

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, November 13, 2017, 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  
Terry Jones, DPW Superintendent  
Rob Stevenson, 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 called the regular meeting to order at 5:30 p.m.

**Police Report:**

Kevin Patenaude, Police Chief, presented the activity report for Board review.

**DPW Report:**

DPW Superintendent Terry Jones presented the activity report for Board review. Supt. Jones reported holiday decorations are underway, and leaf pickup continues. He estimates that the recent field test of water valves along James Street to insure water service can be interrupted as required during the water system improvement project construction saved the Village roughly \$50,000 by eliminating the need to install temporary valves during construction. He plans to reduce the size of the flags flown on the downtown poles next year to minimize snagging.

**Water/Wastewater Report:**

Rob Stevenson presented an oral report to the Board, noting that he is filling in temporarily for Jeff Overstrom, who has taken a new position. W.D. Malone completed the raw water intake line, and the remainder of work on Bartlett Point Road should be finished in the next few days. The month of October received 9.17 inches of rain, requiring bypass pumping and pump station overflows. The Clayton Yacht Club has executed the easement for relocation of the pump station.

**Visitor(s):**

Karen Lago addressed the Board regarding the costs for new electrical connections required by the Clayton Historic District Project, noting she did not receive the June correspondence regarding the property owners meeting. She is also concerned that the remaining utilities have not yet provided cost estimates. Mayor Zimmer stated there were two informational meetings held for property owners, with National Grid and New Century Electric available to answer questions. The properties that have signed easements will be included in a consortium, which should help keep costs down as much as possible. Owners who do not join the consortium must make their own arrangements for connections with each of the individual utilities. The current estimates are just that, estimates, since when the work is put to bid the costs may be much lower.

Ms. Lago expressed her opinion about the requirement to connect to 3-phase industrial electric, and insisted that though it is a common goal to improve downtown appearance, she feels there must be alternative methods to beautify the Village. There are many ways to utilize overhead wires but make them more attractive. She feels the Board has not seriously researched that issue. Mayor Zimmer reported that the Clayton Local Development Corporation (CLDC) grant writer is investigating possible avenues to defray costs to downtown business owners. Mayor Zimmer cautioned that several people contacting the same source requesting the same information is counterproductive, and could potentially jeopardize relationships that have been strengthened over time. As soon as any information becomes available, it will be shared at a public meeting.

Ms. Lago again requested the Board consider offering a two-payment option for Village property taxes, stating she contacted Roxanne Burns at Jefferson County Real Property Tax Service, and was informed "there is no additional cost to the Village to offer this option." The Board will take her request under advisement and determine whether to offer this option in the future.

**Consent Agenda:**

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

1. DRAFT Meeting Minutes October 23, 2017
2. Payroll #11 (Week #45)
3. Abstract #11 - \$48,860.58
 

General Fund	Voucher(s) A18-318 – A18-353	27,002.87
Water Fund	Voucher(s) F18-078 – F18-083	2,001.61
Sewer Fund	Voucher(s) G18-138 – G18-154	19,856.10
4. Capital Projects:
 

<b>022-RIVERWALK 3</b>	No Voucher(s)	0.00
<b>026-SANITARY SEWER LATERALS</b>	No Voucher(s)	0.00
<b>027-WATER SYSTEM IMPROVEMENTS</b>	<b>Abstract #28</b>	<b>\$462,077.62</b>
Contract #1C – HVAC – Hyde-Stone (Pay App #1)	Voucher H027-054	24,008.40
Contract #1D – Plumbing – Hyde-Stone (Pay App #1)	Voucher H027-055	3,479.85
Contract #3 – Water Distribution – W.D. Malone (Pay App #1)	Voucher H027-056	373,111.79
Engineering – O'Brien & Gere	Voucher H027-057	60,167.58
Legal – Menter, Rudin & Trivelpiece	Voucher H027-058	1,200.00
Permit Fee – NYS Dept. of Environmental Conservation	Voucher H027-059	110.00
<b>029-CLAYTON HISTORIC DISTRICT</b>	<b>Abstract #20</b>	<b>\$2,620.00</b>
Legal – Menter, Rudin & Trivelpiece	Voucher H029-047	2,620.00
5. Request for Use of Frink Park and Pavilion – 09/22/2018 – Clayton’s Jazz Fest – All Day
6. Request for Use of Riverwalk Pavilion – 09/22/2018 – 3:00 p.m. Wedding – Pavilion Reserved – Suggest Centennial?
7. Annual Clayton Christmas Parade & Fireworks Display – 12/02/2017 – 6:00 p.m. (Parade Route and Bandstand)

**Clerk-Treasurer Report:**

October 2017 Financial Reports: The Board received the October 2017 Cash Receipts Report, Statement of Revenues, and Statement of Expenditures.

Telecommunications Tower: Trustee Hyde presented a **MOTION** to approve providing a certification to North Country Public Radio for its use of the water tower for FM radio services at an estimated annual value of \$10,164.00. Trustee Buker seconded; the motion was carried.

Certification of Unpaid Taxes: The Board reviewed the list of unpaid taxes for 2017. Trustee Grybowski presented a **MOTION** to approve returning the 2017 unpaid taxes to Jefferson County for collection, in the sum of \$24,430.09. Trustee Hyde seconded; the motion was carried. This represents a 36% decrease compared to 2016 unpaid taxes.

**New Business:**

Municipal Snow & Ice Agreement (2019-2020): Trustee Hyde presented a **MOTION** to approve the NYS Municipal Snow & Ice Agreement in the amount of \$19,334.47, and to authorize Mayor Zimmer to execute the agreement on behalf of the Village of Clayton Board of Trustees. Trustee Grybowski seconded; the motion was carried. It was noted that the total reimbursement amount remains unchanged since the 2011-2012 fiscal year.

Water System Improvement Project: After discussion, Trustee Randazzo presented a **MOTION** to approve Change Order 3A to Contract 3-General with WD Malone Trucking & Excavating at a cost not to exceed \$96,413.50 for completion of the Bartlett Point Grinder Pump Station Relocation Project. Trustee Buker seconded; the motion was carried. Mayor Zimmer will sign the Change Order, which will then be returned to the Project Engineer, Tyler McDonald, for the contractor’s signature.

**Trustee Reports:**

Trustee Buker discussed the recap meeting for this year’s Punkin’ Chunkin’ event. Improvements in transportation and restroom availability were the most significant areas needing improvement. Buffy Golden was named as event chair for 2018. Mayor Zimmer suggested extending the areas for craft vendors, possible placing them in the center of the road and away from the store fronts to opens up the flow of pedestrian traffic, making it easier to get to the businesses and to the crafters. A reception was held at the Harbor Hotel to announce the BBQ proceeds from the event, which were raised for charity causes. Tim Doney donated \$1,060 to the Luke McDermott family (Homes for Our Troops recipient). The Backpack Program, a local church and the Clayton Food Pantry also received donations from the more than \$8,000 raised by BBQ contest entrants.

**Mayor's Report:**

Riverwalk 3: Construction is moving along, although high winds have caused some delays. Sheet piling will be backfilled and additional tie-backs installed before construction closes down for the winter. Property owners are cautioned to avoid using back decks until the project is closer to completion in the spring.

The most recent NNY Business magazine features three Clayton small business owners and their families: the DiPrinzio family, the Peterson family, and the Randazzo family. In addition, next month's issue contain this year's "20 under 40" recipients, and three of those twenty are from Clayton: Megan VanWie Kendall, Alex Buduson, and Matt Hudson. Congratulations are extended to all.

The Thousand Islands Land Trust (TILT) is moving forward to complete a more formal project plan before they submit for grant funding for continuation of the Rivergate Trail along the abandoned railroad bed.

Fred Bach has again requested a letter of support from the Village to approve and support a platform behind Bella's that will connect to the Riverwalk once it is completed. They are unable to install sheet piling there, so this will be a "platform" rather than a patio. Mr. Bach presented the project at a previous Board meeting when he initially requested a letter of support from the Board, and is ready to include it in his permit application to NYS Dept. of Environmental Conservation. Board members requested the letter be provided to all trustees for review prior to providing it to Mr. Bach.

Mayor Zimmer noted that the Village currently has three (3) active capital projects: Water System Improvements; Riverwalk 3, and the Historic District, not to mention several smaller projects such as the Large Water Meter Replacement Project. It is fortunate that funding agencies are timely in processing reimbursements, allowing the Village to obtain smaller Bond Anticipation Notes (BANs) to cover short-term financing for the projects.

**Public Comment:**

Joe Chrisman discussed the Riverwalk, noting that although the Riverwalk will look great, the backs of the buildings will need substantial improvement. Trustee Randazzo noted that "out of sight, out of mind" will no longer apply, so all building owners will need to address this issue.

Paul Luck reported results obtained from his recent FOIL requests to obtain information regarding legal fees to date: 1) Historic District - \$151,000, including approximately \$100,000 to Hage & Hage; 2) Thousand Islands Inn code violation litigation - \$90,000. He said he is making no value judgments but wanted to get that information "into the record."

Karen Lago inquired whether there have been any meetings yet regarding final design for the Historic District Improvement Project. Mayor Zimmer reported there was a meeting on October 27<sup>th</sup>, at which utility companies presented preliminary designs to be reviewed by NYSDOT, however Verizon has not yet submitted its design. Once all designs have been presented to the State and the review is complete, the State will then incorporate these designs into the overall project design so that costs can be determined for each component of the project. Once the State gives its final approval, project costs will be provided to the Village, and a public information session will be scheduled at once. Project budget will be available to all at the public information session, and utility company representatives will be available to answer questions. Mayor Zimmer noted that the Board understands that the process has taken longer than anticipated, but we are getting closer.

Susie O'Neill observed that Punkin Chunkin was a fantastic success. She suggested safety nets be extended as a safety precaution, and a solution should be developed to avoid ongoing friction between the downtown businesses and outside vendors at the event. Mayor Zimmer mentioned that this is a "dog-free" event, and that should be enforced more effectively next year.

Ms. O'Neill inquired about the purpose of the Large Meter Replacement Project. Mayor Zimmer advised that these are commercial meters that are at present manually read by operators. The new meters will be able to be read by the automatic reader used for residential meters. The long-range plan is to add radio transmitters so that meters will be able to be read from the Village office, thus allowing for final readings, which at this time are not offered due to time and staffing constraints.

**Adjournment:**

Trustee Grybowski presented a **MOTION** to adjourn the meeting at 6:29 p.m. Trustee Randazzo seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk