

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, July 10, 2017, at 5:30 PM in the Municipal Building.

**PRESENT:**

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

**ABSENT:**

Tony Randazzo, Trustee

**OTHERS:**

Kevin Patenaude, Police Chief  
John Farmer, Assistant DPW Superintendent  
Rob Stevenson, WWW Manager  
Geneva Phelps-Miller, Treasurer and Interim n Clerk

**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, expressed the Department's shared thoughts and prayers for the family of Trooper Davis, who was killed in the line of duty. The Chief and Officers will attend the funeral.

**DPW Report:**

Assistant DPW Superintendent John Farmer presented the activity report. Mayor Zimmer remarked that many people have mentioned what a great DPW and Water/Wastewater staff the Village has, and how courteous the employees are to the office. The DPW-maintained crosswalk running from John Street to State Street will be painted soon.

**W/WW Report:**

W/WW Manager Rob Stevenson [presented the activity report, noting one issue with the booster pump at the Water Plant. It was caught in time, and residuals were taken throughout the Village to insure the supply was safe to drink. The Board approved training for Erik Dingman and Marshall Green to attend training in Wanakeena on August 9<sup>th</sup> they need the hours for their licenses.

Emergency Response Plan – Water Treatment Facility: Rob Stevenson, WWW Manager, presented the Board with an Emergency Response Plan for the Water Treatment Facility. After review and discussion, Trustee Grybowski presented a **MOTION** to accept and approve the Emergency Response Plan, and to authorize Mayor Zimmer to certify the document as required by USDA-RD (funding agency for the Water System Improvements Project). Trustee Hyde seconded; the motion was carried.

Vulnerability Assessment – Water Treatment Facility: Rob Stevenson, WWW Manager, presented the Board with a Vulnerability Assessment for the Water Treatment Facility. After review and discussion, Trustee Grybowski presented a **MOTION** to accept and approve the vulnerability assessment, and to authorize Mayor Zimmer to certify the document as required by USDA-RD (funding agency for the Water System Improvements Project). Trustee Hyde seconded; the motion was carried.

PESH Inspection: A response will be sent out Wednesday responding to the inspection report, above and beyond what was requested subsequent to the inspection.

**Consent Agenda Items:**

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

1. Regular Meeting Minutes – June 26, 2017
2. Payroll #1 (Week #25) - \$66,776.79
3. Payroll #2 (Week #27) - \$44, 957.33
4. Abstract #3

General Fund	Voucher(s) A18-069 – A18-096	64,544.97
Water Fund	Voucher(s) F18-016 – F18-023	14,414.97
Sewer Fund	Voucher(s) G18-025- G18 -036	30,050.50
5. Capital Projects

River Walk 3-ABS #22	Voucher(s) H022-041	60.00
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**Interim Clerk Report**

2016 -2017 Justice Court Audit: The following resolution was offered by Trustee Grybowski, who moved its adoption, seconded by Trustee Hyde, to wit:

**RESOLUTION #2017 -17  
ANNUAL JUSTICE COURT AUDIT**

*WHEREAS*, pursuant to the Uniform Justice Court Act, §2019-a, each Village Justice must present his or her records and docket to the auditing Board of the Village of Clayton for annual audit; and

*WHEREAS*, such records and docket must be examined by the auditing board of the Village of Clayton or the Village of Clayton Board of Trustees shall cause them to be examined and report thereon submitted to the board by an officer or employee of the Village or a certified public accountant or public accountant;

*NOW, THEREFORE, BE IT RESOLVED* by the Board of Trustees of the Village of Clayton that the 2016-2017 Village Justice Court records and Docket have duly been examined by the auditing board of the Village of Clayton, and that the fines therein collected have been turned over to the proper officials of the Village as required by law.

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	Absent

The resolution was thereupon declared duly adopted.

PIVOT: PIVOT, the Village's employee assistance program provider, is offering free classes during the month of July. Ms. Miller requested permission from the Board to schedule "Yoga at your Desk;" the Board approved. All Village employees are invited to attend. Major Zimmer will invite staff from the Town Offices.

Heritage Heights Sewer District (HHSD): The annual notification to the Town of the water and sewer rates for 2018 were sent to the Supervisor.

Clayton Chamber of Commerce Publicity Contract (2017-2018): Trustee Buker presented a **MOTION** to approve the 2017-2018 publicity contract with the Clayton Chamber of Commerce in the amount of \$26,000. Trustee Grybowski seconded; the motion was carried.

**New Business:**

Swart Avenue Extension: Lori Marra, 100 Swart Ave., addressed the Board regarding the Village-owned right-of-way bordering her property, inquiring whether it would be possible for her to purchase the land. Mayor Zimmer stated that generally legislative action is required to allow a municipality to sell land owned by it. Ms. Marra went on to say that her dock is immediately adjacent to the end of the Village ROW, and she is having trouble with people assuming it is a Village dock and walking out on it to fish, watch fireworks, etc. Since this is her private dock, she does not wish

to have strangers using it. The Board gave Ms. Marra permission to erect signage notifying the public that the dock and her land are owned privately, and they should not continue to utilize her dock as has been in the past. Ms. Marra is concerned about public safety as well. Mayor Zimmer will investigate the procedure to offer the land for sale and report back with her findings.

#### **Old Business:**

EDU Changes/Notifications: In connection with the proposed changes in EDUs and notification to customers affected, the Board agreed that, since this review not on the annual schedule (December/January review with notifications to customer by January 31), customers should have at least the same amount of time to prepare for increases in EDUs as they would have in other years. After discussion, the Board decided that, for this review, Customers will be notified by the end of July 2018. Decreases in EDUs will take effect with November bill. Customers will be notified by the end of July of the changes in their EDUs. The Table of EDUs will be reviewed by Board members and discussed at the next regular meeting.

Parking Violations Bureau: A review of the number of tickets written over the past five years and the number of tickets paid showed a 40% collection rate. Follow-up letters on Police Department letterhead would most likely increase their percentage, at a fraction of the cost of the software and clerk. The Board agreed that the follow-ups should be done "in house," with the parking attendants and police officers working together at the end of the season to prepare a list of names, addresses, license plate numbers, ticket numbers and violations cited. If prepared in a holder. Ms. Miller will work with the Chief to develop a method to enter the information into a spreadsheet to be provided to the Village Office for printing and distribution.

#### **Mayor's Report:**

Thousand Islands Regional Tourism Council: Gary DeYoung, Executive Director, has requested a letter of support from the Village for the Council's grand application to Market NY for the 1000 Islands Seaway Region, with the goal of increasing regional visitation and spending. The high water experienced this year will take hard work and great effort to deal with both the physical and economic impacts of the high water as well as the impacts to our region's reputation as a destination. The Board approved sending a support letter to Mr. DeYoung, noting the project proposed for the Market NY funding is a step in the right direction.

Property Taxes: Mayor Zimmer reported that as of June 30, 2017, only 1.1% of the property taxes remained unpaid. In response to the inquiry about why the Village does not take installment payments, it is clear that the majority of taxpayers pay on time, in one payment. Additional costs would be incurred should installment payments be allowed, as the bills would require a different setup than other Villages, mailing costs would increase, and more office time would be required to prepare and distribute the bills.

Riverwalk 3: The contractor is concerned that if they are unable to start until late August or September, and get the sheet piling on now, the high water in the spring may cause another delay. He wants to complete the sheet piling by fall. There may be additional mobilization, demobilization and material costs, but he will prepare another cost analysis. The contractor is disappointed because he had planned to begin and complete this project over the summer.

Northern New York Community Foundation: Trustee Grybowski reported the Foundation announced a number of grants, including one to the Clayton Jazz Fest in the amount of \$2,500 for a pilot program, "Jazz in the Classroom."

The Annual Book Sale to benefit Hawn Memorial Library begins this week. This is a major fundraiser for the Library, and Trustee Grybowski urged those present to support the library, noting it is becoming a community center, Trustee Hyde reported NCLS is working with Library staff to replace all computers.

#### **Public Comment:**

The public addressed the Board on the following issues:

Traffic on Strawberry Lane (high speeds, running through stop signs)

1. Charity Poker Run (wanted to be sure all are charged appropriately by the Village)
2. Proposal for redesigning the Riverwalk 3 to be foot higher to act as a breaker wall
3. The community should give shout-out to the downtown businesses for remaining open during this difficult time, and working together to solve various problems.

Trustee Buker and Trustee Grybowski continue to work on parking solutions in order to come up with a plan to solve the lack of parking spaces.

**Executive Session:**

At 6:47 p.m., Trustee Buker presented a **MOTION** to enter executive session to discuss personnel matter(s) regarding specific individual(s). Trustee Hyde seconded; the motion was carried.

At 7:20 p.m., Trustee Buker presented a **MOTION** to close executive session. Trustee Grybowski seconded the motion was carried.

**Adjournment:**

At 7:22 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