

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday December 23rd, 2019 at 5:30 p.m.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Trustee
Michelle T. Grybowski, Trustee

OTHERS:

Kevin Patenaude, Police Chief
Terry Jones, DPW Superintendent
Megan Ervay, WWTP Manager
Joanne Lenhard-Boye, Village Clerk

ABSENT:

Jeremy Kellogg, Trustee
Steven Badour, Trustee

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 opened the meeting at 5:30 p.m.

VISTOR(S):

John Condino, Senior Project Manager, Barton & Loguidice

Came to meeting to discuss the type one SEQR process for the REDI grant shoreline projects. This is the first step of the SEQR process. Letters will go out to ten interested and involved agencies, giving them thirty days to object to the Village of Clayton Board to assume the role of "Lead Agency". If there are no objections on January 27th, 2020 after the thirty days, steps two and three of the SEQR process will be done.

Mayor Zimmer **initiated** a roll call vote to adopt *Resolution 2019-18 – REDI Funded Infrastructure Improvements Project*. Village Clerk read Trustee names that were present and **all** were in favor of the resolution. This Resolution is filed at the Village Clerks office.

Matthew Cooper, Senior Managing Engineer, Barton & Loguidice

Presented his monthly report to the Board. He went over the three projects that are in process. *Wastewater Collection & Treatment Improvements Project*, The preliminary design is now complete. Coordination continuing with DOT for work in right-of-way. Final design will be completed this winter.

The Inflow and Infiltration Study Project has completed the smoke testing of the sewer systems, and the results will be summarized in a report from the subcontractor performing the work.

The drawings and specifications are complete for the *FEMA Flood Damage Project*. Advertisement for bids was submitted and there were no bids to open on November 1st, 2019. Project to be postponed until 2020. A new bid date will be set in 2020. This monthly report is filed at the Village Clerk's office.

POLICE REPORT:

Kevin Patenaude, Chief of Police - presented his activity report at the meeting, this report is filed at the Village Clerk's office.

DPW REPORT:

Terry Jones, DPW Superintendent - presented his Activity Report. This report is filed at the Village Clerks office. Rotary park bathrooms are closed for the winter season. Sidewalks have been shoveled and a list of names have been given to Pam Pavao, Deputy Clerk. This brought up the discussion of the Village sidewalk laws.

Mayor Zimmer suggested that for now we should enforce our law that we presently have by putting together a letter, and sending it to the residents that the DPW staff have shoveled. This letter will be to enforce the payment of fifty dollars made payable to the Village of Clayton for noncompliance of the Village law 110-27.

WWTP:

Meagan Ervay - WWTP Manager – Presented a memorandum regarding the Offset Fee for Outside Sewer Customers. After discussing this with the Board Meagan asked for this memorandum to be approved.

Trustee Hyde presented a **MOTION** to approve the additional EDU to Heritage Heights Sewer system, as presented. Trustee Grybowski seconded; motion was carried. This memorandum is filed at the Village Clerk's office.

Also presented was a memorandum for NYSDOT Utility Loop Project (D263937) *James Street Sewer Lowering*. While the NYSDOT project contractors excavated portions of James Street, it was observed that the sewer laterals are connected to the bottom of the sewer main between manhole (MH) 213 AND 214 (dead end). This has caused these sewer connections to periodically plug and back up into property owners' facilities. To correct this issue, the NYSDOT has proposed two options for the Village to consider. After consulting with Terry Jones, Village DPW Superintendent, it is in the best interest of the Village to proceed with option 1. This is the correct method to resolve poor drainage of this section of sewer main and will be easier to maintain compared with option 2. This work is outside of the scope of work in the NYSDOT's current contract, therefore the contingency funds the NYSDOT has received from the Village cannot be used to complete this work. The Authority recommends proceeding with this work and using funds from the Village Sewer Fund Reserve to cover NYSDOT costs. The cost to install

new sanitary sewer main and manhole between MH 213 and 214 will be \$66,724.22. The current Sewer Reserve Fund balance per the fiscal year 18-19 Annual Financial Report is \$549,789. This is a healthy fund balance and correcting this sewer issue while the road is under construction will have long-term benefits for the Village.

Trustee Grybowski presented a **MOTION** to approve the NYSDOT Utility Loop Project (D263937) *James Street Sewer Lowering* with the first option as presented, Trustee Hyde seconded; motion was carried.

The Health and Safety Manual that was updated December 12th, 2019 by Development Authority of the North Country was presented to the Board for approval.

Trustee Hyde presented a **MOTION** to approve the Health and Safety Manual as presented, Trustee Grybowski seconded; motion was carried.

On December 3rd, Dustin Orvis passed his final water treatment plant operations practical with the Department of Health and received his official IIA Water Treatment Plant Operator Certification. Dustin Orvis is scheduled to take his 2A Wastewater Treatment Plant Operator examination on January 7th, 2020 in Watertown.

CONSENT AGENDA

1. DRAFT Meeting Minutes December 9th, 2019
2. Payroll Week #49 (P/R #13) – \$44,389.43
3. Abstract #14 - \$61,282.77

General Fund	\$40,566.32
Water Fund	\$ 7,026.98
Sewer Fund	\$13,689.47

Trustee Grybowski presented a **MOTION** to approve the Consent Agenda items 1-3, as presented. Trustee Hyde seconded; motion was carried.

Capital Projects

CAPITAL PROJECT	INVOICE #	AMOUNT
027 – WATER SYSTEM IMPROVEMENTS		\$2,072.48
<i>Barclay Damon – Legal services from 10/2019 to 11/2019</i>	5050010/5045402	\$152.98
<i>DANC – Technical Services 11/12/2019-11/21/2019</i>	084481	\$1,809.50
<i>DANC – Expenditures SPDES Permit Fee</i>	9990000429030	\$110.00
029 – HISTORIC DISTRICT		\$30,168.29
<i>Barclay Damon – Legal services 10/2019</i>	5045403	\$62.25
<i>DANC – Technical Services 10/07/2019-11/01/2019</i>	083687	\$4,819.20
<i>DANC – Technical Services 11/04/2019-11/27/2019</i>	084483	\$5,204.60
<i>New Century Electric – Pay App#5 Electrical</i>	Pay App#5	\$18,762.24
<i>Riverside Media, LLC – Historic District Expenditures</i>	5123/5138/5163	\$1,320.00
031 – WWTP & COLLECTION SYSTEM		\$95,045.10
<i>DANC – Technical Services 11/04/2019-11/27/2019</i>	084499	\$3,158.20
<i>Barton & Loguidice – Engineering</i>	107090	\$91,886.90

Trustee Hyde presented a **MOTION** to approve the Capital project payments, as presented. Trustee Grybowski seconded; motion was carried.

CLERK

Asked Board to approve pay increase for Dustin Orvis - Trustee Hyde presented a **MOTION** to approve pay increase of 50 cents for Dusty Orvis, as of 12/03/2019, Trustee Grybowski seconded; motion was carried.

NEW BUSINESS

Mayor Zimmer **initiated** a roll call vote to adopt Resolution 2019-17 - SAM & DASNY Grant for the Resiliency and Economic Development Initiative (REDI) projects, to authorize the Mayor to sign documents pertaining to this project. Clerk read the Trustee name's that were present and **all** were in favor of adopting Resolution 2019-17 as presented.

This Resolution is filed at the Village Clerks office.

MAYOR'S REPORT

DRI update – Committee has been working with numerous people. Now that they have some good support locally, they would like some ideas as to what the Board would like funding money for. There were a few ideas discussed.

Mayor Zimmer announced that in 2022 the Village will celebrate their 150th year as being a village. The Board should start thinking about what we would like to do to celebrate.

PUBLIC COMMENTS

There were no public comments.

Trustee Hyde presented a **MOTION** to adjourn meeting at 6:24 pm; Trustee Grybowski seconded; motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk