

February 28, 2018

The Town Board of the Town of Clayton held their regular workshop meeting at 5:00 PM in the Town Board Room with the following persons present:

David M. Storandt Jr
Lance Peterson
Kathleen E. LaClair

Mary Zovistoski
Nolan Knapp

Donna J. Patchen
William Sherman

Alicia Dewey
Bruce Parker
Pam McDowell
Allen Heberling

Rob Campany
Chris Bogenschutz
Tricia Bannister

Don Lingenfelter
Marie White Ebbing
Norma Zimmer, Mayor

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

Town Clerk:

Correspondence:

- Notice of Clayton Fire Dept. Annual Banquet to be held on Saturday, April 7, 2018 at Bonnie Castle, Alexandria Bay. Please RSVP by March 17, 2018.
- Walter Jeram Jr. Submission log certification to Comptroller Office for January, 2018.
- Reminder: March 29, 2018 Local Government Conference at JCC.
- NYS – State Liquor Authority Application of 30-day advanced Notice from Adam Beaman, Island Bay Pier House/Island Bay Holdings Inc.
- Depauville Free Library Annual Report for Public and Association Libraries – 2017.
- Depauville Free Library Board Meeting Minutes from December 6, 2017 and Agenda for the next meeting of March 8, 2018.
- E-mail from Dave Parker, concerning Reed Point Water; Letter(s) from Marie White-Ebbing and Jeffrey R. Allen in support of having a special water district in this district at Reeds Point in Fishers Landing.

Minutes: Motion was made by Donna Patchen, seconded by Mary Zovistoski, to approve the minutes of February 14, 2018. Motion carried.

Public: Comment on Agenda Items: None.

Workshop Discussion Items:

A) Route 12 Sewer Budget Amendment: RESOLUTION No. 46 of 2018 was introduced by Lance Peterson, seconded by Mary Zovistoski, a resolution for modifications to NYS Route 12 Sewer District Project Administrative Budget. Storandt-aye; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **PASSED.**

B) Ordinances:

a) Depauville Sewer (Set P/H): Motion was made by Mary Zovistoski, seconded by Donna Patchen, to set a public hearing date for March 28, 2018 at 5:30 PM for the Hamlet of Depauville Sewer District Sewer Use Ordinance. Motion carried.

b) Bartlett Point Water (Set P/H): Motion was made by Mary Zovistoski, seconded by Nolan Knapp, to set a public hearing date for March 28, 2018 at 6:00 PM for the Water Use Ordinance Town of Clayton Bartlett Point Water District. Motion carried.

C) Franchise Agreement Renewal: Consensus of the Town Board is to send this agreement back to Charter Communications for a revision to the agreement being the agreement would be for 10 years only and not the 15 years so stated in the proposed agreement, as well as several other stipulations.

D) Chamber Fishing Tournament Funding Request: Christopher Bogenschutz, President of the Chamber of Commerce spoke with the Board concerning funding for the third and final year of their 2015 commitment to host the FLW & BFL Bass Tournaments. The Town had agreed in 2012 to help defray costs. This year the total request is \$18,540 plus Municipal dock slip usage. Alicia Dewey informed everyone that there is \$5,550 available for 2018 through the Patty Richie grant and this would reduce the out of pocket expense to \$13,040.

Motion was made by Donna Patchen, seconded by Nolan Knapp, to agree to support the \$13,040 from within the 2018 Town Budget. Motion carried.

E) Policy Updates:

a) IT Policy Suite: Motion by Mary Zovistoski, seconded by Lance Peterson, to adopt IT Policy Suite as the comptroller office has suggested, and update the 2015 policy to year 2018. Motion carried.

b) Employee Policies: V&T, Education and Training Assistance and Referral to Public Sector HR Consultants: Discussion of the three (3) policies. **Motion** was made by Mary Zovistoski, seconded by Lance Peterson, to adopt these as written. Motion carried. These policies are to be forwarded to the HR Consultant for inclusion in other updates to the Employee Handbook.

c) Comprehensive Financial Policy: This is a work in progress at this point. We will review at the next meeting.

F) Single Audit Review 2014 & 2015:

Discussion on the Comments page Purchase Orders, Receiving Reports and Cash Accounts followed: 14-1 – We need to create a threshold amount; “under” - keep as we are doing now; “over” - need to come and get a Purchase Order. 14-2 – The packing - slip the box needs to be reviewed as being unpacked and the person unpacking needs to sign off on everything in the package. 14-3 – The Town General Ledger needs to implement Town Clerk and Town Justice accounts as they’re not now included in the General Ledger Accounting by line item.

5. Public submitted Requests to Address the Board:

1) Allen Heberling - asked for further clarification of RPTL 487. Supervisor Storandt and Rob Campany gave explanations.

2) Marie White Ebbing: Discussed Reed Point Water District; first discussions had indicated that residents of that area weren’t in favor, however she is here on behalf of some of the residents of the area to see if they can in fact, get in on the special water district should it move forward. Mrs. Ebbing, speaking in favor, with letters from Ula W. Alton, Dave Parker, and Jeffrey R. Allen are in favor of the

water district. Mr. Parker indicated in his letter that the Cheney's would not want to be included and he would not be in favor if the Cheney's were required to participate and were charged a fee.

Discussion – Harbor Master Job description: Lance Peterson questioned the job description for the Harbor Master. Consensus that the job description will state that the Harbor Master will report to the Recreation Supervisor in the future, instead of the Town Board.

Executive Session:

Motion was made by Nolan Knapp, seconded by Lance Peterson, to go into Executive Session at 6:13 PM to discuss pending Assessment Litigation. Motion carried.

6. Adjournment: **Motion** was made by Donna Patchen, seconded by Lance Peterson, to come out of Executive Session and adjourn this regular workshop meeting at 6:58 PM.

Kathleen E. LaClair, Town Clerk