

March 28, 2012

The regular workshop meeting of the Town Board of the Town of Clayton was held in the Town Board Room, 405 Riverside Drive, Clayton, NY with the following people in attendance:

Justin A. Taylor	George Kittle	Lance Peterson
Robert W. Cantwell III	Christopher D. Matthews	Robert Boulton
Kathy LaClair		
Alicia Dewey	Ken Knapp	Pat Youngs
Pam McDowell, TI Sun	Cindy Grant	

Supervisor Taylor opened the workshop meeting at 5:00 PM and led the assembly in the Pledge of Allegiance.

Guests: Aubertine & Currier- Mike Aubertine introduced himself and Brian Jones, both residents of Clayton and discussed the growth of his business that was started in 1999. Mr. Jones started with the firm in 2005. Aubertine and Currier started in the “residential” engineering and moved into “commercial” engineering. Today the Engineering firm has expanded to other states and increased to include survey and other designs.

Town Clerk:

Correspondence:

- Rotella Grant Management Grant Gazette – March 2012. **(See attachment book.)**
- Notice of Public Hearing to consider a Site Plan Review application by the Town of Clayton Fire District for the construction of a Helipad @885 Graves Street in the Business district, Tax Map #20.56-1-2.3. **(See attachment book.)**
- Notice of Public Hearing (across from Rec. Park), to consider an approval of a Simple Minor Subdivision on Georgette Jones, Executor property. This is a two (2) lot subdivision- basically a lot line adjustment. **(See attachment book.)**
- Clayton Fire Dept. invite to the Annual Banquet to celebrate their 125th anniversary. Banquet will be held Saturday, April 21st @ the Edgewood Resort, Alexandria Bay. RSVP before April 6th. **(See attachment book.)**
- Copy of notice(s) of training requirement for Charles Burlingame, Temporary Member and John Davis, Member of the Board of Assessment Review. **(See attachment book.)**

Minutes:

Motion by Christopher Matthews , seconded by Bob Cantwell III , to approve the minutes of March 14, 2012 as written. Motion carried.

Supervisor:

Employee Handbook:

Discussion of the number of components that make up the employee handbook so far. To date, it has become apparent that not all the bases are covered. We have a number of issues not considered in our handbook. We have been referred from another township to Public Sector HR Consultants LLC Public Sector HR Consultants LLC has sent the Town of Clayton a proposal, that would bring the Town into compliance. The Town Board should review the Town of Clayton Proposal for Employee Handbook from Public Sector HR Consultants LLC. The fee for one copy of the handbook developed and implementation will cost \$5,000. A training Workshop for Supervisors

and Employees will have a \$500 fee and travel expenses (mileage and tolls only) for Public Sector HR Consultants will be payable by the Town using the IRS mileage rate in effect at the time of travel.

Workplace Violence Policy/Program:

A proposal from Public Sector HR Consultants LLC has been received to also produce a Workplace Violence Prevention Risk Assessment and Program. NYS Labor Law Section 27-b requires public sector employers to develop and implement programs intended to prevent workplace violence. The Consultants would provide professional services that address the issue of workplace violence. The services will include a “workplace risk evaluation” and “written workplace violence prevention program”. The fees for this service would be the evaluation \$2,000, written violence prevention program \$1,500 for a total fee of \$3,500 plus the travel expense limited to mileage and tolls which would be billed at the current IRS rate.

Payroll Backup:

Motion by Lance Peterson, seconded by Bob Cantwell III, to hire Nicole Cornaire as the Payroll Backup Person, if needed. Mrs. Cornaire will be trained for this part-time position and would be paid a stipend of \$15/hr; and not be utilized for more than 40 hours a year. Motion carried.

Job Descriptions:

Supervisor Taylor has asked the Dept. Heads for a Job description for each of the departments employees. Each description will be added to the Employees Handbook, so that each employee will know what is expected for their job title.

Motion by Lance Peterson, seconded by Chris Matthews to appoint Alicia Dewey as Director of Finance and Human Resource Management at a stipend of \$10,000 per year. Motion carried.

Code of Ethics and Financial Disclosure Form:

Supervisor Taylor is requesting that all Financial Disclosure Forms be completed within 30 days following the first quarter of the year. The originals will be filed in the Town Clerk’s Office. Disclosure forms will be distributed to the employees within the next week.

Route 12 Sewer Project Update:

Rob Campany has submitted the grant application, last week, for the proposed Route 12 Sewer Project.

Grindstone Schoolhouse Grant Application:

An application was prepared for submittal to have the Grindstone Island School listed as a NYS Historical Preservation Site. It is expected that the review by NYS will be conducted in June 2012.

Frink/CLDC Update-Save the River Run Request:

Motion by Bob Cantwell III, seconded by George Kittle, to authorize the use of a corner of the Frink Property for the start/finish line for the Save the River, Annual River Day 5K/10K Run: Saturday, July 28th registration@7:30 AM; race starts @ 9AM. Motion carried.

SEQRA-Hazard Mitigation Project – Depauville:

Motion y George Kittle, seconded by Lance Peterson, to approve the SEQRA for the Hazard Mitigation Project in the Hamlet of Depauville. Motion carried.

NYSERDA-2228:

The NYSERDA-2228 grant was received in the amount of \$9,000 and we are advertising the Energy Workshops at the Green Fest Expo on Saturday, April 21st Noon – 2PM/Energy Workshops/ Health & Wellness Fair/Highway Harzardous Waste Recycling.

Budget Amendments:

Motion by Lance Peterson, seconded by George Kittle to approve the Budget Amendments as listed in the previous minutes of March 28th and also the following Budget Amendments:

Created New Expense Account: A-5131.41 – FEMA Grant budgeted at \$134,725

Created New Revenue Account: A-3589 - FEMA budgeted at \$101044 (Balance will come from an existing Highway Account).

Motion carried.

Highway Superintendent Report:

- Have started crushing stone.
- Tree trimming, lawns cleaned and trash pickup done.
- Cold patching is completed.
- Have talked with Irene, Real Property @ DEC about French Creek Wildlife Management Area roads and will be having a meeting with them on site, this week.

Committee Reports:**George Kittle:**

Talked with Karen Lago, Depauville Free Librarian, concerning some renovations for the Library.

Chamber business to pass along: Beth Rusho is doing an outstanding job at the Chamber of Commerce getting information out.

Lance Peterson:

April 13-15 will be the Boat Show. The evening of the 13th will have a public wine/cheese get together.

Farmer's Market Committee has expanded their committee and is meeting.

Food & Wine Show has some new vendors this year and is growing.

Chamber of Commerce is looking for sponsors for the concert series.

Punkin Chunkin Contest will be held on 10/20/12.

Rec. Park: Keith is replacing sinks, faucets, toilets at the arena.

The Park Employees will be painting the storage building to correspond with the park other buildings.

The ADA lift for the pool has arrived and will be installed soon.

Bob Cantwell III:

Paynter Senior Center is in receipt of the Town stipend and sends a "thank you" for the support.

LWRP: the State has approved the Local Consistency Law. Supervisor

Taylor has sent a copy to the Planning Board for minor wording changes.

TIYLO: has Green Fest Expo on 4/21 from Noon-2PM.

Chris Matthews:

Nothing for this evening.

Public: No public comments for this evening.

Motion by George Kittle, seconded by Lance Peterson, to adjourn this regular workshop meeting at 5:59 PMPM. Motion carried.

Kathleen E. LaClair, Town Clerk