABSENT:

Kevin Patenaude, Chief of Police

Pledge of Allegiance/Call to Order:

Mayor Zimmer led the Pledge of Allegiance and opened regular meeting at 5:30 p.m.

POLICE:

Kevin Patenaude, Chief of Police

1. Activity Report was submitted to Board. This report is filed at the Village Clerks office

DPW:

Terry Jones, DPW Superintendent

1. Activity Report – Terry updated the Board with his activity report. This report is filed at the Village Clerk’s office.

WATER/WASTEWATER:

Thomas Haynes, WWTP Supervisor – DANC

1. Department updates – Thomas gave the Board a brief update on activity for his department
 - Filters – Performed Annual cleaning at the water plant
 - Manhole inspections were completed and working on putting a summary report for Board.
2. Water/Sewer application – 108 Swart Street – Thomas went over the details to this application and his recommendation for the Board was to accept the application contingent on the water and sewer lateral being installed per the separation guidelines stated in the current building code. The Board all agreed to accept his recommendation.

REQUEST TO BE ON AGENDA:

1. Paul Luck – Read report from Clayton Financial Oversight Group to the Board

CONSENT AGENDA:

1. DRAFT Meeting Minutes October 25th,2021
2. Payroll (P/R #11) 09/30/2021 to 10/13/2021 \$ 29,724.79
3. Abstract – 10/29/2021 Prepays \$ 13,417.29
4. Abstract – 11/08/2021 \$ 61,685.93
- General Fund \$ 25,974.75
- Water Fund \$ 11,672.54
- Sewer Fund \$ 24,038.64

Trustee Hyde made the **MOTION** to approve the consent agenda 1-4 as presented. Trustee Buker 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>\$519.00</i>
<i>Barclay Damon – Historic Dist Prof services for Oct 2021</i>	<i>5144617</i>	<i>\$60.00</i>
<i>Municipal Solutions – Financial Services 06/2021-09/2021</i>	<i>16307</i>	<i>\$459.00</i>
<i>031- WWTP COLLECTIONS IMPROVEMENTS</i>	<i>TOTAL</i>	<i>669,923.93</i>
<i>Barton & Loguidice – Prof services thru Oct 23, 2021</i>	<i>120864</i>	<i>\$14,487.73</i>
<i>John R. Dudley Const - Contract 1A General Construction</i>	<i>Pay App 1</i>	<i>\$474,219.23</i>
<i>North Country Contractors ,LLC - Contract 2 Sewer Force Main Const.</i>	<i>Contract 2</i>	<i>\$166,497.71</i>
<i>Barton & Loguidice – Prof services thru Oct 23, 2020</i>	<i>120865</i>	<i>\$14,719.26</i>
<i>032 – REDI (DOCK & RIVERWALK)</i>	<i>TOTAL</i>	<i>\$40.00</i>
<i>Barclay Damon – Prof services thru October 27th, 202114487.73</i>	<i>5144610</i>	<i>\$40.00</i>
<i>033 – REDI WASTEWATER PROJ</i>	<i>TOTAL</i>	<i>\$139,618.60</i>
<i>DANC – Prof Tech Services from 10/15/21 to 10/28/21</i>	<i>136777</i>	<i>\$660.00</i>
<i>John R. Dudley Const - Contract 1A General Construction</i>	<i>Pay App 1</i>	<i>\$133,380.10</i>
<i>Barton & Loguidice – Prof services thru Sept 25, 2021</i>	<i>120671</i>	<i>\$5,578.50</i>
<i>034 – FEMA RIVERWALK/DOCKS PROJ.</i>	<i>TOTAL</i>	<i>\$10,210.50</i>
<i>Municipal Solutions – Financial Services 06/2021-09/2021</i>	<i>16307</i>	<i>\$850.50</i>
<i>Barton & Loguidice – Prof services thru Sept 25, 2021</i>	<i>120671</i>	<i>\$9,360.00</i>

Trustee Kellogg made the **MOTION** to approve the consent agenda #5 as presented. Trustee Hyde seconded, all in favor; motion carried.

CLERK:

1. Certification for 2021 unpaid taxes – Board approved the amount of unpaid taxes and each Board member agreed to sign the certification of unpaid taxes in the amount of \$67,203.09.
2. Annual Meeting – December 6th, 2021 – Village Clerk reminded Board members of the upcoming annual meeting.

OLD BUSINESS:

1. Procurement Policy – This policy was reviewed by the Village Attorney Joe Russell and he was ok with the Board approving the changes that were made. Trustee Hyde made **MOTION** to approve the updated procurement policy, Trustee Buker seconded, all were in favor motion was carried. The updated policy will be sent out to all department heads by the village clerk and placed into the policy manual.

PUBLIC COMMENTS:

The Mayor opened the floor for public comments.

MAYOR:

1. Mayor Zimmer asked the Board to decide on the workshop meetings dates so we can add them into the annual meeting schedule.

Respectfully,

Joanne Lenhard-Boye, Village Clerk