

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, April 23, 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 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 led the Pledge of Allegiance then called the regular meeting to order at 5:30 p.m. She then presented a summary of the past fiscal year. The Village office was short-staffed for a period of ten months. The search committee reviewed 24 applications, conducted 11 initial interviews, then 3 second interviews, and has recommended a new hire. EFPR Solutions has been assisting with accounting support services since early summer of 2017, and that is working out very well.

Mayor Zimmer noted that when Frink America closed several years ago, it left the community with a shortage of blue-collar jobs. That is when the Village began work on infrastructure improvements in order to be able to support additional growth in the Village, and to increase the appeal of the Village to capitalize on expansion of the tourism industry. The Local Waterfront Revitalization Plan (LWRP) and the Comprehensive Plan were instrumental in determining the Village's vision for the future, and were referred to and leveraged successfully to obtain grant funding for the infrastructure improvements, the Riverwalk segments, and construction of the Frink Park Pavilion (fondly referred to as the Train Station). If we had not started this in 2000 to get our infrastructure up to grade, there could have been no development. We made the hard decisions and made it happen.

Mayor Zimmer then explained that at a public hearing everyone is entitled to be heard. However, that is not the case for public meetings. Going forward, the Board would appreciate the public's cooperation in order to allow meetings to run smoothly. In order to speak at a meeting, please submit a request to be placed on the agenda to address the Board, including details regarding your question or topic of discussion. Contact the Village office at 315-686-5552 or e-mail the office at treasurer@villageofclayton.org. Submissions must be received by noon on Friday before the meeting to allow sufficient time for research and preparation of accurate responses to your questions. The Board believes this will be more effective for all parties. A fillable form will be posted to the FORMS page on the Village website, and hard copies will be available at the Village office.

Historic District Improvement Project: Mayor Zimmer presented an update on the recent meeting with NYS Dept. of Transportation (NYSDOT). Discussion centered on the logistics of managing the many entities' work schedules during the project. National Grid still has not submitted its cost estimate. As soon as those numbers are available, a public information session will be scheduled. NYSDOT will present its plan separately from National Grid.

Police Report:

Chief Patenaude presented the activity report. Guardino Elementary School will begin implementing the new pick up and drop off system after the spring break. Officer David attended a meeting with representatives from the school as well as concerned parents. Once the school's plan is in place the Village Police Department will be able to assess and determine how best to accommodate the planned change. The plan is to park buses diagonally on High Street (end-to-end would cause fumes to enter the bus behind). Through traffic on High Street will be stopped; parents will drop children off from Beecher St. At end of day there will be a way for parents to retrieve their child, then either cross the parking lot to Graves Street or go back down Beecher St. Our crossing guards will continue as usual until school system is stable. This is the same plan the Superintendent discussed at a previous Board meeting. Faculty members will be utilized to aid in the transition.

Long-Term Parking: The Board discussed a request to park a vehicle at Lions Field on a long-term basis (2 months). It was decided that a fee of \$50.00 per week, paid in advance and non-refundable, would be reasonable. In addition, the Board requested the matter be reviewed by both the Village's insurance agent and attorney prior to proceeding.

DPW Report:

DPW Superintendent Terry Jones presented the activity report. Commercial Dive Solutions will be here this week to video the floating dock, seawall and Frink Park (Regional) Dock to determine whether there are additional damages that may have occurred due to last spring's high water flooding. Dock repairs are underway and the floating docks will be put in place.

Public notices will be published in the *TI Sun* regarding alternate parking on Riverside Drive over the summer months and the Spring Pickup taking place on May 7th. The alternate parking rules are as follows:

REMINDER – ALTERNATE PARKING ON RIVERSIDE DRIVE

MAY 1ST THROUGH SEPTEMBER 30TH EACH YEAR

PARKING IS PROHIBITED AS FOLLOWS:

Street-Sweeping Schedule:

Each **MONDAY** 4:00 a.m. - 7:00 a.m.
South Side of Riverside Drive (Mainland Side) – James Street to Webb Street

Each **MONDAY** 4:00 a.m. - 7:00 a.m.
East Side of James Street (Bertrand's Motel Side) – Riverside Drive to Jane Street

Each **FRIDAY** 4:00 a.m. - 7:00 a.m.
North Side of Riverside Drive (St. Lawrence River Side) – James Street to Webb Street

Each **FRIDAY 4:00 a.m. - 7:00 a.m.**
West Side of James Street (Koffee Kove Side) – Riverside Drive to Jane Street

Thank you for your cooperation. Village of Clayton Department of Public Works (DPW)

Flyers with this reminder will be distributed to cars parked along Riverside Drive. Supt. Jones remarked that cooperation by downtown residents is key to keeping the streets looking good.

Water/Wastewater Report:

W/WW Manager Rob Stevenson presented the activity report. There were no SPDES violations for month of March. The emergency repairs at the LS-1A pump station have been completed. The Bartlett Pt. Pump Station passed the start-up test; once WD Malone completes the connections NYSDEC will inspect and issue its approval. Zenda Farm Rd has been pressure tested and should be ready to go soon. They are still ironing out hiccups with pumps at the water treatment plant; the wetwell was cleaned of construction debris. National Grid is monitoring the power; two legs of the Phase 3 line are reading much higher than the third leg, so they are looking at that. The last hi-lift pump will be replaced tomorrow.

Water System Improvement Project: W/WW Manager Stevenson presented a change order to replace the louvers in the chlorine room to improve safety through providing added ventilation. After discussion, Trustee Grybowski presented a **MOTION** to approve Change Order #1C-1 HVAC for Hyde & Stone Mechanical Contractors, Inc. to replace existing chlorine room damper with new damper at the Water Treatment Plant, and to modify automatic air damper and louver (LV-2) at the Low Lift Pump Station in the amount of \$1,894.15. Trustee Randazzo seconded; the motion was carried.

Consent Agenda:

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

1. DRAFT Meeting Minutes April 23, 2018
2. Week #19 (P/R #24)
3. Abstract #22 - \$70,120.79

General Fund	Voucher(s) A18-627 – A18-652	43,829.52
Water Fund	Voucher(s) F18-165 – F18-174	8,362.33
Sewer Fund	Voucher(s) G18-286 – G18-300	17,931.94
4. Capital Projects:

022-RIVERWALK 3	NONE
026-SANITARY SEWER LATERALS	NONE

027-WATER SYSTEM IMPROVEMENTS	ABS #37	\$349,855.00
<i>Technical Services - DANC</i>	<i>Voucher H027-094</i>	<i>2,112.03</i>
<i>Continental Construction – Contract 1</i>	<i>Voucher H027-095</i>	<i>41,203.84</i>
<i>S.C. Spencer Electric – Contract 1B Electrical</i>	<i>Voucher H027-096</i>	<i>26,695.00</i>
<i>Hyde-Stone – Contract 1C HVAC</i>	<i>Voucher H027-097</i>	<i>926.25</i>
<i>Hyde-Stone – Contract 1D</i>	<i>Voucher H027-098</i>	<i>475.00</i>
<i>WD Malone Trucking & Excavating – Contract 3 Distribution</i>	<i>Voucher H027-099</i>	<i>278,442.88</i>
027-WATER SYSTEM IMPROVEMENTS	ABS #37	\$99.15
<i>Legal Printing Fees – Thousand Islands Sun – Amended Resolution</i>	<i>Voucher H027-100</i>	<i>99.15</i>
029-CLAYTON HISTORIC DISTRICT	ABS 28#	\$8,659.00
<i>Technical Services (NYSDOT) - DANC</i>	<i>Voucher H029-062</i>	<i>855.00</i>
<i>Consultant (Electrical) – New Century Electric, Inc.</i>	<i>Voucher H029-063</i>	<i>5,478.00</i>
<i>Legal – Hage & Hage</i>	<i>Voucher H029-064</i>	<i>2,326.00</i>

5. Request for Use of Municipal Property:
 - a. Municipal Building – Clayton Cemetery Association Annual Meeting – May 8, 2018 – 7:00-8:00 p.m.
 - b. Municipal Building – Grievance Day – May 23, 2018 – Board of Assessment Review – 10:00 a.m.-8:00 p.m.
 - c. Bleachers – Highway Legends – May 18-19, 2018 – Town Pavilion (Graves St.)
6. Request for Use of Municipal Property:
 - a. Municipal Building – Girl Scouts Service Unit Bridging Ceremony – 06/10/18 – 2:00–4:00 p.m.

Public Hearing (6:00 p.m.):

Proposed Local Law #2 of 2018 – Tax Levy Limit Override: Mayor Zimmer opened the public hearing at 6:00 p.m. The proposed law was read aloud. There being no public comment, Mayor Zimmer closed the public hearing at 6:05 p.m. Trustee Hyde presented a **MOTION** to approve the short-form SEQR and proposed Local Law #2 of 2018. Trustee Grybowski seconded; the motion was carried.

Treasurer/Interim Clerk:

2018-2019 Budget: The Board held a workshop to review the tentative budget, noting the budget was developed with extensive input from the treasurer, Board members and EFPR Solutions, and the proposed budget was carefully considered. A time study was conducted over a 3-month period. A review of the time study suggested an improved method of allocating office personnel expenses equally among the General, Water and Sewer funds. Personnel expenses were adjusted for the previous five years, and the resulting adjustment will be paid to the General Fund by the Water and Sewer Funds in fiscal year 2017-2018. There will be no change in the water and sewer rates for 2018-2019. The proposed budget does include a 5.78% increase in the tax rate, which is set at \$7.11 per thousand of assessed valuation. The decision to increase taxes was driven by the increase in the General Fund budget of \$123,132. Approximately \$93,000 of this increase is for new debt service resulting from closed capital projects (Municipal Building Boiler/Generator/Offices; Village Square Park Improvements, and the improvements to the electric service at Mary Street Dock). In addition, street maintenance increased by \$10,000 for paving projects.

Questions were posed by several of those present. Mayor Zimmer noted the tentative budget was filed in the Clerk’s office on May 30, 2018. A public hearing was held on April 9th and the tentative budget was posted on the Village website. It is important to remember that this is a transition year, and the presentation differed from previous years, but the same level of care was exercised in developing the final budget.

Trustee Randazzo then presented a **MOTION** to adopt the 2018-2019 Budget as presented. Trustee Grybowski seconded the motion. A roll call vote yielded a unanimous vote in favor of adopting the 2018-2019 budget. The motion was carried.

Standard Work Day and Reporting Resolution for Elected and Appointed Officials: As required by New York State Retirement, the standard work day and reporting resolution for elected and appointed officials was prepared for Board review. Trustee Grybowski presented a **MOTION** to approve the resolution as presented; Trustee Randazzo seconded; the motion was carried.

2017-2018 Water/Sewer Relievis: Trustee Grybowski presented a **MOTION** to approve the 2017-2018 water/sewer relievis as presented. Trustee Buker seconded; the motion was carried.

2018-2019 Low Lift Apartment Rental Agreement: After discussion, the matter was tabled until the May 14, 2018 meeting.

New Business:

New Hire – Deputy Clerk (PT): Trustees Buker and Grybowski comprised the selection committee for the position of part-time Deputy Clerk. There were 24 applicants; out of those 24 they chose 11 to interview; then recalled 3 for 2nd interviews.

It was a difficult decision among the 3 final applicants, who were all excellent candidates. Trustee Hyde presented a **MOTION** to accept the recommendation of the committee to appoint Joanne Lenhard-Boye to the position of part-time Deputy Clerk, start date is April 24, 2018, \$16.00 per hour, 30 hours a week, with a six-month probation period. Trustee Randazzo seconded; the motion was carried.

Washington Island Bridge: Mayor Zimmer requested support for an application to Bridge NY, which is offering a grant with a 95/5 split in the project cost (5% paid by the Village). The total project cost estimate is \$606,070, with the Village's share being only \$30,303. This is an excellent opportunity to make necessary repairs to the bridge. CLDC Executive Director Kristi Dippel will prepare the application. Letters of support were received from 9 residents of the island, and TIERS and the Fire Department will provide supporting documentation as well. The grant awards are in September 2018. Mayor Zimmer then presented the following resolution for Board consideration.

RESOLUTION BY MUNICIPALITY
(Locally Administered Project)
RESOLUTION #2018-3

Authorizing the submittal of a Bridge NY application to the New York State Department of Transportation to replace the Gardner Street Bridge leading to Washington Island, and appropriating funds therefore.

WHEREAS, a Project for the repairs to the Gardner Street Bridge leading to Washington Island (the "Project"), in the Village of Clayton, New York, is eligible for funding under the NYS Dept. of Transportation's Bridge NY Grant program that calls for the apportionment of the costs for such program to be borne at the ratio of 95% State funds and 5% local share funds, for a Total Project Cost of Five Hundred Thirty-Six Thousand Five Hundred Seventy Dollars (\$536,570.00); and

WHEREAS, the Village of Clayton desires to advance the Project by making a commitment of 100% of the non-State share of the costs of Twenty-Six Thousand Eight Hundred Twenty-Nine Dollars (\$26,829.00).

NOW, THEREFORE, the Village of Clayton Board, duly convened does hereby

RESOLVE, that the Village of Clayton Board hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Village of Clayton solicited proposals from the NYSDOT Region 9, LDSA Engineering Consultant Firms to assist with the Bridge NY Project application development, including the option for design and construction inspection if the application is successful; and it is further

RESOLVED, that using a qualifications-based selection process, the Village of Clayton selected Barton & Loguidice, DPC, as consultants for the Bridge NY Project; and it is further

RESOLVED, that based on estimates from Barton & Loguidice, DPC, the Village will be requesting the sum of Five Hundred Nine Thousand Seven Hundred Forty-One Dollars (\$509,741.00) om Bridge NY funding, and the same is hereby appropriated from the Capital Fund and made available to cover the cost of participation in the above phase of the Project; and it is further

RESOLVED, that in the event the full State and non-State share costs of the project exceeds the amount appropriated above, the Board of Trustees shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the Mayor thereof, and it is further

RESOLVED, that the Mayor of the Village of the Clayton is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for State Aid on behalf of the Village of Clayton with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project, and it is further

RESOLVED, this Resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mayor Zimmer	Voting Aye
Trustee Buker	Voting Aye
Trustee Grybowski	Voting Aye
Trustee Hyde	Voting Aye
Trustee Randazzo	Voting Aye

The resolution was thereupon declared duly adopted.

Hydrants – Storz Fittings Standardization: As recommended by DPW Supt. Jones, supported by the fire department, Trustee Randazzo presented the following resolution for Board consideration.

**RESOLUTION #2018-04
STANDARDIZING STORZ FITTINGS FOR KENNEDY FIRE HYDRANTS**

WHEREAS, the Village of Clayton, Jefferson County, New York, has existing Kennedy (K81) fire hydrants, and

WHEREAS, Village employees are experienced and trained in the operation, maintenance and repairs associated with such fire hydrants, and

WHEREAS, the Village maintains a spare parts inventory necessary to complete emergency repairs to fire hydrants which may be needed for fire safety, and

WHEREAS, to aid in improving fire safety in the Village, the DPW Superintendent has determined that the use of Storz fittings on all newly installed fire hydrants is in the best interest of the community; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Village of Clayton as follows:

1. The foregoing recitations are incorporated herein and made a part hereof as if fully set forth hereafter.
2. The Board hereby finds that the use of Storz fittings on all newly installed fire hydrants will assist in fire-fighting efforts due to the “quick-connect” nature of the fittings, which are compatible with the standardized Kennedy (K81) fire hydrants
3. The Board hereby determines that the DPW Superintendent is hereby authorized to approve the inclusion of Storz fittings on all newly-installed Kennedy (K81) fire hydrants, or comparable hydrants.
4. This Resolution shall take effect immediately.

A motion to adopt the foregoing Resolution was made by Trustee Randazzo and seconded by Trustee Buker and was duly adopted by a vote of a majority of the Board of Trustees as follows:

John Buker, Trustee	Voting Aye
Michelle Grybowski, Trustee	Voting Aye
Nancy Hyde, Trustee	Voting Aye
Anthony Randazzo, Trustee	Voting Aye
Norma Zimmer, Mayor	Voting Aye

Table of Equivalent Dwelling Units (EDUs) – Classifications: Mayor Zimmer presented a **MOTION** to set a public hearing to discuss changes in classifications for the 2018-2019 fiscal year, reducing the number of categories for May 14, 2018, at 6:00 p.m.

Old Business:

Long-Term Control Plan and Preliminary Engineering Report for RSD Pump Station: Mayor Zimmer, Trustee Hyde and W/WW Operator Marshall Green attended the presentations by the engineering firms responding to the RFP. Fifteen invitations were mailed and the RFP was published on the Builder’s Exchange. Four firms responded to the RFP. Carrie Tuttle, Director of Engineering at DANC acted as facilitator for the presentations, and W/WW Manager Stevenson was available to answer questions. After the presentations, the committee reviewed all proposals and after due consideration, determined that Barton & Loguidice’s proposal best meets the needs of the Village pursuant to the RFP. Trustee Randazzo then presented a **MOTION** to award the project to Barton & Loguidice based on recommendation of the committee at a cost not to exceed \$49,500.00, subject to legal review. Trustee Grybowski seconded; the motion was carried. Board members noted that it was helpful to include an operator as a committee member to answer questions and review the reports. John Conдини, Matt Cooper and Dave Powers were present on behalf of Barton & Loguidice (B&L). All are North Country natives, excited to begin the project.

Mayor’s Report:

Mayor Zimmer discussed a proposition to organize the Clayton Flower Society as a not-for-profit to beautify Clayton. The proposal was submitted by a former Village resident, and is quite involved and an interesting proposal. There will be more information in the coming weeks.

Public Comment:

Several comments were made by those present about various items of concern.

Executive Session:

Purpose: Discussions regarding proposed, pending or current litigation.

Trustee Grybowski presented a **MOTION** to enter Executive Session at 7:23 p.m. Trustee Buker seconded; the motion was carried.

Trustee Buker presented a **MOTION** to close Executive Session at 7:44 p.m. Trustee Hyde seconded; the motion was carried.

Adjournment:

Trustee Randazzo presented a **MOTION** to adjourn the meeting at 7:45 p.m. Trustee Grybowski seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk