

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, March 26, 2018, at 5:30 p.m. in the Municipal Building.

PRESENT: Norma Zimmer, Mayor
John Buker, Trustee
Michelle Grybowski, Trustee
Tony Randazzo, Trustee

ABSENT: Nancy Hyde, Trustee
Rob Stevenson, W/WW Manager

OTHERS: Kevin Patenaude, Police Chief
Terry Jones, DPW Superintendent
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 led the Pledge of Allegiance then called the regular meeting to order at 5:30 p.m.

Police Report:

Chief Patenaude presented the activity report. Chief Patenaude reported that part-time police officer Sheldon Moot is spending time in the office to get acclimated to the department. The Chief then requested permission to fill the parking attendant seasonal position. Trustee Randazzo presented a **MOTION** to approve the Chief's recommendation to hire Pat Youngs for the seasonal position of Parking Attendant, at an hourly wage of \$10.90. Trustee Buker seconded; the motion was carried.

The Board reviewed correspondence from the Antique Boat Museum regarding use of municipal property for the annual boat show and race boat regatta in August. There were no concerns with the request, which is the same as in previous years. Chief Patenaude stated that it appears that every year the events seem to be more user-friendly to motorists as well as to pedestrians. Mayor Zimmer recused herself; the remaining three members of the Board approved the request.

Trustee Grybowski stated that there have been many complaints about a school crossing guard smoking while crossing the children. The Chief addressed it immediately and re-addressed it today.

DPW Report:

DPW Superintendent Terry Jones presented the activity report. The replacement door at Library has been delivered; and will be installed tomorrow evening after closing. Should be completed and ready to go Wednesday morning – Terry will inspect it Wednesday and address any issues before opening. Supt. Jones requested Board permission to modify next week's work schedule to four nine-hour days and a half day on Friday due to the fact that the Spring Boat Show will be taking over the joint highway garage beginning at noon on Friday.

Request for Adjustment – Account #1131: Supt. Jones referred to the owner's residence on Union Street. A water tap was made for the new garage; it is insulated, but only 30 inches deep due to rock. There is one area where the line runs through a catch basin, and froze up. A plumber was called to thaw the line; took a meter reading that day, and the owner was advised to run water until the weather posed no more risk of freezing. Supt. Jones advised the owners their bill would be adjusted, and is requesting Board approval to reduce the March 2018 water/sewer bill to offset the water run to prevent the line from freezing. Supt. Jones will work towards a permanent solution to the problem before next year's cold weather. Trustee Grybowski then made a **MOTION** to approve reducing the total March 2018 Water/Sewer bill for Account #1131 by \$26.09. Trustee Randazzo seconded; the motion was carried.

Water/Wastewater Report:

W/WW Manager Rob Stevenson was not present for the meeting. The Board reviewed the February 2018 water/wastewater report and had no questions. Mr. Stevenson will attend the next Board meeting on April 9, 2018.

Consent Agenda:

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

1. DRAFT Meeting Minutes March 12, 2018
2. Week #13 (P/R #21)
3. Abstract #10 - \$70,451.68

General Fund	Voucher(s) A18-574 – A18-601	19,875.65
Water Fund	Voucher(s) F18-149 – F18-159	8,056.67
Sewer Fund	Voucher(s) G18-263 – G18-276	42,519.36
4. Capital Projects:

022-RIVERWALK 3		NONE
026-SANITARY SEWER LATERALS		NONE
027-WATER SYSTEM IMPROVEMENTS	ABS #35	\$348,337.91
<i>Engineering – O'Brien & Gere</i>		
<i>1A-General Construction – Continental Construction</i>	<i>Voucher(s) H027-088</i>	<i>273,392.18</i>
<i>1B-Electrical – SC Spencer Electric, Inc.</i>	<i>Voucher(s) H027-089</i>	<i>54,714.23</i>
<i>1C-HVAC – Hyde-Stone Mechanical Contractors</i>	<i>Voucher(s) H027-090</i>	<i>16,904.30</i>
<i>1D-Plumbing – Hyde-Stone Mechanical Contractors</i>	<i>Voucher(s) H027-091</i>	<i>3,207.20</i>
<i>Legal – Menter Law Firm</i>	<i>Voucher(s) H027-092</i>	<i>120.00</i>
<i>Technical Services – DANC</i>		
029-CLAYTON HISTORIC DISTRICT		NONE
5. Training – NYS Retirement New On-line Reporting System – NCLS, Watertown, NY – 04/27/2018 – G. Miller
6. Request(s) for Use of Municipal Property:
 - a. Punkin Chunkin – Chamber of Commerce – 10/17/2018 (Setup Trebuchets) – 10/20/2018 (Traffic Pattern/Event)

The Board briefly discussed the Annual Punkin Chunkin Event, which has improved a great deal over the past few years, and agreed that closing Riverside Drive in its entirety is a great idea, and should improve pedestrian flow downtown and allow for improved access to downtown businesses. Most of the business owners see the benefit and potential of closing the street.

Treasurer/Interim Clerk:

Training Opportunity: “eCode360” is a feature of the Village’s on-line Code Book, hosted by General Code Publishers. The Board requested that more information be made available once the office staff is familiar with use of the feature. Several on-line webinars are available at no charge.

2018-2019 Tentative Budget: Trustee Buker presented a **MOTION** to set the public hearing for the 2018-2019 Tentative Budget on Monday, April 9, 2018, at 6:00 p.m. Trustee Randazzo seconded; the motion was carried. A Special Workshop Meeting will take place on Thursday, April 5, 2018 to review the tentative budget with EFPR Solutions’ representative, Tina DeNigro.

New Business:

Long-term Control Plan and Professional Engineering Report (PER) Proposals: Responses to Requests for updating the Village’s Long-Term Control Plan (LTCP) and PER Proposals are available for viewing on DropBox. The Board requested an opportunity to interview the engineering firms that responded to the request prior to making a final determination.

Property Transfer: The survey for the exchange of two small parcels of land between the Village and Dr. Hyde has been completed. The next step is to present this property transfer to the State legislature, as it involves a small portion of Frink Park. Trustee Randazzo presented a **MOTION** to approve payment to the surveyor. Trustee Buker seconded; the motion was carried.

2018-2019 Mooring Fees: The Board discussed mooring fees, which are currently \$200 per year. Some discussion regarding whether to charge more for commercial vessels took place, with the Board agreeing not to differentiate. In addition, the Village should consider dock fees in order to bring them in-line with the Town Dock fees. After discussion, Trustee Randazzo presented a **MOTION** to approve increasing fees per mooring to \$300, effective immediately. Trustee Grybowski seconded; the motion was carried.

Proposed Local Law #1 of 2018 – Harbor Management: Trustee Buker presented a **MOTION** to set the public hearing for proposed Local Law #1 of 2018 – Harbor Management on Monday, April 9, 2018, at 6:15 p.m., or soon thereafter. Trustee Randazzo seconded; the motion was carried.

Proposed Local Law #2 of 2018 – Zoning §132-24(A) – Parking Requirements: Trustee Grybowski presented a **MOTION** to set the public hearing for proposed Local Law #2 of 2018 – Zoning §132-24(A) – Parking Requirements on Monday, April 9, 2018, at 6:30 p.m., or soon thereafter. Trustee Buker seconded; the motion was carried.

Correspondence from Churchill & Son: The Board reviewed correspondence from Churchill & Son regarding property on the corner of James St. and East Line Road, owned by them for several years. They note that there is currently no water or sewer service to the property. Water would need to be brought across East Line Road (a County highway), and sewer would need to be directional-bored under NYS Route 12 (James Street), which is cost-prohibitive. At this time, there is little remedy the Village can offer other than what has been conveyed to them several times. The Village cannot undertake to provide these services to an individual property owner unless it is being done during a capital improvement project. The cost to provide these services must be borne by the property owner.

Old Business:

Cable Franchise Agreement: Trustee Randazzo presented a **MOTION** to set the public hearing for the proposed Franchise Agreement with Charter Communications (Time Warner Cable) on Monday, April 9, 2018, at 6:45 p.m., or soon thereafter. Trustee Buker seconded; the motion was carried. Attorney Russell will be contacted to confirm the agreement in its current form will not affect the potential burying of the data lines under Riverside Drive.

Mayor's Report:

Request for Support Letter: The Board discussed the Hardings' request for a letter of support to NYS Dept. of State for Bella's planned waterfront renovation. The Village previously provided one to the project engineer, Fred Bach. Currently the request is being reviewed by the NYS Dept. of State for compliance with the Local Waterfront Revitalization Plan (LWRP). If the project as presented does not comply, it may be possible to request a revision to the LWRP, but the process takes from one to two years to complete. Although the Board is in support of the project, it is not prepared to revise the LWRP at this time. Trustee Grybowski moved to table the matter; Trustee Randazzo seconded; the motion was carried.

Mayor Zimmer reminded Board members to submit their 3-month activity calendar for use in prepared the Standard Workday for Elected Officials Report required by NYS Retirement. Trustee Randazzo expects to present the cost for recording meetings at the April 9, 2018 regular meeting. Trustee Grybowski plans to present Phase 1 of the Parking Plan at the next Board meeting. The Annual Easter Egg Hunt hosted by Hawn Memorial Library at the Municipal Building will be at the Municipal Building on Saturday, March 30.

Historic District Improvement Project: Village consultant Carrie Tuttle contacted Mayor Zimmer just before the meeting, requesting an increase in the engineering services agreement with Barton & Loguidice of \$14,000, with a "Not to Exceed" total of \$20,000. The scope of services was expanded to double-check the communications plans submitted by the utilities, and review of any revisions will be required. Barton & Loguidice is acting as an independent third party advocate for the Village. After discussion, Trustee Randazzo presented a **MOTION** to approve appropriating contingency funds to increase the engineering services agreement with Barton & Loguidice from \$6,000 to a "Not to Exceed" total of \$20,000. Trustee Buker seconded; the motion was carried.

Riverwalk 3: Mayor Zimmer received e-mail correspondence from the project engineer, Fisher Associates, who are working with the contractor, M.A. Bongiovanni, to monitor water levels and the weather in order to determine when work will recommence.

Public Comment:

Alan Heberling inquired about the status of the matter he discussed at the last meeting (dog waste and lack of cleanup). Mayor Zimmer stated she visited the property owner, who understands and is working to clean it up. He noted that the website link to the January 22, 2018 minutes is broken. It will be repaired tomorrow. Twyla Webb thanked Mayor Zimmer for providing updates on the status of the Historic District Improvement Project. She questioned the status of current litigation; Mayor Zimmer reminded her that we are unable to discuss current or pending litigation. She also expressed her opinion that the Board should exercise more oversight in zoning and planning matters.

Executive Session: *Purpose: The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation*

Trustee Buker presented a **MOTION** to enter Executive Session at 6:53 p.m. Trustee Grybowski seconded; the motion was carried. Trustee Grybowski presented a **MOTION** to close Executive Session at 7:41 p.m. Trustee Randazzo seconded; the motion was carried.

Adjournment:

Trustee Grybowski presented a **MOTION** to adjourn the meeting at 7:42 p.m. Trustee Randazzo seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk