

**January 9, 2008**

**ANNUAL MEETING**

The Annual Meeting of the Town Board of the Town of Clayton was held at the Town Offices with the following present:

Justin Taylor  
Lance Peterson  
Kathy LaClair

George Kittle  
Robert W. Cantwell III

Donald Turcotte  
Robert Boulton

Jim Yuhas  
Greg Lago  
Nancy Murphy

Alicia Dewey  
Charlie Greenizen (TI Sun)

Ken Knapp  
Cindy Grant

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

**Swearing in ceremony:**

Justice Clarence F. Giles Jr. swore in Town Supervisor Justin Taylor, Town Clerk Kathleen E. LaClair, Councilman Donald I. Turcotte, Councilman Lance Peterson & Highway Superintendent Robert D. Boulton.

**Town Clerk:**

Town Clerk read letter from Association of Towns on 2008 Training School and Annual Meeting, February 17-20, 2008.

**Motion** by Bob Cantwell III, 2<sup>nd</sup> by Lance Peterson to name George Kittle as the Voting Delegate and Justin Taylor as the alternate Voting Delegate at the 2008 Association of Towns training school. Motion carried.

Town Clerk Kathy LaClair appointed Amy Barton as Deputy Clerk.

**Motion** by George Kittle, 2<sup>nd</sup> by Donald Turcotte to ratify the appointment of Amy Barton as Deputy Town Clerk. Motion carried.

**Motion** was made by Bob Cantwell III, 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.

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

**Motion** was made by Bob Cantwell III, 2<sup>nd</sup> by Donald Turcotte to appoint Cornie Schnauber, Justin Taylor, Norma Zimmer and Dr. Grybowski to the Joint Consolidated Health Board. Motion carried.

**Motion** by Bob Cantwell III, 2<sup>nd</sup> by Donald Turcotte, to appoint Dr. Steven Grybowski as the Joint Health Officer. Motion carried.

**Motion** by Bob Cantwell III, 2<sup>nd</sup> by Donald Turcotte for the following appointments:

Registrar – Kathleen E. LaClair, Town Clerk  
Deputy Registrar – Amy Barton, Deputy Clerk  
Budget Officer – Justin Taylor, Supervisor  
Zoning Officer – Henry LaClair  
Assessor Clerk – Nicole Cornaire  
Town Constable – Charlie Solar  
Depauville Sewer Operator – Robert Boulton  
Depauville Sewer Collector – Cornelia Schnauber  
Depauville Librarian – Connie Haver  
Fishery Board – Vacant

Motion carried.

**Town Facility Rates:**

**Motion** by George Kittle, 2<sup>nd</sup> by Lance Peterson, to approve the 2008 Transfer Site rates as submitted. (See Attached.) Motion carried.

**Annual Resolutions:**

**RESOLUTION NO. 1 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte, a resolution to adopt “Roberts Rules of Order” as Town Meeting Rules. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III- aye. (SEE RESOLUTION BOOK.)

**RESOLUTION NO. 2 OF 2008** 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. Justin Taylor - aye, George Kittle aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell - aye. (SEE RESOLUTION BOOK.)

**RESOLUTION NO. 3 OF 2008** 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 - \$25.00 per mtg. (Chairman \$1500 per yr.)  
Planning Board members - \$25.00 per mtg. (Chairman \$1500 per yr.)  
John Kehoe & Larry Aubertine - \$10.00 per/hr. Consultants (Planning & Zoning)  
Jay Slate - \$12.00 per/hr. laborer  
Richard Heck - \$1,460.00 per/yr. Mowing G.I. upper cemetery  
Manley Rusho - \$50.00 per/yr. Mowing G.I. Civil War Cemetery  
Dan “Red” Robinson - \$1,600.00 mowing mainland cemeteries

Richard Matthews - \$10.00 per/hr. mowing G.I. Schoolhouse

Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye, and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 4 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Mileage rate for 2008 will be \$.505 cents per mile for any Town Business, and to automatically default to the IRS rate and schedule at any time of change by them. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 5 OF 2008** 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 15, 2008. Justin Taylor - aye, George Kittle- aye, Lance Peterson - aye, Donald Turcotte aye, and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 6 OF 2008** 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). Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 7 OF 2008** 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 8 OF 2008** 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 and Municipal Investment & Bonding Agency as Town Banks, Supervisor to invest money's in interest bearing accounts on a competitive basis. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 9 OF 2008** 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, 2008. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 10 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to designate the Thousand Islands Sun as official Town of Clayton newspaper. Justin

Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 11 OF 2008** 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 12 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 13 OF 2008** 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 14 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to adopt the Town of Clayton procurement policy as dated January 1, 1992. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 15 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte to appoint Bernier & Carr Assoc. as Town Engineer per agreement of \$1500 per year retainer. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 16 OF 2008** 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). Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 17 OF 2008** 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 18 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Supervisor to sign “Chamber of Commerce Agreement” for \$9,400.00. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III- aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 19 OF 2008** 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. Justin Taylor - aye, George Kittle -aye, Lance Peterson - aye, Donald Turcotte -aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 20 OF 2008** 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 \$175.00 per hour. Justin Taylor - aye, George Kittle aye, Lance Peterson - aye, Donald Turcotte -aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 21 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte for Supervisor to sign the contract with the Paynter Center for \$5,000.00 for Senior services. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 22 OF 2008** 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. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte - aye and Bob Cantwell III - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 23 OF 2008** offered by George Kittle, 2<sup>nd</sup> by Donald Turcotte a resolution for the Town of Clayton Tax Collector to keep up to \$5.00 over payment of town taxes submitted and to pool said money and use to compensate for under payment amounts tendered. Justin Taylor – aye, George Kittle – aye, Lance Peterson – aye, Donald Turcotte – aye, Bob Cantwell III – aye. **(SEE RESOLUTION BOOK.)**

Supervisor’s Committee appointments:

George Kittle – Youth Commission  
Purchasing

Donald Turcotte – Depauville Sewer District  
Heritage Heights Sewer District  
Depauville Library/Community Center

Lance Peterson - Chamber of Commerce  
Dock Committee

Highway

Bob Cantwell III- Paynter Senior Center  
Hawn Library  
Personnel  
Joint Boards  
Recreation Park

Supervisor's appointments:

Deputy Supervisor – George Kittle  
Town Accountant – Mary Ann Yuhas  
Historian – Norman Wagner  
Supervisor's Assistant – Alicia Dewey

**Annual Message:**

Supervisor Taylor gave the 2008 Annual Message. (See Attached.)

**Motion** to close the Annual Meeting by Bob Cantwell III, 2<sup>nd</sup> by Lance Peterson at 5:25 PM. Motion carried.

**January 9, 2008**

Supervisor Taylor opened the regular meeting at 5:27 PM.

Those in attendance included:

Justin Taylor  
Lance Peterson  
Kathy LaClair

George Kittle  
Bob Cantwell III

Donald Turcotte  
Bob Boulton

Jim Yuhas  
Greg Lago  
Nancy Murphy

Alicia Dewey  
Charlie Greenizen (TI Sun)

Ken Knapp  
Cindy Grant

**Public:**

Ken Knapp expressed a thank you for letting the public have a forum to speak on issues.

**Town Clerk:**

**Correspondence:**

- Certified Resolution adopted by the Village of Clayton concerning shared municipal office space. (**See attached.**)
- Jeff. Co. Notice of Reversion of County Roads 10, 128 & 125 (portion), Culvert G006. (**See attached.**)
- Thank you from the family of Almeda Orvis. (**See attached.**)

- December 2007 issue of Focusability. **(See attached.)**
- Notification from Jeff. Co. of Imposition of Dog Quarantine. **(See attached.)**
- Notice of Tug Hill Commission – 19<sup>th</sup> Annual Local Government Conference at JCC on Thursday, March 27, 2008. **(See attached.)**
- Justice Clarence Giles Jr. December 2007 report. **(See attached.)**
- Justice Clifford James December 2007 report. **(See attached.)**
- Resignation of Deputy Clerk Amy Barton. **(See file.)**

**Minutes:**

**Motion** by George Kittle, 2<sup>nd</sup> by Donald Turcotte, to approve December 12, 2008 minutes as written. Motion carried.

**Motion** by Donald Turcotte, 2<sup>nd</sup> by Bob Cantwell III, to approve December 31, 2008 minutes as written. Motion carried.

**Resolutions:**

**Resolution #24 of 2008** introduced by George Kittle, 2<sup>nd</sup> by Lance Peterson, to adopt and approve the Supervisor to execute the 801 Settlement Agreement as it pertains to the 801 housing property owned and operated by Clayton Housing Associates, and located within the Village of Clayton. Justin Taylor – aye, George Kittle – aye, Donald Turcotte – aye, Lance Peterson – aye, Bob Cantwell III – aye. **(See Resolution Book.)**

**Depauville Library/Community Building Bids:**

**Motion** by Donald Turcotte, 2<sup>nd</sup> by Bob Cantwell III, to approve the following bids – Asbestos: \$8,500 ISS; Mechanical- \$4,349 Hyde-Stone; Electrical - \$14,200 Nytric Electric; and General - \$50,000 Continental Construction. Motion carried.

There will be a job meeting next Tuesday at 8:30 AM and work will start immediately.

**Supervisor:**

**Supervisor Report:**

**Motion** by Lance Peterson, 2<sup>nd</sup> by Bob Cantwell III, to approve the Supervisor’s Report as submitted. Motion carried.

**Budget Transfers:**

**Motion** by George Kittle, 2<sup>nd</sup> by Lance Peterson, to approve the Budget Transfers for Highway Fund – Townwide in the amount of \$600; for Highway Fund – Parttown in the amount of \$600 and General fund – Townwide in the amount of \$1,000. Motion carried.

**Bills:**

**Motion** by George Kittle, 2<sup>nd</sup> by Donald Turcotte, to approve payment of Abstract #1 for 2008 in the amount of \$174,182.74. Motion carried

**Insurance:**

Supervisor Taylor stated that each department needs to do a complete inventory of assets for insurance purposes. Such inventory will need to be completed by the middle of February.

**Supervisor Notes:**

- **USDA Notice** has been received concerning feasibility of the Rt. 12 to Fisher's Landing Sewer. Our share will be \$3500.
- Letter has been sent to Kelly Cantwell concerning the town take over of Carrier Lane.
- A couple of employees that started work late in the year have received notice that they have underpaid their portion of health insurance. This will be taken care of through payroll deduction.
- A new conference phone has been purchased for the Town Board Room.

**Highway Superintendent Report:**

- **New Truck** should be ready by the end of the month.
- **Sander** will be here the second week in February. Bob Boulton, Lance Peterson & Bob Cantwell III reviewed the bids. Henderson was the best qualified bidder and state contract.
- **Meeting with USDA-RUS** on 1/16 for Shared Service Program.
- **Depauville Sewer** installed three (3) new pumps yesterday.
- **Windy** today, many limbs, trees and trash to pick up.
- **Truck Maintenance** – up & running and ready to go.
- **Osh Kosh** – will be auctioned in June. Is on the web site at no cost.
- **Motion** by Bob Cantwell III, 2<sup>nd</sup> by Lance Peterson, to authorize Highway Superintendent to sell surplus equipment. Motion carried.

**Committee Reports:**

**Don Turcotte:**

Depauville Community Center: Had a meeting today with Rob Campany. Another meeting will take place on 1/15 in Depauville. Should take about a month to complete renovations.

Heritage Heights Sewer: Pumps are running all the time. They're worn and labor intensive. Not happy with way this system is running.

**George Kittle:**

Code Enforcement: Last Saturday met for three (3) hours with committee to interview four (4) candidates. Tomorrow night the committee will meet again to rate each individual candidate. Next meeting will bring a name for action by this board. Committee consists of : George Kittle, Henry LaClair, Bud Baril, Jim Kenney & Doug Rogers.

Question if the town responded to Dwain Hazelton. Yes via Bud Baril.

**Lance Peterson:** Linda Brown of the Chamber of Commerce is having a Winter Fest starting 2/2/08.

**Bob Cantwell III:** Questioned if Code Enforcement is 50/50. Yes. Village will need to do a Local Law to change and town can do a resolution.

**Motion** by George Kittle, 2<sup>nd</sup> by Lance Peterson, to adjourn this regular meeting at 7:00 PM.

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Kathleen E. LaClair, Town Clerk