

**Regular Village Meeting  
Village of Clayton Board of Trustees  
November 23, 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 November 23rd, 2020 at 5:30 p.m. The meeting may be viewed online at [www.villageofclayton.com](http://www.villageofclayton.com) and a transcript is attached to these minutes.

**PRESENT:**

Norma Zimmer, Mayor  
Michelle T. Grybowski, Trustee/Deputy Mayor  
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/Deputy Clerk

**ABSENT:**

Kevin Patenaude, Chief of Police

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.

**DPW:** Terry Jones, DPW Superintendent – presented his activity report. This report is filed at the Village Clerks office. Terry added that this will be the last week to pick up leaves in the Village. He is also putting up sand barrels at several intersections throughout the village in preparation for the icy roads.

**VISITOR:** Matt Cooper, Barton & Loudice

Mayor Zimmer announced that Matt could not make it to the meeting but he did submit his report on Wastewater Collection & Treatment Improvements Project (Including REDI improvements), and Inflow and Infiltration Study Project. This report is filed at the Village Clerks office.

**WATER/WASTEWATER:**

Megan Ervay, WWTP Supervisor – DANC

Water Treatment Project – Megan asked the Board to approve the final budget for The Water Treatment Plant (WTP) Project total funds spent to date, including, administrative, technical, and construction costs, are \$7,350,805.82 versus a budget of \$7,400,000.00. This should wrap up this project except for a few invoices that may trickle in.

Trustee Badour made **MOTION** to approve the final budget for the (WTP) as stated above, Trustee Grybowski seconded, all were in favor motion was carried.

Megan presented her monthly activity report to the Board. This report is filed at the Village Clerks office.

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**CONSENT AGENDA:**

1. DRAFT Meeting Minutes November 09<sup>th</sup>, 2020
2. Payroll (P/R #12) 10/15/2020 to 10/28/2020 \$28,626.04
3. Abstract - 11/23/2020 - \$54,953.29
  - General Fund \$26,579.33
  - Water Fund \$ 6,367.67
  - Sewer Fund \$22,006.29

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

**4. CAPITAL PROJECTS:**

| <b><i>CAPITAL PROJECT</i></b>   | <b><i>INVOICE #</i></b> | <b><i>AMOUNT</i></b>      |
|---|-------------------------|---------------------------|
| <b><i>031-WWTP &amp; COLLECTION SYS</i></b>                               | <b><i>TOTAL</i></b>     | <b><i>\$14,513.18</i></b> |
| <i>Barton &amp; Loguidice-Services thru October 24<sup>th</sup>, 2020</i> | <i>113857</i>           | <i>\$14,513.18</i>        |
| <b><i>033-REDI IMPROVEMENT PROJ</i></b>                                   | <b><i>TOTAL</i></b>     | <b><i>\$49,427.93</i></b> |
| <i>Barton &amp; Loguidice-Services thru October 24<sup>th</sup>, 2020</i> | <i>114066</i>           | <i>\$49,427.93</i>        |

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

**OLD BUSINESS:**

1. Trustee Hyde gave an update on Public Hearing for new sign law - Last week Trustee Hyde spoke with Jefferson County Planners and they have reviewed the purposed sign law and had a few recommendations for minor changes. Trustee Hyde recommended that they postpone the public hearing that was scheduled for December 14, 2020, until the sign committee could reconvene and consider adding the recommendations. Board Members agreed to postpone the public hearing until further notice.

**CLERK:**

1. Tax Relevy - 2020 Unpaid Village Taxes – The unpaid village taxes for 2020 is \$61,003.45. Trustee Grybowski made **MOTION** to approve the 2020 unpaid taxes, Trustee Hyde seconded, all were in favor and motion was carried.
2. Fund Balance Policy – Mayor Zimmer asked the Board to approve the Fund Balance Policy. Trustee Hyde made **MOTION** to approve the Fund Balance Policy, Trustee Badour seconded all were in favor motion was carried. Copy is filed at the Village Clerks office.
3. Draft Organizational Policy Manual – Trustee Hyde made **MOTION** to use the DRAFT Organizational Policy Manual for a starting point to continue to revise with committee, Trustee Badour seconded all were in favor, motion was carried.
4. 2020 AUD – Mayor Zimmer announced that the fund balance is \$328,249.00, an increase from last year which was \$105,255.00. Mayor Zimmer asked the Board to approve that the 2020 AUD has been finalized, filed with the State Comptroller’s office and each Trustee has received a copy.

Trustee Hyde made the **MOTION** to approve the 2020 AUD, Trustee Grybowski seconded, all were in favor motion was carried.

5. Jennifer and Jakob Van Reenen petition - Motion to acknowledge receiving petition – Trustee Badour made **MOTION** of receiving Van Reenen’s petition, Trustee Grybowski seconded, motion was carried.

***MAYOR’S REPORT:***

1. CLDC Thank you letter – Mayor Zimmer announced receiving a thank you letter from Clayton Local Development Corporation for our continued support. This letter is filed at the Village Clerk’s office.
2. Historic District Project – There has been some discussion on new poles that have been put up on Huginin Street, and some issues came up from the Lyric Coffee House. Mayor Zimmer discussed some of these issues and said she would keep up with the National Grid project manager regarding these poles and get this resolved.
3. Local REDI Grants - Mayor Zimmer requested approval to have Village Attorney Joe Russell draw up a denial letter to respond to local REDI Grant applicants that come to village for the 5% match. They have to show REDI they requested the match but were denied and then REDI can waive that requirement. The Board approved to have Joe Russell write up a denial letter.

Before going into executive session, Mayor Zimmer thanked Michelle Grybowski for her 4 years serving on the Board.

Trustee Hyde made **MOTION** to adjourn regular meeting to go into executive session at 6:00pm, Trustee Badour seconded, motion was carried.

***EXECUTIVE SESSION:***

*Purpose: discussions regarding proposed, pending or current litigation*

Trustee Hyde made **MOTION** to close executive meeting at 6:08pm, Trustee Grybowski seconded, motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk