

There was a Regular meeting of the Board of Trustees of the Village of Clayton on Monday May 28<sup>th</sup>, 2024, at 5:00 p.m.

**PRESENT:**

Nancy L. Hyde, Mayor  
Robert McDowell, Deputy Mayor  
Robert Riddoch, Trustee  
Robert Wierzba, Trustee  
Michael Kinnie, Trustee  
Amanda Cantwell, Village Deputy Clerk  
Kevin Patenaude, Police Chief  
Terry Jones, DPW Superintendent

**Pledge of Allegiance/Call to Order:**

Mayor Hyde led the Pledge of Allegiance and opened the Regular meeting at 5:00 p.m.

**REQUEST TO BE ON AGENDA:**

1. Heather Gill – Snapshots Photo Booth

Heather proposed a photo booth in the Village. The photo booth would promote the Village of Clayton, with 20% of that proceeds being donated to the Clayton Chamber of Commerce to support all businesses in the Village. After discussion, the Board tabled the decision to the June 10<sup>th</sup> Board Meeting.

**VISITOR:**

1. Change Orders REDI Docks – Change orders 11 & 12 were presented to the Board.

**MOTION** made by Trustee McDowell to approve Change orders 11 & 12, Trustee Wierzba seconded, all in favor motion carried.

Taylor Friant/Thomas Haynes – DANC

1. DPW Asset Management Plan- Taylor presented the DPW Asset Management Plan to the Board. It was discussed that this will be a working document and a tool for the Village to use for future planning purposes.

**MOTION** made by Trustee McDowell to accept the DPW Asset Management Plan as presented, Trustee Wierzba seconded, all in favor motion carried.

**POLICE REPORT:**

Kevin Patenaude, Chief of Police

1. Activity Report - was submitted to Board. This report is filed at the Village Clerks Office.

**DPW REPORT:**

Terry Jones, DPW Supervisor

1. Activity Report – was given to the Board. This report is filed at the Village Clerk’s Office.

2. There was discussion regarding the “Wooden Park” entrance closest to St. Mary’s.

**MOTION** made by Trustee McDowell for the Village DPW to construct a “maze” type entrance, Trustee Kinnie seconded, all in favor motion carried.

***WATER/WASTEWATER:***

*Jeff Mosher, WWTP Supervisor, DANC*

1. Monthly Report – Jeff reviewed his monthly report with the Board. This report is filed in the Village Clerk’s Office.

***CONSENT AGENDA:***

1. DRAFT Meeting Minutes May 13<sup>th</sup>, 2024
  2. DRAFT Special Meeting Minutes May 20<sup>th</sup>, 2024
  3. Payroll (P/R #25) 04/25/2024 to 05/08/2024 \$ 36,223.63
  4. Payroll (P/R #26) 05/09/2024 to 05/22/2024 \$ 35,875.97
  5. Prepay Abstract 05/20/2024 \$ 1,032.34
  6. Abstract -05/28/2024
- |              |                     |
|--------------|---------------------|
| General Fund | \$ 17,820.38        |
| Water Fund   | \$ 10,843.57        |
| Sewer Fund   | \$ 22,766.69        |
| <b>Total</b> | <b>\$ 51,430.64</b> |

**MOTION** was made by Trustee Riddoch to approve consent agenda items #1-6; Trustee Wierzba seconded all in favor motion carried.

7. **Capital Project Abstract** \$ 1,968.50

**MOTION** was made by Trustee Wierzba to approve Capital Project agenda item #7; Trustee McDowell seconded all in favor motion carried.

***OLD BUSINESS:***

1. Traffic Study – The Board discussed the traffic study and determined it would be best to further discussion at a Workshop Meeting set for June 10, 2024 at 4PM.

2. Update on Boat Launch passes for Village taxpayers – The Village Clerk’s office has received positive feedback on the free launch passes for Village taxpayers. It is appreciated by all.

***NEW BUSINESS:***

1. **MOTION** - Set a public hearing for June 10<sup>th</sup>, 2024, to increase fixed sewer rates.

**MOTION** was made by Trustee Wierzba to set a Public Hearing to increase fixed sewer rates on June 10<sup>th</sup> at 5PM; Trustee McDowell seconded all in favor motion carried.

2. **MOTION** – April 2024 Financial Reports – Cash Summary, Statement of Activity, Period to Date Actuals

**MOTION** was made by Trustee McDowell to accept April 2024 Financial Reports as presented; Trustee Riddoch seconded all in favor motion carried.

**COMMITTEE REPORTS:**

Trustee McDowell- Chamber of Commerce – Trustee McDowell mentioned that the Chamber is planning a balloon festival in July, a new event to Clayton. The Chamber did not increase membership fees this year, since everything is increasing, they decided to be one of the annual expenses that will not increase for members.

**MAYOR:**

1. ANCA Conference - The Mayor reported that the ANCA conference was extremely educational.
2. Clean Energy Stakeholders Meeting – The Mayor announced that there will be a Clean Energy Stakeholders meeting on May 29<sup>th</sup> at 12:30 at the Municipal Building.
3. The Lost Navigator Railings – The owner of the Lost Navigator has requested the Village to assist in paying for railings installed in front of his business. Most businesses downtown had a railing installed as part of the Historic District project; they didn't install one at the time in front of his business. The Board decided to revisit this once they know the final cost.

**BOARD DISCUSSION:**

Trustee McDowell asked that the text “and any other issues that come before the Board” be added to all future meeting announcements. The Board agreed.

**EXECUTIVE SESSION:**

Trustee Kinnie presented a **MOTION** to enter Executive Session at 6:32p.m. Trustee Riddoch seconded; all in favor motion was carried.

*Regarding: Matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*

Trustee Riddoch presented a **MOTION** to close the Executive Session at 6:50p.m. Trustee Wierzba seconded; all in favor motion was carried.

**ADJOURNMENT:**

Trustee McDowell presented a **MOTION** to adjourn the regular meeting at 6:51p.m. Trustee Riddoch seconded; all in favor motion was carried.

Respectfully,

Amanda Cantwell  
Amanda Cantwell, Village Deputy Clerk