

**January 4, 2006**

**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.  
Donald Turcotte  
Kathy LaClair

George Kittle  
Bonnie Rose

Justin Taylor  
Robert Boulton

Jude Seymour  
Steve Dorr

Bud Baril

Michael Docteur, Co. Leg.

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

Bob Boulton, Highway Superintendent expressed he would like to go into Executive Session at the end of the meeting to discuss a personnel issue.

**Swearing in ceremony:**

Justice Clarence F. Giles swore in Council members George Kittle, Bonnie Rose and also Town Clerk Kathleen E. LaClair.

**Town Clerk:**

Town Clerk read letter from Association of Towns on 2006 Training School and Annual Meeting, February 19-22, 2006.

**Motion** by Bonnie Rose, 2<sup>nd</sup> by Donald Turcotte to name George Kittle as the Voting Delegate and Robert W. Cantwell Jr. as the alternate Voting Delegate at the 2006 Association of Towns training school. Motion carried.

Town Clerk appointed Nicole Cornaire as Deputy Clerk.

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

Registrar – Kathleen E. LaClair, Town Clerk  
Deputy Registrar – Nicole Cornaire, 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.

**Motion** was made by Donald Turcotte, 2<sup>nd</sup> by Bonnie Rose to appoint the following individuals to the **Depauville Sewer Board** – Cornelia Schnauber, Jasper Wilkie, Keitha Huchzermeier and Donald Seymour. Motion carried.

**Motion** was made by George Kittle, 2<sup>nd</sup> by Donald Turcotte to appoint the following individuals to the **Heritage Heights Sewer Board** – Bill Dominy, Tom Turgeon, Joseph Kehoe, Theresa Christensen and Dennis Baldwin. Motion carried.

Three vacancies exist on the Board of Assessment Review Board. At least one vacancy needs to be filled before this May.

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

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

**Motion** by George Kittle, 2<sup>nd</sup> by Bonnie Rose for the Opera House fee schedule as per attached schedule. Motion carried. **(See attached schedule.)**

**Motion** by Justin Taylor, 2<sup>nd</sup> by Donald Turcotte for the Transfer Site fee schedule to be as attached schedule. Also the price per bag to be at \$2.00. Motion carried. **(See attached schedule.)**

### **Annual Resolutions:**

**RESOLUTION NO. 1 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte, a resolution to adopt “Roberts Rules of Order” as Town Meeting Rules. Robert W. Cantwell Jr., aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 2 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte, 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 3 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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

Richard Heck - \$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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye,  
and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 4 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Mileage rate for 2006 will be \$.445 cents per mile for any Town Business, and to automatically default to the IRS rate and schedule at any time of change by them. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 5 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, 2006. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye, and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 6 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 7 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to adopt the Investment Policies & Guidelines of the Town of Clayton from 1989 and as revised in 1999. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 8 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 9 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, 2006. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 10 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to designate the Thousand Islands Sun as official Town of Clayton newspaper. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 11 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 12 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Turcotte 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 13 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte that any "New Hire" Town employee must be reflected in the Town's minutes, name and wage information inclusive. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 14 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to adopt the Town of Clayton procurement policy as dated January 1, 1992. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 15 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to appoint Bernier & Carr Assoc. as Town Engineer per agreement. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 16 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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 on 1/05/2005). Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 17 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for authorization for the Town of Clayton Supervisor to sign checks or in his absence the

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

**RESOLUTION NO. 18 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Supervisor to sign “Chamber of Commerce Agreement” for \$9,400.00. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 19 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 20 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to appoint Joseph Russell from Menter, Reudin, and Trivelpiece Law Firm, as Town of Clayton attorney in the amount of \$150.00 per hour. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 21 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Supervisor Cantwell to sign the contract with the Paynter Center for \$5,000.00 for Senior services. Robert W. Cantwell Jr. aye, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 22 OF 2006** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte 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, George Kittle aye, Justin Taylor aye, Donald Turcotte aye and Bonnie Rose aye. **(SEE RESOLUTION BOOK.)**

Councilman Taylor indicated he would also like to see a resolution for disposal of town assets that defines policy and the difference of public quote v/s bidding. Consensus was positive by the Board.

Bud Baril approached the Board with the following:

- 1) Expressed a public Thank You to Kathy LaClair for taking the minutes for the Planning Board and Zoning Board of Appeals. Kathy had been an asset to the Board, but the Planning Board is still looking forward to working with her in her new capacity as Town Clerk.
- 2) He as Chairman of the Planning Board has written a letter to Assemblyman Darrel Aubertine looking to meet with him, the Town and also Village to discuss and team up with the Assemblyman per his discussion at Potsdam.
- 3) Discussion of added revenues with the change of the zoning fees and now the flexibility to do some new ventures in the zoning department. Chairman Baril

is looking to add an assistant for the Zoning Enforcement Officer. With the added paperwork load, there is not sufficient time for the ZEO to do outside of office enforcement. We need to consider an assistant to aid in this respect. Mr. Baril is not looking for someone to do a lot of hours, possibly a stipend of \$100.00 per week times 52 weeks, being \$5,200 a year that would be shared between the Town and Village. Mr. Baril will be approaching the Village Board as well.

**County Legislator, District 1 – Michael J. Docteur** approached the Board. He is newly sworn in and will be on the Finance & Rules Committee, also the Planning & Development Committee. Legislator Docteur is hoping to attend the first meeting of each month. He would appreciate being placed on the agenda early. He distributed his business card and can be reached by his email address for sending agendas and minutes.

Legislator Docteur also wanted to thank former Legislator Kathy LaClair for helping make the transition smooth. She has been very helpful in bringing him up to speed on events at the County level. This has meant a lot to him.

#### **Supervisor:**

#### **Annual Message:**

Supervisor Cantwell read his Annual Message for 2006. **(See attached annual message.)**

**Highway Superintendent Bob Boulton** commented that originally there had been some misgivings concerning the use of Municipal Forces in relation to the Frink Am project. He stated that comments are now prevalent in that Municipal Forces had contributed greatly in keeping this project well under budget.

Supervisor's Committee appointments:

George Kittle – Chamber of Commerce  
Youth Commission

Justin Taylor – Purchasing and GIS  
Consolidation Committee

Donald Turcotte – Depauville & Heritage Heights Sewer Districts  
Recreation Park

Bonnie Rose - Highway  
Paynter Senior Center  
Hawn Library

Supervisor's appointments:

Deputy Supervisor – Justin Taylor  
Town Accountant – Mary Ann Yuhas  
Historian – Norman Wagner  
Supervisor' Secretary – vacant at this time

**New Business:**

Normal Business meeting will be on Wednesday, January 11, 2006.

**Motion** by Justin Taylor, 2<sup>nd</sup> by George Kittle to go into Executive Session at 6:00 PM at the request of Highway Superintendent Boulton to discuss a personnel issue. Motion carried.

**Motion** by Justin Taylor, 2<sup>nd</sup> by George Kittle to adjourn the regular meeting at 6:00 p.m. Motion carried.

---

**Town Clerk**