

There was a Regular meeting of the Board of Trustees of the Village of Clayton on Monday February 13th, 2023, at 5:30 p.m.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Deputy Mayor
Tony Randazzo, Trustee
Allen Heberling, Trustee
Thomas Haynes, WWTP Supervisor, DANC
Terry Jones, DPW Supervisor
Joanne Lenhard-Boye, Village Clerk

ABSENT:

John Buker, Trustee
Kevin Patenaude, Chief of Police

Pledge of Allegiance/Call to Order:

Mayor Zimmer led the Pledge of Allegiance and opened regular board meeting at 5:30p.m.

VISITORS:

Matt Cooper, P.E. – Barton & Loguidice

1. Matt presented his preliminary proposal on the Water Main and Intake Replacement Project – This proposal will be filed at the village clerk’s office.

Matt went over the two options for the Water Main and Intake Replacement Project. B&L has been working with Village DPW and DANC to identify several areas of vulnerable water mains that require replacement located beneath James Street that experience breaks often due to their age. The existing village intake pipe is approximately 85 years old, and extends between 600 and 700 feet into the St. Lawrence River and is located approximately 50 feet below the surface. The proposal broke out the project into two options. If the village chooses to do both James Street pipes and the Intake Replacement pipe the project would be approximately \$3,060,000.00. If the village chose to do the Intake project only the estimated cost would be \$1,026,800.00. Matt reminded the Board that there are grants that may already be available, however, that there is no guarantee that the village would be awarded these grants.

Thomas Haynes WWTP Supervisor, from DANC advised the board that these projects should be undertaken and labeling them as “high priority.” Thomas pointed out to the board that another village debt was being paid off and it could be replaced with a new loan for the future projects. There is also some reserve money that can be used. He did not recommend using all of the reserve money, but only suggested that these two scenarios would lower the amount that the village would need to finance.

Trustee Heberling asked Matt if B&L had looked into relining to seal original pipes on James Street instead of excavated and totally replacing them. Matt informed him that they have had other customers request to look into that option, but they had not for this project. Before Matt left the meeting Trustee Heberling asked if Matt would take a look at this option for the Village and Matt said that he would. There was no decision made on what option to take at this time. The Board will consider this proposal and gather more information before making a decision to move forward or not.

POLICE:

Kevin Patenaude, Chief of Police

1. Activity Report - was submitted to Board. This report is filed at the Village Clerks office.

DPW:

Terry Jones, DPW Superintendent

1. Activity Report – Terry updated the Board with his activity report. This report is filed at the Village Clerk’s office. Mayor Zimmer reminded Terry that his budget has to be in by the 24th of February.

Trustee Hyde made the **MOTION** to approve the consent agenda items 1-4 with additions added to the January 23rd, minutes, per Trustee Heberling’ s request, from the TI Sun Newspaper stating that a “discussion ensued about whether the village should switch to a different type of fuel, and whether New York state would require electric heating eventually.” Trustee Randazzo seconded, all in favor; motion carried.

Trustee Heberling added more discussion on the NYSERDA information that Amanda Cantwell was looking into for Trustee Heberling, and Trustee Heberling agreed to call NYSERDA himself to see if they would do an audit on the Municipal Building for a more efficient way to heat the building.

CONSENT AGENDA:

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| 1. DRAFT Meeting Minutes January 23 rd , 2023 | |
| 2. Payroll (P/R #18) 1/05/2023 to 01/18/2023 | \$ 34,867.12 |
| 3. Prepay Abstract – 01/30/2023 | \$ 23,290.95 |
| 4. Abstract -02/13/2023 | |
| General Fund | \$ 103,873.15 |
| Water Fund | \$ 15,158.53 |
| Sewer Fund | <u>\$ 31,221.56</u> |
| Abstract Total | \$ 150,253.24 |
| 5. Capital Projects: | \$ 479,155.46 |

Trustee Hyde made the **MOTION** to approve the consent agenda item #5 as presented. Trustee Heberling seconded, all in favor; motion carried.

NEW BUSINESS:

1. Town/Village Youth Commission Agreement – The Board had discussions on the Youth Commission Agreement that was put together by the Town of Clayton. This will be discussed further at the Joint Meeting on February 27th, 2023, at the Village Municipal Building starting at 5:30 pm. Mayor Zimmer will ask Scott Johnson, Director of the Youth Commission to come to the joint meeting.

OLD BUSINESS:

1. PIVOT 2023 contract – The annual PIVOT 2023 contract for \$300.00 was approved by the Board. Trustee Hyde made **MOTION**; Trustee Heberling seconded, all in favor; motion carried.

CLERK:

1. Records Disposal Certification and Acknowledgement – Board approved the disposal certifications that the Village Clerk presented. These records have ceased to have sufficient value to warrant further retention. They have reached the end of their retention period pursuant to Records Retention and Disposition Schedule (LGS-1). The records list will be attached to the official minutes.
2. Clerk presented the report for the PIVOT fourth quarter statistics for 2022.
3. Clerk read into the minutes the Water/Sewer billing collection notice for March billing.

**VILLAGE OF CLAYTON
Water/Sewer Billing Collection Notice**

- (a) Bills mailed on or before **March 1, 2023**. (Covering period October 15 through February 15)
- (b) Payment due on or before **April 5th, 2023**, without penalty.
- (c) After April 5th, 2023, 10% penalty assessed to all unpaid accounts.
- (d) For accounts which are not paid in full by **May 5th, 2023** water service will be terminated with no further notice, and an additional \$50 charge will be assessed to the account. In order to restore service, payment must be made to the Village of Clayton. There will be an additional \$75 charge if service is requested to be restored outside of normal business hours.
- (e) **FAILURE TO RECEIVE BILL DOES NOT WAIVE PENALTY**
Sign up for eBilling and make payments on the new customer portal: Visit:
<https://clayton.authoritypay.com/> to create and access your account today.

NOTE: After hours drop box's available for payments.

4. Laura Duell-Request dates to play at Frink Park from 6:30pm -8pm were approved by the Board.

TREASURER/HUMAN RESOURCES:

1. Trustee Heberling made **MOTION** to approve the Board receiving Treasurer's reports for Bank Reconciliation/Budget vs. Actual/Cash Summary; Trustee Randazzo seconded, all in favor motion carried.

This report will be in the consent agenda for Board approval moving forward and attached to official meeting minutes.

2. Board Received and approved Tentative Schedule for Annual Budget 2023-2024
3. Trustee Hyde made **MOTION** to approve Crossing Guards Mike Doyle, James Flanders, Clyde Garnsey, Patrick Youngs to raise their pay to the new minimum wage rate of \$14.20/hr; Trustee Heberling seconded, all in favor motion carried.

BOARD REPORTS:

1. Trustee Heberling reported to the Board that he attended the Hawn Memorial Library meeting in January. He informed the Board that the library was very appreciative of the money they received from the Village ARPA funds.
2. Trustee Hyde asked permission to attend the Tug Hill 2023 Annual Local Government Conference that will be held at Turning Stone in April of 2023. This was approved by the board.

EXECUTIVE SESSION:

Trustee Hyde presented a **MOTION** to enter Executive session at 7:00 p.m. Trustee Randazzo seconded; all in favor motion carried.

Regarding Legal

Trustee Hyde presented a **MOTION** to close Executive Session at 7:10 p.m. and enter back into the regular meeting, Trustee Heberling seconded; all in favor, motion was carried.

ADJOURNMENT:

Trustee Randazzo presented a **MOTION** to adjourn the regular meeting at 7:10 p.m. Trustee Hyde seconded; all in favor motion carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk