

Town of Clayton Workshop Meeting

Wednesday June 24, 2020

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, remotely due to restrictions of COVID-19. The meeting may be viewed online at: <https://drive.google.com/file/d/1xKkw-E97yhIG4NgYcUyursFJMzT3ookn/view> and a transcript is attached to these minutes.

The following persons were present:

Lance Peterson	Donna Patchen	James Ganter (remote)
Mary Zovistoski	Kenneth Knapp	Alicia Dewey
Pam McDowell (remote)	Allen Heberling (remote)	Megan Badour
Steve Dorr, Sr.	Ross Holbrook (remote)	

1. **Pledge of Allegiance:** The Supervisor opened the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.
2. **Town Clerk:**
 - A. Correspondence: Two updates from Charter Communications with regards to channel lineups. (See attached.)
 - B. Minutes from 6/10/2020 Regular Meeting to be approved. Motion made by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**
3. **Public:** No comment on agenda items.
4. **Workshop Discussion Items:**
 - A. **Supervisor's Reports for March, April and May 2020.**
Motion was made by Allen Heberling, seconded by Donna Patchen to approve Supervisor's Reports for March, April and May 2020. **Motion carried.**
 - B. **Balance Sheets for March, April and May 2020.**
Motion was made by Kenneth Knapp, seconded by Mary Zovistoski to approve to approve the Balance Sheets for March, April, and May 2020. **Motion carried.**
 - C. **Legal Services Agreement for REDI Grants: Barclay Damon, LLP**
Motion was made by Mary Zovistoski, seconded by Allen Heberling to approve Supervisor Peterson's signing of the Legal Services Agreement for REDI Grants. **Motion carried.**
 - D. **Revised Highway Services Agreement (\$284)**
Introduced by Allen Heberling seconded by Donna Patchen, to adopt the resolution. **Motion carried.** Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye. Heberling- aye. **Passed.**
 - E. **DRI Update:** Annual Report 2019 and Goals for 2020 provided by James Ganter. No further information from NYS at this time, application has been prepared and is awaiting approval. (See attached.)
5. **Public:** No submitted requests to address the Board.
6. **Adjournment:** Motion was made by Mary Zovistoski, seconded by Donna Patchen to adjourn at 5:25PM. **Motion carried.**

Next Meeting: Wednesday July 8, 2020 at 5:00PM.

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- Unknown Caller

00:01 - 00:03

This conference will now be recorded.

- Lance Peterson

00:06 - 00:06

Very good everybody, I would like to stand for the pledge of allegiance. [...] Very good. Megan, do you have any correspondence for us please?

- Megan Badour

00:35 - 00:41

The correspondence that I have will be in regards to Charter Communications. They have sent us an update that the Showtime Showcase will be [...] and in July, Charter Communications, known as Spectrum, will launch NBCSN to TV Lifestyle channels. That is all I have.

- Lance Peterson

01:03 - 01:04

Ok. Is Al with us? Al Heberling?

- Mary Zovistoski

01:07 - 01:08

Yes.

- Alicia Dewey

01:10 - 01:12

Ok, welcome aboard, Allen.

- Ken Knapp

01:18 - 01:18

There he is.

- Lance Peterson

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01:19 - 01:20

Al, were you unaware that we were meeting in person tonight?

- Allen D Heberling

01:23 - 01:24

No.

- Lance Peterson

01:26 - 01:27

You just wanted to do it from home?

- Allen D Heberling

01:28 - 01:29

No, uh, it completely passed me by.

- Lance Peterson

01:36 - 01:37

Ok, No worries Alan. No worries. We, already the Pledge of Allegiance, we have a little bit of correspondence from charter communications. Now, we're going to move on to the minutes from the June 10th regular meeting, other than the few corrections that Megan took care of, other than that, do we have a motion to approve those minutes motion.

- Ken Knapp

01:59 - 02:00

I will make that motion.

- Mary Zovistoski

02:04 - 02:07

I'll second.

- Lance Peterson

02:08 - 02:09

Ok, Kenny made a motion, Mary seconded. All in favor? Motion Carried, thank you. I'm going to jump the Agenda here just a little bit for anybody that's on there that may be confused and stuff, so obviously, obviously, we didn't advertise for the public hearing for long enough, it should have been ten days and it was only five, so obviously, with that being said,

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anyone who has comments on agenda items can save them for the public hearing when we reschedule, and if you had any questions you could get them to us or get them to Doug Rogers. What I like to do, what I would like to do, I don't want to seem like we're trying to hurry this thing along or anything like that in my mind I think we should take our time, make sure we get it right. And I would, I would like to, on board approval, I'd like to set a public hearing for the planned development districts only for Or July 22, at 5:30 PM, If we could get a motion [...], here, and it'll be done, it'll be done. In this room, we're meeting the person here at the town offices. So if everybody is in agreement with, that, I would look for a motion for July 22nd at 5:30 PM, the public hearing on the planned development district. Donna with the motion, Mary seconded. All in favor?

- Allen D Heberling

03:44 - 03:44

Aye.

- Lance Peterson

03:49 - 03:50

Very good. Motion carried. Thank you. Supervisor's reports for March, April, and May. I think we will do these, along with the balance sheet, for March, April, and May, as a group out of everybody. Well, we'll do the. Do the supervisor report for March, April and May, did we get through them, folks? Ok, could we get a motion for those three.

- Alan Heberling

04:23 - 04:24

I will make a motion.

- Lance Peterson

04:24 - 04:26

Very good. Al made a motion, Donna seconded. All in favor? Motion carried, thank you. Now, the balance sheets for March, April and May, 2020, did we get through those, also. Did we get a motion for that, please? Kenny with a motion, Mary seconded. All in favor?

- Allen D Heberling

04:45 - 04:45

Aye.

- Lance Peterson

04:46 - 04:46

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Motion carried. Thank you. I need the Board. So I'm going to make a motion for me to sign the Legal Services Agreement for the REDI grants. With Barclay Damon LLP so we can keep those things moving a motion to authorize the supervisor to sign these agreements.

- Allen D Heberling

05:08 - 05:08

I'll second.

- Lance Peterson

05:11 - 05:14

Mary with a motion, Al with a second. All in favor? Motion carried. Thank you for that. Moving right along, we got the revised Highway Services Agreement. Basically, this was, you know, it's for expenditure of the Highway monies in the Town of Clayton. We changed it a little bit, our budget changed a little bit, so it's something we previously approved budget changed Some. So I need a motion to adopt resolution amending that Highway agreement.

- Allen D Heberling

05:43 - 05:43

I'll make that Motion.

- Lance Peterson

05:48 - 05:50

Very good to introduce the resolution. Ok, Donna made the motion. Al made the motion, Donna seconded it. Ok, very good. So now we need a roll call vote, yes. Donna?

- Donna Patchen

06:03 - 06:03

Yes.

- Lance Peterson

06:04 - 06:05

Kenny?

- Ken Knapp

06:04 - 06:05

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Yes.

- Lance Peterson

06:04 - 06:05

Al?

- Allen D Heberling

06:05 - 06:05

Yes.

- Lance Peterson

06:06 - 06:07

Mary?

- Mary Zovistoski

06:04 - 06:05

Yes.

- Lance Peterson

06:08 - 06:09

Very good. Very good. Lance, yes. Very good, thank you for that, and I know you all got a copy of that, after all that, there's no mystery there. Before just a little bit of a budget change. DRI update James Ganter with the CLDC is going to bring us up to speed with the DRI also the 2019-2020 goals and stuff. James, welcome, and thanks for joining us.

- James Ganter

06:46 - 06:47

Thanks for having me. I didn't know, as you guys are meeting, came down there to get, Alan and I decided the longest distance it, as far as the DRI. If you didn't know, we did send out a letter to all the applicants that applied, to let them know the status, where we stand today, and we'll keep them at one time. As we learn more from the State, read, slowly, good, sound, unfortunately, so you can understand that. It was expected that the D&I Application would be open to New York State, in May or June, as. It had been in previous years, however, did not communicated, not suicide or accept applications, as. We. Anticipated in May and June with [...]. As. You know with the pandemic in the New York Pause, have created many unknowns in. The DCI has been included in New York State Budget. We all knew it was passed in April our at this point, there has been no further information for New York State on the DRI And New York State has focus their efforts on pandemic, of course.

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It's unknown with the evolving budget, where it's going to end up, or when it will be offered again. However, the Clayton LDC and the village of Clayton are prepared to move forward. All the nuts and bolts of the application are completely. So once we get the go-ahead will continue down through the application, the public presentations. As you remember, once you get down the road, additional people that may have not applied in the, in the area we included, will have an opportunity to apply again or apply for the first time if they haven't. Or the others will be able to be modified, so that's basically the update on the DRI, we're ready to go as soon as the state gives us the Ok.

- Lance Peterson

08:42 - 08:43

That's good to hear.

- James Ganter

08:45 - 08:56

And now I'm gonna share my screen, and I'm gonna go over the 2019 goals and then, and where we, actually, what we accomplish, and what things we may have not. And then we'll talk about the [...], or some highlights of 2019, which most of you are very familiar with, then the 2020 goals, and I apologize for being late with the COVID and then I had a little technology issue of trying to get the previous meeting. So that gave me the opportunity. I think it's very important with your support between Development Corp, that we communicate, distractibility, and at least every board. Ok, so, as we go down through this, this is going to collaborate with a village in the DOT National Grid, and the project is going on downtown, and everyone aware of, you know, we work with all the stakeholders in 2019. We all are aware of the bids were accepted, and this is this, this is the actual response to the state we supply every year, So the next, we will also, we had a shared with the state. As you know, you guys all know where the status of the project is, and will be completed in the fall. So, we actually have accomplished that goal, as far as the river walk, the grant that was associated with the riverwalk has been created in 2019 as scheduled. The only thing that didn't get done was, we had to wait for an infrastructure project is completed, and it's basically, [...] entry. There isn't completed yet, but it once the infrastructure of the project done, and the weather is still find that will be installed. Of course, for support local businesses and the historic district on the infrastructure project. And one of the ways that we try to we got at Jefferson County LDC actually get a small business loan program. We have not laid that out yet with the way. COVID 19 happen is people apply for the PPP program. While we are still looking to offer that, it's not a huge amount of money, but maybe some businesses would still be interested. I know some had got, the [...]with the Federal government on the PPP program was in place. So that still exist and we just haven't given the go-ahead to publicize it. In 2020, as far as working with local agencies and validation, expand, and connect the local Trail and walkways system, to include the Sissy Danforth Trail, McLean, Riverwalk. Well, you're probably quite aware of that. We did, you know, support this as a development group and the thousands Land Trust had moved forward, and you guys are pretty sure. You all know that the secured required all

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easements and funding. The. Next phase would be connected to the riverwalk and we, we have discussed it, but that's something that we're gonna have to do in the future. So we didn't complete the 2019, but we worked with during 2015 in that process. We apply for a New York State Consolidation funding application. You update and upgrade the infrastructure of local businesses, including small lodging facilities as well. One of the main things we're thinking about and small lodging businesses actually get some funding to actually make them year round to expand their businesses all year round, rather, just in the spring and summer and fall. But at the same time that we decided in 2019, to apply for the DRI, so we actually put that on hold for right now. If anybody has any, just interrupt me. Explore additional revenue generating activities into your future. Sustainability of the CLDC, You know, we did get some revenue. Some. Some from some donors, but the biggest part of our additional contribution was from the Town of Clayton and we appreciate your efforts and appreciate that you support us in trying to meet. The. Same goals as you and in our community. Continue to upgrade the recently strategic plan to actually reflect the needs of the community that was done in 2018. We will continue to review in 2019 and execute the plan. One part of that? What is underutilized properties in our area? In our village? And again, we started that we started a committee to start looking at that. And then we decided it into ways where we can continue to see, that reflected again in 2020. And then number eight is to the property was part of that strategic plan. And so that's number eight. But I think it's important to leave that on our list and continue to look at that. Then, of course, the work of the town and village to ensuring development is consistent with our comprehensive plan. In a, I know that the zoning combination zoning, you're going to be having that you said on the 22nd. You know, we continue to, especially to a developer. And there's large projects in claim in 2019 and that, therefore, we advocated for the Zoning Amazonian Committee to allow for that potential project but enhance opportunities for other future projects along the corridor. And we want to make sure that they know, along with our comprehensive plan, and I just started reading a little bit more what that is going to be proposed, so I think that's great [...] Comprehensive Plan [...] Growth of our our area in that segment. Ok Any questions on 2019 goals?

- Lance Peterson

15:27 - 15:37

Jamie, I remember one time, just quickly when you guys were putting together the DRI you were talking about putting together almost like a little book or catalog type thing, for whatever reason, if you had to, if we got passed over this year we'd have it. Did you, did we ever, what was the final thought on that?

- James Ganter

15:43 - 15:48

Well, we think we're going to have to actually do that in some format. And then what that will be lands is to actually present now a part of the present package with the application. And so we didn't really decided we were going to do it all internally and add all the pictures

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and, you know, make it look pretty presentable, or we're going to hire it out to a marketing group yet. It has not been decided.

- Lance Peterson

16:11 - 16:12

That's a great idea. That's a great idea.

- James Ganter

16:14 - 16:16

Yes, for sure, we definitely need it.

- Allen D Heberling

16:19 - 16:25

So, James, are you going to make this annual report available to the Board.

- James Ganter

16:25 - 16:25

Yes, I have sent it to Alicia, and she can distribute it.

- Mary Zovistoski

16:31 - 16:31

Your copy is right here Alan on the table.

- James Ganter

16:45 - 16:48

It's important for you to know what we did it. Did we accomplish anything in the previous year? And what, you know, what's our vision for 2020?

- Allen D Heberling

16:54 - 16:54

Thank You.

- James Ganter

16:56 - 16:56

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Welcome. That's our statement. This is gonna go into 2020 and similar composition in 2019, needs aware of the officers, will have a chance to look at that, the other members, community members. So here are the highlight projects. You know, of course, the DRI application we just talked about, but that was one of the things that was going to be the highlight in 2019 and 2020 and continue through that. The REDI money that The local Development Corp did work with the town and village to determine a list of priority projects and apply for the REDI monies. Of course you got to do their presentations with Governor Cuomo there, which I attended local representatives to hear the awards. And I know everybody's been meeting, and trying to figure out whatever going, and what are the two guidelines to follow. So that, that's kind of one of the highlight projects for 2019. Riverwalk closure I already reviewed that. And this is, this is a different application that goes to the state to, even though it may repeat the same information. And then the historic district, again, with the project. The loan, the loan potential proposal in there, for small revenue to help small businesses during this time. Strategic planning, we have to break this down a little bit. So as I mentioned, we rewrote it in 2019, 2019. We were following, right now the next board meeting, we're going to have an update and so the strategic Planning updates will be included plan so all the committee chairs. Had had to read information on so that mister Rogers can include a date for the board. Know it's important to have that ready to keep advancing in the area of Market Development We supported the zone change required for the large investor to secure funding for the potential project. Of course. We all know, we don't know where that project well, you know, happened. I know that in order for him to have that continue to happen, he had to add the zoning in place for him to try to see the [...] As far as any other marketing development, it was with the Land Trust. [...] enhance the Community. And again, we included under the development that we feel it's important as a development work to communicate with the villagers Quarterly to educate you guys [...] and to build relationships with the community and stakeholders. So, that's something that we're going to continue to do. In the area of finance. Really, that's the one thing what Jefferson County loan, again, is included in there. And work with a town Board together, Increase support by you guys are a list of additional forming that helped us financially. In the area of Regionalization the kind of local commit, you are contacted by a local community to discuss their may actually seen what the Clayton Development Corp has done. Prior to my time, in, even during my time. And they're reaching out to see if we can help them, if they can collaborate with them, maybe give them a direction. I don't believe the State will allow another development corp to be formed, A local one, they want everything to be larger, regional. We also have been talking too, which was part of the DRI, was a trolley bus business, help get transportation. We all know that parking is a real area for the village. And so that was part of the application for the trolley system. And, basically, have been updated human resources for the clayton development corp facilities efficiency [...] and businesses and [...] enhance tourism in our area. So, well, as far as the goal for 2020, you'll see something repeated, some that are new, to work with the Village of Clayton and local businesses, to submit a viable application to the DRI program. Just waiting to hear from the State, ready to go, and. Got a lot of, as I did another presentation, we got a lot of people interested. Continue to collaborate with DOT For the underground utilities, and the riverwalk, Riverside Drive, and, of course, we all believe that's going to help tourism, then that will allow us to finish the riverwalk with the gate.

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Historic District Infrastructure Project. You know, we're gonna propose that small loan, \$5000, You know, someone wants more than \$5000. They can. They can last for that, which would have to get approval by Jefferson County LDC. On top of that, that application, when they fill that out, there is a small application fee that will actually go back to the Clayton Development Corp. For us, managing that through the Jefferson County LDC. We're continuing to work with everyone, [...] and the local trail on the Walk system. And we're there to assist them as they move forward. Eventually. We're going to be involved in trying to get that tied in across the Lions fields down through the riverwalk, in some fashion to be decided. Or explore additional revenue generating to sustain that Clayton Development Corp is always important. Continue to update the strategic plan, as I had mentioned. And we'll add the latest update of where we stand on some of those items in the strategic plan. in the next board meeting. We want to continue to explore ways that we can support neighboring towns and villages ranked in the overall files mounted region, because at the end of the day, we're all of this together, or that traveling system was also to bring communities together and transport people between communities. So that's something we want to continue to work on it, was Alex Bay that reached out to them. Actively work with accountability to ensure any development is consistent with our comprehensive plan, is that you're talking about. Then number nine is support, the village, of Clayton in, the REDI monies, whenever that gets going. So that's, That's pretty much, yeah.

- Lance Peterson

24:39 - 24:42

Well, that was quite a bit, James. You're going to see some aggressive goals there, and I hope you reach them and clearly, or whatever. Everything on your left is certainly worthy looking forward to continue working with the LDC, and you folks, and we'll see if we can get everybody to come to fruition here.

- James Ganter

25:01 - 25:02

All right, well, thank you for your time.

- Lance Peterson

25:03 - 25:05

Thank you. Does anybody, hang on, James, does anybody have any questions for James?

- Mary Zovistoski

25:12 - 25:14

We just appreciate your hard work.

- James Ganter

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25:15 - 25:15

Thank you.

- Lance Peterson

25:17 - 25:18

Very good.

- James Ganter

25:19 - 25:20

Good evening.

- Lance Peterson

25:20 - 25:21

You too. One of the things I'd be remiss not to go back to this, certainly the only thing that we had on the agenda, we postponed. Megan, did you have anybody with comments on agenda items? Very good, with that being said do you have anybody to address the board?

- Megan Badour

25:42 - 25:43

Not at this time.

- Alicia Dewey

25:43 - 25:46

Very good. Did anybody have anything else to add here from the Board? Steve did you have anything to add? Very good. Motion to adjourn please? [...] Thank you very much.