

**January 27, 2016**

The Town board of the Town of Clayton held their regular meeting at 5:00 PM in the Town Board Room, at 405 Riverside Drive, Clayton, New York with the following persons present:

David M. Storandt Jr.  
Mary Zovistoski  
Kathleen E. LaClair

Robert W. Cantwell III  
Donna J. Patchen

Christopher D. Matthews  
Bill Sherman (Absent)

Alicia Dewey  
Pam McDowell  
Dan Wiley

Cindy Grant  
Gunther Schaller

Kevin Patchen  
Paul Luck

**Pledge of Allegiance:** Supervisor Storandt led the assembly in the Pledge of Allegiance after opening this regular meeting at 5:00 pm.

**Guests:**

Dan Wiley, Town of Cape Vincent, stated he was a newly elected to the Cape Vincent Town Board. He expressed that he would be very willing to look into any ideas in which the two Boards might be able to work together. He stated that he used to be very involved with the Cape Vincent Youth Commission and was also on the TI School Board for awhile. He has major concerns that kids need to be kept busy and is interested in resurrecting the old Pop Warner and getting people back involved with this. Councilman Matthews indicated that this was a good idea, however, a lot of discussion would need to be done on this matter. Mr. Wiley also stated he was interested in any partnerships and/or shared projects that might concern solar projects. A comment that Rob Company from Fourth Coast has or will be doing a presentation with the Village of Cape Vincent in the near future, and Mr. Wiley might contact Mr. Company for some solar information. Mr. Wiley thanked the Board for giving him the opportunity to introduce himself and express his concerns.

**Town Clerk:**

**Correspondence:**

- ✓ Time Warner Update.

**Minutes:**

**Motion** was made by Chris Matthews, 2<sup>nd</sup> by Bob Cantwell III, to approve the “annual” meeting minutes of January 13, 2016 with the correction of two minor typos. Motion carried.

**Motion** was made by Mary Zovistoski, 2<sup>nd</sup> by Donna Patchen, to approve the regular meeting minutes of January 13, 2016 with the correction of a typo at the bottom of page one. Motion carried.

**2015 Town Clerk Report:**

**Motion** was made by Chris Matthews, 2<sup>nd</sup> by Mary Zovistoski, to accept and sign the 2015 Town Clerk Report as submitted. Motion carried.

**Public – Comment on Agenda Items:** None

**General Discussion Items:**

**Amended Banking Resolutions:**

**RESOLUTION #45 OF 2016:**

**RESOLUTION #45 OF 2016** was introduced by Mary Zovistoski, seconded by Bob Cantwell III, a resolution that amends Resolution #59 of 2015, for users of record for the WSB Municipal Bank – ACH Origination Agreement and Disclosure and to authorize the signatures on the account. Storandt-aye; Cantwell III-aye; Matthews-aye; Zovistoski-aye; Patchen-aye. **PASSED. (SEE RESOLUTION BOOK.)**

**RESOLUTION #46 OF 2016:**

**RESOLUTION #46 OF 2016** was introduced by Bob Cantwell III, 2<sup>nd</sup> by Donna Patchen, a resolution that amends Resolution #58 of 2015, for users of record for the WSB Municipal Bank – Remote Deposit Capture Merchant Agreement and to authorize the signatures on the account. Storandt-aye; Cantwell III-aye; Matthews-aye; Zovistoski-aye; Patchen-aye. **PASSED. (SEE RESOLUTION BOOK.)**

**Consolidated Health Board Appointment:** The Consolidated Health Board is still looking for someone in the Depauville area to sit on this Board.

**CLDC Appoint:** At the Joint Town/Village meeting on Monday evening (1/25/16), the Joint Boards approved John Cooper as a new member to the CLDC Board. Approval was unanimous.

**Chamber Boat Show:** The Clayton Boat show will be held April 8,9,10 with moving in on the 7<sup>th</sup> and moving out on the 11<sup>th</sup>. The Town Highway Personnel and Village DPW will assist at the Joint Highway Facility.

**GIRHC Flooring Status:** We haven't heard back yet from M. S. Ritchie, our Contractor of record. We will TABLE this until next meeting.

**Roof Project Bids:** Bids were opened on Monday, January 25<sup>th</sup> at 2:00 PM, in the Town Board Room with the following persons present: Rob Company, Fourth Coast; Bob Schrader, Fourth Coast; Kathy LaClair, Town Clerk; and Karen Dreythaler, Project Manager for Continental Construction.

**Bids – Opera House:**

<u>Bidder</u>	<u>General-Asphalt Construction</u>	<u>Alternate No. 1 -Slate</u>	<u>Alternate No. 2 – Metal</u>
1) J & B Installations Inc	\$206,750.00	+\$80,000.00	+\$44,500.00
2) Titan Roofing	\$320,000	\$381,000.00	\$360,000.00
3) Continental Construction, LLC	\$185,545.00	+\$ 44,273.00	+\$57,183.00

**Motion** made by Bob Cantwell III, 2<sup>nd</sup> by Mary Zovistoski, to award to the lowest bidder of asphalt shingles - Continental Construction, LLC at \$185,545.00. Motion carried.

**Bids – Depauville Library-RFP Results:**

<u>Bidder</u>	<u>General - Asphalt Construction</u>
1) J & B Installations, Inc	\$48,850.00
2) Titan Roofing	\$76,000.00
3) Continental Construction, LLC	\$32,794.00

**Motion** made by Mary Zovistoski, 2<sup>nd</sup> by Donna Patchen, to award to the lowest bidder Of asphalt shingles– Continental Construction, LLC at \$32,794.00. Motion carried.

**Route 12 Sewer Project-Easements:** In regard to the eminent domain process, we have received a “preliminary” okay from the Judge to proceed.

**NYS DOT Shared Services Agreement: Motion** made by Bob Cantwell III, 2<sup>nd</sup> by Chris Matthews, to authorize the Town Supervisor to sign a “Shared Services Agreement” with the NYS Dept. of Transportation. Motion carried.

**Heritage Heights Sewer Property:** Per our Attorney Joe Russell, the Town does not own the property at Heritage Heights, that in fact the Ingerson Trust owns the property. The over flow goes down at the end of the road and under the creek. This parcel is currently assessed at \$29,400. Council Matthews and Cantwell will talk to Jerry Ingerson as representative of the Trust. TABLED until next meeting.

**Staff Training Requests:**

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, to approve sending 2 or 3 (at Keith Wood’s discretion) from the Arena to pool operations schooling in Syracuse on April 7 & \* at \$305 per person. This is a NYS mandated “CPO” Certification. Motion carried.

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, for everyone to attend at the Highway Facility the Workplace Violence mandatory training on March 17<sup>th</sup>. Motion carried.

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, to authorize Richard Ingerson, Code Enforcement Officer, to attend the Annual Training School, March 29-31 in Syracuse. Training cost is \$360 plus the Hotel accommodations. Motion carried.

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, to authorize Supervisor Storandt to attend Introduction to Governmental Accounting (Basic), March 15-17 at Canandaigua. Training is \$85 plus accommodations. Motion carried.

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, to authorize Alicia Dewey to attend a SHRM Certification Course. Cost is Training \$850 & SHRM Certification Test is \$300. Motion carried

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Donna Patchen, to authorize Alicia Dewey to attend the NYS Government Finance Officers’ Association Conference on April 5-8 in Albany. Cost associated is \$150+ \$195+ Hotel accommodations. Motion carried.

**Young Peoples Theater:**

**Motion** made by Mary Zovistoski, 2<sup>nd</sup> by Bob Cantwell III, to authorize Supervisor Storandt to sign a letter of partnership with the Young Peoples theater in their quest to obtain a \$1,997 grant. Motion carried.

**Winter Environmental Conference:**

**Motion** made by Chris Matthews, 2<sup>nd</sup> by Bob Cantwell III, to send Donna Patchen to the Save the River’s 27<sup>th</sup> Annual Winter Environmental Conference, Saturday, February 6, 2016 at the 1000 Islands Harbor Hotel. The fee is \$50. This includes the conference fees of coffee, lunch, cocktail receptions with light hors d’oeuvres. Motion carried.

**Personnel Issues:** The Joint IMA – Code Enforcement Officer is in need of revisions; Trustees John Buker and Tony Randazzo will be working with Councilman Chris Matthews and Councilman bobby Cantwell on this.

Have received two (2) Human Resources complaints – these will be discussed in Executive Session following this meeting.

Discussion with more discussion needed for job description – ie: Recreation Park Manager/ Foreman and Deputy Highway Superintendent.

**Transient Dock Operations:** Review and discussion by the Board of hours of operation; docking charge; ipod stations; cash drawer; printed or email receipts. Some items need to be run by the Insurance Agent. Discussion of docking for 10 days then leave for 3 days before being allowed to dock again. Addition discussion regarding: no fishing or swimming allowed from the docks; no public spectators, gate lock and punch code. Councilwoman Zovistoski will work on the revisions and send back out.

**Supervisor’s Report:**

**Docks:** - Tile will be going down next week in the bathhouse and drains are being addressed.

- Sometime in February 18, 2016 the last core sample will be broken.

**TIERS Budget & Finance:** TIERS has not signed the newest agreement as yet.

**ABM:** Haven’t attended a meeting as yet.

**Frink Redevelopment:** Will be working on the closeout when it is time.

**Transient Dock Grant Closeout:** Will be working on the closeout when it is time.

**Consolidated Health District:** Still looking for a new member.

**Workshop Meeting:** On February 24<sup>th</sup> discussions will be (1) personnel, (2) Opera House Agreement.

**Highway Superintendent Report:** None.

**Council Reports:**

Bob Cantwell III: None.

Chris Matthews: None.

Mary Zovistoski: The Annual Report has been request from the Chamber.

Donna Patchen: ZBA- Attended the meeting Monday, January 25<sup>th</sup> and introduce herself.  
Planning Board- Will be attending the meeting on February 4<sup>th</sup>.  
Youth Commission – need to have a contact. It was suggested that a call to Meredith Fiorentino would be helpful.

**Public – submitted Requests to Address the Board:** None.

**Executive Session:**

**Motion** by Chris Matthews, 2<sup>nd</sup> by Mary Zovistoski, to adjourn this regular meeting at 6:43 pm and go into Executive Session at 6:43 pm, to discuss “personnel” and discuss two Human Resources complaints. Alicia Dewey was asked to attend. Motion carried.

**Motion** by Donna Patchen, 2<sup>nd</sup> by Bob Cantwell III, to adjourn at 7:45 pm. Motion carried.

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Kathleen E. LaClair, Town Clerk