

**January 5, 2005**

**ANNUAL MEETING**

The Annual Meeting of the Town Board of the Town of Clayton was held in the Board Room with the following present:

Robert W. Cantwell Jr.	Vivian Black	George Kittle
Justin Taylor	Donald Turcotte (Absent)	Robert Boulton
Bonnie Rose		

Kathy LaClair

Supervisor Cantwell opened meeting at 5:00 p.m.

**Town Clerk:**

Town Clerk read letter from Association of Towns on 2005 Training School and Annual Meeting, February 20-23, 2005.

**Motion** by George Kittle, 2<sup>nd</sup> by Vivian Black to name Justin Taylor as the Voting Delegate and Vivian Black as the alternate Voting Delegate at the 2005 Association of Towns training school. Motion carried. Donald Turcotte absent.

Town Clerk appointed Kathy LaClair and Nicole Cornaire as Deputy Clerks.

**Motion** by Justin Taylor, 2<sup>nd</sup> by George Kittle to the appointments of Kathy LaClair and Nicole Cornaire as Deputy Clerks. Motion carried. Donald Turcotte absent.

**Motion** by Vivian Black, 2<sup>nd</sup> by Justin Taylor for the following appointments:

- Registrar – Bonnie L. Rose, Town Clerk
- Deputy Registrar – Kathy LaClair, Deputy Clerk
- Budget Officer – Robert W. Cantwell Jr., Supervisor
- Zoning Officer – Henry LaClair
- Town Constable – Charlie Solar
- Depauville Sewer Operator – Robert Boulton
- Depauville Sewer Collector – Cornelia Schnauber
- Depauville Librarian – Connie Haver
- Fishery Board – None

Motion carried, Donald Turcotte absent.

**Motion** by George Kittle, 2<sup>nd</sup> by Justin Taylor for the following Boards appointments:

**Depauville Sewer Board** – Cornelia Schnauber, Jasper Wilkie, Lonnie Darou, Keitha Huchzermeier and Donald Seymour.

**Heritage Heights Sewer Board** – Bill Dominy, Tom Turgeon, Joseph Kehoe, Theresa Christensen and Dennis Baldwin.  
Motion carried, Donald Turcotte absent.

Two vacancies exist on the Board of Assessment Review Board.

Joint Zoning Board of Appeals members needing re-appointment are:  
Harold Carpenter – 04/30/05

Joint Planning Board members needing re-appointment are:  
John Kehoe – 04/30/05

**Town Facility Rates: Rec. Park, Opera House and Transfer Site**

**Motion** by George Kittle, 2<sup>nd</sup> by Vivian Black for Recreation Park rates for established shows, events and services per attached schedule. Motion carried, Donald Turcotte absent. **(See attached Rec. Park Rate Schedule.)**

**Motion** by George Kittle, 2<sup>nd</sup> by Vivian Black for the same Opera House fee schedule as last year in 2004. Motion carried, Donald Turcotte absent. **(See attached schedule.)**

**Motion** by George Kittle, 2<sup>nd</sup> by Vivian Black for the same Transfer Site fee schedule as last year in 2004. Motion carried, Donald Turcotte absent. **(See attached schedule.)**

**Annual Resolutions:**

**RESOLUTION NO. 1 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle, a resolution to adopt “Roberts Rules of Order” as Town Meeting Rules. Robert W. Cantwell Jr., aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 2 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle, to establish rates of pay for salaried and hourly employees, also stipulating all Town employees to be paid on a bi-weekly basis. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 3 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle for the following persons to be paid by voucher:

Cornelia Schnauber – 14.00 per/hr. Depauville Sewer Collector  
Zoning Board members - \$12.00 per mtg. (Chairman \$15.00 per mtg.)  
Planning Board members - \$12.00 per mtg. (Chairman \$15.00 per mtg.)  
John Kehoe & Larry Aubertine \_ \$10.00 per/hr. Consultants (Planning & Zoning)  
Jay Slate - \$9.00 per/hr. laborer  
Jay Slate - \$1,200.00 per/yr. Mowing G.I. upper cemetery

Manley Rusho - \$50.00 per/yr. Mowing G.I. Civil War Cemetery  
Gordon Bailey - \$300.00 per election as Election Custodian  
Election Machine Inspectors - \$35.00 per election  
Election Inspectors - \$6.66 per/hr. (Chairman \$6.95 per/hr.) per election  
Dan "Red" Robinson - \$1,600.00 mowing mainland cemeteries  
Richard Matthews - \$10.00 per/hr. mowing G.I. Schoolhouse  
Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 4 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle for Mileage rate for 2005 will be \$.405 cents per mile for any Town Business, as it is in Jefferson County. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 5 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle for Supervisor to sign an agreement between the Village of Clayton and the Town of Clayton, a Library Service Agreement for the Hawn Memorial Library, the Town agreeing to pay Village of Clayton the sum of \$8,000.00 on or about February 10, 2005. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 6 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 7 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle for Investment Policies & Guidelines of the Town of Clayton as revised in 1999 and the same as last year. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 8 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle to adopt Key Bank, Community Bank, Redwood Bank and Citizens Bank of Cape Vincent as Town Banks, Supervisor to invest money's in interest bearing accounts on a competitive basis. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 9 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle to establish 2 regular meetings per month of the Town Board of the Town of Clayton, 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays of the month at 5:00 p.m. in the Board Room at the Town Hall and an end of the year meeting on or before December 31, 2005. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 10 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle to designate the Thousand Islands Sun as official Town of Clayton newspaper. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 11 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle that no bills incurred by the Town of Clayton shall be considered valid without voucher and all vouchers to be paid must be delivered no less than (5) business days prior to regular Town Board meeting. All vouchers to be paid will be available for inspection the 2<sup>nd</sup> Wednesday of every month beginning at 9:00 a.m. at the Town Clerk's office. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 12 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle that any employee of the Town of Clayton wishing to travel to schools, seminars or other Town related business and who expects to be re-imbursed for their expenses shall obtain prior permission from the Town Board. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 13 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle that any "New Hire" Town employee must be reflected in the Town's minutes, name and wage information inclusive. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 14 OF 2005** offered by Vivian Black, 2<sup>nd</sup> by George Kittle to use the same procurement policy for 2005 as in 2004. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 15 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor to appoint Bernier & Carr Assoc. as Town Engineer by retainer (same as last year) per agreement. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 16 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor for a Zoning and Planning Fee schedule for the Town of Clayton, whereas the Town Board of the Town of Clayton wishes to promote a cost-effective fee structure for the administration of the Town's Zoning and Planning Depts. (as stated in a new fee schedule adopted by the Town Board). Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye, and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 17 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor for authorization for the Town of Clayton Supervisor to sign checks or in his absence the

Deputy Supervisor. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 18 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor for Supervisor to sign “Chamber of Commerce Agreement” for \$9,400.00. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 19 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor a resolution recognizing Town of Clayton employees who all belong to the NYS Retirement System, their retirement number and their number of days worked during a bi-weekly period. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 20 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor to appoint Joseph Russell from Menter, Reudin, and Trivelpiece Law Firm, as Town of Clayton attorney at the same rate as last year in the amount of \$150.00 per hour. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 21 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor for Supervisor Cantwell to sign the contract with the Paynter Center for \$5,000.00 for Senior services. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 22 OF 2005** offered by George Kittle, 2<sup>nd</sup> by Justin Taylor a resolution for the Town Board and The Village Board of Clayton to support the combining of their individual Zoning Regulations and Local Waterfront Revitalization Program by the Joint Planning Board of the Town and Village of Clayton. Robert W. Cantwell Jr. aye, Vivian Black aye, George Kittle aye, Justin Taylor aye and Donald Turcotte absent. **(SEE RESOLUTION BOOK.)**

**Supervisor:**

**Annual Message:**

Supervisor Cantwell read his Annual Message for 2005. **(See attached annual message.)** Supervisor Cantwell remembered Charles Green, how he played an important part of the Town of Clayton’s history and progress, as an employee of the Town of Clayton Highway Department.

**Frink Title transfer:**

Supervisor Cantwell discussed the Frink Title transfer, the transfer of the title should happen soon, it is in the hands of Judge Hugh Gilbert.

Supervisor Cantwell also discussed using the Frink Property for a match for the T.I. Regional Dock Grant.

Supervisor's Committee appointments:

Vivian Black – Depauville Library  
Hawn Library

George Kittle – Chamber of Commerce  
Youth Commission

Justin Taylor – Highway Dept.  
Purchasing and GIS

Donald Turcotte – Depauville & Heritage Heights Sewer Districts  
Recreation Park

Supervisor's appointments:

Deputy Supervisor – Vivian Black  
Town Accountant – Mary Ann Yuhas  
Historian – Norman Wagner  
Supervisor' Secretary – Kath LaClair

**Motion** by George Kittle, 2<sup>nd</sup> by Justin Taylor to approve payment of the Highway Dept.'s new truck from Phinney's Chevrolet in the amount of \$24,463.57. Motion carried. Donald Turcotte absent.

**New Business:**

Normal Business meeting will be on Wednesday, January 12, 2005.

**Motion** by George Kittle, 2<sup>nd</sup> by Vivian Black to adjourn meeting at 6:15 p.m. Motion carried. Donald Turcotte absent.

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**Town Clerk**

