

Regular Village Meeting
Village of Clayton Board of Trustees
July 27th, 2020

Page 1 of 4

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 July 27th, 2020 at 5:30 p.m. The meeting may be viewed online at:

<https://transcripts.gotomeeting.com/#/s/26ddd500e91b08be5ce3301dfd27cf92fa1e52dc5b1f3d7aa156eb2e85f7222c> 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
Terry Jones, DPW Supervisor

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, report is filed at the Village Clerk’s office.

Trustee Grybowski made mention of the appreciation letter that came from Lance Peterson Town Supervisor. Over the weekend there were several incidents that occurred at the Clayton Harbor Marina, and Lance commented on how Officer David and Officer Poggi handled this delicately which could have turned into unpleasant circumstances if not for the dedication and due diligence of Chief Patenaude and his officers.

DPW REPORT:

Terry Jones, DPW Superintendent - submitted his activity report. This report is filed at the Village Clerks office. Trustee Hyde updated the Board for Terry regarding the Washington Island Bridge repairs were coming along, and they have the one side of the guard rail completed and working on the next guard rail.

VISITOR:

Matt Cooper, Project Engineer, Barton & Loguidice- Went over his monthly report regarding the Wastewater Collection & Treatment Improvements Project (Including REDI improvements). Matt informed the Board on the schedule of what it looks like at this point. They anticipate submitting plans and specifications for the project to DEC in July. They anticipate bidding the project roughly in October, and awarding the bid in December. In January of 2021 they will be able to give the contractors notice to proceed to start construction. The project is expected to roughly take 18 months, which would bring the project into June of 2022.

He gave a brief update on the Inflow and Infiltration Study. All the field work has been completed, and some problem areas have been identified and the report has been drafted. They will be doing an internal review on this report before they submit it, in order to provide an opportunity for Board comments.

WWTP:

Megan Ervay -WWTP Manager –

1. Request Board approval for the slight adjustment of \$978.95 for S.C. Spencer Electrical Change Order #1B Final payment #14.

Trustee Hyde made **MOTION** to approve change order #1B, Trustee Badour seconded, all were in favor motion was carried.

2. Megan also requested approval for Pay App #14 Final payment to S.C. Spencer Electric for \$26,331.25 for the Water System Improvements project.

Trustee Hyde made **MOTION** to approve Pay App# 14 Final payment, Trustee Kellogg seconded, all were in favor motion was carried.

3. Megan presented Resolution 2020-11 to the Board for approval.

RESOLUTION 2020-11

A RESOLUTION AUTHORIZING THE LAKE ONTARIO RESILIENCY ECONOMIC DEVELOPMENT INITIATIVE LOCAL MATCH

WHEREAS, the Village of Clayton (Village) submitted a 2019 funding request to the Lake Ontario Resiliency and Economic Development Initiative (REDI) to perform improvements at the Riverwalk, Mary Street Boat Launch and Dock, The Veterans Memorial Docks, and the Frink Park Regional Dock; and

WHEREAS, the Village has been selected to receive up to \$5,954,600.00 in grant funding from REDI to fund improvements at the Riverwalk, Mary Street Boat Launch and Dock, The Veterans Memorial Docks, and the Frink Park Regional Dock; and

WHEREAS, the estimated maximum project cost to complete noted improvements is \$6,268,000; and

WHEREAS, the Village passed a bond resolution on January 27, 2020 authorizing the issuance of serial bonds or statutory installment bonds in the amount not to exceed \$6,268,000; and

WHEREAS, under the REDI Program the local match must be at least 5% of the REDI grant award of \$313,400.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Clayton authorizes and appropriates a minimum 5% local match as required by the REDI Program. The source of the local match and any amount excess of the required match, shall be bond proceeds authorized January 27, 2020.

The question of adoption of the foregoing resolution was duly put to a *vote*, and upon roll call, the vote was as follows:

Norma J Zimmer, Mayor	Voted	yes
Steven Badour, Trustee	Voted	yes
Nancy Hyde, Trustee	Voted	yes
Michelle Grybowski, Trustee	Voted	yes
Jeremy Kellogg, Trustee	Voted	yes

4. Dustin Orvis – Promotion to Water/Wastewater Treatment Plant Operator per license @ rate of \$22.84/hour effective 7/17/2020.

Trustee Badour made **MOTION** to approve Dustin Orvis promotion to Water/Wastewater Treatment Plant Operator with a pay rate of \$22.84 per hour effective 07/17/2020. Trustee Hyde seconded, all were in favor motion was carried.

Manasseh Burt – DANC

1. Informed the Board that two manholes need replacement since they are lined with brick and deteriorating. His recommendation was to have the village request that the State Department of Transportation replace the manholes as part of the renovation project, with money coming from the contingency fund. The Board agreed to this recommendation and Manasseh will follow up with a letter to DOT to let them know this has been approved.

2. Change order# 5 New Century Electric – Amount not to exceed \$64,188.00.

Trustee Grybowski made **MOTION** to approve change order #5, Trustee Hyde seconded all were in favor, motion was carried.

CONSENT AGENDA:

1. DRAFT Meeting Minutes July 13th, 2020
2. Payroll (P/R #3 06/11/2020 to 06/24/2020 \$30,840.00
3. Payroll (P/R #4 06/25/2020 to 07/08/2020 \$33,398.49
4. Abstract 07/27/2020 - \$64,837.43

General Fund	\$31,315.76
Water Fund	\$ 4,690.41
Sewer Fund	\$28,831.26

Trustee Hyde made the **MOTION** to approve the Consent Agenda items, 1-4, as presented. Trustee Grybowski seconded, all were in favor and motion was carried.

5. Capital Projects

CAPITAL PROJECT	INVOICE #	AMOUNT
027 – WATER SYS IMPROVEMENT PROJECT	TOTAL	\$27,736.77
<i>Obrien & Gere schedule A</i>	<i>60233-65</i>	<i>\$8,357.35</i>
<i>Aqualogics</i>	<i>IN17-059-04</i>	<i>\$1,980.00</i>
<i>Blair Supply Co.</i>	<i>3242425</i>	<i>\$17,299.42</i>
<i>Northern Fire Equipment, Inc</i>	<i>062220</i>	<i>\$100.00</i>
031 - WWTP & COLLECTN SYS PROJECT	TOTAL	\$40,728.50
<i>Barton & Loguidice July 2020</i>	<i>111420</i>	<i>40,728.50</i>
032 – REDI IMPROVEMENTS PROJECT	TOTAL	\$131,157.00
<i>Barton & Loguidice – April 2020</i>	<i>109789</i>	<i>\$39,097.50</i>
<i>Barton & Loguidice – May 2020</i>	<i>110276</i>	<i>\$59,391.50</i>
<i>Barton & Loguidice – June 2020</i>	<i>110936</i>	<i>\$13,000.00</i>
<i>Barton & Loguidice – July 2020</i>	<i>111427</i>	<i>\$19,668.00</i>

Trustee Hyde made the **MOTION** to approve the Capital Project items #5 as presented. Trustee Kellogg seconded, all were in favor and motion was carried.

TREASURER/HUMAN RESOURCES:

Alicia Dewey HR/Treasurer –

1. Approval for Resolution 2020-12

RESOLUTION NO. 2020-12

VILLAGE OF CLAYTON

**A RESOLUTION TO CERTIFY EXAMINATION AND AUDIT OF VILLAGE JUSTICES 2019-2020
MONTHLY REPORTS AND ACCOUNT BOOKS**

DATED: July 27th, 2020

Title: A resolution to certify examination and audit of Village Justices 2019-2020 monthly reports and account books.

Present: Norma Zimmer, Mayor
Nancy Hyde, Trustee
Michelle Grybowski, Trustee
Steve Badour, Trustee
Jeremy Kellogg, Trustee

The following resolution was offered by Trustee Hyde, who moved its adoption, seconded by Trustee Badour, to wit:

WHEREAS, in accordance with Section 2019-a of the Uniform Justice Court Act, a yearly audit is required of the Village of Clayton Justices, and

WHEREAS, the Village Board of the Village of Clayton wishes to comply with such auditing procedures,

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Clayton, Jefferson County, New York, hereby certifies that they have examined the foregoing 2019-2020 account books and audited the monthly reports of the Village Justice the Hon. William Ramseier and Hon. Walter M. Jeram Jr.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

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

2. Standard workday reporting – Alicia Dewey explained to the Board this needed to be done for employees like herself who do not participate in a time sheet system. Alicia worked with EFPR and the Retirement system to figure out the procedure of reporting time for Retirement.

Trustee Grybowski made **MOTION** to approve the standard workday reporting resolution, Trustee Hyde seconded, all in favor motion carried.

MAYOR'S REPORT:

Mayor Zimmer asked the Board if they were ok with having American Red Cross in memory of Lucy Reff, here at the Municipal Building on September 30th, 2020. The Board were all in favor.

Trustee Badour made **MOTION** to end the meeting at 6:17pm, Trustee Hyde seconded, motion was carried

Respectfully,

Joanne Lenhard-Boye, Village Clerk