

January 14, 2009

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	George Kittle	Donald Turcotte
Lance Peterson	Robert Cantwell III(absent)	Robert Boulton
Kathy LaClair		
Jim Yuhas	Alicia Dewey	Ken Knapp
Patrick Phinney	Rolly Churchill	Cindy Grant
Leg. Mike Docteur	Lori MK Durand	Larry Aubertine

Supervisor Taylor opened meeting at 5:00 p.m. with the Pledge of Allegiance.

Town Clerk:

Town Clerk read letter from Association of Towns on 2009 Training School and Annual Meeting, February 15-18, 2009.

Motion by Lance Peterson, 2nd by Donald Turcotte, to name George Kittle as the Voting Delegate. Cantwell – absent. Motion carried.

Motion by George Kittle, 2nd by Donald Turcotte, to name Lance Peterson as the Alternate Delegate. Cantwell – absent. Motion carried.

Town Clerk Kathy LaClair appointed Janet Sullins as Deputy Town Clerk and Deputy Registrar.

Motion by George Kittle, 2nd by Donald Turcotte to ratify the appointment of Janet Sullins as Deputy Town Clerk and Deputy Registrar. Cantwell – absent. Motion carried.

Annual Resolutions:

RESOLUTION NO. 1 OF 2009 offered by George Kittle, 2nd 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- absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 2 OF 2009 offered by George Kittle, 2nd 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 3 OF 2009 offered by George Kittle, 2nd by Donald Turcotte for the following persons to be paid by voucher:

Cornelia Schnauber – \$17.50 per/hr. Depauville Sewer Collector
Zoning Board members - \$25.00 per mtg. (Chairman \$750 per yr.)
Planning Board members - \$25.00 per mtg. (Chairman \$1500 per yr.)
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 per/yr. 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 4 OF 2009 offered by George Kittle, 2nd by Donald Turcotte for Mileage rate for 2009 will be \$.55 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 5 OF 2009 offered by George Kittle, 2nd 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 \$9,000.00 on or about February 15, 2009. Justin Taylor - aye, George Kittle- aye, Lance Peterson - aye, Donald Turcotte aye, and Bob Cantwell III - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 6 OF 2009 offered by George Kittle, 2nd 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 7 OF 2009 offered by George Kittle, 2nd 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 8 OF 2009 offered by George Kittle, 2nd by Donald Turcotte to adopt Key Bank, Community Bank, Watertown Savings 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 - absent. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 9 OF 2009 offered by George Kittle, 2nd by Donald Turcotte to establish 2 regular meetings per month of the Town Board of the Town of Clayton, 2nd & 4th Wednesdays of the month at 5:00 p.m. at the Town Hall and an end of the year meeting on or before December 31, 2009. Justin Taylor - aye, George Kittle - aye, Lance Peterson - aye, Donald Turcotte aye and Bob Cantwell III - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 10 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 11 OF 2009 offered by George Kittle, 2nd 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 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 12 OF 2008 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 13 OF 2009 offered by George Kittle, 2nd 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 -absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 14 OF 2009 offered by George Kittle, 2nd by Donald Turcotte to adopt the Town of Clayton procurement policy as dated January 1, 1997. Justin Taylor - aye, George Kittle -aye, Lance Peterson -aye, Donald Turcotte -aye and Bob Cantwell III -absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 15 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 16 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 17 OF 2009 offered by George Kittle, 2nd 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- absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 18 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 19 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 20 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 21 OF 2009 offered by George Kittle, 2nd 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 - absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 22 OF 2009 offered by George Kittle, 2nd 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 – absent. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 23 OF 2009 offered by George Kittle, 2nd by Donald Turcotte a resolution authorizing the Town Supervisor to sign the Bed Tax contract between the Town and the Clayton Chamber of Commerce. Justin Taylor – aye; George Kittle – aye; Lance Peterson – aye; Donald Turcotte – aye; and Robert W. Cantwell III- absent. **(SEE RESOLUTION BOOK.)**

Motion was made by Lance Peterson, 2nd by Donald Turcotte to appoint the following individuals to the **Heritage Heights Sewer Board** – Tom Turgeon, Joseph Kehoe, Theresa Christensen and Dennis Baldwin. Cantwell – absent. Motion carried.

Motion was made by Lance Peterson, 2nd by Donald Turcotte to appoint the following individuals to the **Depauville Sewer Advisory Board** – Cornelia Schnauber, Jasper Wilkie, Keitha Huchzermeier, Donald Seymour. Cantwell – absent. Motion carried.

Motion was made by Lance Peterson, 2nd by Donald Turcotte to appoint Cornie Schnauber, Justin Taylor, Norma Zimmer and Dr. Grybowski to the Joint Consolidated Health Board. Cantwell – absent. Motion carried.

Motion by Lance Peterson, 2nd by Donald Turcotte, to appoint Dr. Steven Grybowski as the Joint Health Officer. Cantwell – absent. Motion carried.

Motion by Lance Peterson, 2nd by Donald Turcotte for the following appointments:

Registrar – Kathleen E. LaClair, Town Clerk
Deputy Registrar – Janet Sullins, Deputy Clerk
Budget Officer – Justin Taylor, Supervisor
Zoning Officer – Henry LaClair
Assistant ZEO – Richard Ingerson
Assessor Clerk – Nicole Cornaire
Town Constable – Charlie Solar
Depauville Sewer Operator – Robert Boulton
Depauville Sewer Collector – Cornelia Schnauber
Depauville Librarian – Connie Haver
Fishery Board – Keith Dasno (if vacancy available)
Building Codes Officer – Richard Ingerson
Cantwell – absent. Motion carried.

Town Facility Rates:

Discussion at the next meeting.

Supervisor’s Committee appointments:

George Kittle – Youth Commission
Purchasing
Cemeteries
Personnel

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
Recreation Park
Transfer Site
Joint Boards

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 2009 Annual Message. (See Attached.)

Committee Reports:

George Kittle: Complimented the Town Supervisor on how he handled the biggest problems of 2008 ie: Wind and Revaluation of Assessments.
Town Clerks Office run very professionally and nothing but good remarks from people concerning that office.
Highway Dept. is the best in the county.
Compliments to Bobby Cantwell III on running a clean campaign with nothing negative.
Thank you to Don Turcotte and Lance Peterson for their work this past year.
Thank to Alicia Dewey for her help with the teamsters contract and negotiations.

Lance Peterson: Thought everyone did a great job this past year. Everyone worked well together and looking forward to this coming year.

Donald Turcotte: Pleasure working with everyone. Feels we have a good quality of people that work well together.

Justin Taylor: Thank you to Alicia Dewey for all that she does for us; she worked on a good number of grants for the Town and we've been fortunate to receive awards from these grants.
We also appreciate hearing from the people; we do listen and process their concerns.

Motion to close the Annual Meeting by George Kittle, 2nd by Lance Peterson at 6:00 PM.
Cantwell – absent. Motion carried.

January 14, 2009

Supervisor Taylor opened the regular meeting at 6:00 PM.

Those in attendance included:

Justin Taylor	George Kittle	Donald Turcotte
Lance Peterson	Bob Cantwell III (absent)	Bob Boulton
Kathy LaClair		

Jim Yuhas	Alicia Dewey	Ken Knapp
Patrick Phinney	Rolly Churchill	Cindy Grant
Leg. Mike Docteur	Lori M K Durand	Larry Aubertine

Guests:

- 1) Leg. Docteur spoke with Senator Aubertine and Assemblywoman Russells office concerning a support letter from each concerning the Chaumont River for a proposed law designating the river as an inland waterway. This would aid in obtaining an LWRP grant. Legislator Docteur also stated that the sales tax figures for the last quarter are down about 10%. He will not be attending our February meeting as he will be in Albany attending the NYS Association of Counties training.
- 2) Pat Phinney, Chairman of the Fire District and Rolly Churchill, Director of TIERS approached the Board to revisit the agreement for use of the fuel depot and maintenance costs. They were interested in how the division of cost was calculated and believe the three main entities should do a new contract. The fuel depot is now 16 years old and will soon be in need of major repairs. Supervisor Taylor asked Mr. Phinney to sit with him on negotiations with the TI School and Village.
- 3) Larry Aubertine, Chairman of the CLDC discussed bank account practices and working together for the greater good of the community of Clayton. He stated he had just taken over as Chairman and if anyone wanted to discuss any matters, his name & number was in the phone book and he would welcome the opportunity of discussion anytime.

Town Clerk:

Correspondence:

- Justice Clarence Giles Jr. December 2008 monthly report. **(See attachment book).**
- Justice Clifford James December 2008 monthly report. **(See attachment book.)**
- Letter from Senator Charles Schumer informing that the Institute of Museum and Library Services (IMLS) is currently accepting applications for funding under the 2009 National Leadership Grant Program. **(See attachment book.)**
- Received from Hawn Memorial Library and end of the 2008 year report and calendar of events for February. **(See attachment book.)**

- Letter received from Sen. Charles Schumer informing that US Department of Education is currently accepting applications for funding under the 2009 Teaching American History Grant Program. **(See attachment book).**
- Received from Nancy Brown, County Treasurer, a listing of 2008 Town payments from the County. **(See attachment book).**

2008 Town Clerk End of Year Audit Report:

Motion by George Kittle, 2nd by Donald Turcotte, to accept the 2008 Town Clerk end of year audit report. Cantwell –absent. Motion carried.

2008 Zoning Enforcement Officer & Codes Officer Report:

The Town Board reviewed and accepted the reports from the Zoning Enforcement Officer Henry LaClair and Codes Officer Richard Ingerson.

Public:

No public comments on any agenda items.

Minutes:

Motion by Donald Turcotte, 2nd by Lance Peterson, to approve December 31, 2008 minutes as amended. Cantwell – absent. Motion carried.

Supervisor Report:

Motion by Lance Peterson, 2nd by George Kittle, to accept the Supervisor report as written. Cantwell – absent. Motion carried.

Bills:

Motion by George Kittle, 2nd by Donald Turcotte, to approve payment of Abstract #1 of 2009 in the amount of \$259,487.25. Cantwell – absent. Motion carried.

NYS Teamsters letter:

Town Board reviewed a letter written to the NYS Teamsters in response to our recent audit and who should be covered for the non-bargaining employees for the 2009 year.

Tipping Fees/Bag Fees at the Transfer Site:

Discussion by the Board for possibly raising the bag fee, no consensus reached. The Board will discuss more at the next meeting.

ATV Trails:

Discussions concerning changes the ATV Clubs are looking for. Supervisor will have meeting with Scott Burto County Coordinator of Trails.

\$600 Plan:

Any future encumbrances must be from the calendar year. Also our “Employee Handbook” should define “dependents”, who is a family member.

Highway Superintendent Report:

- Highway Superintendents had a meeting concerning 2009 Road Salt Contract and are looking at some purchase of road salt from NY State Contract. (**See attachment book**).
- OSHA training will be February 26th. Looking to send two people Mark Meeks & Steve Dorr. **Motion** by Lance Peterson, 2nd by Donald Turcotte, to approve sending Meeks & Dorr for training. Cantwell – absent. Motion carried.
- Refresher Course for OSHA training will be in February for the rest of the personnel.
- Problem with a fuel pump on the 480 Kumatzu. The fuel pump was sent to Watertown for repair.
- Personnel doing a great job; they've had some pretty long hours lately.
- Have had a few break downs thru the season; but we get it fixed and back out quickly.
- Winter storm watch tomorrow night thru Saturday.

Committee Reports:

George Kittle: Arena: Keith Wood and crew are doing a fantastic job. Always looks very clean. Concerns with the top railing and small people, wondering about any liability.

Donald Turcotte: Heritage Heights Sewer Committee needs to have a chairman this year. Hoping to get a copy of the layout of pipes at HH possibly from Jerry Ingerson.

Lance Peterson: Chamber of Commerce has sent their budget in to the Town. Chamber is very grateful for the extra bed tax money received. 2009 Winterfest Calendar of Events is on the Web site. Clayton 2009 Visitor Guide is out. Have talked with Rob Campany about salt shed and he is still checking on other options.

Public: Ken Knapp thanked the Board for everything they're doing for the taxpayers. Believes it was a wise decision not to go forward with the consolidation of the Municipal Building at this time. Cindy Grant spoke concerning order of meeting for the Wind Committee.

Motion by George Kittle, 2nd by Donald Turcotte, to adjourn this regular meeting at 7:00 PM. Cantwell – absent. Motion carried.

Kathleen E. LaClair, Town Clerk