

Town of Clayton Regular Meeting

March 11, 2020

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

Lance Peterson
Kenneth Knapp
Megan Badour

Mary Zovistoski
Lori Arnot
Alicia Dewey

Donna Patchen
Allen Heberling
Pam McDowell

1. Pledge of Allegiance: The Supervisor opening the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.
2. Guests: N/A
3. Town Clerk:
 - A. Correspondence: N/A
 - B. Minutes from 2/26/2020 Workshop Meeting to be approved. Motion made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**
4. Public: No comment on Agenda Items
5. General Discussion Items:
 - A. Bills and Transfers
 - i. Abstract #3 of 2020
Motion was made by Donna Patchen, seconded by Kenneth Knapp to approve Abstract #3, in the amount of \$108,063.95. **Motion carried.**
 - ii. Transfers: N/A
 - iii. Budget Amendment: N/A
 - iv. New Accounts/Special Entries:
Motion made by Mary Zovistoski, seconded by Allen Heberling to approve the new account B2115.00, Planning Fees. **Motion carried.**
 - B. Supervisor's Report & Bank Reconciliations:
 - i. Motion was made by Kenneth Knapp, seconded by Mary Zovistoski to approve the December 2019 Supervisor's Report, in the amount of \$103,022.67. **Motion carried.**
 - ii. Motion was made by Allen Heberling, seconded by Mary Zovistoski to approve the January 2020 Supervisor's Report, in the amount of \$-116,933.73. **Motion carried.**
 - iii. Motion was made by Mary Zovistoski, seconded by Kenneth Knapp to approve the February 2020 Supervisor's Report, in the amount of \$808,668.16. **Motion carried.**

C. Balance Sheets:

- i. Motion was made by Donna Patchen, seconded by Allen Heberling to approve the December 2019 Balance Sheet, in the amount of \$34,385,427.00. **Motion carried.**
- ii. Motion was made by Kenneth Knapp, seconded by Mary Zovistoski to approve the January 2020 Balance Sheet, in the amount of \$34,385,427.00. **Motion carried.**
- iii. Motion was made by Allen Heberling, seconded by Donna Patchen to approve the February 2020 Balance Sheet, in the amount of \$34,385,427.00. **Motion carried.**

D. Resignations and Appointments:

i. Resignations

- a. N/A

ii. Positions & Appointments

- a. Confidential Clerk to the Justices

Motion was made by Kenneth Knapp, seconded by Mary Zovistoski to appoint this position as a full time position and additionally changing the official title to Confidential Clerk to the Justices. **Motion carried.**

iii. Rate Changes

- a. N/A

E. Training

- i. Dewey/Valadez

Motion was made by Allen Heberling, seconded by Donna Patchen to approve the attendance of A. Dewey and H. Valadez at the upcoming Human Resources Training to be held in Watertown, NY on April 2, 2020, for the cost of \$50.00 per person. **Motion carried.**

F. Employee Handbook Update

Motion was made by Mary Zovistoski, seconded by Kenneth Knapp to approve the Revised 2020 Employee Handbook with minimal changes. **Motion carried.**

G. Purchase Requests:

Motion was made by Mary Zovistoski, seconded by Kenneth Knapp to purchase a galvanized pontoon boat trailer from Grindstone Fabrications per the Town's Procurement Policy. **Motion carried.**

H. Highway Budget Agreement:

Motion was made by Mary Zovistoski, seconded by Allen Heberling to approve the Agreement for Expenditures of Highway Moneys pursuant to the provisions of Section 284 of the Highway Law. **Motion carried.** (see attached)

I. REDI Grant:

- i. Introduced by Kenneth Knapp, seconded by Mary Zovistoski to accept lead agency status on the Clayton Harbor Municipal Marina. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye.
- ii. Introduced by Mary Zovistoski, seconded by Allen Heberling to accept lead agency status on the Upper Town Landing on Grindstone Island. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye.

- iii. Introduced by Allen Heberling, seconded by Donna Patchen to accept lead agency status on the Shoreline near the Hotel and River Walk. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye.
- iv. Motion to accept each project's SEQR EAF as presented and to authorize Town Supervisor Peterson to sign page 13 of each made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**

J. Arena Project:

- i. Motion for introduce bid award resolutions for Contract #1 Upstate Construction, Contract #2 Black River Plumbing Heating, and AC, Contract #3 Jordstat Construction and Contract #4 Black River Plumbing, Heating and AC made by Donna Patchen, seconded by Mary Zovistoski. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye.
- ii. Motion to adopt the Amended Bond Resolution for the Cerow Recreation Park Project in the amount of \$4,500,000.00 made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye.

L. Cooper Settlement:

Motion made to accept the Cooper settlement as presented by the Town Assessor made by Donna Patchen, seconded by Allen Heberling. **Motion carried.**

6. Supervisor's Report:

Supervisor Peterson reported that there is a Consolidated Health District Meeting to be held in April. Additionally, Supervisor Peterson reported that sand bags will be available for residence in need at the Lion's Field building.

7. Department Head Reports:

- A. Highway Superintendent: Steve Dorr- No report.
- B. Buildings and Grounds: James Jones- The ice has been removed from the arena as well as boards and glass. Staff are preparing for the first show to be held on March 21st. Additionally, camera wires were run today and finished up on Friday.
- C. Assessor: Kimberli Johnston- No report.
- D. Codes/Zoning: Richard Ingerson- Report was sent electronically.

8. Council Reports:

- A. Councilwoman Zovistoski: Building & Grounds and Joint Boards, Paynter Center Reported that the Opera House window that was in need of repair has been completed. Plans on attending Paynter Center meeting next week.
- B. Councilwoman Patchen: Purchasing, Personnel, Youth Commission, Cemeteries: No report.
- C. Councilman Knapp: Chamber, Libraries and Arena Project: Chamber of Commerce meeting is to be held March 12, 2020. With regards to the Arena Project he is awaiting a meeting date.
- D. Councilman Heberling: TIERS; Joint Boards: TIERS has not had a meeting yet this month.

9. Public:

- A. Gunther Schaller: Request for Member of the Town Board to look into energy siting plan changes.
- B. Janet Burrows: Discussion on Wastewater, Septics, Sewers and Water Authority.

10. Adjournment:

Motion was made by Mary Zovistoski, seconded by Allen Heberling to adjourn at 5:55PM. **Motion carried.**

Next Meeting: Wednesday March 25, 2020 at 5:00PM.