

Town of Clayton Regular Meeting Minutes

Wednesday, November 18, 2020

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, in person and remotely due to restrictions of COVID-19.

The following persons present:

Lance Peterson	Megan Badour	Mary Zovistoski	Alicia Dewey
Kenneth Knapp	James Jones	Allen Heberling	Steve Dorr, Sr.
Pam McDowell-remote	Kimberli Johnston	Heather Valadez-remote	

1. Pledge of Allegiance: The Supervisor opened the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.
2. Guests: N/A
3. Town Clerk:
Correspondence:
 - Charter Communications provided updates on programming and fees. (see attached)
 - Clerk's Office will be closed Saturday November 21, 2020. There is a Clerk's Meeting being held in Watertown on Saturday and the Clerk will be in attendance there.

Minutes from 10/28/2020 Workshop Meeting to be approved. Motion made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**

4. Public: N/A
5. General Discussion Items:
 - A. Bills and Transfers
 - i. Abstract #11 of 2020
Motion was made by Kenneth Knapp, seconded by Mary Zovistoski, to approve Abstract #11, in the amount of \$720,778.67. Motion carried.
 - ii. Transfers: N/A
 - iii. Budget Amendment: N/A
 - iv. New Accounts/Special Entries: N/A
 - B. Supervisor's Report & Bank Reconciliations: Motion made by Allen Heberling, seconded by Mary Zovistoski. **Motion carried.**
 - C. Balance Sheets: Motion was made by Allen Heberling, seconded by Mary Zovistoski to approve the October 2020 Balance Sheets. **Motion carried.**
 - D. Resignations and Appointments
 - i. Resignations: A motion was made by Kenneth Knapp, seconded by Donna Patchen to regretfully accept the resignation of Christopher Matthews from the Town Board of Assessment Review. **Motion carried.** (see attached)
 - ii. Positions/Appointments:
A motion was made to allow for advertisement of vacancies of the following: Alternates to the Joint Town and Village Planning Board, Joint Town and Village Zoning Board of Appeals

and the Board of Assessment Review, and requesting letters of interest returnable by December 20th, 2020. Motion made by Donna Patchen, seconded by Allen Heberling to approve. **Motion carried.** (see attached)

E. Rate Changes: N/A

F. Training: N/A

G. Delaney Leave of Absence: A request was made by Kyle Delaney for a leave of absence to be taken December 11, 2020 through April 26, 2021. A motion to approve this request was made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**

H. Leave of Absence Policy Revision:

Section 509 of the Employee Handbook, Unpaid Leave of Absence Policy will have the following addition to the Policy Statement:

However, the Town Board will not consider a Leave of Absence for training programs not related to the employee's current or potential future position at the Town of Clayton or probationary periods at employers other than the Town of Clayton.

The remainder of the policy remains the same. A motion to adopt this modification was made by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.** (see attached)

I. Health Emergency Plan:

In compliance with a request of the State of New York an Emergency Health Plan has been drafted as a proactive response to the COVID – 19 Pandemic. Motion was made to adopt this plan to be sent to the NYS Teamsters Union for comment by Allen Heberling, seconded by Donna Patchen. **Motion carried.** (see attached)

J. Telecommuting Policy:

The purpose of this policy is to establish parameters for employees to work from home by telecommuting. A motion to approve this policy was made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.** (see attached)

K. TIERS Agreement:

Currently, the TIERS Agreement is due to expire December 31, 2020, the agreement set-forth will carry as an agreement, January 1, 2021 until August 31, 2021, so as to allow for alignment of dates with additional agreements with TIERS. A motion to approve this agreement for services was made by Kenneth Knapp, seconded by Allen Heberling. **Motion carried.** (see attached)

L. Pavilion Roof Project:

A motion was made by Mary Zovistoski, seconded by Allen Heberling to approve the estimate for the Pavilion Roof project as submitted by New Century Electric, Inc., our current carpenter. **Motion carried.** (see attached)

M. Highway Funds Agreement:

A resolution to adopt the 2021 Section 284 Agreement for the Expenditure of Highway Funds including general repairs to Zang Road in the amount of \$55,000.00 as well as permanent improvements to Clayton Center Road in the amount of \$234,569.00 and Sylvester Road in the amount of \$115,431.00. Introduced by Kenneth Knapp, seconded by Mary Zovistoski. Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye. **Motion carried.** (see attached)

N. At 5:19 pm Executive Session under section 105(f) was requested and the Town clerk was asked to attend. A motion was made by Donna Patchen, seconded by Mary Zovistoski. **Motion carried.**

O. At 5:25 pm a motion was made to re-enter the meeting made by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

P. 2021 Budget:

Supervisor Peterson presented the 2021 Adopted Budget at the meeting.
Amendments from the Preliminary Budget:

Expenses:

- A9010.80 NYS Retirement from \$84, 976.35 to \$86, 083.35(41J)
- DB5110.10 Road Maintenance from \$35,000.00 to \$15,000.00
- DB5112.10 Road Construction from \$30,000.00 to \$50,000.00

Revenues:

- A1081.00 Pilots from \$9,499.20 to \$9,466.00
- A1001.00 Real Property Tax from \$977,526.73 to \$978,666.93

A resolution to adopt the 2021 Town of Clayton Budget with the noted amendments was made by Mary Zovistoski, seconded by Donna Patchen. Peterson-aye; Zovistoski-aye; Patchen-aye; Knapp-aye; Heberling-aye. **Motion carried.** (see attached)

6. Supervisor's Report: There was a meeting with TIPAF and at this time, for safety purposes, they are holding off on making any future plans for in-person events.
7. Department Head Reports:
 - A. Highway Superintendent: Steve Dorr- It was reported that he has been reviewing the Capital Plan, it has been noted that the Town has an aging vehicle fleet. At this time, all snowplows with the exception of one are ready to be on the road. Staff was able to repair a sluice pipe on Grindstone last week. Staff are continuing to pick up storm debris.
 - B. Buildings & Grounds: James Jones- With approval for the Roof Project at the Pavilion, work will now be able to commence on Monday, November 23, 2020. With Kyle having been approved for the leave of absence, Mark will now assume the responsibilities of the pool as he has received the training.
 - C. Assessor: Kimberli Johnston- The Department of Taxation and Finance has picked the Town of Clayton to look at Major Type B which is referring to the Commercial Properties. Kim and Christine Thurston will be in a pilot class tomorrow. (see attached)
 - D. Codes/Zoning: Richard Ingerson-(see attached report)
8. Council Reports
 - Councilwoman Zovistoski: Buildings and Grounds; Paynter Center- Councilwoman Zovistoski indicated that the Paynter Center is working with the Office of Aging to evaluate their transportation program. She will be meeting with Richard and Jimmy to evaluate their rates for services.
 - Councilwoman Patchen: Purchasing, Personnel, Youth Commission, Cemeteries: N/A
 - Councilman Knapp: Libraries; Chamber of Commerce; Arena Project- Councilman Knapp indicated that the Depauville Library is currently working on their budget. The DEC meeting for this Saturday on Renewable Energy will be virtual.
 - Councilman Heberling: TIERS; Joint Boards- TIERS at this time transports are making up for the lack of normal trips they make. Additionally, they are looking into a quarterly dashboard that would represent their budget and finances. The Planning Board has several items that may affect the Town with regards to property on Murray and Grindstone Islands. Councilman Heberling has met with

Doug Rogers to discuss concerns with the PDD, timeframe is looking to be late January to early February to evaluate.

9. Public: N/A

10. Adjournment:

Motion was made by Donna Patchen, seconded by Allen Heberling to adjourn at 5:56 PM.

Motion carried.

Next Meeting: Wednesday December 9, 2020 at 5:00PM.