



**TOWN BOARD MEETING  
AGENDA**

**Monday, January 11, 2017 | 5:00pm | Annual Meeting**

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Meeting to Order at 5:00pm

**Supervisor:**

- Administrative Appointments
  - Association of Towns Delegate: David Storandt, Jr.
  - Deputy Supervisor: Robert Cantwell, III
  - External Auditor: Bill Dealing, CPA: AUD, Bowers and Co.: Single Audit
  - Clerk to Supervisor: Alicia Dewey
  - Part-Time Clerk: Taylor Fleming
  - Historian: Lois Huntley-Seybert
  
- Board Appointments
  - Heritage Heights Sewer Board:  
Tom Turgeon; Joseph Kehoe; Theresa Christensen; Dennis Baldwin
  - Depauville Sewer Board:  
Jasper Wilkie; Keitha Haas; Larry Girard; Bob Haver; Lynn Schnauber
  - Consolidated Health Board:  
Mayor Norma Zimmer; Supervisor David Storandt, Jr.; Dr. Grybowski; Keitha Haas
  - Consolidated Health Board Officer: Dr. Grybowski
  
- Other Appointments
  - Registrar: Kathleen E. LaClair, Town Clerk
  - Deputy Registrar: Janet Sullins, Deputy Town Clerk
  - Records Management Officer: Kathleen E. LaClair
  - Records Access Officer: Kathleen LaClair
  - Budget Officer: David Storandt, Jr.
  - Zoning Officer: Richard Ingerson
  - Building Codes Officer: Richard Ingerson
  - Interim Assessor: Kimberli Johnston

- Town Constable: Lynn Schnauber
- Depauville Sewer Operator: Bill Sherman
- Town Board Committees: (per Town Law 63, 13)
  - Bobby Cantwell: Highway; Buildings & Grounds; Sewer Districts; Paynter Center
  - Mary Zovistoski: Chamber; Libraries; Transient Docks Operations
  - Donna Patchen: Purchasing; Personnel; Culture, Recreation, & Community Services (Youth Commission; Cemeteries; Joint Boards)
  - David Storandt: TIERS Budget & Finance; ABM; CLDC

**Town Clerk:**

- Appoint Deputy Clerk: Janet Sullins

**Highway Superintendent:**

- Appoint Deputy Highway Superintendent: Steve Dorr

**Town Facility Rates:**

- Transfer Site—Rates will remain the same
- Cerow Recreation Park—
  - Event Rates: Show rates as \$475/day, unless otherwise determined by Superintendent of Buildings and Grounds
  - Weddings are \$575 flat fee
  - Ice rates for 2016-2017:
    - \$75/hr contract
    - \$94/hr Old Timers
    - \$100/hr Community non-contract
    - \$120/hr Outside non-contract
    - \$2/day Public Skate admission
  - Pool:
    - \$2/day Daily admission
    - Season membership: \$50 – family; \$30 – adult; \$25 - student

**Annual Resolutions:**

1. Adopt the Official Undertaking of Municipal Officers Resolution.
2. Resolution to adopt Robert’s Rules of Order as Town Meeting Rules.
3. Resolution to reaffirm “Rules for Public Participation at Town of Clayton Board Meetings” adopted by Resolution on October 31, 2008 and revised June 9, 2010.
4. Resolution to reaffirm “Resolution Regarding Rules for Public Hearings Conducted by the Town Board Town of Clayton”, adopted December 9, 2009 and revised April 14, 2010.
5. Resolution to establish two regular meetings per month for Town Board—2<sup>nd</sup> and 4<sup>th</sup> Wednesday’s of the month at 5PM.

6. Resolution establishing that the second meeting in July will be held on Grindstone Island and the second meeting in August will be held in Depauville.
7. Resolution to designate the Thousand Islands Sun as the official Town newspaper.
8. Acknowledge and set the salaries of the elected officials: Supervisor \$45,000; Councilpersons \$3,040; Town Clerk \$44,800; Highway Superintendent \$52,000; Town Justices \$12,250.
9. Acknowledge that no formal action needs to be taken at the organizational meeting to further approve salaries for employees. In accordance with the established policies within the employee handbook, and as per the terms of any applicable bargaining unit the salaries for 2017 have been provided for within the 2017 budget. The Town Board has approved 2017 salaries by its action to approve the final budget on November 9, 2016.
10. Resolution recognizing Town employees who belong to the NYS Retirement System, their retirement number and their number of days worked during a bi-weekly period.
11. Resolution that any "new hire" or "rehire" must be reflected in Board minutes.
12. Resolution to pay certain contractors or service providers by voucher:
  - a. Jay Slate: \$12/hour for Laborer
  - b. Grindstone Mowing-per annual bid
  - c. Richard Matthews: Mowing G.I. Schoolhouse \$10/hour
13. Set official Town Hall hours for regular business at 7:30am to 3:30pm.
  - a. Zoning Enforcement/Code Enforcement Office: 7:30am-4pm
  - b. Assessment Office: 8am-4pm Monday, Wednesday, Friday
  - c. Town Clerk's Office: 9am-4pm (closed 12pm-1pm for lunch)
  - d. Supervisor's Office: 9am-4pm Monday-Friday
14. Approve payment of \$1,199 membership dues for the Association of Towns for the year 2017.
15. Resolution to set mileage rate for 2017 at the established IRS and Federal Rate. IRS Rate for 2017 is \$.535 per mile.
16. Resolution to set boat mileage rates for employees performing daily work on Grindstone Island or for island transportation services by staff. A "trip" is considered **over and back** to Grindstone Island at a rate of \$60 per day. In reference to transportation of staff or others on an hourly basis, a "per hour" rate of \$30 per hour will be applied with a \$60 minimum. Both scenarios are **in addition** to receiving their full hourly rate.
17. Resolution to adopt Community Bank; Watertown Savings Municipal Bank; and Citizens Bank of Cape Vincent as Town Banks.
18. Resolution that no bills incurred by the Town of Clayton are valid without a voucher and that all vouchers that are to be paid must be delivered to the Town no less than five (5)

business days prior to the regular Board meeting, unless otherwise approved by the Town Supervisor.

19. Resolution authorizing Town Supervisor to sign checks or in absence, his Deputy.
20. Authorize the Town Superintendent of Highways to make highway purchases in an amount not to exceed \$10,000 without prior approval of the Town Board as per Highway law.
21. Authorize the Supervisor to execute contracts for insurance Renewals for the year 2017.
22. Resolution for Supervisor to sign agreement with Village for the Hawn Memorial Library for \$9,000.
23. Resolution for Supervisor to sign "Chamber of Commerce Agreement" for \$9,400.
24. Resolution Authorizing Supervisor to sign Bed Tax Contract between Town and the Chamber of Commerce for the annual amount of \$12,000, plus \$15,000 for 2017 fishing tournaments.
25. Resolution for Supervisor to sign contract with the Paynter Center for \$7,500 for Senior Services.
26. Resolution for Supervisor to sign an amended contract with TIERS for \$105,000 contract for expenses related to Emergency Services in the Town of Clayton, \$17,000 ambulance payment and \$8,966 to be used for a reserve account.
27. Resolution for Supervisor to sign contract with TI Museum for \$2,500 for expenses related to housing the Town Historian.
28. Resolution for Supervisor to sign contract with CLDC for \$10,000, at the discretion of the Town Board, for expenses related to economic development in the Town of Clayton.
29. Resolution to appoint Rob Company, PE, as Town Engineer per agreement (see attached).
30. Resolution to appoint Joseph Russell, Menter, Rudin & Trivelpiece Law Firm, as Town attorney at the rate of \$200 per hour.
31. Resolution to adopt the Comprehensive Financial Policy, embodying all Town financial policies into one document, and to revise the fixed assets threshold to \$3,000.
32. Adoption of the Employee Handbook v. 2015, as well as all policies contained within; including but not limited to (Drug & Alcohol policy; Town Building Emergency Action Plans; Municipal Cell Phone Use Policy; Smoking policy; Code of Ethics; \$600 Flexible Benefits Plan Policy; Cell Phone Reimbursement Policy; Laptop Policy and Workplace Violence Policy Statement and Program).
33. Resolution for a Zoning & Planning Fee schedule for the Town, adopted January 5, 2005, revised by motion on October 10, 2013.

34. Resolution for a Code Enforcement Fee Schedule, adopted March 26, 2008, revised by motion on October 8, 2008.
35. Resolution to adopt Town Clerk's Fee Schedule, adopted December 30, 2015.
36. Resolution to comply with requirements of NYS Environmental Quality Review Act.
37. Resolution that any employee of Town wanting to travel to schools, seminars, etc., who expect reimbursement must get Board permission.
38. Resolution affirming the Town Board's support for Resolution #23 of 2003 related to simplifying and enhancing the zoning and planning processes within the Town and Village of Clayton.
39. Establish petty cash funds in accordance with Town Law Section 64, Subdivision 1 (a) as attached.
40. Approval of \$20 fee for dishonored checks, as authorized by Section 85 of General Municipal Law (Section 5-328 of the General Obligations Law sets the maximum fee at \$20.00).
41. 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.

**Pending Litigation: Jan 2017**

- A. *Status of pending General Litigation:*
  - a. Wind
  
- B. *Status of Tax Assessment Review Actions*
  - a. Clayton Housing Associates/Lonsway Hill