

December 11, 2019

The Town Board of the Town of Clayton their regular meeting at 5:00 PM in the Town Board Room, 405 Riverside Drive, Clayton, NY with the following persons present:

Lance Peterson, Supervisor
Kenneth Knapp

Mary Zovistoski
Steve Dorr, Hwy. Supt.

Donna Patchen
Kathleen E. LaClair

Alicia Dewey
Megan Badour
Allen Heberling

Jimmy Jones
Pam McDowell
Tanya Yates

Kimberli Johnston
Bob Cantwell III

Pledge of Allegiance: Supervisor Peterson opened the meeting at 5:00 PM and lead the assembly in the Pledge of Allegiance.

Guests: Legislator Bob Cantwell III discussed the Opioid Crisis which is a big problem in Jefferson County. This is a very “high traffic” area. The County is currently tracking this epidemic by means of an “Over Dose Map”, noting all the area of a “happening”. The watch is to follow and predict where this is heading. Users feel this is “good stuff” when of course it is “very bad” and will kill them. The users don’t care, they feel it’s worth the chance.

Discussion of the County Fund Balance: The County is comfortable with where they have it. They should be in pretty good shape this next year.

Town Clerk:

Correspondence:

- ✓ Congratulations Clayton Harbor Marina is a 2019 Elite Fleet Boaters’ Choice Award recipient.
- ✓ Charter Communications – Nov. 15th; Nov. 26th; Dec 9th; & another form Dec. 9th of Upcoming changes.
- ✓ Terra M. Haight, REDI Coordinator, NYS DOS, letter of introduction and schedule a kick-off on those REDI Program projects which are assigned to DOS as the oversight agency.
- ✓ Letter from USDA – Eric J. Johnson, Lead Loan Specialist concerning the Town of Clayton Cerow Park Arena Expansion concerning the Community Facilities Loan Authorization to Bid.
- ✓ Janet Burrows letter of 12/4/2019 concerning Sewer possibilities and funding to keep sewage out of the St. Lawrence River.
- ✓ 1000 Islands Land Trust over view of different conservation in the area.
- ✓ Jefferson County Board of Legislators, Scott Gray, Chairman thanking us fir all our hard work on behalf of our municipality through the NYS REDI process. Wishing us well on our future accomplishments of these projects.
- ✓ NYS Dept. of Public Service – looking for assistance with their outreach and education efforts with publications related to the upcoming winter season, which include topics of rights and protections of electric and natural gas customers, what to do if utility service is interrupted, and the actions consumers can take to manage their winter energy costs.
- ✓ Greene County Commercial Bank – reminder of Bonds due, with total payments thru December 21, 2024.
- ✓ Notice of Tax Liens coming up for auctions in March, 2020 for the years 2015, 2016, 2017.

✓ KIMCO Steel LTD. Shreddable Picked Up at GT \$55.00

Minutes: **Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve the minutes of November 13, 2019 as presented. Motion carried.

Public Comment on agenda items: None.

General Discussion Items:

Bills: **Motion** was made by Donna Patchen, seconded by Kenneth Knapp, to approve the payment of Abstract #12 of 2019 in the amount of \$292,382.58 as presented. Motion carried.

Transfers: **Motion** was made by Kenneth Knapp, seconded by Mary Zovistoski, to approve Request #5 of 2019 to move from the G/L HA0200.00 - G/L Arena Project Fund \$4,149.50 to G/L A200.00 – General Fund \$4,149.50. This is to correct error in distribution of Purchase Orders. Motion carried.

Motion was made by Donna Patchen, seconded by Mary Zovistoski, to approve Request #6 of 2019 to move from the G/L – HA200.01 General Fund – CD \$20,000.00 to G/L - A200.01 - General Fund \$20,000.00. This is to return seed monies for Arena Project to Old Community Development Funds – Loan. Motion carried.

Motion was made by Kenneth Knapp, seconded by Mary Zovistoski, to transfer \$1.5 million from the Arena checking account into a 6-month CD at Watertown Savings Bank. Motion carried.

Budget Amendments #'s 5-9 of 2019: **Motion** was made by Mary Zovistoski, seconded by Donna Patchen, see attached Account form, this is to correct errors in PO Expense coding total \$86,586.00. Motion carried. Motion carried. (See attachment).

Supervisor's Report & Bank Reconciliations for October 2019:

Motion was made by Mary Zovistoski, seconded by Donna Patchen, to approve the Supervisor's Report and Reconciliations for October 2019. Motion carried.

Supervisor's Report & Bank Reconciliations for November 2019:

Motion was made by Mary Zovistoski, seconded by Donna Patchen, to approve the Supervisor's Report and Reconciliations for November 2019. Motion carried.

Balance Sheets for October 2019:

Motion was made by Mary Zovistoski, seconded by Donna Patchen, to approve the Balance Sheets for October 2019 as presented. Motion carried.

Retirement: Kathleen E. LaClair, Town Clerk/Tax Collector of nearly 30 years, has submitted a letter to the Supervisor and Town Board that she will be retiring from those positions on Monday, December 30, 2019. That will be the last official day worked.

Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to accept the letter of retirement with regrets. Motion carried.

Appointments: **Motion** was made by Mary Zovistoski, seconded by Kenneth Knapp, to appoint the following persons, with title, stipend, and effective date of hire.

Ethan Forbes: PT Seasonal Laborer (Plow) – Salary \$14/hour effective 11/16/2019

Tyler Eckert: PT Seasonal Laborer (Plow)-On-Call – Salary \$14/hour effective 11/16/2019

Steve Dorr: Highway Superintendent - \$52,000/year effective 12/01/2019

Justin Wagoner: MEO \$19.17/hour effective 12/1/2019

Bill Sherman: WWPO \$6,000/year effective 12/1/2019

Bill Sherman: PT Seasonal Laborer (Plow)-On-Call \$14/hour effective 11/26/2019

Motion carried.

Reappointments:

Joint Zoning Board of Appeals:

Motion was made by Kenneth Knapp, seconded by Donna Patchen, to reappoint Dale Maclaughlin to a five-year term on the Zoning Board of Appeals ending 12/31/2024. Motion carried.

Motion was made by Kenneth Knapp, seconded by Donna Patchen, to reappoint Andrew Wood, to the Alternate position on the Zoning Board of Appeals with a term ending 12/31/2024. Motion carried.

Joint Planning Board:

Motion was made by Mary Zovistoski, seconded by Donna Patchen, to reappoint Doug Rogers, Chairman of the Planning Board, with a seven (7) year term ending 12/31/2026. Motion carried.

Motion was made by Mary Zovistoski, seconded by Donna Patchen, to reappoint Dave Crandall, to a full position on the Planning Board, with a seven (7) year term to expire on 12/31/2026. Motion carried.

Board of Assessment Review:

Motion was made by Donna Patchen, seconded by Kenneth Knapp, to appoint Jon Taylor, to a full member status to replace Jeremy Kellogg with the term ending 9/30/2022. Motion carried.

Step Increases for upcoming meeting:

Motion was made by Donna Patchen, seconded by Kenneth Knapp, to approve the following step increases:

Cody Black: Step 3 + \$.50 -- effective 12/11/2019 to \$18.90

Mark Natali: Step 2 +\$.50 – effective 12/14/2019 to \$18.40

Kyle Delaney: Step 4 + \$.50 – effective 1/1/2020 to \$19.98

Tyler Mitchell: Step 2 + \$.50 – effective 1/1/2020 to \$20.76

Jamie Brown: Step 3 + \$.50 – effective 1/16/2020 to \$19.48

Motion carried.

Training: Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to send R. Robinson and J. Wagoner to MSHA Training at Watertown on February 27th, 2020 at the Hilton Garden Inn at \$95. Per person. Motion carried.

Awarding RFPs for Misc. Contractor Bids: Consensus of the Board, that they had not enough time since the opening to review the bids. The Board will wait until the 12/31/End of the year Bill Paying meeting to discuss at that time.

Fireworks Application – Clayton Chamber of Commerce Christmas Parade: Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve the application for Fireworks display that was held on 12/7/2019. (Due to lateness of receiving the application a request was made by e-mail and formal vote would be in these minutes. Motion carried.

Jefferson County Snow & Ice Agreement Approval: RESOLUTION # 67 OF 2019 was introduced by Mary Zovistoski, seconded by Kenneth Knapp, a resolution for the authorization of the Town of Clayton Supervisor to sign an Agreement with Jefferson County that shall commence on January 1, 2020, and expire on December, 2022. The Agreement includes the extent of services that were provided by the Town under the Town and the County governing maintenance services for County Roads and Bridges, construct or reconstruction of County highways, or snow and ice removal and sanding upon County Highways which expired on December 31, 2019, and such services remain unpaid by the County on December 31, 2019, the County will pay for such services in accordance with the provisions of the expired Agreement provided that claims for such services are submitted prior to March 1, 2020. Peterson – aye; Zovistoski – aye; Patchen – aye; Kenney – aye. **PASSED.**

Town Board Vacancy: Discussion by the Town to conduct interviews with the six applicants in Executive Session on Thursday, December 19, 2019 starting at 5 PM in 15-minute increments. The Town Clerk is to advertise this meeting of Executive Session.

Set Year-End Board meeting: (12/31/2019 @12 pm): Motion was made by Mary Zovistoski, seconded by Donna Patchen, to set the year-end meeting for noon on 12/31/2019. Motion carried.

Supervisor Report:

Cerow Park: Supervisor Peterson reports that we are going out to bid.

TIERS Budget & Finance: TIERS is very grateful for getting money from the Town for their equipment being purchased.

ABM: Nothing to report for ABM at this time.

CLDC: (Resolution request.) Supervisor has not seen anything of yet concerning a resolution request.

Department Head Reports;

Highway Superintendent:

- ✓ Latest storm has hit some sections of the Town. The Sanders are out.
- ✓ We have one (1) truck we put a PTO put on it. Sander fell apart.
- ✓ Discussed the storage of stone for the County at the Sand/Salt Shed area.
- ✓ Overall, things are going smoothly.

Assessor: Ms. Johnston gave a couple of highlights from her report.

Codes/Zoning: Received the November 2019 Monthly report.

Council Reports:

Mary Zovistoski: The Rotary will be serving dinner tomorrow at the Paynter Senior Center. More Volunteers are needed for ongoing serving at dinners at the Paynter Center. Hoping to maybe get the people at Rec Park to help at one of the dinners.

James Jones: We will need to do an update as the Boiler in the other room is leaking.

Donna Patchen: Has received a listing from Scott Johnson of the appointees of the Youth Commission. This will be forwarded to Ms. Dewey so we will have for the annual meeting.

Kenneth Knapp: Nothing to report as he didn't make it to the Paynter Center.

Public submitted requests to address the Board: None.

Adjournment: Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to adjourn this regular meeting at 5:45 PM. Motion carried.

Kathleen E. LaClair, Town Clerk