

**Regular Village Meeting
Village of Clayton Board of Trustees
January 25th, 2021**

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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 January 25th, 2021 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, Deputy Mayor/Trustee
Joe Chrisman, Trustee
Steven Badour, Trustee
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer
Alicia Dewey, Treasurer/Deputy Clerk
Terry Jones, DPW Supervisor

ABSENT:

Jeremy Kellogg, Trustee
Kevin Patenaude, Chief of Police

Mayor Zimmer opened the Regular Village Meeting at 5:30 p.m.

VISITOR(S):

Thomas Haynes, DANC Project Engineer for Historic District Project

1. New Century Electric, Inc. - Change Order #7 (518 Riverside Drive, American Legion) – Thomas presented changed order #7 to the Board for approval.
Trustee Hyde made **MOTION**, to approve change order #7, Trustee Chrisman seconded, all in favor; motion carried.
2. Matt Cooper, **Barton&Loguidice** P.E- Gave updates on the Wastewater Collection & Treatment Improvements Project and the Inflow & Infiltration Study.

Wastewater Collection & Treatment Improvements Project (Including REDI improvements):

Design:

1. Final Design Complete - Submitted to NYSDEC, EFC, and USDA Rural Development for approval. Awaiting comments.
2. Project Schedule:
 - Submit Plans & Specifications to NYSDEC – Oct 2020
 - Bidding – February 2021
 - Award Contracts –April 2021
 - Construction Start – May 2021
 - Construction Complete – June 2022

Funding:

3. Wastewater Improvements Project Budget - \$8,830,000
 - USDA RD - \$1,000,000 grant **awarded**
 - USDA RD - \$5,872,000 loan **awarded**
 - NYS WIIA - \$1,958,000 grant **awarded** (max 25% after other grant)
 - WQIP - \$5M max grant **pending** (resubmit 2021?)
4. REDI Project Budget – \$2,370,000
 - REDI - \$2,251,500 grant **awarded** (95%)
 - Local Share - \$118,500

Permits:

- DEC has issued the new SPDES permit
- SI/SD Determination – Awaiting Flood Hub Concurrence

Inflow and Infiltration Study:

- Preliminary Engineering Report (PER) for I/I study completed. Submitted to NYS
- DEC and EFC for approval. Awaiting comments
- Final 50% of EPG grant to be released upon EFC approval pf PER

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REQUEST TO BE ON AGENDA:

1. Resident Paul Luck read a letter recommending actions that would assist the village in preparing for the upcoming budget to remain financially stable, specifically ensuring unassigned fund balances are available. Mr. Luck commented that the annual budget is perhaps the village’s most vital document and it should be developed using the most current and accurate information available. He had a summary of request for the Board to consider during the budget process.
 - Adopt a budget calendar
 - Rebuild the unassigned fund balance per policy
 - Establish fund balance policies for all funds and review current levels
 - Review and validate reserves for capital and repairs
 - Review fiscal indicators and comparisons to other villages to identify opportunities
 Mayor Zimmer asked Mr. Luck to send his letter and anything else he had to herself and the Board and they could take a look at it.

POLICE:

1. *Kevin Patenaude, Chief of Police* - submitted his activity report. This report is filed at the Village Clerk’s office.

DPW:

1. *Terry Jones, DPW Superintendent* – presented his activity report. This report is filed at the Village Clerks office. Terry also informed the Board that the Mary Street dock needed about 90 feet of staving replaced in order to keep the dock protected. The Board gave Terry the go-ahead to move forward with this.

WATER/WASTEWATER:

1. *Robert Stevenson, DANC* presented the Water/Sewer Monthly report to the Board. This report will be filed at the Village Clerk’s office.

Trustee Hyde made **MOTION** to approve items 1-3 as presented. Trustee Chrisman seconded, all in favor; motion carried.

CONSENT AGENDA:

1. DRAFT Meeting Minutes January 11th, 2021
2. Payroll (P/R #16) 12/10/2020 to 12/23/2020 \$31,661.95
3. Abstract - 01/25/2021 - \$160,404.07
 - General Fund \$143,814.70
 - Water Fund \$ 8,175.48
 - Sewer Fund \$ 8,413.89

4. **CAPITAL PROJECTS:**

CAPITAL PROJECT	INVOICE #	AMOUNT
027 – WATER TREATMENT IMPROVEMENT PROJ.	TOTAL	\$32,426.30
<i>Global Contracting & Painting Inc – Final Payment</i>	<i>Pay App 5</i>	<i>32,426.30</i>
CORRECTION from September 28th, 2020 Agenda \$33,926.30	FINAL	
029 – HISTORIC DIST PROJECT	TOTAL	\$15,873.43
<i>New Century Electric</i>	<i>Pay Req #16</i>	<i>\$15,873.43</i>
032-REDI DOCKS & RIVERWALK PROJ	TOTAL	\$67,178.07
<i>Barton & Loguidice Prof Serv thru Nov 21, 2020</i>	<i>114684</i>	<i>\$25,565.75</i>
<i>Barton & Loguidice Prof Serv thru Dec 26, 2020</i>	<i>115219</i>	<i>\$41,612.32</i>

Trustee Hyde made the **MOTION** to approve capital projects item #4 as presented. Trustee Badour seconded, all in favor; motion carried.

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NEW BUSINESS:

1. *DOT – Shared Service Agreement – 2021*
Trustee Chrisman made **MOTION** to approve DOT Shared Service agreement for 2021 as presented, Trustee Hyde seconded, all in favor; motion carried.
2. *Annual Library Service Agreement - 2021*
Trustee Hyde made **MOTION** to approve Annual Library Service Agreement for 2021 as presented, Trustee Chrisman seconded, all in favor; motion carried.
3. *Annual Historian Service Agreement - 2021*
Trustee Chrisman made **MOTION** to approve Annual Historian Service Agreement for 2021 as presented. Trustee Hyde seconded, all in favor; motion carried.

CLERK:

1. MuniLink – Draft Invoice for new MuniLink water/sewer bills – Board approved to move forward with the new invoice format for the March 1st, 2021 water/sewer billing cycle.
2. Kevin Patchen – Approval for Joint Planning Board –
Trustee Hyde made **MOTION** to approve Kevin Patchen’s new appointment for the Joint Planning Board with a term running until December 31, 2025, Trustee Chrisman seconded, all in favor; motion carried.
3. Minimum wage increases - Library Janine LaClair - \$12.50/Hr. effective 12/31/2020
Trustee Hyde made **MOTION** to approve pay increase to Janine LaClair to minimum wage of \$12.50/hr, Trustee Chrisman seconded, all in favor; motion carried.
4. Minimum wage increases – Library Teresa Forkey – \$12.50/Hr. effective 12/31/2020
Trustee Hyde made **MOTION** to approve pay increase to Teresa Forkey to minimum wage of \$12.50/hr, Trustee Chrisman seconded, all in favor; motion carried.

MAYOR’S REPORT:

1. Notice form Jefferson County regarding the sales tax money will be \$467,827 less than we normally get for the county and Mayor Zimmer has not seen anything from the county as to what kind of ratio they will use to disburse monies to town’s and village’s. Mayor Zimmer also noted that the money will be going into a stress divider account which will help nursing homes and hospitals.
2. Thomas LaClair, Historian – 2020 Annual Report- Mayor Zimmer shared this report with the Board and commented that she thought he was doing a great job.
3. Tentative Schedule for Annual Budget Process – This will be posted on the village webpage www.villageofclayton.com for public to view.

ADJOURNMENT:

Trustee Hyde made **MOTION** to adjourn regular meeting at 6:15pm, Trustee Chrisman seconded, motion carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk