

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday, August 14, 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  
Kevin Patenaude, Police Chief  
Terry Jones, DPW Superintendent  
Jeff Overstrom, W/WW Manager
- OTHERS:** John Farmer, Assistant DPW Superintendent  
Geneva Phelps Miller, Treasurer/Interim 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, was absent. The Board reviewed the activity report submitted by the Chief, and noted no issues to discuss.

**DPW Report:**

Asst. DPW Superintendent John Farmer presented the activity report. DPW Supt. Jones and Asst. DPW Supt. Farmer attended a FEMA meeting in Watertown regarding assistance available, and met with FEMA representatives here in Clayton. No additional information has been received to date.

**W/WW Report:**

W/WW Manager Jeff Overstrom was absent.

**Consent Agenda:**

1. DRAFT Meeting Minutes July 24, 2017
2. Payroll #4 (Week #31)
3. Abstract #5 - \$49,646.36

<i>General Fund</i>	<i>Voucher(s) A18-142 – A18-192</i>	31,962.93
<i>Water Fund</i>	<i>Voucher(s) F18-0353 – F18-043</i>	5,318.06
<i>Sewer Fund</i>	<i>Voucher(s) G18-055 – G18-069</i>	12,365.37
4. Capital Projects:

<i>Riverwalk 3 – ABS #22</i>	<i>Voucher(s) H022-043</i>	3,819.35
<i>Sanitary Sewer Laterals – ABS #07</i>	<i>Voucher(s) H026-007</i>	90.00
<i>Water System Improvements – ABS #24</i>	<i>Voucher(s) H027-044 – H027-045</i>	12,779.54
<i>Historic District Improvements – ABS #16</i>	<i>Voucher(s) H029-034</i>	1,805.65
5. Request for Use of Bandstand– French Creek Marina – 08/26/2017

**Interim Clerk Report:**

Treasurer's Activity Report: The Board received the Treasurer's activity report describing recent activities and work performed.

EDU Changes: As a result of the recent correspondence sent to customers advising them of changes in assessed EDUs, customer requests for Board review were received as follows:

Account #914 (Sweet, G.): Mr. Sweet addressed the Board to request a change in category from Mixed Use/Commercial to Motel. He stated that a review of his annual consumption for the past three years has been 3 EDUs per year. He also noted that the Wooden Boat Inn is similar to his property in that it has a house as well as motel units, but is classified as a motel, while he is classified as mixed use/commercial.

For clarification, mixed use/commercial EDUs are assessed per unit (i.e., number of apartments or housing units), while the motel classification is based on the previous year's consumption. The Board requested Ms. Miller review the account with the W/WW Manager and make a recommendation on what the correct classification should be. The matter was tabled until the August 28, 2017 regular meeting.

Account #843 (Cary, R.): Mr. Cary provided a description of the property, obtained from the assessor, stating the property assessment was changed from a 3 Family Residence (2017) to a 2 Family Residence (2018). Therefore, he is requesting that his EDU assessment be set at 2 EDUs. The Board approved the request.

Account #94 (Bertrand's Motel): The owner of Bertrand's Motel requested the Board reconsider the increase in assessment from 2 EDUs to 4 EDUs. A review of the account's consumption history shows an average of 3.35 EDUs in 2016 and 3.52 EDUs in 2015. His 2017 consumption is anticipated to be even less than 2016. Therefore, the owner requested that the motel's EDUs be increased from 2 to 3, rather than 2 to 4 as listed in the DANC report. The Board requested Ms. Miller review the account with the W/WW Manager and make a recommendation as to the correct number of EDUs to be assessed (3 or 4). The matter was tabled until the August 28, 2017 regular meeting.

Account #308 (H Riverside LLC): The owner of H Riverside LLC states the property has eight units, not nine units, and requested the Board revise the EDU assessment accordingly. The Board requested Ms. Miller review the account with the assessor and report back to the Board. The matter was tabled until the August 28, 2017 regular meeting.

Notice to Comply - Illicit Sewer Connections: Correspondence has been sent to 47 property owners advising them of the Notice to Comply with the Village's Sewer Use Law. The Notice to Comply letter included the appropriate excerpts from the sewer use law, picture(s) of the site of the smoke, and a list of Village-approved contractors. Several other sites will need to be reviewed to determine the exact location and the party responsible for complying with the notice. Ms. Miller will meet with W/WW Manager Overstrom to complete the review and continue with owner notification.

Temporary Office Assistant: A temporary office assistant has been provided by Kelly Services, and works part-time in the Village office during the current staff shortage. Ms. Miller stated the "temp" has been ready and willing to learn, has mastered several of the tasks performed at the front desk, and has assisted with data entry for the EDU change letters and the Notice to Comply spreadsheet. Ms. Miller thanked the Board for providing this additional service.

Employment: The Board approved advertising for regular and substitute School Crossing Guard positions. An ad will be placed in the *Thousand Islands Sun* this week and next, with applications due in the Village office by August 28<sup>th</sup>. Applications can be obtained from the Village office or by e-mail ([clerk@villageofclayton.org](mailto:clerk@villageofclayton.org)).

**New Business:**

Bartlett Point Grinder Pump Station Relocation Project: The Board reviewed the proposed change in the previously selected location and had no objections. Mayor Zimmer has contacted a member of the Clayton Yacht Club and requested that he work as liaison to obtain an easement for the new location.

**Old Business:**

Clayton Historic District Improvement Project: The discussion was tabled from the July 24, 2017 meeting. Trustee Buker, who requested additional information on the ornamental lighting at the last meeting, advised that the electrician that he wished to speak with is on vacation. The matter was again tabled to the August 28, 2017 meeting.

**Mayor's Report:**

Riverwalk 3: Mayor Zimmer reported on the recent Riverwalk 3 progress meeting. The contractor and engineer will be here soon. The plan is to begin construction and continue for a period of six (6) weeks to stabilize most compromised sections of the dock prior to winter. Construction would then resume in the spring of 2018. One of the members of the audience inquired whether the Riverwalk would provide access to the water via steps when completed. The Mayor replied "no," there is nothing in the plans to provide such access.

Correspondence: Mayor Zimmer noted she has received several letters and e-mails from people that have visited our Village, and some appreciated the courtesy ticket program, noting they would like to start a similar program in their own community.

Thousand Islands Regional Dock: *Blue Moon* visited last week, and as usual brought many people to the downtown area. They plan to stop on their way back in September.

High Water Levels: Mayor Zimmer attended a meeting in Alexandria Bay sponsored by Senator Patty Ritchie. The topic was the type of assistance for property owners and businesses suffering damage from the record high water levels. Businesses will be assisted through Empire State Development, and individuals will be assisted through Neighbors of Watertown. It will be a long process, and everyone is urged to be patient as the agencies work through the many applications submitted. Neighbors of Watertown reported over 300 applications for assistance were received by July 31<sup>st</sup>. There are additional concerns that more damages may be sustained after the winter freeze and spring thaws. Primary residences will be considered first; second homes will most likely be held until all primary residence claims have been addressed.

Celebration: Dr. George Forbes will celebrate his 90<sup>th</sup> birthday on August 15, 2017. A general invitation has been extended to stop by the Clipper Inn between 3:30 and 5:00 p.m. Tuesday to wish him a "Happy Birthday."

River Residents Against Turbines (RiverRATS): There will be an informational meeting Tuesday, August 16<sup>th</sup>, at 6:30 p.m. in the Municipal Building. The group consists of year-round and seasonal residents, business owners, and others living and doing business along the St. Lawrence River. There will be a brief 45-minute information session giving and overview of Horse Creek Wind Project, with a slideshow, followed by a Question & Answer period. For further information, contact [riverresidentsagainstturbines@gmail.com](mailto:riverresidentsagainstturbines@gmail.com).

Homes for Our Troops: The kickoff meeting for Marine Corporal Luke McDermott was held Saturday, August 12. Assemblywoman Addie Russell attended, and Senator Stefanick sent a representative as well. However, the Mayor was disappointed with the low turnout and urged the public to learn more about the program, and to participate in the process by attending future meetings. The next meeting will be when house is completed to allow the public to see it before the McDermott family moves in. Then another one will be held once the family moves in. A local contractor was selected to build the residence. Although Corporal McDermott was never stationed at Fort Drum, and is not from the area, he and his family selected Clayton to be their forever home. This is a wonderful opportunity for us to do something nice for him.

Water System Improvement Project: The final easements are in the process of being obtained. Contract 3 has been signed. The next pre-construction meeting will be Wednesday, August 16<sup>th</sup>. The plan is to begin construction within the next week or two.

**Executive Session:**

At 6:05 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 7:10 p.m., Trustee Hyde presented a **MOTION** to close executive session. Trustee Grybowski seconded; the motion was carried.

**Regular Meeting (Resumed):**

Trustee Buker presented a **MOTION** to approve executing an agreement with EFPR Solutions Staffing & Outsourcing to provide support services at a not to exceed amount of \$6,000.00. Trustee Hyde seconded; the motion was carried.

Trustee Hyde presented a **MOTION** to approve an increase in the hourly rates for Deputy Clerk Pam Pavao and Building and Grounds/Cleaner Robert Shultz. Trustee Grybowski seconded; the motion was carried.

**Adjournment:**

At 7:13 p.m., Trustee Grybowski presented a **MOTION** to adjourn; Trustee Hyde seconded; the motion was carried.

Respectfully Submitted,

Geneva Phelps Miller, Interim Clerk