

**Regular Village Meeting
Village of Clayton Board of Trustees
October 26th, 2020**

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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 October 26TH, 2020 at 5:30 p.m. The meeting may be viewed online at www.villageofclayton.com and a transcript is attached to these minutes.

PRESENT:

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

ABSENT:

Michelle T. Grybowski, Trustee
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.

VISITOR: *Carrie Tuttle, DANC* –

1. Department of Authority of the North Country (DANC) Staffing in Clayton – Carrie Tuttle announced to the Board that there will be a change in staffing at the Clayton Water/Waste Water Treatment Plant. She announced that Manasseh Burt, will be leaving, and his last day will be October 30th, 2020. The Board wished him well and Mayor Zimmer voiced that Manasseh did a great job on the Historic District Project and he will be missed. Carrie informed the Board that Thomas Haynes will be filling Manasseh’s position.
2. Carrie also announced that Megan Ervay will be taking maternity leave after she has her baby which will be sometime in January. Star Carter will be temporarily filling in for Megan while she is out on maternity leave.

POLICE REPORT: Kevin Patenaude, Chief of Police - submitted his activity report, report is filed at the Village Clerk’s office.

DPW: Terry Jones, DPW Superintendent – submitted his activity report. This report is filed at the Village Clerks office.

WATER/WASTEWATER: Megan Ervay, WWTP Supervisor – DANC

1. Monthly Report – Megan went over highlights in her report. This report is filed at the Village Clerk’s Office
2. Marshall Green – Carry over 40 hours vacation time – Megan asked the Board to approve 40 hours of vacation to be carried over into 2021 for Marshall Green.
Trustee Badour made **MOTION** for 40 hours vacation time to be carried over for Marshall Green, Trustee Hyde seconded the motion, all were in favor, motion carried
3. Board approval - WWTP Emergency Response Plan Update – Megan asked the Board to approve updates for the WWTP Emergency Response Plan.
Trustee Hyde made **MOTION** to update the WWTP Emergency Response Plan, Trustee Badour seconded, all were in favor motion was carried.

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Manasseh Burt, I.E. DANC

1. New Century, Inc. Change order #6 – Manasseh asked Board to approve change order #6 - This change order shall include the removal of work associated with 238 James St. (Porch & Paddle) in the amount of \$12,727.09 as well as a reduction of the contract amount for work associated with 230-236 James St. (McKinley Bldg) in the amount of \$15,474.26.

Trustee Hyde made **MOTION** to accept the above change order, Trustee Badour seconded, all were in favor motion was carried.

CONSENT AGENDA:

1. DRAFT Meeting Minutes October 13th, 2020
2. Payroll (P/R #10) 09/17/2020 to 09/30/2020 \$30,817.40
3. Abstract – 10/22/2020- Hawn Memorial Lib- \$5,716.95
4. Abstract - 10/26/2020 - \$34,403.69

General Fund	\$11,746.06
Water Fund	\$ 3,209.96
Sewer Fund	\$19,447.67

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

5.

CAPITAL PROJECTS:

CAPITAL PROJECT	INVOICE #	AMOUNT
027 – WATER TREATMENT IMPROVEMENT PROJ.	TOTAL	\$5894.20
<i>O’Brien & Gere</i>	1940001973	\$5894.20
029 – HISTORIC DIST PROJECT	TOTAL	\$5,000.00
<i>Barclay Damon-Services for Bond Anticipation Renewal Note</i>	5091229	\$5,000.00
030-INFILTRATION & INFLOW PROJ	TOTAL	\$2,000.00
<i>Barton & Loguidice- Professional Services thru Sept 26, 2020</i>	113204	\$2,000.00
031-WWTP & COLLECTION SYS	TOTAL	\$26250.00
<i>Barton & Loguidice Professional Services thru Sept 26th, 2020</i>	113205	\$26,250.00
032-REDI PHASE 2	TOTAL	\$43,052.28
<i>Barton & Loguidice-Professional Services thru Sept 26, 2020</i>	113740	\$30,886.28
<i>Aubertine & Currier – Services from 08/26/2020 to 09/27/2020</i>	12021	\$12,166.00
033-REDI IMPROVEMENT PROJ	TOTAL	\$6,750.00
<i>Barton & Loguidice-Professional Services thru September 26, 2020</i>	113267	\$6,750.00

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

CLERK:

1. Sludge Bid opening – Gillbuilt Transportation, Inc. was the only bid received for sludge removal. The contract price for 2020-2021 will be \$.0625/gal delivered to Carthage Sewage Treatment and \$.0500/gal delivered to City of Watertown.

Trustee Hyde made **MOTION** to accept Gillbuilt Transportation, Inc. bid at the above cost, Trustee Badour seconded, all were in favor motion carried.

2. Adopt EAF for Sign Local Law #3 & set date for Public Hearing -

Trustee Hyde made **MOTION** to adopt the Short Environmental Assessment Form (EAF) to establish a local law for the use of outdoor signs, and certain other signs that balance the communication needs of businesses, not for profit organizations, and Village residents with the public's overall interest in maintaining the Village's historic character, aesthetic appeal and overall safe streets and sidewalks, Trustee Kellogg seconded the motion, all were in favor motion was carried.

3. Public Hearing was set for **December 14th, 2020**, held remotely with the GOTOMEETING App at 6pm.

HUMAN RESOURCES:

1. Revision - Return to Work Plan – Alicia Dewey, Village Human Resources asked the Board to approve the revision for Return to Work Plan for COVID-19.

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

MAYOR'S REPORT:

1. Jefferson County Shared Services- Mayor announced Jefferson County Shared Services has been reinstated and the Village of Clayton Justice Court will be in the year of 2022.
2. Red Cross would like to have another blood drive on April 17th, 2021 from 10am to 3pm. Mayor asked Board if it's ok to let them know we can pencil them in unless something drastic changes with COVID-19. Board approved that his was a good idea.

ADJOURNMENT:

Trustee Hyde made **MOTION** to end the meeting at 6:04pm, Trustee Badour seconded, all were in favor motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk