

**Regular Village Meeting  
Village of Clayton Board of Trustees  
January 11<sup>th</sup>, 2021**

**Page 1 of 3**

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 January 11<sup>th</sup>, 2021 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  
Nancy L. Hyde, Trustee/Deputy Mayor  
Jeremy Kellogg, Trustee  
Joe Chrisman, Trustee  
Steven Badour, Trustee  
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer  
Alicia Dewey, Treasurer/Deputy Clerk  
Terry Jones, DPW Supervisor

**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.

Trustee Badour made **MOTION** to accept Josh David’s education stated below, Trustee Kellogg seconded, all were in favor motion carried.

Mayor Zimmer announced that Josh David accepted the Villages terms for his course in police supervision to be held January 11<sup>th</sup> to January 29<sup>th</sup>, 2021 at Jefferson Community College. The following terms are: The Village will pay Josh for half of the time it takes for this course and Josh will take PTO for the other half.

**DPW:** Terry Jones, DPW Superintendent – presented his annual report for 2020 and his activity report. These reports are filed at the Village Clerks office.

**WATER/WASTEWATER:**

Rob Stevenson, DANC – Reported between December 24<sup>th</sup> and 25<sup>th</sup> 2020, the wastewater pump stations were temporarily overwhelmed with 2.5 inches of rain fall, and snow melt. Approximately 360,000 gallons of sewage made it into the St. Lawrence River. The NYS Department of Environmental Conservation was notified, and satisfied that Clayton followed the emergency plan of action. The Wastewater collection and treatment upgrade that is underway will prevent overflows in the future.

**Regular Village Meeting  
Village of Clayton Board of Trustees  
January 11<sup>th</sup>, 2021**

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

**CONSENT AGENDA:**

1. DRAFT Meeting Minutes December 14<sup>th</sup>, 2020 & December 28<sup>th</sup>, 2020
2. Payroll (Correction P/R #13) 10/29/2020 to 11/11/2020 \$30,746.76
3. Payroll (P/R #15) 11/26/2020 to 12/09/2020 \$31,970.03
4. Abstract - 01/11/2021 - \$41,158.88
  - General Fund \$ 5,880.90
  - Water Fund \$12,571.79
  - Sewer Fund \$22,706.19
5. **CAPITAL PROJECTS:**

| <b>CAPITAL PROJECT</b>   | <b>INVOICE #</b> | <b>AMOUNT</b>      |
|--|------------------|--------------------|
| <b>027 – WATER TREATMENT IMPROVEMENT PROJ.</b>                       | <b>TOTAL</b>     | <b>\$54,818.78</b> |
| <i>O'Brien &amp; Gere – Engineering Services Contract Admin</i>      | 1940002570       | \$6,302.64         |
| <i>O'Brien &amp; Gere – Engineering Services Contract Admin</i>      | 60233-61         | \$7,439.86         |
| <i>GPI ROV Inspection Services-ROV Inspection</i>                    | 307083           | \$1,500.00         |
| <i>Muni-Link – Data Conversion</i>                                   | INV137014        | \$7,000.00         |
| <i>Blair Supply Corp – Direct Expenditures</i>                       | 3245889          | \$7,789.58         |
| <i>Blair Supply Corp- Direct Expenditures</i>                        | 3245890          | \$12,935.98        |
| <i>Blair Supply Corp – Direct Expenditures</i>                       | 3245892          | \$1,914.48         |
| <i>North Country Paving – Paving Expenditures</i>                    | 1000311084       | \$581.25           |
| <i>Dorr-Men Builders – Install 12'x35' Driveway</i>                  | 2058             | \$2,995.00         |
| <i>Northern Tool &amp; Equipment – Air Compressor-First Bankcard</i> | 66760940         | \$1,359.99         |
| <i>Koester- (1) lot of Separmatic Spare parts</i>                    | 2020-P-13272     | \$5,000.00         |
| <b>029 – HISTORIC DIST PROJECT</b>                                   | <b>TOTAL</b>     | <b>\$2,355.00</b>  |
| <i>DANC NYSDOT Tech Service 12/01/2020 to 12/24/2020</i>             | 095428           | \$2,115.00         |
| <i>Riverside Media – January monthly communications</i>              | 5737             | \$180.00           |
| <i>Barclay &amp; Damon – Services on 12/22/2020</i>                  | 5102703          | \$60.00            |
| <b>032-REDI DOCKS &amp; RIVERWALK PROJ</b>                           | <b>TOTAL</b>     | <b>\$1,879.00</b>  |
| <i>DANC – Tech Service 12/01/2020-12/24/2020</i>                     | 095444           | \$1,879.00         |
| <b>033-REDI (WWTP)</b>   | <b>TOTAL</b>     | <b>\$1,751.50</b>  |
| <i>DANC – Tech Service 12/01/2020-12/24/2020</i>                     | 095438           | \$1,751.50         |

Trustee Hyde made the **MOTION** to approve capital projects item #5 as presented. Trustee Kellogg seconded, all in favor motion was carried.

**CLERK:**

1. Renewal of mandatory PIVOT Employee Assistance Services Contract - Trustee Hyde made **MOTION** to approve the PIVOT Annual Contract for the period of January 1<sup>st</sup>, 2021 to December 31<sup>st</sup>, 2021 for the amount of \$600.00; Trustee Kellogg seconded, all in favor motion carried.

**Regular Village Meeting  
Village of Clayton Board of Trustees  
January 11<sup>th</sup>, 2021**

**Page 3 of 3**

***MAYOR'S REPORT:***

1. Requested support letter from Save the River – Mayor Zimmer discussed with the Board that this letter would be in support of Save the River receiving a grant to get floating SeaBin and Litter Traps installed in storm water lines in 2022. Board thought this will be a good idea and all were in support of letter.

Trustee Hyde made **MOTION**, to approve support letter, Trustee Kellogg seconded, all were in favor motion carried.

2. November Financial Report from EFPR – This report was received by the Board, and Mayor Zimmer commented that we are 6 months into the budget and everyone is doing a great job staying within the budget so far.
3. DOT Letter – Traffic pattern changes were discussed in a letter from DOT. The traffic changes for James Street and Riverside Drive were not feasible. The Village will continue working on Merrick Street and John Street and Mayor Zimmer will work on getting a letter out to Todd Townsend project manager
4. Paul Heckmann Letter of resignation - Mayor Zimmer read the resignation letter to the Board. Mayor Zimmer commented that Paul did an excellent job and he will be missed.
5. Committee for employee handbook has been meeting on Friday's and they have already got a lot accomplished. They will be meeting again this Friday January 15<sup>th</sup>, 2021.
6. Mayor Zimmer shared an email she received regarding the stronger strain of COVID-19 in our community. She stated that the biggest areas of possible contamination is from the grocery carts and gas pump stations. She commented that everyone should be cautious of these areas, and to be as safe as possible.
7. Mayor Zimmer reminded everyone that the Red Cross will be using the Municipal Building on September 18<sup>th</sup>, 2021 for "In Memory of Lucy Blood Drive."

Questions from Board – Deputy Mayor/Trustee Hyde mentioned the parking lot entrance at the Antique Boat Museum on James Street. She informed the Board there were a number of citizens that came to her and complained on how bad this looks because of snow not being removed properly. Mayor Zimmer will look into this matter.

Trustee Hyde informed Mayor Zimmer that she had requested the new version of the sign law from Joe Russell village attorney back in November. Trustee Hyde asked Mayor Zimmer if she would reach out to him regarding this, being that she has not heard from him. Mayor agreed.

Trustee Chrisman had a question regarding Toby Monica. He asked to go into an Executive Session, even though it was not on the agenda, Mayor Zimmer agreed to go into executive session.

Trustee Chrisman presented a **MOTION** enter into executive session at 5:55 pm to discuss current *personnel matters*, 2nd by Trustee Hyde; motion was carried.

Trustee Kellogg presented a **MOTION** adjourn the executive session at meeting at 6:05 pm. Trustee Hyde 2nd; the motion was carried.

***ADJOURNMENT:***

Trustee Hyde made **MOTION** to adjourn regular meeting at 6:06pm, Trustee Chrisman seconded, motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk