

Village of Clayton Annual Board Meeting Mon, Dec 8, 2021 5:30 PM

**OATH OF OFFICE:**

John Buker- new elected trustee- 2 yr. term

**PRESENT:** Mayor Norma Zimmer  
Deputy Mayor Hyde  
Trustee Kellogg  
Trustee Chrisman

Mayor Zimmer called the meeting to order at 5:30pm. After discussion, Trustee Hyde made **MOTION** to accept the 2020 Annual Meeting minutes, Trustee Chrisman seconded; the motion was carried.

**APPOINTMENTS:**

**ON MOTION** by Trustee Hyde, seconded by Trustee Kellogg, it was unanimous to approve the following appointments as recommended by Mayor Zimmer.

Deputy Mayor	Nancy Hyde
Village Clerk	Joanne Lenhard-Boye
Deputy Treasurer	Joanne Lenhard-Boye
Deputy Clerk	Amanda Cantwell
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	Amanda Cantwell
Opportunity Commission	
Discrimination/HR	Amanda Cantwell

**BOARD APPOINTMENTS:**

Mayor Zimmer made the following Board appointments:

<b>CLDC Representative (per bylaws/charter)</b>	<b>Mayor Zimmer</b>
<b>LWRP Advisory Committee Representative</b>	<b>Trustee Chrisman</b>
<b>Municipal Building Representative</b>	<b>Trustee Buker</b>
<b>Library Board Representative</b>	<b>Trustee Hyde</b>
<b>Youth Commission Representative</b>	<b>Trustee Chrisman</b>
<b>Chamber of Commerce Representative</b>	<b>Mayor Zimmer</b>
<b>Tree/Beautification Committee Representative</b>	<b>Trustee Hyde</b>
<b>Audit Committee Representatives (2)</b>	<b>Mayor Zimmer/Trustee Kellogg</b>
<b>Purchasing Agent</b>	<b>Amanda Cantwell</b>
<b>Shared Services Committee</b>	<b>Trustee Chrisman</b>

**COMMUNITY APPOINTMENTS:**

**ON MOTION** by Trustee Chrisman, seconded by Trustee Hyde, it was unanimous to approve the following appointments:

Labor Relations Representatives (2) Paynter Center Board Representative	Mayor Zimmer/Trustee Kellogg Trustee Hyde
Department Liaisons – DPW Police Water/Sewer Administration	Trustee Hyde Trustee Kellogg Trustee Chrisman Trustee Buker

**DESIGNATE OFFICIAL NEWSPAPER:**

**ON MOTION** by Trustee Kellogg, seconded by Trustee Chrisman, 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, seconded by Trustee Kellogg, it was unanimous to appoint the law firm of Barclay Damon as Village Legal Counsel.

**DATES FOR REGULAR MEETINGS:**

**ON MOTION** by Trustee Hyde, seconded by Trustee Chrisman, it was resolved to hold regular meetings in the Municipal Building, 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 Kellogg, seconded by Trustee Hyde, 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](http://www.villageofclayton.com)) and on the Municipal Building bulletin board.

**SPECIAL MEETINGS:**

**ON MOTION** by Trustee Kellogg, 2<sup>nd</sup> 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](http://www.villageofclayton.com)) as soon as possible after the special meeting is called.

**RULES OF PROCEDURE:**

**ON MOTION** by Trustee Hyde, seconded by Trustee Kellogg, it was resolved that on February 14<sup>th</sup>, 2022, at a Regular Board meeting, the new ***Rules for Public Participation*** will be followed for Board meetings.

**ADVANCE APPROVAL OF CLAIMS:**

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

**DESIGNATION OF DEPOSITORIES:**

**ON MOTION** by Trustee Kellogg, 2nd by Trustee Hyde, 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:**

**ON MOTION** by Trustee Chrisman, 2nd by Trustee Hyde, it was resolved that the *Employee Handbook* approved by the Village Board shall be distributed to all newly-hired Village employees.

**ON MOTION** by Trustee Hyde, 2nd by Trustee Chrisman, it was resolved to continue the Policies & Procedures Manual conforms to all mandatory requirements, on file at the Clerk's office, which are assembled in the *Village of Clayton Policy Manual*:

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.

**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 5, 2022, at 5:30 p.m. at the Municipal Building.

**VILLAGE FEE SCHEDULE:**  
***TABLED TO BE UPDATED AT***  
***BUDGET TIME***

(Water/Sewer fees updated on June 13<sup>th</sup>, 2022 Minutes)

No fees for Dock (closed due to construction)

Moorings - \$350.00

**Sidewalk Snow Removal**

**ON MOTION** by Trustee Hyde, 2nd by Trustee Chrisman it was resolved to modify the current snow removal fee to \$100 each direction for the first offense and \$200 for the second offense.

**SET OFFICE HOURS:**

It was decided that the new office hours will be 9a.m. to 3p.m.

**JUNETEENTH:**

***This was tabled- to be decided during contract negotiation with the union.***

**ADJOURNMENT:**

There being no further business to discuss, **ON MOTION** by Trustee Hyde, seconded by Trustee Kellogg, the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Amanda Cantwell  
Deputy Clerk