

There was a scheduled Regular Meeting by video conference meeting with “GOTOMEETING APP” due to the COVID-19 Virus, with the Board of Trustees of the Village of Clayton on Monday June 22<sup>nd</sup>, 2020 at 5:30 p.m. The meeting may be viewed online at: <https://transcripts.gotomeeting.com/#/s/2fccfcf270d89549f87c39e4d8dfbc92a9f2e2d1657a8f5ea96a1efdc4490c0b> and a transcript is attached to these minutes.

**PRESENT:**

Norma Zimmer, Mayor  
Nancy L. Hyde, Trustee  
Michelle T. Grybowski, Trustee  
Steven Badour, Trustee  
Jeremy Kellogg, Trustee  
Alicia Dewey, Treasurer/Human Resources  
Joanne Lenhard-Boye, Village Clerk

**ABSENT:**

Kevin Patenaude, Chief of Police

**Community Residents:**

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

Mayor Zimmer opened the Regular Village Meeting at 5:30 p.m.

**POLICE REPORT:**

Kevin Patenaude, Chief of Police - submitted his activity report for the meeting, this report is filed at the Village Clerk’s office. Trustee Grybowski informed the Board that Kevin would not be attending board meetings because Monday’s are his day off. There will be no Village Police Officers on duty for Sunday’s and Monday’s. County Sheriff will be dispatched on these days.

Trustee Grybowski made **MOTION** to hire John J. Poggi III for police officer part time, making \$25.85/hr. Trustee Hyde seconded all were in favor motion was carried.

**DPW REPORT:**

Terry Jones, DPW Superintendent - Presented his Activity Report. This report is filed at the Village Clerks office. Terry asked Board to approve hiring Sam Matt for the Rotary Dock Attendant at 12.30/hr. beginning July 2<sup>nd</sup>, 2020.

Trustee Hyde made **MOTION** to approve the above request, Trustee Badour seconded, all were in favor motion was carried.

Terry also asked for approval to allow Mark Hays to carry over 8.5 days of his vacation from last year to this year.

Trustee Grybowski made **MOTION** to approve the above request, Trustee Hyde seconded, all were in favor motion was carried.

**VISITOR(s):**

John Condino, B&L Senior Project Manager B&L

1. Engineering Services Amendment – REDI Riverwalk Projects. John Condino presented to the Board the Amendment for the REDI Riverwalk Projects. He explained the need for the amendment in great length. There was an initial \$100,000 approved that allowed us to get started and submit the 10% Preliminary Engineering Report. In addition to doing some of the initial survey work, and also the underwater investigation.

This amendment will total \$838,800, which includes the balance of the work from an engineering stand point that needs to be done, including the preliminary design phase, which is the 60%, which needs to be submitted to the REDI Commission.

Trustee Badour made **MOTION** to approve this amendment, Trustee Hyde seconded all were in favor motion was carried.

Matthew Cooper B&L

1. Presented Engineering Amendment 2 for the Wastewater Project. There is no cost to this amendment. The only change that triggered this amendment is that USDA Rural Development has entered into the picture. Basically the language does not change B&L services to the Village. It just adds Rural Development into the loop on all the different provisions and terms and conditions

Trustee Hyde made **MOTION** to approve Engineering Amendment 2 for the Wastewater Project, Trustee Grybowski seconded, all were in favor motion carried.

**WWTP:**

Meagan Ervay -WWTP Manager –

1. Presented her Monthly report to the Board. This report is filed at the Village Clerk’s office.
2. Asked Board to approve Erik Dingman to carry over 40 hours of last year’s vacation time into this year. Trustee Badour made **MOTION** to approve, Trustee Grybowski seconded, motion carried.
3. Letter from H. Enterprises, LLC & Mr. Richard Howland asking to decrease there EDU increase being that there was a substantial leak. The Board approved to decrease his EDU back to 3.

Manasseh Burt, P.E. – DANC -

1. New Century Electric change order No. 4 for the Historical Project – Manasseh explained the reasons for the new change order. The first part of this change order will be to update the service at Riverside Drive Pump Station from 200 AMP service, to 400 AMP service. The second part of this change order will be for the Veteran Memorial Monument on John Street, installing conduit on the back of the Rack’s building where we received the easement to install a meter. Then conduit from there, up John Street, and connect to the existing conduit that goes into the monument for the Light House Light.

Trustee Hyde made **MOTION** to approve change order No. 4, Trustee Badour seconded, all were in favor motion carried.

Trustee Hyde made the **MOTION** to approve the Consent Agenda items, 1-3, as presented.

Trustee Badour seconded, all were in favor and motion was carried.

**CONSENT AGENDA:**

1. DRAFT Meeting Minutes May 26<sup>th</sup>, 2020
2. Payroll (P/R #26) – \$30,586.62
3. Abstract 06/22/2020 - \$141,478.86

General Fund \$91,139.78  
Water Fund \$16,393.51  
Sewer Fund \$31,945.57

4. Capital Projects

<b>CAPITAL PROJECT</b>	<b>INVOICE #</b>	<b>AMOUNT</b>
<b>027 – WATER SYS IMPROVEMENT PROJECT</b>		
<i>O’Brien &amp; Gere</i>	60233-64	\$5,138.50
<b>029-HISTORIC DISTRICT PROJECT</b>		
<i>Riverside Media – May Invoice</i>	5410	\$300.00
<i>Riverside Media – May Licensing Fee</i>	5409	\$180.00
<b>031 - WWTP &amp; COLLECTN SYS PROJECT</b>		
<i>Barton &amp; Loguidice – Engineering Professional services through June 30, 2020</i>	110936	\$13,000.00
<i>Barton &amp; Loguidice – Engineering Professional services through April 25<sup>th</sup>, 2020</i>	110276	\$59,391.50
<i>Barton &amp; Loguidice – Engineering Professional services</i>	109789	\$39,097.50

Trustee Grybowski made the **MOTION** to approve the Capital Project items #4 as presented. Trustee Kellogg seconded, all were in favor and motion was carried.

**NEW BUSINESS:**

Trustee Hyde was happy to announce that they are ready to have the draft sign law approved by the Planning Board the Zoning Board of Appeals and village attorney before it goes to a public hearing. The Board is hoping to vote to accept the law at the July 27<sup>th</sup>, meeting.

**OLD BUSINESS:**

1000 Islands Harbor Hotel Payment In Lieu of Taxes (PILOT) deferred until September.

Trustee Badour made **MOTION** to approve delay in-lieu-of-taxes until September 2020 for 1000 Islands Harbor Hotel, Trustee Kellogg seconded.

This was put to a roll call vote. Voting resulted as the following:

Mayor Zimmer	yes
Deputy Mayor Grybowski	no
Trustee Hyde	no
Trustee Badour	yes
Trustee Kellogg	yes

Motion was carried with 3 yes and 2 no.

1. Candy & Jim Duswalt – Zoning compliance on Union Street – There was great discussion again over 815 Union Street. Mayor Zimmer informed them that at this point she is depending on Zoning Officer Richard Ingerson and the Planning Board to resolve the issues.

**CLERK:**

1. Water/Sewer bills will be mailed June 30<sup>th</sup>, 2020 and the due date will be August 3<sup>rd</sup>, 2020. New office hours will go on back of bills.

**MAYOR'S REPORT:**

1. Mayor Zimmer informed the Board that June 23<sup>rd</sup>, was primary voting day and that the Municipal Building will be sanitized before and after.
2. Joanne Lenhard-Boye Village Clerk is learning a new software program called AccuFund for Accounts Payables.
3. We have switched over to a new payroll system called ADP. This will be a cost savings for us.

**PUBLIC COMMENT:**

1. Paul Luck Village resident made a request to have the unassigned fund balance be reported each month at the Village Board meetings. Mayor Zimmer acknowledged his request and told him she would check with Tina from EFPR to see what kind of report can be done.

Trustee Badour made **MOTION** to enter into executive meeting at 6:50pm, Trustee Kellogg seconded, motion was carried.

*Discussions regarding proposed, pending or legal matters were discussed in executive session*

Trustee Hyde made **MOTION** to adjourn executive meeting at 7:25pm, Trustee Grybowski seconded, motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk