

Village of Clayton Annual Board Meeting Mon, Dec 7, 2020 5:30 PM **Please join meeting from your computer, tablet or smartphone.** <https://global.gotomeeting.com/join/358477285> **You can also dial in using your phone.** United States (Toll Free): [1 866 899 4679](tel:18668994679) United States: [+1 \(571\) 317-3116](tel:+15713173116) **Access Code:** 358-477-285 in the Municipal Building.

PRESENT: Mayor Norma Zimmer
Trustee Hyde
Trustee Badour
Trustee Chrisman
Trustee Kellogg

OATH OF OFFICE:

Village Clerk Joanne Lenhard-Boye administered the oath of office to reelected Trustee Nancy Hyde (4 year term) and newly-elected Trustee Joseph Chrisman (4 year term), prior to meeting.

Mayor Zimmer called the meeting to order at 5:30pm. . After discussion, Trustee Badour made **MOTION** to accept the 2019 Annual Meeting minutes, Mayor Zimmer seconded; the motion was carried.

INTRODUCTION OF NEWLY ELECTED AND REELECTED OFFICERS:

Mayor Zimmer introduced and congratulated reelected Trustee Hyde, and newly elected Trustee Joseph Chrisman

APPOINTMENTS:

ON MOTION by Trustee Hyde, 2nd by Trustee Badour, it was unanimous to approve the following appointments as recommended by Mayor Zimmer.

Deputy Mayor	Nancy Hyde
Village Clerk	Joanne Lenhard-Boye
Village Treasurer	Alicia Dewey
Deputy Treasurer	Joanne Lenhard-Boye
Deputy Clerk	Alicia Dewey
DPW Superintendent	Terry Jones
Historian	Thomas LaClair
Safety Officer	Terry Jones
ZEO (Joint Town/Village)	Richard Ingerson
Associate Village Justice	William Ramseier
Harbor Enforcement Officer	Kevin Patenaude
Equal Employment Opportunity Commission Discrimination/HR	Alicia Dewey

BOARD APPOINTMENTS:

Mayor Zimmer made the following Board appointments:

CLDC Representative (per bylaws/charter)	Norma Zimmer, Mayor
LWRP Advisory Committee Representative	Joe Chrisman, Trustee
Municipal Building Representative	Norma Zimmer, Mayor
Library Board Representative	Nancy Hyde, Trustee
Youth Commission Representative	Joe Chrisman, Trustee
Chamber of Commerce Representative	Norma Zimmer, Mayor
Tree/Beautification Committee Representative	Nancy Hyde, Trustee
Audit Committee Representatives (2)	Norma Zimmer/Joe Chrisman
Purchasing Agent	Joanne Lenhard-Boye, Clerk
Shared Services Committee	Joe Chrisman, Trustee

COMMUNITY APPOINTMENTS:

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was unanimous to approve the following Board and Community appointments:

Labor Relations Representatives (2)

ZBA/Planning
Paynter Center Board Representative

Department Liaisons

Mayor Zimmer
Joe Chrisman, Trustee
Nancy Hyde, Trustee/Deputy Mayor
Norma Zimmer, Mayor

DPW – Nancy Hyde, Trustee
Water/Sewer – Steve Badour, Trustee
Administration – Norma Zimmer, Mayor
Police – Norma Zimmer, Mayor

DESIGNATE OFFICIAL NEWSPAPER:

ON MOTION by Trustee Badour, 2nd by Trustee Hyde, it was unanimous to approve the *Thousand Islands Sun* (primary) and the *Watertown Daily Times* (secondary) as official Village newspapers.

DESIGNATE LEGAL COUNSEL:

ON MOTION by Trustee Hyde, 2nd by Trustee Badour, it was unanimous to appoint the law firm of Barclay & Damon as Village Legal Counsel.

DATES FOR REGULAR MEETINGS:

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved to hold regular meetings in the Municipal Building or by “Go to Meeting App” during the COVID-19 Pandemic, starting at 5:30 PM on the second and fourth Monday of each month, except where indicated on the Meetings Schedule. It is further resolved to accept the dates of the regular meetings as presented by the Clerk (Attachment A).

OPEN MEETINGS LAW:

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved that the Clerk publish a Public Notice in the *Thousand Islands Sun*, the Village’s primary official newspaper, indicating the schedule of the regular board meetings, stating the dates, place and time of the meetings. The regular board meeting schedule will also be posted to the Village website (www.villageofclayton.com) and on the Municipal Building bulletin board.

SPECIAL MEETINGS:

ON MOTION by Trustee Chrisman, 2nd by Trustee Hyde, it was resolved that the procedure for calling special meetings be as follows:

- a. The Board member calling the meeting shall notify the Clerk, who will contact each member by letter, e-mail, phone or personally.
- b. If time permits, a notice of the special meeting will be published in one of the official newspapers. If time does not permit an official publication in the newspaper, the Clerk will post a public notice at the Municipal Building and on the Village website (www.villageofclayton.com) as soon as possible after the special meeting is called.

RULES OF PROCEDURE:

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved by a roll call vote the attached **Rules for Public Participation** will be followed for Regular Board meetings.

Mayor Zimmer	Voting yes
Trustee Hyde	Voting yes
Trustee Kellogg	Voting yes
Trustee Chrisman	Voting yes
Trustee Badour	Voting yes

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved by a roll call vote the attached Rules for Public Hearings will be followed for Public Hearing Meetings.

Mayor Zimmer	Voting yes
Trustee Hyde	Voting yes
Trustee Kellogg	Voting yes
Trustee Chrisman	Voting yes
Trustee Badour	Voting yes

ADVANCE APPROVAL OF CLAIMS:

ON MOTION (Resolution 2020-17) by Trustee Hyde, 2nd by Trustee Badour, it was resolved that:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility service, postage, freight and express charges; and

WHEREAS, all such claims shall be presented at the next regular meeting for audit; and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility service, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE ALLOWANCE:

ON MOTION (Resolution 2020-18) by Trustee Hyde, 2nd by Trustee Badour, it was resolved that:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall provide reimbursement to such officers and employees at the IRS standard business mileage rate of .58 cents per mile.

Section 2. That this resolution shall take effect immediately.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

ON MOTION (Resolution 2020-19) by Trustee Hyde, 2nd by Trustee Badour, it was resolved that:

WHEREAS, there will be held during the coming official year various meetings, conferences and training schools; and

WHEREAS, the Board of Trustees determines that attendance by certain municipal officials and employees at these meetings, conferences and training schools is a benefit to the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will address attendance at meetings, conferences and training schools on an individual basis and authorize such as the need arises. Requests should be made and approved by the individual's supervisor and submitted to the Village Board for approval at least two (2) weeks prior to the training date.

Section 2. That this resolution shall take effect immediately.

SIGNING OF MINUTES:

ON MOTION by Trustee Badour, 2nd by Trustee Hyde, it was resolved that minutes shall be signed by whomever transcribes them.

DESIGNATION OF DEPOSITORIES:

ON MOTION (Resolution 2020-20) by Trustee Hyde, 2nd by Trustee Badour, it was resolved that:

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Village Clerk, and Receiver of Taxes.

WSB Municipal Bank, Clayton, NY

Section 2. That this resolution shall take effect immediately.

POLICIES & PROCEDURES:

Revisions or additions to the Policy Manual and Employee Handbook will be reviewed by the Village Board prior to adoption, and approved by the Board at a regularly scheduled meeting.

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved that the *Revised Employee Handbook and Revised Policy Manual* after approval by the Village Board shall be distributed to all present Village employees, and newly-hired Village employees.

Policies & Procedures Manual will be conformed to all mandatory requirements, on file at the Clerk's office.

SET ANNUAL MEETING DATE:

ON MOTION by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved to set the date of the next annual meeting on **December 6, 2021**, at 5:30 p.m. at the Municipal Building.

VILLAGE FEE SCHEDULE:

ON MOTION by Trustee Hyde, 2nd by Trustee Badour, it was resolved to approve the current water and sewer rate schedule (Attachment B); the planning/zoning fee schedule (Attachment C), and the dock and mooring fee schedule (Attachment D).

ADJOURNMENT:

The annual meeting was adjourned at 5:50p.m until December 14th, 2020 at 5:30p.m., **ON MOTION** by Trustee Hyde, 2nd by Trustee Chrisman.

Mayor Zimmer re-opened the annual meeting on December 14th, 2020 at 5:30p.m and adjourned at 5:42p.m Respectfully submitted,

Joanne Lenhard-
Boye

Village Clerk