

January 11, 2017

ANNUAL MEETING

The Annual Meeting of the Town Board of the Town of Clayton was held at the Town Offices with the following present:

David M. Storandt Jr.
Donna J. Patchen

Robert Cantwell III
William Sherman

Mary Zovistoski
Kathleen E. LaClair

Alicia Dewey
Gunther Schaller

Ken Knapp
Pam McDowell

Cindy Grant
Tricia Bannister

Supervisor Storandt opened the meeting at 5:00 p.m. with the Pledge of Allegiance.

Supervisor:

Administrative Appointments:

Association of Towns Delegate: David M. Storandt Jr.
Deputy Supervisor: Robert W. 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

Motion by Mary Zovistoski, seconded by Donna Patchen, to approve the above Administrative appointments. Motion carried.

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: Supervisor David Storandt Jr., Mayor Norma Zimmer, Dr. Grybowski, Keitha Haas.

Consolidated Health Officer: Dr. Stephen Grybowski.

Motion by Donna Patchen, seconded by Robert W. Cantwell III, to approve the above 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
Records Access Officer: Kathleen E. LaClair
Budget Officer: David Storandt, Jr., Supervisor
Zoning Enforcement Officer: Richard Ingerson

Building Codes Officer: Richard Ingerson
Interim Assessor: Kimberli Johnston
Town Constable/Court Bailiff: Lynn Schnauber
Depauville Sewer Operator: Bill Sherman

Motion by Robert W. Cantwell III, seconded by Mary Zovistoski, to approve the above Appointments. Motion carried.

Town Board Committees:

Bob Cantwell III: 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

Motion by Donna Patchen, seconded by Robert W. Cantwell III, to accept the Town Board Committee assignments as presented. Motion carried.

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

Highway Superintendent:

Bill Sherman, Highway Superintendent appointed Steve Dorr as Deputy Highway Superintendent.

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 a flat fee of \$575

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

Motion by Mary Zovistoski, seconded by Bob Cantwell III, to accept the Deputy Town Clerk, Deputy Highway Superintendent and Facility Rates. Motion carried.

ANNUAL RESOLUTIONS:

RESOLUTION NO. 1 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, to adopt the Official Undertaking of Municipal Officers Resolution. Storandt-aye; Cantwell – aye; Zovistoski-aye; Patchen-aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 2 OF 2017 offered by Mary Zovistoski, 2nd by Bob Donna Patchen, a resolution to adopt “Roberts Rules of Order” as Town Meeting rules. Storandt – aye, Cantwell - aye, Zovistoski – aye, and Patchen – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 3 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, a resolution to reaffirm “Rules for Public Participation at Town of Clayton Board Meetings”, adopted on October 31, 2008 and revised June 9, 2010. Storandt – aye, Cantwell – aye, Zovistoski – aye, and Patchen– aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 4 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, 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. Storandt – aye, Cantwell – aye, Zovistoski – aye, and Patchen – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 5 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, 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, 2016. Storandt – aye, Cantwell – aye, Zovistoski – aye and Patchen-aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 6 OF 2017 offered by Robert W. Cantwell III, 2nd by Mary Zovistoski, establishing that the second meeting in July will be held on Grindstone Island, the second meeting in August will be held in Depauville. Storandt-aye; Cantwell-aye, Zovistoski-aye and Patchen – aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 7 OF 2017 offered by Robert W. Cantwell III, 2nd by Mary Zovistoski, to designate the Thousand Islands Sun as official Town of Clayton newspaper. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen– aye. (**SEE RESOLUTION Book.**)

RESOLUTION NO. 8 OF 2017 offered by Robert W. Cantwell III, 2nd by Mary Zovistoski, to acknowledge and set the salaries of the elected officials: supervisor \$45,000; Councilpersons \$3,040; Town Clerk/Tax Collector \$44,800; Highway Superintendent \$52,000; Town Justices \$12,250. Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. (**SEE RESOLUTION BOOK.**)

RESOLUTION NO. 9 OF 2017 offered by Robert W. Cantwell III, 2nd by Mary Zovistoski, a resolution to 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 18, 2016.

Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 10 OF 2017 offered by Robert W. Cantwell III 2nd by Mary Zovistoski, 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. Storandt – aye, Cantwell-aye; Zovistoski– aye; Donna Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 11 OF 2017 offered by Donna Patchen, 2nd by Robert W. Cantwell III, that any “new hire” or “rehire” must be reflected in the Town Board minutes, name and wage information inclusive. Storandt – aye; Cantwell-aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 12 OF 2017 offered by Donna Patchen, 2nd by Robert W. Cantwell III, a resolution to pay certain contractors 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

Storandt – aye; Cantwell-aye; Zovistoski – aye; and Patchen – aye.

(SEE RESOLUTION BOOK.)

RESOLUTION NO. 13 OF 2017 offered by Donna Patchen, 2nd by Robert W. Cantwell III, a resolution to set official Town Hall hours for regular business at 7am to 4pm.

a. Zoning Enforcement/Code Enforcement Office: 7:30am-4pm.

b. Assessment Office: 8am-4pm Monday, Wednesday, Friday

c. Town Clerk’s Office: 7am-4pm (closed 12pm-1pm for lunch)

d. Supervisor’s Office: 9am-4pm Monday-Friday

Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 14 OF 2017 offered by Donna Patchen, 2nd by Robert W. Cantwell III, a resolution to approve payment of \$1,199 membership dues for the Association of Towns for the year 2017. Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 15 OF 2017 offered by Donna Patchen, 2nd by Robert W. Cantwell III, the mileage rate for 2017 will be \$0.535 per mile as established by the IRS and Federal rate, for any Town Business, and to automatically default to the IRS rate and schedule at any time of change by them. Storandt – aye; Cantwell-aye; Zovistoski– aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 16 OF 2017 offered by Mary Zovistoski, 2nd by Robert 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 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 salary rate. Storandt – aye, Cantwell-aye, Zovistoski – aye, and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 17 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, to adopt Community Bank; Watertown Savings Municipal Bank; and Citizens Bank of Cape Vincent as Town Banks, Supervisor to invest monies in interest bearing accounts on a competitive basis. Storandt – aye; Cantwell-aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 18 OF 2017 offered by Mary Zovistoski 2nd by Robert 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. Storandt– aye; Cantwell-aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 19 OF 2017 offered by Mary Zovistoski 2nd by Robert W. Cantwell III, for authorization for the Town of Clayton Supervisor to sign checks or in his absence the Deputy Supervisor. Storandt – aye; Cantwell-aye; Zovistoski – aye; and Patchen– aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 20 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, a resolution to 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. Storandt-aye, Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 21 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, a resolution to authorize the Town Supervisor to execute contracts for insurance renewals for the year 2017. Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 22 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, 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, 2017. Storandt – aye; Cantwell-aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 23 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, to authorize the Town Supervisor to sign the “Chamber of Commerce Agreement” for \$9,400.00 which includes our annual dues. Storandt – aye; Cantwell– aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 24 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, a resolution authorizing the Town Supervisor to sign the Bed Tax contract between the Town

and the Clayton Chamber of Commerce, for the annual amount of \$12,000, plus \$15,000 for the 2017 fishing tournaments. Storandt – aye; Cantwell – aye; Zovistoski – aye and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 25 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, for Supervisor to sign the contract with the Paynter Center for \$7,500.00 for Senior Services. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen– aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 26 OF 2017 offered by Robert W. Cantwell III, 2nd by Donna Patchen, 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, \$17,000 ambulance payment and an additional \$8,966 to be used for a reserve account. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 27 OF 2017 offered by Robert W. Cantwell III, 2nd by Donna Patchen, 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. Storandt – aye; Cantwell– aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 28 OF 2017 offered by Robert W. Cantwell III, 2nd by Donna Patchen, to authorize the Town Supervisor to sign a contract with the Clayton Local Development Corporation (CLDC) for \$10,000, at the discretion of the Town Board, for expenses related to economic development within the Town of Clayton. Storandt – aye; Cantwell– aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 29 OF 2017 offered by Robert W. Cantwell III, 2nd by Donna Patchen, to appoint Robert J. Campany as Town engineer per attached agreement. Storandt– aye; Cantwell – aye; Zovistoski – aye; and Patchen– aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 30 OF 2017 offered by Robert W. Cantwell III, 2nd by Donna Patchen, to appoint Joseph Russell from Menter, Rudin and Trivelpiece Law Firm, as Town of Clayton attorney in the amount of \$200.00 per hour. Storandt – aye; Cantwell– aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 31 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, a 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.. Storandt – aye; Cantwell– aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 32 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, a resolution adopt 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). Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 33 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, a resolution for a Zoning & Planning Fee schedule for the Town, adopted January 5, 2005, last revised by motion on October 8, 2013. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 34 OF 2017 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, for a Code Enforcement Fee Schedule adopted March 26, 2008, revised by motion on October 8, 2008. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 35 OF 2016 offered by Mary Zovistoski, 2nd by Robert W. Cantwell III, a resolution to adopt the Town Clerk’s Fee Schedule, adopted December 30, 2015. Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 36 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Storandt– aye; Cantwell– aye; Zovistoski– aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 37 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, 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. Storandt – aye, Cantwell– aye, Zovistoski – aye, and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 38 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, a resolution reaffirming 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. Storandt – aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 39 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, a resolution establishing petty cash funds in accordance with Town Law Section 64, Subdivision 1 (a) as attached. Storandt-aye; Cantwell-aye; Zovistoski-aye; Patchen-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 40 OF 2017 offered by Mary Zovistoski 2nd by Donna Patchen, a resolution for approval of a \$20.00 fee for dishonored checks, as authorized by Section 85 of the General Municipal Law (Section 5-328 of the General Obligations Law sets the maximum fee at \$20.00). Storandt-aye; Cantwell– aye; Zovistoski – aye; and Patchen– aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 41 OF 2017 offered by Mary Zovistoski, 2nd by Donna Patchen, 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. Storandt– aye; Cantwell – aye; Zovistoski – aye; and Patchen – aye. (**SEE RESOLUTION BOOK.**)

Pending Litigation(s): Jan 2017

- A. Status of pending General Litigation:
 - a. Wind

- B. Status of Tax Assessment Review Actions:
 - a. Clayton Housing Associates/Lonsway Hill

Motion to close the Annual Organizational Meeting made by Bob Cantwell III, 2nd by Donna Patchen at 5:31 PM. Motion carried.

Kathleen E. LaClair, Town Clerk