

January 5, 2015

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	Mary Zovistoski (absent)	Lance Peterson
Robert Cantwell III	Christopher D. Matthews	Kathleen E. LaClair

Supervisor Taylor opened the meeting at 9:00 a.m. with the Pledge of Allegiance.

Highway Rate Change:

Motion by Bob Cantwell III, seconded by Lance Peterson, move Mark Meeks from MEO/Mechanic at \$19.55 per hr. back to MEO at \$19.30 per hr.; all highway personnel are now at the same rate of \$19.30, except for Kevin Patchen, who is now Deputy Highway Superintendent. Zovistoski – absent. Motion carried.

Supervisor:

Administrative Appointments:

Association of Towns Delegate: Justin Taylor
Deputy Supervisor: Christopher D. Matthews
External Auditor: Bowers & Co. (2014 AUD) & Crowley & Halloran – 2015 Single Audit.
Supervisor's Assistant: Terra Bach
Part-Time Clerk: Alicia Dewey
Historian: Norm Wagner

Board Appointments:

Heritage Heights Sewer Board: Tom Turgeon, Joseph Kehoe, Theresa Christensen and Dennis Baldwin.

Depauville Sewer Advisory Board: Jasper Wilkie, Keitha Haas, Lynn Schnauber, Larry Girard, Bob Haver.

Consolidated Health Board: Justin Taylor, Mayor Norma Zimmer, Dr. Grybowski, Teresa Getter.

Consolidated Health Officer: Dr. Stephen Grybowski.

Motion by Robert W. Cantwell III, seconded by Chris Matthews, to approve the above Administrative and Board Appointments. Motion carried.

Other Appointments:

Registrar: Kathleen E. LaClair, Town Clerk
Deputy Registrar: Janet Sullins, Deputy Town Clerk
Records Management Officer: Kathleen E. LaClair
Budget Officer: Justin A. Taylor, Supervisor
Zoning Enforcement Officer: Richard Ingerson
Building Codes Officer: Richard Ingerson
Assistant Zoning Officer: Kimberli Johnston
Assessor: Denise Trudell through 1/19/2015
Town Constable/Court Baliff: Lynn Schnauber
Depauville Sewer Operator: Bill Sherman

Town Board Committees:

Lance Peterson: Youth Commission; Cemeteries; Recreation Park/Transfer Site
Bob Cantwell III: Highway; Sewer Districts; Paynter Center
Chris Matthews: Purchasing; Personnel; Frink Redevelopment
Mary Zovistoski: Chamber; Libraries; Joint Boards

Town Clerk: Town Clerk Kathy LaClair appointed Janet Sullins as full time Deputy Clerk.

Town Facility Rates:

We will hold this section for discussion and will complete at the next meeting.

Motion by Bob Cantwell III, seconded by Chris Matthews, to approve the “other” Appointments and Deputy Town Clerk appointment. Motion carried.

ANNUAL RESOLUTIONS:

RESOLUTION NO. 1 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, a resolution to adopt “Roberts Rules of Order” as Town Meeting rules. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 2 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, a resolution to reaffirm “Rules for Public Participation at Town of Clayton Board Meetings”, adopted on October 31, 2008 and revised June 9, 2010. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 3 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, a 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. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 4 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, 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, 2013. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye and Matthews-aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 5 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, establishing that the second meeting in July will be held on Grindstone Island, the second meeting in August will be held in Depauville. Taylor-aye; Zovistoski-absent, Peterson-aye; Cantwell III-aye and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 6 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, to designate the Thousand Islands Sun as official Town of Clayton newspaper. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (**SEE RESOLUTION Book.**)

RESOLUTION NO. 7 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, to establish rates of pay for salaried and hourly employees, also stipulating all Town employees to be paid on a bi-weekly basis. Taylor- aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 8 OF 2015 offered by Bob Cantwell III, seconded by Chris Matthews, a 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. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 9 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, that any “New Hire” Town employee must be reflected in the Town’s minutes, name and wage information inclusive. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 10 OF 2015 offered by Bob Cantwell III, 2nd by Chris Matthews, to pay certain contractor’s or service providers by voucher:

Jay Slate - \$12.00/hr. laborer
Grindstone Mowing: Town Board per annual bid
Richard Matthews - \$10.00/hr. mowing G.I. Schoolhouse

Taylor – aye; Zovistoski– absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 11 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, for Mileage rate for 2015 will be \$.57.5 per mile for any Town Business, and to automatically default to the IRS rate and schedule at any time of change by them. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 12 OF 2015 offered by Chris Matthews, seconded by Bob W. Cantwell III, a resolution to set boat mileage rate for employees performing daily work on Grindstone Island or for island transportation for daily work on Grindstone will be compensated at a rate of \$60/per day. In reference to transportation of staff or other 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 salary rate. Taylor – aye, Zovistoski– absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 13 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, to adopt Key Bank, Community Bank, Watertown Savings Municipal Bank & Citizens Bank of Cape Vincent as Town Banks, Supervisor to invest monies in interest bearing accounts on a competitive basis. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 14 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, a 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. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 15 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, for authorization for the Town of Clayton Supervisor to sign checks or in his absence the Deputy Supervisor. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 16 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, for the Supervisor to sign an agreement between the Village of Clayton and the Town of Clayton, for 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, 2015. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 17 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, to authorize the Town Supervisor to sign the “Chamber of Commerce Agreement” for \$9,400.00 which includes our annual dues. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 18 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, a resolution authorizing the Town Supervisor to sign the Bed Tax contract between the Town and the Clayton Chamber of Commerce, this will be capped at no more than \$12,000. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 19 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, for Supervisor to sign the contract with the Paynter Center for \$7,500.00 for Senior Services. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 20 OF 2015 offered by Chris Matthews, 2nd by Bob W. Cantwell III, a resolution to authorize the Town Supervisor to sign a contract with Thousand Islands Emergency Rescue Services (T.I.E.R.S.) for \$105,000 for expenses related to Emergency Services within the Town of Clayton and an additional \$8,500 for an ambulance payment.

Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 21 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, a resolution to authorize the Town Supervisor to sign a contract with the Thousand Islands Museum for \$2,500 for expenses related to housing the Town Historian. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 22 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, to authorize the Town Supervisor to sign a contract with the Clayton Local Development Corporation (CLDC) for up to \$10,000, at the discretion of the Town Board, for expenses related to economic development within the Town of Clayton. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 23 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, to appoint Robert J. Company as Town engineer per attached agreement. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 24 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, to appoint Joseph Russell from Menter, Rudin and Trivelpiece Law Firm, as Town of Clayton attorney in the amount of \$185.00 per hour. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 25 OF 2015 offered by Bob Cantwell III 2nd by Lance Peterson, a resolution to adopt the Comprehensive Financial Policy, embodying all Town financial policies into one document. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 26 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, a resolution adoption of other Town policies: 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. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 27 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, a resolution for a Zoning & Planning Fee schedule for the Town, adopted January 5, 2005, last revised by motion on October 8, 2013. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 28 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, for a Code Enforcement Fee Schedule adopted March 26, 2008, revised by motion on October 8, 2008. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 29 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Taylor – aye; Zovistoski – absent; Peterson – aye, Cantwell III – aye; and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 30 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, a resolution that any employee of the Town wishing to travel to schools, seminars, or other Town related business and who expect reimbursement for their expenses shall obtain permission from the Town Board. Taylor – aye, Zovistoski – absent, Peterson – aye, Cantwell III – aye, and Matthews – aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 31 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, 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. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 32 OF 2015 offered by Bob Cantwell III, 2nd by Lance Peterson, 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 underpayment amounts tendered. Taylor – aye; Zovistoski – absent; Peterson – aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 33 OF 2015 offered by Bob Cantwell III, seconded by Lance Peterson, a resolution for the Town of Clayton to implement a charge of \$20.00 and/or up to the amount that the bank imposes for any check returned due to insufficient funds or any other reasoning as determined by any bank. Taylor-aye; Zovistoski – absent; Peterson-aye; Cantwell III – aye; and Matthews – aye. **(SEE RESOLUTION BOOK.)**

Supervisor Taylor, in explaining that Assessor Denise Trudell will be leaving us, her last day is to be January 19, 2015. Assessor Trudell has offered to put the advertisement on the State Assessor's Web Page. Councilman Cantwell thanked her for all her endeavors on behalf of the Town of Clayton and congratulated her on her new job.

Ms. Trudell explained that it was closer to her home and less miles to drive, especially during the winter months.

Status of Pending Litigation(s):

There is no pending General Litigation.

Assessment Litigation:

Pending court cases are: Heineman (we have ordered an appraisal), Napodano (we are in discussion with his attorney), Lanzione (we have made an offer and are waiting on his attorney), Bob Purcell (no action).

Discussions: Recreation Park Radiant Heat discussed.
\$50,000 grant received from Senator Patty Richie for the Radiant Heat @
Recreational Park Arena and the Depauville Library renovations.

Motion to close the Annual Organizational Meeting made by Chris Matthews 2nd by Lance Peterson at 10:02 AM. Zovistoski – absent. Motion carried.

Kathleen E. LaClair, Town Clerk