

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, January 08, 2018, 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 Supt.  
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

Chief Patenaude presented the activity report, noting all is well in the Village. Trustee Hyde inquired about the procedure for dealing with sidewalks that are not cleared after snow storms. Chief Patenaude replies that property owners are notified after 24 hours. If the walks are not cleared, the Chief authorizes the DPW Superintendent to clear the walkways. The DPW Superintendent then notifies the Clerk's office which properties were cleared. The Clerk's office keeps a record, and a levy fee is assessed to the next Village tax bill.

### DPW

DPW Supt. Jones presented the activity report. Supt. Jones continues to work with FEMA to determine whether any aid is available for damages caused during the high water levels experienced in the spring and summer of 2017.

### CONSENT AGENDA

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

1. DRAFT Meeting Minutes December 27, 2017
2. Payroll #15 (Week #1)
3. Abstract #15 - \$33,204.04

General Fund	Voucher(s) A18-432 – A18-456	29,589.26
Water Fund	Voucher(s) F18-105 – F18-113	5,278.25
Sewer Fund	Voucher(s) G18-192 – G18-202	6,449.56
4. Capital Projects:

<b>022-RIVERWALK 3</b>	<i>No Voucher(s)</i>	<i>0.00</i>
<b>026-SANITARY SEWER LATERALS</b>	<i>No Voucher(s)</i>	<i>0.00</i>
<b>027-WATER SYSTEM IMPROVEMENTS</b>	<b>ABS #30</b>	<b>\$180.00</b>
<i>Legal – Menter Law Firm</i>	<i>Voucher H027-067</i>	<i>180.00</i>
<b>029-CLAYTON HISTORIC DISTRICT</b>	<b>ABS #22</b>	<b>\$120.00</b>
<i>Legal – Menter Law Firm</i>	<i>Voucher H029-051</i>	<i>120.00</i>
5. Request for Use of Village Square Park – Easter Egg Hunt – Hawn Memorial Library – March 31, 2018
6. Request for Use of Municipal Building – Annual Book Sale – Hawn Memorial Library – July 11-14, 2018

### INTERIM CLERK/TREASURER

Mobile Mammography: The Board discussed the public benefit and approved the SUNY Upstate Mobile Mammography Program (sponsored by Hawn Memorial Library). The Municipal Building is a good location for the 65-foot RV, and there is plenty of parking. The Acting Library Director will be advised of the Board's support for this program.

Training: The 2018 NYS Tug Hill Local Government Conference will take place on Thursday, March 29, 2018 at Jefferson Community College (JCC). Registrations submitted by March 8<sup>th</sup> are \$50.00.

## **NEW BUSINESS**

2018-2019 Sewage Sludge Removal Contract: Trustee Hyde presented a **MOTION** to publish a Notice of Bids in the *Thousand Islands Sun* advertising for bids for sludge removal. The term of the contract is from February 1<sup>st</sup> until January 31<sup>st</sup> of the following year, and is put out to bid annually. Trustee Randazzo seconded; the motion was carried.

2017-2018 Library Service Agreement: Trustee Hyde presented a **MOTION** to approve the 2017-2018 Library Service Agreement with the Town of Clayton. The term of the agreement is January 1, 2018 through December 31, 2018. Trustee Buker seconded; the motion was carried.

Board Appointments: Trustee Randazzo presented a **MOTION** to approve the following appointments to the Joint Planning Board and Joint Zoning Board of Appeals:

1. Michael Ingerson – Planning Board – Term 1/1/2018 – 12/31/2024
2. Duane Hazelton – Planning Board – Term 1/1/2018 – 12/31/2024
3. James Kenney – Joint Zoning Board of Appeals – Term 1/1/2018 – 12/31/2022
4. Steve Mack – Joint Zoning Board of Appeals – Term 1/1/2018 – 12/31/2022

Trustee Buker seconded; the motion was carried.

1000 Islands Poker Run 2018: The Board discussed concerns expressed regarding whether to approve holding the 2018 1000 Islands Poker Run, proposed to be held July 7, 2018. The event is not usually held on a holiday weekend, and there was concern about whether this would be beneficial to local businesses. Trustee Grybowski suggested the matter be tabled to the January 22, 2018 board meeting. This will allow trustees to follow up on several items, since this event has been hosted by the Village for many years.

Financial Support: Trustee Hyde presented a **MOTION** to approve invoices submitted by EFPR Solutions for financial assistance in closing fiscal year 2016-2017, filing the 2017 AUD with the State Comptroller, closing out old Capital Projects and reconciling current Capital Projects. This support was necessary due to various events resulting in a backlog in the Clerk's Office. Trustee Randazzo seconded; the motion was carried.

The Board then discussed a proposal from EFPR Solutions to provide annual financial support to the Village to include accounting support and identified special project support which will aid the Village in its goal to become compliant with GASB34, required by USDA-RD as part of its grant program. Trustee Hyde presented a **MOTION** to hold a special workshop meeting on Tuesday, January 16, 2018 at 8:00 a.m. in the Municipal Building to further review the proposal prior to making a final decision. Trustee Randazzo seconded; the motion was carried.

## **OLD BUSINESS**

No old business before the Board.

## **MAYOR'S REPORT – BOARD MEMBER GOALS FOR 2018**

Trustee Hyde: Work on parking concerns; improve communication with residents and downtown businesses; update the Employee Handbook and the Village Policy Manual.

Trustee Grybowski: Work on parking concerns; long-range parking solutions for large events; not necessarily downtown parking; communicate with residents and businesses to utilize e-mail to communicate with their Board representatives; encourage Board members to share knowledge with new Board members to avoid a steep learning curve.

Trustee Randazzo: Aside from day-to-day tasks, the last 18 months have been a testament and good example of where our weakness as an entire community is; improved communication with business owners, residents and others is very important; with the State road project looming, it is critical to move information to people more effectively.

Trustee Buker: Agrees with all goals expressed by fellow Board members; getting information out there better and more clearly so people can understand is paramount; guidelines describing job functions and communicating so everyone knows what the Village office does and how busy they are.

Mayor Zimmer: Dissolution of Village Justice Court in 2019; takes approximately 2 years for the process to be completed; complete the large water meter replacement project; compliance by all property owners with the smoke and dye tests recommendations; investigate possible sale of the vacant parking lot across from the Municipal Building; improve visibility and knowledge of the considerable green space in the Village within walking distance (Centennial Park and the playground at Village Square Park); updated Village map for distribution at the docks; work with the Chamber of Commerce on additional signage for pedestrians; perhaps an ambassador to travel the Village handing out flyers?

***PUBLIC COMMENT***

Village resident Richard Boyanski had no questions for the Board “all is good.”

Village resident Peter Parker inquired about the status of the TI Inn litigation. Mayor Zimmer responded the matter is still in litigation and she is not able to share with the public at this time. Mr. Parker then asked for an update on the project costs for the Historic District Project. Mayor Zimmer said all necessary information from the communications companies was submitted to NYSDOT on December 22<sup>nd</sup>. That information will be incorporated into the overall project. No costs will be attached and a new budget developed until the final design is complete. Mayor Zimmer reiterated that information will be shared with the public as soon as it becomes available.

Village resident Susie O’Neill thanked the Mayor for hosting the Christmas party, noting that Larry Aubertine (her father) enjoyed it as well as the recognition of his many, many years of service to the community. Ms. O’Neill inquired about the cancellation of the Special Meeting for a public hearing on December 28; what was it for? Mayor Zimmer explained there was an opportunity to apply for a Community Development Block Grant. Engineering Consultant Carrie Tuttle, CLDC Executive Director Kristi Dippel and Mayor Zimmer met to prepare the proposed project scope, budget, and narrative for the E. Union Pump Station and Riverside Drive Pump Station, which required a public hearing to be held before the application could be submitted. There was a tight timeline. The public hearing required a public notice published at least 7 days prior to the hearing. Unfortunately, the notice was not published on December 21<sup>st</sup>, so the public hearing could not be held in time for the December 29 application deadline. It is unfortunate, but there will be other opportunities. Ms. O’Neill then inquired what Mayor Zimmer found out about financial relief for property owners during the Factory Street road project in Watertown. Mayor Zimmer stated there were no grants involved, only low interest loans. Interruption to businesses cannot be compensated by grants or by municipalities. Trustee Hyde noted that it will be beautiful when the road project is completed. Property owners will be able to finance the electrical costs over five years as a line item on their taxes.

***EXECUTIVE SESSION***

Trustee Randazzo presented a **MOTION** to enter Executive Session at 6:36 p.m. for the following reasons: (1) to discuss current or pending litigation; and (2) to discuss personnel matter(s) regarding specific employee(s). Trustee Buker seconded; the motion was carried.

Trustee Grybowski presented a **MOTION** to close Executive Session at 7:21 p.m. Trustee Hyde seconded; the motion was carried.

***ADJOURNMENT***

Trustee Grybowski presented a **MOTION** to adjourn the meeting at 7:22 p.m. Trustee Hyde seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk