

Town of Clayton Workshop Meeting Minutes

February 24, 2021

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, remotely, with the following persons present:

Lance Peterson
Mary Zovistoski
Allen Heberling

Donna Patchen
Kenneth Knapp
Pamela McDowell

Alicia Dewey
Megan Badour
James Jones

1. Pledge of Allegiance: The Supervisor opening the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.
2. Town Clerk:
 - A. Correspondence: N/A
 - B. Minutes from the 2/10/2021 Regular Meeting for approval. Motion was made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**
3. Public Comment on Agenda Items: N/A
4. Guests: N/A
5. Workshop Discussion Items:
 - A. **Abstract #04 2021**
Motion was made by Kenneth Knapp, seconded by Donna Patchen to approve Abstract #04 of 2021 in the amount of \$22,087.68. **Motion carried.**
 - B. **AUD 2020 Status Update:**
Youth Commission AUD has been filed. Town AUD will be filed this evening, must be submitted by March 31, 2021.
 - C. **Resignation:**
James Brown, Jr. has submitted his resignation effective February 27, 2021. A motion was made to regretfully accept James Brown's resignation by Donna Patchen, seconded by Mary Zovistoski. **Motion carried.**
 - D. **Code of Ethics Revision:**
Updates and modifications made to the 2011 version of the Code of Ethics. Once approved, it will be added to the employee manual. Additionally, it will be provided to current staff. An additional ethics training will also be added. A motion was made to accept the revision by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**
 - E. **Appointment of Safety Officer/(OSHA) COVID-19 Workplace Coordinator:**
A motion was made to appoint Allen Heberling as the Safety Officer/(OSHA) and COVID-19 Workplace Coordinator by Mary Zovistoski, seconded by Donna Patchen. Knapp-aye; Peterson-aye; Zovistoski-aye; Patchen-aye; Heberling-aye. **Motion carried.**
 - F. **Fuel Depot Update:**
At this time, the existing fuel depot is meeting the end of its life expectancy. The Thousand Island Central School District, Village Clayton Fire and the Town are all meeting to discuss the

future location of said depot as well as the size and whether or not above or below ground is the best option.

G. Recreation Park Update:

Councilwoman Zovistoski has dedicated quite a bit of time to researching and developing a proposal for items needed for the remodeling of recreation park following its renovations. At this time Councilwoman Zovistoski has focused her efforts on purchases with Central Restaurant Products, Sam's Club and Reinman's Department Store. Purchases will include tables, chairs, appliances, couches, table clothes, counter tops, and plants.

Additionally, a plaque has been designed and is awaiting final approval, from the family, for Leonard O'Brien. This will be an aluminum plaque that will feature his photo as well as wording. This purchase cost will include shipping, installation and warranty by Stewart Signs. A motion was made to approve the purchase of this plaque upon family approval to begin this project. Motion made by Kenneth Knapp, seconded by Donna Patchen. Knapp-aye; Peterson-aye; Zovistoski-aye; Patchen-aye; Heberling-aye. **Motion carried.**

6. Public Requests to Address the Board: N/A

7. Adjournment:

Motion was made by Kenneth Knapp, seconded by Donna Patchen to adjourn at 5:26PM.
Motion carried.

Next Meeting: Wednesday March 10, 2021 at 5:00PM.