

The Annual Organizational Meeting of the Village of Clayton Board of Trustees was postponed from December 5th, 2022 to Monday December 19th, 2022 at 5:30 PM in the Municipal Building.

PRESENT: Mayor Norma Zimmer
Deputy Mayor Hyde
Trustee Randazzo
Trustee Buker
Trustee Heberling

OTHERS: Joanne Lenhard-Boye, Clerk

PLEDGE OF ALLEGIANCE AND CALL TO ORDER:

Mayor Zimmer led the pledge of allegiance and called the meeting to order at 5:30pm.

OATH OF OFFICE:

Village Clerk Joanne Lenhard-Boye administered the oath of office to Allen Heberling who was elected as Village Trustee to fill the seat for Jeremy Kellogg's term that ends 12/2023.

Village Clerk Joanne Lenhard-Boye administered the oath of office to Tony Randazzo who was appointed by Mayor Zimmer as Village Trustee to fill Trustee Chrisman's seat with a term ending 12/2024

Trustee Hyde made **MOTION** to accept the **2021 Annual Meeting minutes**, Trustee Heberling seconded; the motion was carried.

BOARD APPOINTMENTS:

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

TITLE	NAME	TERM EXPIRES
Deputy Mayor	Nancy Hyde	Term Concurrent with Mayor (4 years)
Village Clerk	Joanne Lenhard-Boye	Term Concurrent with Mayor (4 years)
Village Treasurer	Amanda Cantwell	Term Concurrent with Mayor (4 years)
Deputy Clerk	Amanda Cantwell	Annually
Deputy Treasurer	Joanne Lenhard-Boye	Annually
DPW Superintendent	Terry Jones	Annually
Historian	Thomas LaClair	Annually
Safety Officer	Terry Jones	Annually
ZEO (Joint Town/Village)	Richard Ingerson	Annually
Harbor Enforcement Officer	Kevin Patenaude	Annually
Human Resources/ Equal Employment Opportunity Commission Discrimination	Amanda Cantwell	Annually

BOARD COMMITTEE APPOINTMENTS

ON MOTION by Trustee Hyde, 2nd by Trustee Buker, it was unanimous to approve the following Board Committee Appointments as recommended by Mayor Zimmer.

CLDC Representative (per bylaws/charter)	Mayor Zimmer
LWRP Advisory Committee Representative	Trustee Randazzo
Municipal Building Representative	Trustee Buker
Library Board Representative	Trustee Heberling
Youth Commission Representative	Trustee Buker
Chamber of Commerce Representative	Mayor Zimmer
Tree/Beautification Committee Representative	Trustee Hyde
Audit Committee Representative	Trustee Hyde
Shared Services Committee	Trustee Heberling
Purchasing Agent	Amanda Cantwell
Records Management	Joanne Lenhard-Boye

BOARD COMMUNITY APPOINTMENTS

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

Labor Relations Representatives (2)	Mayor Zimmer Trustee Randazzo
Paynter Relations Representative	Trustee Hyde

DEPARTMENT LIAISONS

ON MOTION by Trustee Hyde, 2nd by Trustee Randazzo, it was unanimous to approve the following Department Liaisons appointments:

DPW	Trustee Hyde
Police	Trustee Randazzo
Water/Sewer	Trustee Heberling
Admin Office	Trustee Buker

DESIGNATE OFFICIAL NEWSPAPER:

MOTION by Trustee Randazzo, 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 Buker, it was unanimous to appoint the law firm of Kendall Walton & Burrows as Village Legal Counsel.

DATES FOR REGULAR MEETINGS:

ON MOTION by Trustee Heberling, 2nd by Trustee Hyde, 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 MEETING LAW:

ON MOTION by Trustee, Hyde, 2nd by Trustee Buker, 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 Buker, 2nd by Trustee Randazzo, 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 Randazzo, it was resolved that The attached *Rules for Public Participation* and *Rules for Public Hearing* will be followed for Board meetings.

ADVANCE APPROVAL OF CLAIMS:

ON MOTION(Resolution 2022-18)by Trustee Heberling, 2nd by Trustee Randazzo, 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 2022-19) by Trustee Hyde, 2nd by Trustee Randazzo, 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 .625 cents per mile.

Section 2. That this resolution shall take effect immediately.

ATTENDANCE AT SCHOOLS AND CONFERENCES:

ON MOTION (Resolution 2022-20) by Trustee Hyde, 2nd by Trustee Heberling, 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 Randazzo, it was resolved that minutes shall be signed by whomever transcribes them.

DESIGNATION OF DEPOSITORIES:

ON MOTION (Resolution 2022-21) by Trustee Buker, 2nd by Trustee Randazzo, 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 AND PROCEDURES:

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

ON MOTION by Trustee Randazzo, 2nd by Trustee Hyde, it was resolved to continue the policies 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 or annual meeting.

VILLAGE FEE SCHEDULE:

ON MOTION by Trustee Hyde, 2nd by Trustee Heberling, 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), at a regular scheduled meeting in April closer to new Budget.

SET NEXT ANNUAL MEETING DATE:

ON MOTION by Trustee Hyde, 2nd by Trustee Heberling, it was resolved to set the date of the next annual meeting on December 4th, 2023, at 5:30 p.m. at 425 Mary Street in the Municipal Building.

ADJOURNMENT:

There being no further business to discuss, **ON MOTION** by Trustee Hyde, seconded by Trustee Heberling, the meeting adjourned at 6:50pm.

Respectfully submitted,

Joanne Lenhard-Boye, Village Clerk