

January 10,2018

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.
Lance Peterson
Kathleen E. LaClair

Mary Zovistoski
Nolan Knap

Donna J. Patchen
William Sherman

Alicia Dewey
Ken Knapp

Jimmy Jones
Rob Campany

Bobby Cantwell, Co. Legislator
Pam McDowell

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: Lance Peterson, Sr.

External Auditor: Bill Dealing, CPA: AUD; Stackel & Navarra.: Single Audit/AUP

Clerk to Supervisor: Alicia Dewey

Part-Time Clerk: Heather Valadez

Historian: Lois Huntley-Seybert

Motion by Mary Zovistoski, seconded by Lance Peterson, 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, Larry Girard; Bob Haver; Lynn Schnauber.

Consolidated Health Board: Mayor Norma Zimmer, Supervisor David Storandt, Dr. Grybowski, Keitha Haas.

Consolidated Health Officer: Dr. Stephen Grybowski.

Motion by Lance Peterson, seconded by Mary Zovistoski, 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: William Sherman

Motion by Mary Zovistoski, seconded by Nolan Knapp, to approve the above appointments to Committees as presented. Motion carried.

Town Board Committees:

Mary Zovistoski: Buildings & Grounds and Joint Boards
Donna Patchen: Purchasing; Personnel; Youth Commission and Cemeteries
Lance Peterson, Sr.: Highway and Sewer Districts
Nolan Knapp: Chamber, Libraries and Paynter Center
David Storandt: TIERS Budget & Finance; ABM; CLDC

Motion was made by Donna Patchen, seconded by Nolan Knapp, to appoint these committees. 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.

Motion was made by Lance Peterson, seconded by Mary Zovistoski, to accept these appointments. Motion carried.

Town Facility Rates:

Transfer Site – Rates will remain the same.
Cerow Recreation Park –

Event Rates: See attached Schedule of Rates
Weddings are \$600 flat fee with Proof of Insurance
Pavillion Rental: \$50/day with Proof of Insurance
Ice rates for 2018-2019:
 \$80/hr contract
 \$99/hr Old Timers
 \$105/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
Advertising:
 Arena Wall Sign: \$225/season
 Ice Board Signage: \$250/season
 In-Ice Signage: \$250/season
 Zamboni Advertising: \$300/season

Motion by Mary Zovistoski, seconded by Donna Patchen, to accept the Facility Rates. Motion carried.

ANNUAL RESOLUTIONS:

RESOLUTION NO. 1 OF 2018 offered by Nolan Knapp, 2nd by Lance Peterson, to adopt the Official Undertaking of Municipal Officers Resolution. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 2 OF 2018 offered by Nolan Knapp, 2nd by Lance Peterson, a resolution to adopt “Roberts Rules of Order” as Town Meeting rules. Storandt – aye, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 3 OF 2018 offered by Nolan Knapp, 2nd by Lance Peterson, 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, Zovistoski – aye, Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 4 OF 2018 offered by Nolan Knapp, 2nd by Lance Peterson, 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, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 5 OF 2018 offered by Nolan Knapp, 2nd by Lance Peterson, 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, Zovistoski – aye, Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 6 OF 2018 offered by Donna Patchen, 2nd by Lance Peterson, 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; Zovistoski-aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 7 OF 2018 offered by Donna Patchen, 2nd by Lance Peterson, to designate the Watertown Daily Times as official Town of Clayton newspaper. Storandt – aye; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION Book.)**

RESOLUTION NO. 8 OF 2018 offered by Donna Patchen, 2nd by Lance Peterson, to acknowledge and set the salaries of the elected officials: supervisor \$48,000; Councilpersons \$3,040; Town Clerk/Tax Collector \$46,000; Highway Superintendent \$52,000; Town Justices \$12,250. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 9 OF 2018 offered by Donna Patchen, 2nd by Lance Peterson , 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 2018 have been provided for within the 2018 budget. The Town Board has approved 2017 salaries by its action to approve the final budget on November 20, 2017. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 10 OF 2018 offered by Donna Patchen, 2nd by Lance Peterson, 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, Zovistoski– aye; Donna Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 11 OF 2018 offered by Lance Peterson, 2nd by Mary Zovistoski, that any “new hire” or “rehire” must be reflected in the Town Board minutes, name and wage information inclusive. Storandt – aye; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 12 OF 2018 offered by Lance Peterson, 2nd by Mary Zovistoski, a resolution to pay certain contractors or service providers by voucher:
Jay Slate - \$12.00/hr. for seasonal Highway Laborer on Grindstone Island
Jim Matthews - Mowing G.I. Schoolhouse not to exceed \$1,500/season including gas and oil
Storandt – aye; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp - aye.
(SEE RESOLUTION BOOK.)

RESOLUTION NO. 13 OF 2018 offered by Lance Peterson, 2nd by Mary Zovistoski, a resolution to set official Town Hall hours for regular business at 7am to 4pm.
a. Zoning Enforcement/Code Enforcement Office: 7:00am-3:30pm.
b. Assessment Office: 8am-4pm Monday -Friday
c. Town Clerk’s Office: 7am-4pm (closed 12pm-1pm for lunch)
d. Supervisor’s Office: 9am-4pm Monday-Friday
Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 14 OF 2018 offered by Lance Peterson, 2nd by Mary Zovistoski, a resolution to approve payment of \$1,200 membership dues for the Association of Towns for the year 2018. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 15 OF 2018 offered by Lance Peterson, 2nd by Mary Zovistoski, the mileage rate for 2018 will be \$0.545 per mile as established by the IRS and Federal rate.. Storandt – aye; Zovistoski– aye; and Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 16 OF 2018 offered by Nolan Knapp, 2nd by Mary Zovistoski, 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, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 17 OF 2018 offered by Nolan Knapp, 2nd by Mary Zovistoski, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 18 OF 2018 offered by Nolan Knapp, 2nd by Mary Zovistoski, 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; Zovistoski – aye; and Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 19 OF 2018 offered by Nolan Knapp, 2nd by Mary Zovistoski, for authorization for the Town of Clayton Supervisor to sign checks or in his absence the Deputy Supervisor. Storandt – aye; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 20 OF 2018 offered by Nolan Knapp, 2nd by Mary Zovistoski, 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, Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 21 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, a resolution to authorize the Town Supervisor to execute contracts for insurance renewals for the year 2018. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 22 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, 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, 2018. Storandt – aye; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 23 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, to authorize the Town Supervisor to sign the “Chamber of Commerce Agreement” for \$9,400.00 which includes our annual dues. Storandt – aye; Zovistoski – aye; and Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 24 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, 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 pass through grant funding for the 2018 fishing tournaments. Storandt – aye; Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 25 OF 2018 offered by Lance Peterson, 2nd by Donna Nolan Knapp, for Supervisor to sign the contract with the Paynter Center for \$7,500.00 for Senior Services. Storandt – aye; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 26 OF 2018 offered by Donna Patchen, 2nd by Nolan Knapp, a resolution to authorize the Town Supervisor to sign an amended contract with Thousand Islands Emergency Rescue Services (T.I.E.R.S.) for \$105,000 contract for expenses related to Emergency Services within the Town of Clayton, \$8,500 ambulance payment and an additional \$36,500 to be used for a reserve account. Storandt – aye; Zovistoski – aye; and Patchen – aye, Peterson-aye, Knapp. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 27 OF 2018 offered by Donna Patchen, 2nd by Nolan Knapp, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 28 OF 2018 offered by Donna Patchen, 2nd by Donna Nolan Knapp, 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., with another \$5,000 available per terms set forth in current agreement (see attached). Storandt – aye; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 29 OF 2018 offered by Donna Patchen, 2nd by Nolan Knapp, to appoint Robert J. Campany as Town engineer per attached agreement. Storandt– aye; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 30 OF 2018 offered by Donna Patchen, 2nd by Nolan Knapp, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 31 OF 2018 offered by Mary Zovistoski, 2nd by Lance Peterson, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 32 OF 2018 offered by Mary Zovistoski, 2nd by Lance Peterson, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 33 OF 2018 offered by Mary Zovistoski, 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 10, 2013 and again on November 8, 2017. Storandt – aye; Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 34 OF 2018 offered by Mary Zovistoski, 2nd by Lance Peterson, for a Code Enforcement Fee Schedule adopted March 26, 2008, revised by motion on October 8, 2008 and again on November 8, 2017. Storandt – aye; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 35 OF 2018 offered by Mary Zovistoski, 2nd by Lance Peterson, a resolution to adopt the Town Clerk’s Fee Schedule, adopted December 30, 2015. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 36 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Storandt– aye; Zovistoski– aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 37 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, 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, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 38 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, 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; Zovistoski – aye; Patchen – aye, Peterson-aye. **(SEE RESOLUTION BOOK.)**

RESOLUTION NO. 39 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, a resolution establishing petty cash funds in accordance with Town Law Section 64,

Subdivision 1 (a) as attached. Storandt-aye; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 40 OF 2018 offered by Lance Peterson, , 2nd by Nolan Knapp, 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; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. (SEE RESOLUTION BOOK.)

RESOLUTION NO. 41 OF 2018 offered by Lance Peterson, 2nd by Nolan Knapp, 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; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. (SEE RESOLUTION BOOK.)

Pending Litigation(s): Jan 2018

- A. Status of pending General Litigation:
 - a. N/A

- B. Status of Tax Assessment Review Actions:
 - a. Clayton Housing Associates/Lonsway Hill – appraisal is in process; working on finalizing the documents.

Motion to close the Annual Organizational Meeting made by Lance Peterson, 2nd by Nolan Knapp at 5:34 PM. Motion carried.

Kathleen E. LaClair, Town Clerk