

**Regular Village Meeting
Village of Clayton Board of Trustees
November 9th, 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 November 9th, 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
Michelle T. Grybowski, Trustee
Nancy L. Hyde, Trustee
Steven Badour, Trustee
Jeremy Kellogg, Trustee
Terry Jones, DPW Supervisor
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer
Alicia Dewey, Treasurer/Human Resources

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.

VISITOR:

John Condino, B&L Senior Project Manager –

Informed the Board that the funds from the Federal Emergency Management Agency (FEMA) will be up to \$1.6 million and used for the repairs at the Riverside Drive docks and repair of the Riverwalk which was damaged during the 2019 high water flooding. John let the Board know that a completed draft engineering report has been forwarded to FEMA. This means we are well underway to bid out this project and he is very optimistic that this project should start in the spring of 2021.

John also updated the Board with the Development Initiative funded projects. He let them know that there will be barge onsite in a few days to conduct borings at the Mary Street dock.

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. Terry also added that the removal of leaves in the Village is ongoing and the DPW will continue to collect the leaves until they are gone or weather permitting.

The DPW will decorate the Christmas tree at Frink Park and noted there will not be a tree-lighting celebration this year.

WATER/WASTEWATER:

Megan Ervay, WWTP Supervisor – DANC

1. Water System Improvements – O’Brien & Gere Engineers, Inc. Amendment No. 11 Activity Report – Megan asked the Board to make a motion to approve the O’Brien & Gere Engineers, Inc. Amendment No. 11 Activity Report.

**Regular Village Meeting
Village of Clayton Board of Trustees
November 9th, 2020**

Trustee Grybowski made **MOTION** to approve the above Amendment No. 11 Activity Report, Trustee Hyde seconded, all were in favor motion was carried.

CONSENT AGENDA:

1. DRAFT Meeting Minutes October 26th, 2020
2. Payroll (P/R #11) 10/01/2020 to 10/14/2020 \$30,743035
3. Abstract - 11/09/2020 - \$32,839.42

General Fund	\$16,104.43
Water Fund	\$ 4,088.09
Sewer Fund	\$12,646.90

Trustee Grybowski made the **MOTION** to approve the Consent Agenda items, 1-3, as presented. Trustee Badour seconded, all were in favor and motion was carried.

4. **CAPITAL PROJECTS:**

<i>CAPITAL PROJECT</i>	<i>INVOICE #</i>	<i>AMOUNT</i>
029 – HISTORIC DIST PROJECT	TOTAL	\$50,509.98
<i>New Century Electric –Pay App 14</i>	<i>Pay App #14</i>	<i>\$45,969.98</i>
<i>DANC – Services from 09/23/2020 to 10/30/2020</i>	<i>093747</i>	<i>\$4,060.00</i>
<i>Riverside Media, LLC - Communications</i>	<i>5658/5659</i>	<i>\$480.00</i>
031-WWTP & COLLECTION SYS	TOTAL	\$3,106.00
<i>DANC – Services from 09/24/2020 to 10/30/2020</i>	<i>093758</i>	<i>\$3,106.00</i>
033-REDI IMPROVEMENT PROJ	TOTAL	\$2,029.00
<i>DANC – Services from 09/24/2020 to 10/27/2020</i>	<i>093762</i>	<i>\$2,029.00</i>

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

CLERK:

1. Public notice – Annual meeting December 7th, 2020 – Joanne Lenhard-Boye Village Clerk reminded the Board of the annual meeting set for December 7th, 2020 at 5:30 pm. This will be posted in the T.I. Sun with login information. This will also be posted on the Village Webpage.
2. Village Clerk’s office will be closed for the Thanksgiving holiday starting November 25th, and reopens on November 30th, 2020.
3. Resolution 2020-15 – Floral Society Planting Shrubs in front of the Lion’s Field Fence – Joanne Lenhard-Boye, Village Clerk asked the Board to make motion to offer this resolution for a Roll call vote.

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

**RESOLUTION NO. 2020-15
VILLAGE OF CLAYTON
A RESOLUTION IN SUPPORT OF THE CLAYTON FLORAL SOCIETY PLANTING SHURBS
IN FRONT OF THE LION’S FIELD FENCE
WITHIN THE NYS DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY
DATED: November 9th, 2020**

**Regular Village Meeting
Village of Clayton Board of Trustees
November 9th, 2020**

Title: A resolution in support of the Clayton Floral Society Planting Shrubs in Front of the Lion's Field Fence within the NYS Department of Transportation Right-of-Way.

At a regular meeting of the Village Board of the Village of Clayton, Jefferson County, New York, held REMOTELY, on the 9th day of November, 2020, at 5:30 p.m. prevailing time:

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

WHEREAS, the Clayton Floral Society has indicated that it would like to plant hydrangea shrubs in front of twenty (20) sections of the fence at the Lions Field on Webb Street, in the Village of Clayton, and

WHEREAS, the planting would be in what is currently a NYS Department of Transportation Right-of-Way, and

WHEREAS, the roadway will eventually be owned by the Village of Clayton and the area thereby becoming a Village Right-of-Way, and

WHEREAS, the Clayton Floral Society agrees to provide a detailed description of the project, installing contractor information, insurance documents and a hand sketch of the area, photograph or aerial map of the location to the NYS Department of Transportation as outlined in their email dated October 8, 2020, and

WHEREAS, the Clayton Floral Society agrees to be responsible for the maintenance and watering of said shrubs planted by the Society, and

WHEREAS, the Village Board of the Village of Clayton thereby wishes to allow such planting to occur by the Clayton Floral Society,

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Clayton, Jefferson County, New York, hereby expresses its support for the NYS Department of Transportation to issue a permit for this work as the Village of Clayton will ultimately own the property.

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

The foregoing resolution was thereupon declared duly adopted.

HUMAN RESOURCES:

1. The draft is ready to be reviewed for Village Operational Policies, and Village Employee Handbook. It was recommended to create a committee to get this reviewed and ready for a final draft. Joe Chrisman who was elected for this term as Village Trustee was invited by Mayor Zimmer to be one of the committee members when he is sworn in at our December 7th, 2020 annual meeting. Joe Chrisman accepted this invitation. Trustee Hyde volunteered to be the other committee member.
2. The Draft Fund Balance Policy is still being worked on by Tina DeNigro, EFPR Solutions, LLC our accounting firm.

MAYOR'S REPORT:

1. Kristie Dipple, CLDC Executive Director submitted reimbursement to NYDOS in the amount of \$364,892.65 for a grant of \$500,000.00 received a few years ago for betterment in the Historic Project. One of the requirements to receive reimbursement money now is 50% of the work has to be completed. We are at that point now which is good news.
2. Cemetery Association asked if they could use the Municipal building on November 24th at 7pm. The Board did not have a problem with letting them do this being that they would be well under the limit of 15 people due to the regulations of COVID-19.
3. The DRAFT for the AUD is almost done.
4. Mayor informed the Board that the State Comptroller's office called her and let her know that they will be doing an AUDIT sometime after Thanksgiving holiday.
5. Mayor Zimmer noted that the Village Park has huge tires concreted into the ground which is called a tire trench, for kids to crawl through. These are beginning to wear and Mayor Zimmer would like to try and find some funding in order to get these removed and put something else there.
6. Mayor Zimmer announced there will be no holiday party this year on December 9th.

Before the meeting adjourned Mayor Zimmer asked if anyone else had anything they would like to add, and Trustee Grybowski added that she would like to congratulate Nancy Hyde on her re-election for the Village of Clayton Trustee and Joe Chrisman for his election to the Board as well.

ADJOURNMENT:

Trustee Bodour made **MOTION** to end the meeting at 6:00pm, Trustee Kellogg seconded, all were in favor motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk