

September 23, 2015

The Town Board of the Town of Clayton held their regular workshop meeting in the Town Board Room, 405 Riverside Drive, Clayton, NY with the following persons present:

Justin A. Taylor	Lance Peterson	Robert W. Cantwell III
Christopher D. Matthews	Mary Zovistoski	Kathleen E. LaClair
Bill Sherman	Alicia Dewey	Keith Wood
Kevin Patchen	Ralph Battles	Melissa Battles
Steve Dorr	Jody Garrett	Doreen Garrett
Dave Storandt	Pam McDowell, TI Sun	

**Opening & Pledge of Allegiance:** Supervisor Taylor opened the regular workshop meeting at 5:00 p.m. and led the assembly in the Pledge of Allegiance.

**Town Clerk:**

**Correspondence:**

- Justices Brick & Ramseier August 2015 Comptroller Report.
- Thank you letter from Depauville Free Library.
- Grants Action News – September 2015
- Notice of Time Warner Cable coverage of the Papal Visit.
- ACT Health – View Point – August 2015.

**Minutes: Motion** by Bob Cantwell III, seconded by Chris Matthews to approve the minutes of September 9, 2015 as presented. Motion carried.

**Local Government Conference Approval: Motion** by Bob Cantwell III seconded by Mary Zovistoski, to approve the following to attend the 2015 Local Government Conference at SUNY Potsdam on October 13, 2015: Dale Maclaughlin (ZBA); Kim Johnston (Assistant Zoning Officer& Clerk to Assessor); Dr. Douglas Rogers (Planning Board); Timothy Ritter (Assessor); David Storandt (Supervisor-Elect). Motion carried.

**Public Comments on Agenda Items:** None.

**Supervisor:**

<u>Fuel Oil:</u>	<u>Option1 Fixed</u>	<u>Option 2 Variable</u>	<u>Rack Price</u>	<u>Extension to Employees</u>
Glider Oil Co	0	\$1.719	\$0.15	Yes
North Shore Oil	0	\$1.606	\$0.10	Yes
Philly Fuels Inc	\$1.849	\$1.679	\$0.20	No
MX Petroleum Corp.	\$2.149	\$1.825	\$0.20	Yes
<b>Propane:</b>				
Glider	0	\$1.01	\$0.11	Yes
North Shore Oil	\$0.95	0	0	Yes
Philly Fuels, Inc	\$1.053	\$0.853	\$0.20	No

<b>MX Petroleum Corp</b>	<b>\$1.09</b>	<b>\$0.90</b>	<b>\$0.35</b>	<b>Yes</b>
<b>K-1:</b>				
<b>Glider Oil Co</b>	<b>0</b>	<b>\$2.169</b>	<b>\$0.15</b>	<b>Yes</b>
<b>North Shore Oil</b>	<b>0</b>	<b>\$1.9409</b>	<b>\$0.10</b>	<b>Yes</b>
<b>Philly Fuels Inc.</b>	<b>\$2.291</b>	<b>\$2.121</b>	<b>\$0.20</b>	<b>No</b>
<b>MX Petroleum Corp</b>	<b>\$2.449</b>	<b>\$2.225</b>	<b>\$0.30</b>	<b>Yes</b>

**Motion** Lance Peterson seconded by Bob Cantwell III, to award the following bids: Fuel Oil: North Shore Oil @Variable - \$1.606; Propane: North Shore Oil – Fixed - \$0.95; K-1: North Shore Oil – Variable - \$1.9409. Motion carried.

**Financial – Revised: Motion** by Chris Matthews, seconded by Mary Zovistoski to accept the REVISED June 2015 abstract #6 to the amount of \$146,986.31. The Town was given a rebate of \$88.83 off of a bill and we added the payroll liabilities, which necessitated the Abstract change. Motion carried.

**Assessor Report:** Timothy Ritter, Assessor expressed a “thank you” to the Town Board for allowing him to attend a one (1) day course in Lake Placid on Lakefront Property Assessment Calculations. He acknowledged that there is a difference in how we determine front footages, but it was helpful with the land values and gave him a good start. They also touched on Solar Panels and how they affect assessment values. We will continue to collect and watch the solar panels values. In Clayton we are using component valuation. The State Real Property Service Policy Manual discusses 1) Cost, 2) Comp Sales Values, 3) Manual Model and 4) Fair Value. Assessor Ritter explained that this was a very good learning tool for him as we’re in a 5-year cycle with the State.

**Sewer Rates for 2016:** Motion by Mary Zovistoski, seconded by Bob Cantwell III, to approve the following sewer rates for the 2016 season: Heritage Heights: \$885 (an increase of \$10 per due to increase in the Village charge); Depauville Sewer: \$400 (no change); Reed Point: \$600 (no change). Motion carried.

**Audit Update:** Bowers & Company stated that we are not required to do a “Single Audit” this year. Bowers & Company will be here to do an “Agreed Upon Procedures Audit” for the year ending 2014 and for a 2015 ten month audit.

**Budget Update:** Consensus of the Board to invite the Dept. Heads, Union representatives, Kevin Patchen, Steve Dorr and David Storandt. The Board will meet on 10/6; 10/8 & 10/13 at 7:00 a.m., with an Executive Session on 10/8 at 9:00 a.m. to discuss possible litigation.

**Employee Handbook Revision:** Supervisor Taylor stated that the Dept. Heads had reviewed the Employee Handbook, as have some of the employees. There are some minor clerical improvements to be made, but other than that it is ready to be printed.

**Motion** by Lance Peterson, seconded by Mary Zovistoski, to finalize the Employee Handbook Update. Motion carried.

**NYS OSC Fiscal Stress Report:** Supervisor Taylor received a system status notification from the Local Government Office of the State Comptroller concerning Fiscal Stress Monitoring. It advises us that as of August 31, 2015, their review of the 2014 Annual Update Document (AUD) for the Town of Clayton was

completed. The fiscal and environmental scores and designation are outlined for the years ending 2012-2014, indicating that the Town of Clayton has “no designation”, meaning that we scored well with the “no designation” classification.

**RESOLUTION #49 OF 2015: Internal Audit Report 2014:**

**RESOLUTION #49 OF 2015** was introduced by Chris Matthews, seconded by Mary Zovistoski, a resolution to certify examination and audit of the Town Justices Brick & Ramseier, 2014 Monthly reports and account books. Taylor-aye; Peterson-aye; Cantwell III-aye; Matthews-aye; Zovistoski-aye. **PASSED.**

**TIERS Project Update:**

Land Transfer with CFD: **Motion** by Bob Cantwell III, seconded by Lance Peterson, to authorize the Town Supervisor to accept and sign the Land Transfer from the Clayton fire Dept. to the Town of Clayton. Motion carried.

**Letter of Commitment: Motion** by Chris Matthews, seconded by Bob Cantwell III, to authorize the Town Supervisor to sign and send a letter to TIERS of our commitment to their building project on Graves Street. Motion carried.

**Depauville Library Project Update:** There will be a walk through tomorrow at 1 p.m. with the Engineer.

**Zoning/Codes Fee Refund Status:** We have not heard back from Attorney Russell as yet on this request.

**Transient Dock Updates:**

**Closing Date:** Official closing date will be October 19, 2015.

**Change Order: Motion** by Chris Matthews, seconded by Mary Zovistoski, to approve the Change Order increasing with Jordstat Construction Inc. to replace deteriorating sink countertops with solid surface countertops. Town to pay for increase in material costs. Contractor to provide all equipment and labor to remove existing and install new countertops in men’s & women’s rooms. Modification due to pricing error. Town to choose the color. Priced based on color chosen. Range of pricing was attached and change in contract times were NA. Increase of this Change Order is \$960.00. Motion carried.

**Rates & Rules:** The Committee is still working on these.

**Cleat Replacement-Agreement:** Previously used Cleat was shown along with the newer version of cleats. Dock lines were being frayed and there are 210 cleats to be replaced

**Motion** by Bob Cantwell III, seconded by Lance Peterson, to authorize the Town Supervisor to sign the new Letter of Agreement with Structuramarine for the changing of the cleats and to send back the originals at our expense to the Canadian firm. Motion carried.

**Discussion:** Concerns about snowmobiles jumping off the docks onto the snow and ice. It is possible that a ramp will be built to aid getting out on the ice.

**Route 12 Sewer Project Update:** No more signed “easements” seem to be forth coming; It is time to move forward. The signed and notarized “Verified Petition” has been sent back to Attorney Russell to send to State Supreme Court to receive Eminent Domain to finalize receiving “easements” for the Route 12 Sewer.

Side note: Route 12 Sewer Project has been added to the 2016 Proposed Budget so that we can start taking on the responsibilities.

**Frink Riverwalk:** We have received a fee quote from North Country Management, Ltd., Real Estate Appraisers. The quote is \$3500. To provide us with an Appraisal Report on the Town of Clayton Riverwalk. The fee is based on an estimate of the time necessary to complete the assignment and comply with the guidelines of the Uniform Standards of Professional Appraisal Practice (USPAP). This should be completed within approximately six weeks.

**Motion** by Bob Cantwell III, seconded by Chris Matthews, to authorize the Town Supervisor to sign this agreement with North Country Management, Ltd., Real Estate Appraisers. Motion carried.

**Highway Superintendent Report:** TIERS – we’re working on the driveway off of Graves Street and doing some clearing.  
Depauville Trash Pickup possibly schedule for 10/12 or 10/19.

**Council Reports:**

**Zovistoski:** Tomorrow night, 9/19, Business with a Twist at the C-Way Restaurant.

**Public Addressing the Board:** None.

**Adjournment: Motion** by Lance Peterson, seconded by Chris Matthews, to adjourn this regular workshop meeting at 5:50 p.m. Motion carried.

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**Kathleen E. LaClair, Town Clerk**