

February 25, 2015

The Town of Clayton Town Board held their regular meeting at 5:00 PM in the Town Board Room at the Town Offices located at 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
William Sherman	Terra Bach	
Ken Knapp	Greg Lago	David Storandt
Pam McDowell, TI Sun	Wanda Phelps	Steve Snow
Kristi Dippel	Cindy Grant	Debra Rantanen
Donald W. Zimmer	Larry Aubertine	Anne Aubertine
Don Bell	Rosemary Bell	Sarah Baldwin
Ellen Stiefel	Sue Magee	

Pledge of Allegiance:

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

Guests: Steve Snow, Jefferson County Highway gave a presentation on Cartégraph, the next step in Enterprise Asset Management (EAM) for Highways. Four or five years ago, several towns grouped together to apply for a grant mostly for infrastructure. Once this was received, they literally drove the roads within their towns/villages and clocked many assets such as: sewers/drainage ditch/culverts, signs, water mains, and bridges to name a few. Phase I: trans-mapping was completed and all data went to replace hand written data. This information was put into a system where everyone could see. Our infrastructure went into a data base for asset management. State & Federal claims could be tracked like labor, equipment & materials needed for claims. This also could be used for equipment maintenance. This data gives GPS and allows location of problems as well. Fleetmax is being utilized by the County and won't change until the employee using this retires sometime within the next year or so, then it will be changed over to this next system. Clayton's bill for their portion will remain the same as it is now. Discussion continued on having Candie Pecor inputting some back data into the Fleetmax.

Motion by Bob Cantwell III, seconded by Lance Peterson, to start with the current information and go forward, but to also go back and enter data as time permits and to move forward with obtaining the Cartégraph annual licensing for \$1300. Motion carried.

Town Clerk:

Correspondence:

- ✓ Grants Action News – February issue received.
- ✓ Time Warner Cable – letter of developments affecting subscribers in the Western New York Division.
- ✓ North Country Affordable Housing announcing their applying for funding through NYS Affordable Housing Corp. to support our owner occupied rehabilitation in Jefferson County.
- ✓ ACR Health – February 2015 issue received.

Minutes:

Motion by Bob Cantwell III, seconded by Mary Zovistoski, to approve the minutes of January 28, 2015 as presented. Motion carried.

Motion by Mary Zovistoski, seconded by Bob Cantwell III, to approve the minutes of February 11, 2015 as presented. Motion carried.

Public Comment on Agenda Items: None.

Supervisor:

Public Hearing for CDBG Grant:

Motion by Lance Peterson, seconded by Chris Matthews, to open the Public Hearing on the CDBG Grant at 5:04 PM. Motion carried.

Supervisor Taylor stated that the Town would submit the grant application requesting \$276,000 from the CDBG Housing Grant and if allotted would be administered through the Clayton Improvement Association.

In general those in attendance thought it would be good to apply, however no one in particular spoke on the subject.

Motion by Lance Peterson, seconded by Chris Matthews, to close the Public Hearing at 5:05 PM and to apply for the CDBG grant. Motion carried.

Opera House Repairs:

Fourth Coast Inc—St. Lawrence Engineering DPC prepared a six page Cost Estimates of Proposed Work in reference to the Opera House Sprinkler Leak Repairs. Keith Wood will be asked to look at this proposal. Rob Campany, Bob Schrader, PE and Keith Wood will be asked to be at the 3/11 meeting to discuss this proposal. Discussion continued that we might pursue a “dry system” as we currently have a “dry system” in the attic portion of the Opera House.

Ice Rental Rates:

Motion by Lance Peterson, seconded by Mary Zovistoski, to increase this fall (2015-2016) rates as follows:

- Contract ice with TIYH,CFS and TI Varsity Programs to \$75
- Old Timers group as they take the same time every week with no contract to \$94
- Non-contracted ice time for above groups to \$100
- For groups wishing to rent ice time on a regular basis with no contract \$125 and \$135 w/clock
- For groups wanting ice time on an as available time \$125 & \$135 w/clock (Skate & Shoot time \$5 per/person
- Non-Community ice time scheduled or non-scheduled at \$200
- No sub-letting of ice time is permitted

Motion carried.

Public Hearing for Town Manager:

Motion by Mary Zovistoski. Seconded by Chris Matthews, to open the Public Hearing on Local Law #2 of 2015 – Town Manager. Motion carried.

Supervisor Taylor stated that last July the Town Board held an advertised meeting concerning the proposed Town Manager position. About 25 people attended this public meeting gathering upstairs in the Opera House. The Town Board gathered and gave information for a couple of hours. Then in the fall the Town Board again discussed the Town Manager position at one of our Town Board meetings and did include in the 2015 Budget.

Letters & e-mails from Leona Wilkie, Libby Fredenburg and Susie O'Neill, have been received voicing their opposition to having a Town Manager position.

Those speaking this evening:

Ken Knapp stated that it should have been put on the Town Web Site. He stated that he is in support of putting the Supervisor job back to a Part-time position, but not totally sure there should be a Town Manager position. Mr. Knapp stated that the Town has invested time and dollars in training for the Executive Assistant Position and wondered of that person's fate if a Town Manager position was created. Also in reading the Local Law, he thought the control of a Town Manager position should not be just with the Supervisor, but also with the Town Board. Again, he reiterated that this should be on the Web Site, along with the job description, pay and benefits, and give the reasoning why this is a good idea.

Don Bell stated from a business sense, he didn't see the need for a Town Manager and inquired as to the total cost of this position. Have we benchmarked with other Municipalities? Did we try to distribute the work load amongst the current staff that we already have or even inquire of the Village staff? He inquired as to the selection process for a Town Manager and if the Board already has someone in mind? He needed much more information before making a decision on this matter.

Supervisor Taylor stated that the position is annualized at \$60,000 plus benefits. If people would look over the last 60 years, Clayton has been fortunate to have had four (4) Supervisors.

Ann Aubertine inquired as to what the Supervisor job would be if it went to part-time. What do you see the Supervisor position doing?

Supervisor Taylor stated he saw the Town Manager as overseeing the day-to-day activities and the Supervisor being more political and with the Town Board having the policy-making roll.

Wanda Phelps doesn't agree with having a Town Manager position and that the current Supervisor ran for that position and to taking it back to a part-time position. When the former Supervisor left, he was making about \$67,000. Currently the Supervisor receives \$28,500; the Executive Assistant receives about \$31,000 and the part-time clerk is at \$20,000 and you have the added expense of the bookkeeping change over. All this together tops previous amounts for these budgets.

Supervisor Taylor indicated that the Part Time Clerk would be eliminated as the Town Manager would be doing some of these things.

Cindy Grant also spoke against the position of Town Manager. She read a prepared letter and asked that it be entered into the minutes. She also requested that no action be done until facts and figures were produced as to the total cost. No other township in Jefferson County has seen the need for a Town Manager and she didn't feel that Clayton needed one either. She inquired if someone came into the office and had questions, would the Town Manager see them and answer those questions? If there was a Town Manager, will there be a probationary period and then an evaluation?

Supervisor Taylor stated that a one year appointment would be made for the Town Manager, then a contract would be done after that time.

Larry Aubertine inquired if a detailed spread sheet of all the costs could be done so we were comparing as it is now and what it would be if there was a Town Manager.

Wanda Phelps stated that she would also like to see the job descriptions of the Supervisor, Executive Assistant and Part-time Clerk and would like to see that shared as well. She also stated that the 2015 Budget should be on the Web Site.

Supervisor Taylor stated that the 2015 Budget was put on the Web Site today. Supervisor Taylor also stated that the Town Board has spent a tremendous amount of time discussing the possibility of a Town Manager position. He also shared that the Town of Clayton is the largest Town in Jefferson County by Assessment. In a year's timeframe we have 72 employees employed.

Councilman Matthews stated that until today he had not received a phone call. He urged people to call their Council People and talk one on one to let them know what they're looking for in government. He feels that another public presentation about the Town Manager is required to further give opportunity to discuss. The Supervisor's Office is very important; Jefferson County has a County Administrator and that person reports to the County Board.

Councilman Peterson discussed the Bookkeeping. It was the Town Board who wanted to be able to look at the fiscal aspects of the Town at any time. When we were doing the budget, we had the former bookkeeper discussing the issue. He was not able to give instant access and therefore stated he would not be able to help us. His business was set up for numerous other communities as well as ours and he wasn't willing to change his system for one community.

Moving to our new financial system was best for us; we could look at our financials at a moment's notice - night or day without having to call someone to give us the answer.

Sue Magee inquired as to what happens now? We the people have elected you all because we know you and trust you to do what is right. You need to have this on your Web Site as this needs more exposure. More people need to know what is going on.

Councilman Cantwell III stated that we have been listening to you this evening and we will continue to listen. This won't be passed tonight; at least he isn't willing to pass tonight.

Councilwoman Zovistoski stated that another public meeting and presentation is needed.

Councilman Matthews stated that you have made us aware of your feelings on the matter.

Supervisor Taylor will put the job description together for the Town Manger position along with the pay and benefits that go along with this and put it on the Web Site. Another public meeting will be done and advertised also on the website.

NO further persons to speak on this subject, **MOTION** by Chris Matthews, seconded by Bob Cantwell III, to close the Public Hearing at 6:27 PM. Motion carried.

Transient Docks – Pumpout system:

Fourth Coast put out for Sewage Pumpout System bids for the Clayton Transient Docking Facility and Shoreline Stabilization Project. Bids were received by Fourth Coast Inc per request for Quotation dated February 12, 2015 and bids were due on or before 4PM on February 18, 2015.

Fourth Coast Inc submitted a recap of the bids received: KECO, Inc. Pump-A Head \$11,270.00; Elias Environmental Solutions, Inc SaniSAilor \$11,391.00; EDSON International Edson Unit \$\$11,842.50; Dennis W. Gormley Sales Keco Pump-A-Head \$12,397.00 and EMP Industries, Inc \$14,448.00.

Motion by Chris Matthews, seconded by Lance Peterson, to award to KECO, INC at a bid price of \$11,270.00. Motion carried.

Building Codes Rates:

Motion by Mary Zovistoski, seconded by Lance Peterson, to approve these rates effective February, 2015. Motion carried. **(See minutes book).**

Zoning Rates:

Motion by Mary Zovistoski, seconded by Bob Cantwell III, to approve the zoning rate changes effective February, 2015. Motion carried. **(See minutes book).**

Jefferson County Snow & Ice Contract:

Motion by Bob Cantwell III, seconded by Lance Peterson, to authorize the Town Supervisor to sign the Jefferson County Snow & Ice Contract for a five year contract period. Motion carried.

Structure Marine – Change Order #3:

Motion by Chris Matthews, seconded by Mary Zovistoski, to approve Change Order #3 which has “no cost” modifications. Motion carried.

Route 12 Sewers Proposed Operating Budget:

Motion by Chris Matthews, seconded by Bob Cantwell III, to authorize the Tentative Operating Budget for the Town of Clayton Route 12 Sewer District. Motion carried.

Bidding on Yearly Contracting Bids:

Consensus of the Town Board to go to a 2 year bidding process on our current yearly Contracting Bids. Motion carried.

Consider Adoption of LL #2 after Public Hearing: - NO ACTION -

Assessor:

Supervisor Taylor stated that Marlyne Norfolk has been here a couple of days and that everyone seems very comfortable working together.

Highway Superintendent:

-  Received a letter of intent from FEMA for submission of November 2014 Storm.
-  Working with NYS Dept. of Labor Mine Safety for free MSHA Training which is set for March 24th at JCC.
-  Grader is back on line again.

Council Reports:

Lance Peterson: Asked for point of clarification on the inside of the wave attenuator, was it for public docking or transient docking? Answer: Will be filling up the outside portion first and reserve the inside portion. This will be a managed use on the inside of the attenuator.

Mary Zovistoski: Depauville Library: Wednesday, March 4th at 3:30 PM, Hawn Library is looking for Volunteers to help with the Easter egg hunt on April 4th.
Chamber of Commerce is working on the Spring Boat Show and is looking for someone to work the concession stand.

Executive meeting: The Town Board will hold an Executive Session on Tuesday, March 24th, at 8 AM to discuss specific assessment litigation.

Workshop Meeting of 3/25: Jake Tibbles, Executive Director of T.I.L.T. has asked to speak to the Board.

Public: Submitted Requests to Address the Board: None submitted.

Adjournment :

Motion by Chris Matthews, seconded by Mary Zovistoski, to adjourn this regular workshop meeting at 7:17 PM. Motion carried.

Kathleen E. LaClair, Town Clerk