

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, June 26, 2017, at 5:30 PM in the Municipal Building.

**PRESENT:**

Norma Zimmer, Mayor  
John Buker, Trustee  
Michelle Grybowski, Trustee  
Nancy Hyde, Trustee  
Tony Randazzo, Trustee

**ABSENT:**

**OTHERS:**

Kevin Patenaude, Police Chief  
Terry Jones, DPW Supt.  
Rob Stevenson, W/WW Manager  
Geneva Phelps-Miller, Clerk-Treasurer

**VISITOR(S):**

None

**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 and called the regular meeting to order at 5:30 p.m.

**Police Report:**

Kevin Patenaude, Police Chief, spoke of the tragic accident last week that took the life of one of the Village's Crossing Guards, Barbara Mitchell. Sympathies go out to both the Mitchell and Patterson families during this difficult time.

**DPW Report:**

DPW Superintendent Terry Jones presented the activity report. He met with Homeland Security and Emergency Services to inspect areas of concern. The rip rap at the end of the Riverwalk is eroding; the crack in the concrete walk by the Veterans' Memorial Monument is getting larger. Once the survey has been completed, it is possible the Village might qualify for aid. Documentation as the water recedes is key; pictures and notes will be invaluable records of the damage.

Mayor Zimmer inquired whether any local boaters utilized the Mary Street Dock for long-term dockage. Supt. Jones replied three did. An inquiry was made whether the Village would offer seasonal dock rentals. Board consensus was that only if all the local marinas were full would be do that, although they would have to pay the regular rates per foot.

**W/WW Report:**

W/WW Manager Rob Stevenson presented the activity report, noting it was a quiet month operations-wise. The wastewater treatment plant (WWTP) did exceed the monthly flow due to the rainy weather and I&I. Gleason Septic is utilized to avoid discharging into the river; that is working out well. The Water System Improvement Project contracts and the pump station relocation project are moving along. The Board thanked Mr. Stevenson for his good work during this extremely rainy period.

**Consent Agenda Items:**

**MOTION** by Trustee Grybowski, 2<sup>nd</sup> by Trustee Buker to approve the Consent Agenda as follows:

1. Minutes – June 12, 2017 Regular Meeting
2. Abstract #2 - \$79,890.25

General Fund	Voucher(s) A18-031 – A18-068	58,553.01
Water Fund	Voucher(s) F18-008 – F18-015	8,629.76
Sewer Fund	Voucher(s) G18-014 – G18-024	12,707.48
3. Capital Projects:

22-Riverwalk 3	Voucher(s) H022-038 – H022-40	91,848.41
26-Sanitary Sewer Laterals	Voucher(s) H026-006	1,389.08
27-Water System Improvements	Voucher(s) H027-042 – H027-043	12,436.09
29-Historic District Improvements	Voucher(s) H029-032 – H029-034	10,912.50

**Interim Clerk Report:**

Request for Use of Bandstand: Travis Fulmer, the organizer of the Indian SummerFest held in Chaumont each September, requested use of the bandstand, as has been done for several years. The Board referred to its decision made during budget workshops to no longer rent out the bandstand, in light of the cost of manpower, transportation and potential damage to the bandstand. Mr. Fulmer will be advised of the Board's decision.

EDU Changes; Updated Table of Equivalent Dwelling Units: The Board received copies of the updated table for review and discussion. In addition, the Interim Clerk will work with Carrie Tuttle on the notification letters to customers affected by the changes in the table. The matter was tabled until the next meeting.

Water/Sewer Billing Collection Notice: Bills will be mailed on or before July 1, 2017. Payment is due on or before August 7, 2017. A 10% penalty is assessed to all unpaid accounts. The final date for payment is on or before September 7, 2017. After September 7, 2017, water service will be terminated with no further notice, and an additional \$50 charge will be assessed. Shutoff Day is Tuesday, September 26, 2017. In order to restore service after shutoff, payment must be made to the Village of Clayton by cashier's check, cash or money order (no personal checks) during business hours only. There will be an additional \$75 charge if service is requested to be restored outside normal business hours.

**Committee Reports:**

There were no committee reports.

**New Business:**

Water System Improvement Project: After review and discussion, Trustee Grybowski presented a **MOTION** to approve Amendment 2 to the Technical Services Agreement in the amount of \$20,000, bring the total agreement to \$45,000. The scope of the agreement is expanded to include project management and fiscal coordination tasks related to the construction phase of the project. Trustee Hyde seconded; the motion was carried. Notices of Award have been issued for all contracts. Once all executed contracts are received, they will be reviewed by the Village Attorney.

Parking Violations Bureau: The Board received a memo and backup documentation from Walter Jeram, Village Justice, regarding software available for tracking parking tickets and the costs associated with implementation as well as annual maintenance and personnel expenses. The Board will review the material and discuss it at the next Board meeting. The Board also requested a cost analysis of the historic collection rates.

Request for Use of Mary Street Dock: The Board received a request from the Antique Boat Museum requesting use of the Mary Street Dock and other areas as has been done traditionally for the Annual Boat Show, held this year August 4-6. The Board discussed the request briefly, and it was unanimous to approve the requests contained in the June 26, 2017 letter. Mayor Zimmer recused herself from the vote.

Water System Improvement Project: USDA-RD requires approval of a Loan Resolution in order to schedule the loan closing for the project. Trustee Buker presented a **MOTION** to approve Form RUS Bulletin 1780-27, Loan Resolution (Public Bodies), and authorized Mayor Zimmer to execute the same. Trustee Grybowski seconded; the motion was carried.

**Old Business:**

There was no old business before the Board.

**Mayor's Report:**

County-Wide Shared Services Plan: Mayor Zimmer attended the June 21<sup>st</sup> meeting regarding the plan mandated by the Governor. There were several Jefferson County department heads. Discussion included possibilities for "piggy-backing" on some of the tasks performed by the County, such as planning boards and boards of assessment review, which might be combined at the County level. In order to take a vote, 51% of the stakeholders must be in attendance; that has not yet been the case.

Bass Tournament: The event was a success despite the windy weather. There were twenty boats entered; two returned with five fish weighing thirty pounds.

**Public Comment:**

Bill Wood spoke regarding the crosswalk markings in the Village, stating he felt it would be a good idea to improve the visibility of the crosswalks. He said that Oswego has several with white lines over dark red. He says it looks nice, and makes it easier to see the crosswalks. Trustee Buker noted his surprise that New York State DOT would allow that, but will discuss the possibility with DPW Supt. Jones.

**Executive Session:**

At 6:48 p.m., Trustee Hyde presented a **MOTION** to enter executive session to discuss personnel matter(s) regarding specific individual(s). Trustee Buker seconded; the motion was carried.

At 7:10 p.m., Trustee Buker presented a **MOTION** to close executive session. Trustee Randazzo seconded; the motion was carried.

**Adjournment:**

At 7:10 p.m., Trustee Hyde presented a **MOTION** to adjourn; Trustee Buker seconded; the motion was carried.

Respectfully Submitted,

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Geneva Phelps Miller, Interim Clerk