

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday February 24th, 2020 at 5:30 p.m.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Trustee
Jeremy Kellogg, Trustee
Steven Badour, Trustee

ABSENT:

Michelle T. Grybowski, Trustee
Meagan Ervay -WWTP Manager

OTHERS:

Kevin Patenaude, Police Chief
Terry Jones, DPW Superintendent
Joanne Lenhard-Boye, Village Clerk

Community Residents:

See sign-in sheet (on file in Clerk's office)

Pledge of Allegiance/Call to Order:

Mayor Zimmer led the Pledge of Allegiance and opened the meeting at 5:30 p.m.

VISITOR(s):

Matt Cooper, B&L Project Manager – Presented his monthly report. This report is filed at the Village Clerks office.

John Condino, B&L Senior Project Manager – Gave a brief update on the FEMA process. Barton and Loguidice still has an open contract for the 2017 FEMA work. Now that the 2017 FEMA work and 2019 FEMA work will be joined the best way to move forward would be to amend the existing agreement for the 2017 FEMA work and add on the work for 2019 FEMA work. Barton & Loguidice will have an amendment prepared for the next meeting on March 9th, 2020.

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. He wanted to add the Band Stand is just about done and thinks that it will look spectacular. He also presented a permission letter from TILT to have watercraft inspection stewards at our public boat launch for this summer season. Board approved to have Village Clerk send out permission letter to allow these stewards to conduct watercraft inspections periodically from the villages public boat launch.

WWTP:

Meagan Ervay -WWTP Manager – Was absent from meeting, and Mayor Zimmer asked the Board to approve the 2 action items that Meagan had on her report.

1. Requested Dustin Orvis and Erik Dingman attend the Northern New York Water Works Conference in Ogdensburg on April 15th. This will provide the operators 6 water and 6 sewer contact hours towards their licenses. The cost for each operator is \$60.00

Trustee Badour made **MOTION** to approve Dustin and Erik to attend this conference mentioned above at \$60.00 for each operator, Trustee Kellogg seconded, all were in favor and motion was carried.

2. Requested Dustin Orvis to attend the 2 day "Hands-On" AC Drive Troubleshooting Seminar provided by EMA Inc. in Cortland NY on April 21st and 22nd. The training will provide Dustin a clear and practical understanding of Variable Frequency Drives (VFD), motors and the mechanical/electrical interaction which takes place. He will also learn to recognize classic drive trouble symptoms and quickly resolve common problems. The Village currently has 11 VFDs and will be installing 5 additional VFDs during the Wastewater Treatment Plant and collection system upgrades. The registration cost is \$695. Two nights of lodging in Cortland will cost \$192, meal allowance is \$137.50, and a Village vehicle will be used for transportation.

Trustee Badour made **MOTION** to approve Dustin to attend the education and cost request above, Trustee Kellogg seconded, all were in favor and motion was carried.

CONSENT AGENDA:

1. DRAFT Meeting Minutes February 10th, 2020
2. Payroll (P/R #19) – \$49,754.64
3. Abstract #18 - \$64,613.29

General Fund \$30,561.43
 Water Fund \$ 2,182.10
 Sewer Fund \$31,869.76

4. Capital Projects

<i>CAPITAL PROJECT</i>	<i>INVOICE #</i>	<i>AMOUNT</i>
027 – WATER SYSTEM IMPROVEMENT PROJ		\$303,254.74
<i>Global Contracting pay app#4</i>	<i>Pay App 4</i>	<i>\$250,387.50</i>
<i>Core & Main</i>	<i>L572149</i>	<i>\$14,930.58</i>
<i>DANC – Engineer Expenses 12/05/2019-12/24/2019</i>	<i>085301</i>	<i>\$2,311.20</i>
<i>DANC- Engineer Expenses 12/30/2019 – 02/07/2020</i>	<i>086207</i>	<i>\$2,705.75</i>
<i>O’Brien & Gere Engineers, Inc.</i>	<i>60233-59</i>	<i>\$27,599.62</i>
<i>O’Brien & Gere Engineers, Inc.</i>	<i>60233-60</i>	<i>\$5,270.43</i>
<i>Barclay & Damon</i>	<i>5057137</i>	<i>\$49.66</i>

Trustee Hyde presented a **MOTION** to approve the Consent Agenda items, and Capital Projects 1-4, as presented. Trustee Badour seconded; all were in favor and motion was carried.

CLERK:

1. It was discussed that the Budget Workshop meeting be on Friday March 13th, 2020 at 10am in the Municipal Building. This will be posted on Village web page and TI Sun by the Village Clerk.
2. Asked for approval for the Youth Commission appointments. Trustee Hyde presented a **MOTION** to approve the Youth Commission appointments, Trustee Badour seconded, all were in favor, and motion was carried.
3. Presented to the Board messages on the back of the March 1st, 2020 water/sewer bills.
 - a. Spring Pickup message
 - b. Annual Water Quality Report message
 - c. Paying your Water/Sewer Bill message

NEW BUSINESS:

1. The engagement letter from the EFPR Group, CPAs – This letter obtained details on the performance that the EFPR Group, CPAs will be doing a single audit for USDA. This Audit will cost \$5,500.00. This will give a special set of financials of the Federal Awards to the Village for the year ended May 31, 2019. Trustee Hyde made **MOTION** to approve the engagement letter as presented from EFPR Group, Trustee Kellogg seconded, all were in favor and motion was carried.
2. Mayor Zimmer introduced a Local Law #1 2020 to be put into place to abolish the position of Village Justice upon the expiration of the current term of such office on November 30th 2022. The question of this Local Law to be put into place was duly put to a roll call vote, which resulted as follows:

Norma Zimmer, Mayor	Yes
Nancy Hyde, Trustee	Yes
Jeremy Kellogg, Trustee	Yes
Michelle Grybowski, Trustee	Absent
Steve Badour, Trustee	Yes

The foregoing Local Law was there upon declared duly Introduced in order to have law in place.

MAYOR’S REPORT:

1. Support Letter to Ban Styrofoam (EPS) in the 2020-21 NYS Budget – Mayor asked the Board if they were in favor of sending out a support letter and the Board approved.
2. Support Letter NYS Rural Preservation Company First Time Home Buyer Program – Mayor asked the Board if they were in favor of sending out a support letter and Board approved.
3. Dock Rates 2020 – Mayor asked the Board to think about the rates for this season and this would be brought up at the next meeting.

PUBLIC COMMENTNS:

Peter Parker Village resident had a question on the actions taken at the last meeting regarding the cash reserves balances and releasing these monies to the Unappropriated Fund Balance. Trustee Kellogg assured him that the Village did what was recommended by our Accounting Firm EFPR Solutions.

Trustee Hyde presented a **MOTION** to close the regular meeting at 6:08 pm. Trustee Kellogg seconded; motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk