

**January 9, 2019**

**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. (Absent)     | Mary Zovistoski | Donna J. Patchen |
| Lance Peterson (Deputy Supervisor) | Kenneth Knapp   | William Sherman  |
| Kathleen E. LaClair                |                 |                  |

|                 |               |                                |
|-----------------|---------------|--------------------------------|
| Fred Schmitt    | Justin Taylor | Bobby Cantwell, Co. Legislator |
| Allen Heberling | Pam McDowell  | Jake Tibbles                   |

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

**Supervisor:**

**Administrative Appointments:**

Association of Towns Delegate: Mary Zovistoski  
Deputy Supervisor: Lance Peterson, Sr.  
External Auditor: Bill Dealing, CPA: AUD; Stackel & Navarra.: Single Audit/AUP  
Clerk to Supervisor: Alicia Dewey  
Historian: Thomas LaClair

**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.

**Clayton Youth Commission:**

- Town: Dave Smith; Wanda Phelps; Melissa Storandt; Eric Lashomb; Darin Barton; Kenny Garnsey
- Village: Scott Johnson; Emily Males; Meredith Fox; Bruce Macfarlane; Dave Flanders; Jay Kittle

**Clayton Local Development Corporation:** Jack Stopper (Chairman); Jamie Ganter (Vice-Chairman); David Storandt, Jr. (Treasurer); John Slattery (Secretary); Christopher Bogenschutz; Christine Powers; John Cooper; Kylie Peck; Ex Officio. Members: Doug Rogers; Norma Zimmer, Bobby Cantwell; Michael Bashaw

**Depauville Library:** Tresa Forkey (President); Jan Larrow (Vice-President); Amber Forkey (Secretary); Gail Egeressy (Treasurer); Linda Brewer; Teresa Gallop; Phil Pond; Stephanie Patton

**Other Appointments:**

Registrar: Kathleen E. LaClair, Town Clerk  
Deputy Registrar: Tanya Yates, 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  
Assessor: Kimberli Johnston  
Town Constable: Lynn Schnauber  
Depauville Sewer Operator: William Sherman

**Town Board Committees:** per Town Law 63, 13)

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

**Motion** was made by Kenneth Knapp, seconded by Donna Patchen, to appoint these committees. (Storandt-absent). Motion carried.

**Town Clerk:** Town Clerk Kathy LaClair appointed Tanya Yates as Deputy Clerk.

**Highway Superintendent:**

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

**Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp, to accept these appointments. (Storandt-absent). 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 Kenneth Knapp, seconded by Mary Zovistoski, to accept the Facility Rates. Storandt – absent). Motion carried.

**ANNUAL RESOLUTIONS:**

**RESOLUTION NO. 1 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, to adopt the Official Undertaking of Municipal Officers Resolution. Storandt-absent; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 2 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, a resolution to adopt “Roberts Rules of Order” as Town Meeting rules. Storandt – absent, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 3 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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 – absent, Zovistoski – aye, Patchen– aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 4 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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 – absent, Zovistoski – aye, Patchen – aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 5 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, to establish 2 regular meetings per month of the Town Board of the Town of Clayton, 2<sup>nd</sup> & 4<sup>th</sup> 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, 2019. Storandt – absent, Zovistoski – aye, Patchen-aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 6 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, establishing that the second meeting in July will be held on Grindstone Island, the second meeting in August will be held in Depauville. Storandt-absent; Zovistoski-aye, Patchen – aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION BOOK.**)

**RESOLUTION NO. 7 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, to designate the Watertown Daily Times as official Town of Clayton newspaper. Storandt – absent; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. (**SEE RESOLUTION Book.**)

**RESOLUTION NO. 8 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, to acknowledge and set the salaries of the elected officials: supervisor \$24,540; Councilpersons \$3,040; Town Clerk/Tax Collector \$47,035; Highway Superintendent \$53,000; Town Justices \$12,250. Storandt-absent; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 9 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, 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 2019 have been provided for within the 2019 budget. The Town Board has approved 2019 salaries by its action to approve the final budget on November 14, 2018. Storandt-absent; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 10 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, 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 – absent, Zovistoski– aye; Donna Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 11 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, that any “new hire” or “rehire” must be reflected in the Town Board minutes, name and wage information inclusive. Storandt – absent; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 12 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, a resolution to pay certain contractors or service providers by voucher:  
Jay Slate - \$13.00/hr. for seasonal Highway Laborer on Grindstone Island  
Storandt – absent; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp - aye.  
**(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 13 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, a resolution to set official Town Hall hours for regular business at 7am to 4pm.

- a. Zoning Enforcement/Code Enforcement Office: 7:30am-3:30pm.
- b. Assessment Office: 8am-4pm Monday -Friday
- c. Town Clerk’s Office: 7am-4pm (closed 12pm-1pm for lunch if necessary)
- d. Supervisor’s Office: 9am-4pm Monday-Friday

Storandt-absent; Zovistoski-aye; Patchen-aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 14 OF 2019** offered by Lance Peterson, 2<sup>nd</sup> by Mary Zovistoski, a resolution to approve payment of \$1,200 membership dues for the Association of Towns for the year 2019. Storandt-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 15 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, the mileage rate for 2019 will be \$0.58 per mile as established by the IRS and Federal rate. Storandt – absent; Zovistoski– aye; and Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 16 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, a resolution to set boat mileage rates for employees performing daily work on Grindstone Island or for island transportation services by staff. A “trip” is considered **over and back** to Grindstone Island 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 17 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 18 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, 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– absent; Zovistoski – aye; and Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 19 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, for authorization for the Town of Clayton Supervisor to sign checks or in his absence the Deputy Supervisor. Storandt – absent; Zovistoski – aye; Patchen– aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 20 OF 2019** offered by Mary Zovistoski, 2<sup>nd</sup> by Kenneth Knapp, 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-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 21 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, a resolution to authorize the Town Supervisor to execute contracts for insurance renewals for the year 2019. Storandt-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 22 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, for the Supervisor to sign an agreement with the Village of Clayton for the Hawn Memorial Library agreeing to pay Village of Clayton the sum of \$9,000.00. Storandt – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE**

**RESOLUTION BOOK.)**

**RESOLUTION NO. 23 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, to authorize the Town Supervisor to distribute funds sign to the Chamber of Commerce and Village of Clayton in accordance with the current Bed Tax Agreement. Storandt – absent; Zovistoski – aye; and Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 24 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, a resolution authorizing the Town Supervisor to sign the contract with the Paynter Center for \$7,500 for Senior Services. Storandt – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp – aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 25 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, a resolution to authorize the Town Supervisor to sign a Town of Clayton Ambulance District Agreement with Thousand Islands Emergency Rescue Services (T.I.E.R.S.) for \$105,000 contract for expenses related to Emergency Services in the Town of Clayton, \$8,500 ambulance payment and \$36,500 reserved for capital. Storandt – absent; Zovistoski – aye; and Patchen – aye; Peterson-aye; Knapp - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 26 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 27 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, to authorize the Town Supervisor to sign a contract with the Clayton Local Development Corporation (CLDC) regarding a 2019 contribution of \$10,000, at the discretion of the Town Board, for expenses related to economic development within the Town of Clayton. Storandt – absent; Zovistoski – aye; Patchen – aye; Peterson-aye, Knapp - aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 28 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, to appoint Robert J. Company as Town engineer per attached agreement (see attached.). Storandt– absent; Zovistoski – aye; Patchen– aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 29 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, to appoint Joseph Russell, of Barclay Damon, LLP, as Town attorney at the rate of \$200.00 per hour. Storandt – absent; Zovistoski – aye; Patchen – aye, Peterson-aye, Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 30 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Mary Zovistoski, 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 –

absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 31 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, a resolution for the adoption the Employee Handbook v.2018, 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 32 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 33 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, for a Code Enforcement Fee Schedule adopted March 26, 2008, revised by motion on October 8, 2008 and again on November 8, 2017. Storandt – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 34 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, a resolution to adopt the Town Clerk’s Fee Schedule, adopted December 30, 2015. Storandt-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 35 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, to comply with the requirements of the NYS Environmental Quality Review Act and the regulations promulgated there under (SEQR). Storandt– absent; Zovistoski– aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 36 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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 must get permission from the Town Board. Storandt – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 37 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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 – absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 38 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> by Donna Patchen, a resolution authorizing Petty Cash funds in accordance with Town Law Section 64, Subdivision 1 (a) and the Town of Clayton Comprehensive Financial Policy as follows:

- a. Town Clerk: \$250.00 Custodian: Kathleen LaClair, Town Clerk
- b. Tax Collector: \$200.00 Custodian: Kathleen LaClair, Tax Collector
- c. Transfer Site: \$50.00 Custodian: James Jones, Recreation Supervisor
- d. Recreation Park: \$50.00 Custodian: James Jones, Recreation Supervisor

Storandt-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 39 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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-absent; Zovistoski – aye; Patchen– absent Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 40 OF 2019** offered by Kenneth Knapp, 2<sup>nd</sup> 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– absent; Zovistoski – aye; Patchen – aye; Peterson-aye; Knapp-aye. **(SEE RESOLUTION BOOK.)**

**RESOLUTION NO. 41 OF 2019** a resolution of the Town of Clayton Board regarding Town contributions to Employee Health Savings Accounts, Health Reimbursement Arrangements and Flexible Spending Accounts. Storandt –absent; 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. WGS Housing Associates/Lonsway Hill –
  - b. Gaillard Schmidt
  - c. Philip A. Cooper
  - d. Kreissle

**Motion** to close the Annual Organizational Meeting made by Donna Patchen, 2<sup>nd</sup> by Kenneth Knapp at 5:18 PM. Motion carried.

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**Kathleen E. LaClair, Town Clerk**

**January 9, 2019**

The Town Board of the Town of Clayton held their regular meeting at 5:18 PM in the Town Board Room with the following persons present:

David M. Storandt, Jr. (absent)  
Lance Peterson (Deputy Supervisor)  
Kathleen E. LaClair

Mary Zovistoski  
Kenneth Knapp

Donna Patchen  
William Sherman

Fred Schmitt  
Allen Heberling

Justin Taylor  
Pam McDowell

Bobby Cantwell, Co. Legislator  
Jake Tibbles

Deputy Supervisor Lance Peterson opened the regular meeting at 5:18 PM.

**Pledge of Allegiance:** The Pledge of Allegiance was dispense with as we had done this at the beginning of the Annual Meeting.

**Guests:** Jefferson County Legislator Robert W. Cantwell III was in attendance and wished everyone a Happy New Year. He hoped that everyone has had a chance to see the Boating magazines that he had dropped off. Clayton and the Summer Boat Show had been featured in the magazine.

**Town Clerk:**

**Correspondence:**

- ✓ Association of Towns Schooling
- ✓ Charter Communications – Upcoming changes:
- ✓ Justice(s) December 2018 Comptroller submittal logs.
- ✓ NYS tug Hill commission –
- ✓ 30<sup>th</sup> Annual Winter environmental Conference – Saturday, February 2, 2019
- ✓ 30<sup>th</sup> Annual Local government Conference – Thursday, March 28, 2019 at JCC

**Minutes: 12/31/2018: Motion** was made by Mary Zovistoski, seconded by Ken Knapp, to approve the minutes from December 31, 2018 as presented. Motion carried.

**Public Comments on Agenda Items:** None.

**General Discussion Items:**

**Bills & Transfers:**

**Abstract #1 of 2019: Motion** was made by Donna Patchen, seconded by Ken Knapp, to approve payment of Abstract #1 of 2019 in the amount of \$518,748.11. Motion carried.

**Supervisor’s Report & Bank Reconciliations for December 2018: Motion** was made by Mary Zovistoski, seconded by Ken Knapp, to approve the Supervisor’s Report & Bank Reconciliations for December 2018. Motion carried.

**Balance Sheets: Motion** was made by Donna Patchen, seconded by Ken Knapp, to approve the Balance Sheets as presented. Motion carried.

**Training:**

**NYS AOT Training:** Motion was made by Donna Patchen, seconded by Ken Knapp, to approve Mary Zovistoski for attendance to the NYS Association of Towns meeting in NYC February 17-20, 2019 at the Marriott Marquis and reimbursement of finances associated with attendance. Motion carried.

**Financial Disclosures:** Disclosures will be going out to all employees within the next couple of weeks. They must be returned within 30 days.

**Rescind Reserve Fund Resolution from 12/31/18- RESOLUTION #42 of 2019** was introduced by Mary Zovistoski, seconded by Ken Knapp, a resolution to rescind Resolution #66 of 2018, a resolution to create an Excess Tax Levy Reserve Fund. Storandt-absent; Zovistoski-aye; Patchen-aye; Peterson-aye; Knapp-aye. **PASSED.**

**GIS Hosting Agreement Renewal – DANC:** Motion was made by Ken Knapp, seconded by Mary Zovistoski, to approve the GIS Hosting Agreement Renewal and authorize the Town Supervisor to sign the agreement. Motion carried.

**Snowmobile Club Landowner Agreement:** Motion was made by Donna Patchen, seconded by Ken Knapp, to approve the Landowner Agreement and authorize the Town Supervisor to sign the agreement. Motion carried.

**Supervisor Report:** Dispensed this report as the Town Supervisor was not in attendance.

**Department Reports:**

**Highway:**

- ✓ Highway Crew ran new electrical wire (a couple hundred feet) in the Town Barn.
- ✓ We have been helping the Village DPW with the docks.

**Assessor:** The Assessor report was received by the Board along with an email with current status of Tax Assessment Review Actions. 1). WGS – letter had been sent to the court requesting a conference (to explore settlement). 2). Schmidt – motion to dismiss will be argued on February 7<sup>th</sup> unless the Petitioner’s attorney requests an adjournment. 3). Cooper & Kreissle- scheduling order in place; appraisals to be exchanged in November 2019.

Also, the Assessor has received her results from the Notary exam and has passed. She would like to ask the board to prepay her filing fee of \$60 at the meeting this evening.

**Motion** was made by Mary Zovistoski, seconded by Ken Knapp, to approve the filing fee of \$60. Motion carried.

**Received Codes/Zoning:** The Board has received the Codes and Zoning fees.

**Council Reports:**

- ✓ **Zovistoski:** Joint meeting (last night) between zoning and planning boards to review Village sign law and Town solar ordinance took place. Sign Law was reviewed and will take a few months to get in place.
- ✓ The solar ordinance needs more substance and a Committee is being put together through Doug Rogers. This needs to be in place before the PIP is submitted. Minutes of the meeting are being worked on at this time. The project is moving along.

**Knapp:** Attended the Chamber of Commerce meeting. This was their end-of-year business meeting.

**Route 12 Sewer: Motion** was made by Donna Patchen, seconded by Ken Knapp, to approve pre-payment of The Route 12 Sewer bills: 1) Lawman #1 @\$168,762.71; 2) Lawman #2 @\$41,004.16 and 3) New Century Electric, Inc. @ \$41,306.99. Motion carried.

**Public submitted requests to address the Board:**

Justin Taylor discussed:

Facebook: Looked at this AM and was delighted and surprised and that the new Historian is utilizing Facebook. This will give a different perspective and open up the Historian Office to more people.

Bed Tax Money: Discussed that Franklin County Airbnb hosts took in a total of approximately \$2 million in income for 2018. The average supplemental income for Franklin County Airbnb hosts was estimated at \$6,600. Other Counties are also using the Airbnb as a means of getting extra Bed Tax Money. Jefferson County has not yet gone this route as has Franklin, Clinton, Essex and St. Lawrence County. We should be approaching Jefferson County on looking into signing an agreement with Airbnb or the website to collect the county's 5 percent bed tax on visitor lodging.

Radio System: The County's new Radio system warrants another look at and we should probably go pro-active in receiving them. The County Fire & Emergency Management Director had ordered 3 radios for Depauville and 7 radios for Clayton Fire Department(s). While it is a lot of money for Clayton and Depauville to come up with it keeps the whole county on the same system. Radios allocated to us, if not used by us, will be distributed at the County level. Mr. Taylor is advocating that the Town and highway Superintendent take another look at the need and if money can be gotten from our budget we should write a letter stating the need for Clayton/Depauville.

Jake Tibbles discussed:

Zenda Farms CFA Grant has been awarded their request. Thank you to the Town Board for their support in helping the Thousand Island Land Trust obtain the award. Hopefully this will help us in getting all our building materials, construction and permits needed to help Zenda to be an equal to other businesses for selling their products.

**Adjournment: Motion** was made by Ken Knapp, seconded by Donna Patchen, to adjourn this regular meeting at 5:50 PM. Motion carried.

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Kathleen E. LaClair, Town Clerk

