

**March 13, 2019**

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

Lance Peterson, Deputy Supr. Kenneth Knapp	Mary Zovistoski William Sherman (absent)	Donna Patchen Kathleen E. LaClair
Jimmy Jones Kim Johnston	Pam McDowell Megan Badour	Allen Heberling Alicia Dewey

**Pledge of Allegiance:** Deputy Supervisor, Lance Peterson led the assembly in the Pledge of Allegiance after opening the workshop at 5:00 PM.

**Town Clerk:**

**Correspondence:**

- ✓ TIERS will be having a benefit dinner at the Clipper Inn on Wednesday, April 10, 2019.
- ✓ NYS Dept. of Corrections and Community Supervision, Anthony J. Annucci, Acting Commissioner, responded to letter a Letter of Support that was sent to the Governor concerning the NYS Department of Corrections Prison located at Cape Vincent and the review of 54 correctional facilities and selection of three closures based on a variety of factors.
- ✓ Kimco Steel Sales Ltd. notice of Shredable picked up at a GT of \$90.00.
- ✓ Justice(s) Ramseier and Jeram Jr. monthly submission log(s) certification for the period of February 2019.
- ✓ Clayton Historian has done an article for the TI Sun concerning the identity of all past Clayton Historians. Town Clerk gave a listing of Historians from present day - back to March 4, 1960.
- ✓ Charter Communications will offer a couple of Latino stations.

**Minutes: Motion** was made by Donna Patchen, seconded by Kenneth Knapp, to approve the minutes of February 27, 2019 Workshop meeting. **Motion carried.**

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

**General Discussion Items:**

**Bills & Transfers: Motion** was made by Donna Patchen, seconded by Mary Zovistoski, to approve the payment of Abstract #3 of 2019 in the amount of \$224,197.85. **Motion carried.**

**Transfers: Motion** was made by Kenneth Knapp, seconded by Mary Zovistoski, to approve the Transfer of Funds Account fun from Fund GT to Fund A.

3A	G/L	GT200.00	Route 12 Sewer Fund:	Transfer from: \$46,931.25
	G/L	A200.00	General Fund:	Transfer to: \$46,931.25

This is to accurately account for O & M costs versus Project costs.

**Motion Carried.**

**Supervisor's Report & Bank Reconciliations:**

**Revised - December 2018: Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp , to approve the revision of the Supervisor's Report & Bank Reconciliations for December 2018. **Motion carried.**

**January 2019: Motion** was made by Kenneth Knapp, seconded by Donna Patchen, to approve the Supervisor's Report & Bank Reconciliations for January 2019. **Motion carried.**

**February 2019: Motion** was made by Donna Patchen, seconded by Mary Zovistoski, to approve the Supervisor's Report & Bank Reconciliations for February 2019. **Motion carried.**

#### **Balance Sheets:**

**December 2018: Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve the Balance Sheets per fund for the period ending December 2018. **Motion carried.**

**January 2019: Motion** was made by Kenney Knapp , seconded by Donna Patchen, to approve the Balance Sheets per fund for the period ending for January 2019. **Motion carried.**

**February 2019: Motion** was made by Donna Patchen, seconded by Mary Zovistoski, to approve the Balance Sheets per fund for the period ending February 2019. **Motion carried.**

**Discussion** concerning a surprise party for D. L. Marshall who is retiring next week. The party will be held on Monday, March 18<sup>th</sup> at the Highway Dept., at noon.

**Motion** was made by Donna Patchen, seconded by Mary Zovistoski, to accept the retirement with regrets. **Motion carried.**

#### **Training:**

**NYS GFOA Conference: Motion** was made by Kenneth Knapp, seconded by Mary Zovistoski, to authorize Heather Valadez to attend this conference, March 27-29, 2019. **Motion carried.**

**Tug Hill Training on March 29, 2019: Motion** was made by Donna Patchen, seconded by Kenneth Knapp, to authorize Fred Bach to attend the Tug Hill Training at Jefferson Community College. **Motion carried.**

**Revised Annual Update Document (AUD) Approval: Motion** was made by Donna Patchen, seconded by Kenneth Knapp, to approve the Revised AUD. **Motion carried.**

**Draft Solar Energy Law: Motion** was made by Kenneth Knapp, seconded by Donna Patchen, to TABLE the Draft Solar Energy Law until it can be reviewed and make any necessary changes. **Motion carried**

**Town Hall Passenger Elevator Maintenance Contract Renewal: Motion** was made by Kenneth Knapp, seconded by Mary Zovistoski, to approve and authorize the Deputy Supervisor to sign the Agreement with Schindler Plus Schindler Elevator Corporation for preventive maintenance services concerning the one (1) Hydraulic Passenger Elevator located in the Clayton Opera House. The Agreement commences on March 1, 2019, and continues until February 28, 2029, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date. **Motion carried.**

**Arena LED Project Proposal: Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve the \$14,720 Total Estimated costs, plus the additional \$2,000 for Fourth Coast Town Engineering fee for the Arena LED Lighting upgrade. **Motion carried.**

**IT Upgrades Proposals:**

**(1) NNY Online LLC:** Estimated to provide new backup solution that provides server image backup in site to attached storage device, and Backup data to offsite server. Remove existing tape drive and software 1 6TB external storage device and software. Also Workstation backups. \$975.00

**(2) NNY Online LLC:** Customer Managed Monthly Backup Service per month (\$65.00)

NNY Online Managed Monthly Backup Service: per month (NNY Online managed backup we they look at the reports and resolve exceptions and missed backups)). (\$130.00)

Windows 10 upgrade software (per computer) (\$35.00 per computer)

Office 2016 upgrade software (per Computer). (\$50.00 per computer) \$280.00

Labor not included.

**MOTION** was made by Donna Patchen, seconded by Kenneth Knapp, to approve getting both proposals from NNY Inline for \$975.00 and \$280.00. **Motion carried.**

**Supervisor's Report:**

**CLDC:** Deputy Supervisor Peterson attended the March meeting. The Board had projects & ideas on the table.

**Consolidated Health:** Had a meeting; nothing earth shattering discussed.

**TIERS:** Looking for a Liaison for their Board. Please give some thought if you can attend their meetings. Councilman Knapp stated he would contact Bud Baril to see what this entails.

**Dept. Heads Reports:**

**Deputy Highway Superintendent:**

- ✓ Have been doing maintenance at the Highway Barn – some cleaning and painting.
- ✓ Need to have the ceiling area, looked at to see if more insulation is needed.
- ✓ The pricing of SALT is working upwards. We need to know the tonnage of what id needed.

**Assessor:** Report for the Month of March 2019 received.

Received some dates, this afternoon that need to be passed along to Alicia.

Talked with Roxanne Burns at Jefferson County Real Property about getting on the listing for the Re-valuation of 2022. We will need a resolution and a copy needs to go to Roxanne Burns in order to be paced on the list.

**RESOLUTION #49 of 2019** was introduced by Kenneth Knapp, seconded by Mary Zovistoski, a resolution to instruct the Assessor of the Town of Clayton to review all tax parcel assessments for the 2023 Assessment Roll in Accordance with the New York State Real Property Tax Law – Revaluation. Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye. **PASSED.**

**Codes/Zoning:** Report(s) were received for Building Codes and/or Zoning for the month of February, 2019.

**Rec. Park:** James Jones reported that weekend after next will be the Gun Bash.

**Council Reports:**

**Councilwoman Zovistoski:**

**Recreation Park:** Youth Hockey has 3 games this weekend and Figure Skaters will do a parent skate during their time on the ice. Preparing for taking ice out on Monday, the guys from the Highway will come over and help. After ice comes out we will be concentrating on cleaning the Arena and moving equipment, the first summer show is March 23<sup>rd</sup> – DU Gun Bash.

**Transfer Site:** Nothing to report.

**Opera House:** Completed painting the hallway and side door entrance.

**Pool:** Jimmy met with Miranda (pool director) and went over lifeguards for the summer. There are 4 (four) full time lifeguards, w head lifeguards and the pool director that are committed for this year. Working on a sub list in the subsequent months. Have scheduled a time (May 18<sup>th</sup>) for meetings with the lifeguards to orient and complete paperwork.

**Depauville Library:** Nothing to report.

**Docks:** Jim has contacted Mallory and she is coming back this summer. The Barton boys are coming back and Jim will engage a conversation with Chris Rhinebeck on whether he wants the job or not. Jim Jones has been scheduling reservations and all is well. He does need the name/number of the lady that was recommended.

**Grindstone Island:** Jim Jones has had an initial meeting with Linda Brown and Brenda Patch on Grindstone schoolhouse. He has scheduled a meeting with them at the schoolhouse on April 25<sup>th</sup>, to go over things they want completed for this year. Mr. Jones also has explained to them the limit of their budget for this year, as well.

**Councilwoman Patchen:** Had a meeting with Alicia Dewey on the Grindstone Island Cemeteries.

**Motion** was made by Donna Patchen, seconded by Mary Zovistoski, that there should be no additional lot sales for the Grindstone Island Cemetery at this time. **Motion carried.**

**Councilman Knapp:**

**Depauville Free Library:** Attended the meeting. They're asking about the conclusion of the pea gravel v/s the mulch for the play area. Jimmy Jones stated that the pea gravel is acceptable but there needs to be more added to this area.

**Rec. Park Project:** Structural, Electrical & Mechanical review is completed. Everything will work. Need to talk with Richard Ingerson about fire alarms in the main arena. We are getting close to putting a number on this; possibly our next meeting we could see some numbers. We will be going out to bid ASAP with possible start date in June. We need the numbers and timeframe first.

**Public submitted requests to address the Board:** Mr. Heberling, inquired if the Town had thought of having a Town wide spring cleanup. The Village of Clayton would be having theirs on May 6<sup>th</sup>. Mr. Heberling made notice of several places that have furniture and boats, piled in the township and is very unsightly for the entrance to our town and village.

Further discussion, by the Town Board and Mr. Jones concerning marking a one (1) day timeframe, for residents to bring their trash to the Transfer Site between 7:30 AM-4 PM, free of charge, for a spring cleanup. This will be on May 6<sup>th</sup>.

**Adjournment:** **Motion** was made by Donna Patchen, seconded by Ken Knapp, to adjourn this regular meeting at 6:00 PM. **Motion carried.**

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**Kathleen E. LaClair, Town Clerk**