

VILLAGE OF CLAYTON BOARD OF TRUSTEES
AGENDA REGULAR MEETING
June 27th, 2022 – 5:30 PM

REGULAR MEETING:

POLICE:

1. Activity Report

DPW:

1. Activity Report
2. Bid Request – Wave Attenuator

WATER/WASTEWATER:

1. Monthly Report

CONSENT AGENDA:

1. DRAFT Meeting Minutes June 13th, 2022
2. Payroll (P/R #1) 5/12/2022 to 05/25/2022 \$ 36,823.99
3. NYS Teamsters H&H July payment \$ 15,022.12
4. Pre Pay Abstract- 06/21/2022 \$ 848.17
5. Abstract -06/27/2022
- General Fund \$ 14,603.48
- Water Fund \$ 10,609.10
- Sewer Fund \$ 15,365.09
- Total** \$ 40,577.67

NEW BUSINESS:

1. Board approval - Municipal Solutions, Inc. 2022-2023 agreement

CLERK:

1. Water/Sewer Billing Collection Notice
2. Heather Fargo – Request for Sunset and a Movie in Frink Park
3. Brendan Beauvais – Request for use of Lion's Field

MAYOR:

ADJOURNMENT:

POLICE DEPARTMENT ACTIVITY REPORT
06/09/22 TO 06/22/22
CRIMINAL INVESTIGATIONS

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
CRIMINAL MISCHIEF	2	INVESTIGATED

NON – CRIMINAL CASES

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
MENTAL HEALTH VIOL.	1	ARREST
DOMESTIC DISPUTE	1	INVESTIGATED
SUSPICIOUS PERSON	1	INVESTIGATED
NEIGHBOR DISPUTE	2	INVESTIGATED

VEHICLE AND TRAFFIC CASES

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
M.V.A. (PROPERTY DMG.)	1	INVESTIGATED
ASSIST MOTORIST	2	N/A

OTHER POLICE ACTIVITIES

<u>OFFENSE</u>	<u>#</u>
MISC CALLS FOR POLICE SERVICES	9
ASSIST OTHER AGENCY	2

DPW ACTIVITY REPORT FOR 6/27/22

STREETS:

1. Poured 2 sidewalk slabs at 613 Webb St. where the sewer and water line were replaced.
2. Painted yellow on curbs around the Village to represent NO PARKING in those areas.
3. I met with Herb Frost from Arborcare to look at several trees that either need to be trimmed or removed. I am waiting for a quote and then we will proceed with the necessary actions.
4. The Jefferson County Highway Department is paving East Line Rd. We own .13 miles of East Line Rd. from James St. to just the other side of the Highway Garage. They are going to pave that area for us and charge us. We can then turn it in for our C.H.I.P.S. reimbursement.

PARKS:

1. Mowing and trimming continues.
2. We set up bleachers and set out trash cans for the dog jumping contest.
3. Built a box to cover the conduit and communication wires that were exposed at Frink Park.
4. Dug out the area at the tennis court where the post for the tennis net was leaning. We installed a new post and poured concrete.
5. Heidi continues to weed and water the flower beds around the Village.

EQUIPMENT:

1. Replaced window mechanism in the passenger window of the 1 ton dump truck.

BUILDINGS:

1. Poured a 7'x7' slab at the Hawn Library to accommodate the picnic table.
2. One of the two sewer pumps in the basement at the Municipal Building failed. We are currently in the process of getting a new pump and updating the controls.

TRAINING:

1. We completed the required MSHA training on June 16th.

Respectfully submitted,

Terry Jones, DPW Superintendent

REQUEST FOR BIDS VILLAGE OF CLAYTON WAVE ATTENUATOR

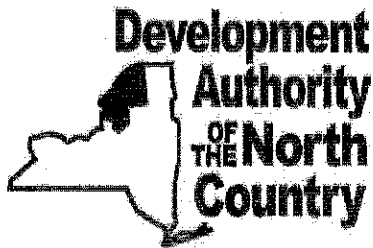
The Village of Clayton is taking bids for purchase of the Wave Attenuator behind the Memorial Monument on Riverside Drive. There are 2 sections, 20' long. They will be sold "as is/where is", with a minimum bid of \$500.00. The successful bidder is responsible for removal within 30 days after bid opening.

BIDS MUST BE IN BY: July 13th, 2022 by 3:00 PM

BID OPENING DATE: July 14th, 2022 at 2:00 PM

Point of Contact: The Village Clerk as named below is the sole point of contact for matters relating to this bid proposal.

Agency: Village of Clayton
Attention: Joanne Lenhard-Boye, Village Clerk
Address: 425 Mary St., PO Box 250, Clayton, NY 13624
Phone: (315) 686-5552



Water and Wastewater Facilities

Warneck Pump Station
23557 NYS Route 37
Watertown, New York 13601

Telephone (315) 661-3210
Telefax (315) 661-3211
Emergency Telephone (315) 786-4000

Open Access Telecom Network

Dulles State Office Building
317 Washington Street, Suite 406
Watertown, New York 13601

Telephone (315) 661-3200
Telefax (315) 661-3201
Emergency Telephone (866) 669-3262

Solid Waste Management Facility

23400 NYS Route 177
Rodman, New York 13682

Telephone (315) 661-3230
Telefax (315) 661-3231

June 23, 2022

RE: Village of Clayton
Water and Wastewater Control Facilities Management Services
May 2022, Monthly Status Report
SPDES Permit No. NY-0027545, PWS No. NY-2202335

Dear Mayor Zimmer,

Services performed for the month of May are detailed below for Board review. I hope that you find the information useful and welcome suggestions to make this report more useful for the Board going forward.

1) MANAGEMENT SERVICES – WASTEWATER TREATMENT PLANT (WWTP)

a) General

- During the month of May 35 Work Orders (WO's) were completed. To date 68 Preventative Maintenance (PM) plans have been put into place for the WWTP and additional PM plans will be created or updated as new equipment is replaced or installed in the ongoing capital upgrade project.
- On 05/12/2022, Authority personnel completed the Annual Spill Prevention Report for Lift Station 1A on the Cape Vincent Correctional Force Main. The completion of this report requires the signature of a licensed Professional Engineer. A service that is provided free of charge with the Authority's Management Services Agreement. The complete report is included in Attachment No. 4.
- On 05/31/2022, the Village received a letter from the New York State Department of Environmental Conservation (NYSDEC) containing comments on the Annual Combined Sewer Overflow Best Management Practices Report that was submitted in January 2022. Included in these comments was the requirement for the Village to develop a Public Notification Plan for Combined Sewer Overflows that occur at Riverside Drive and East Union Street. Authority personnel have prepared the required plan and response letter on the Village's behalf. The original letter, response, and Public Notification Plan are included in Attachment No. 5.

b) Operations

- Table 1 shows the monthly WWTP influent and effluent loadings as compared to the SPDES required limits. The WWTP reported a Biochemical Oxygen Demand (BOD)

removal efficiency of 96% and a Total Suspended Solids (TSS) removal efficiency of 99%. This information and supporting documentation are attached in the Discharge Monitoring Report (DMR) and Operations Report contained within Attachment No. 1.

Table 1 – Monthly Wastewater Flows & Loading

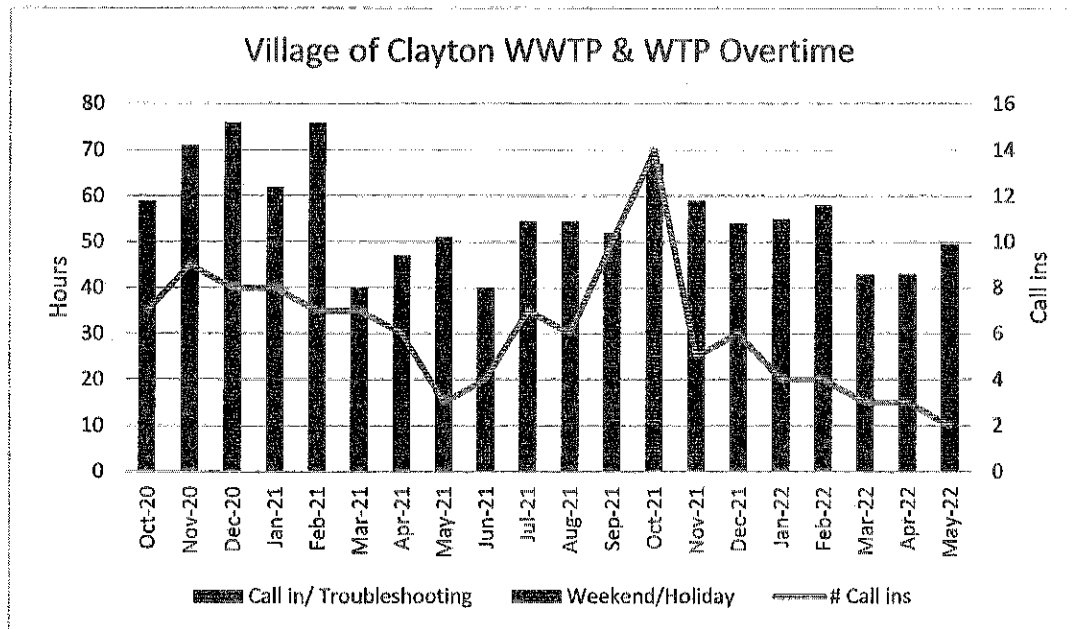
	FLOW (MGD)	BOD (lb/day)	TSS (lb/day)
Average Monthly Influent	0.730	740	889
Outfall 001 Monthly Average Effluent Results	Not Measured	32	9
Outfall 001 SPDES Permit Monthly Average Effluent Limits	1.1	280	280

- In the month of May, the WWTP had one SPDES permit violation on 05/16/2022 for a broken lower pressure sewer main from a residential grinder pump on Hungerford Point. A Report of Noncompliance for this event is contained within Attachment No. 1.
- Historical WWTP flows and loadings are detailed on the attached historical trends for the month of May and are contained within Attachment No. 2.
- A total of 27,600 gallons of sludge was hauled by Gilco to the City of Watertown Wastewater Facility for the month of May. Average percent solids for the month was 0.967%, equating to 2,226 pounds of sludge removed.
- In the month of May, 22,720 kilowatt hours (kWh) of electricity was utilized by the WWTP, 8,977 kWh of electricity was utilized by lift stations within the Village, and 3,818 kWh of electricity was utilized by lift stations outside the Village.
- In the month of May, 302 pounds of chlorine was utilized for disinfection of effluent.
- In the month of May, 305 gallons of sodium hypochlorite was used to minimize hydrogen sulfide at LS-1A pump station.

c) Personnel

- On 05/03/2022, Village Operators attended training provided by Schmidt Wholesale on the installation of the new cellular endpoints at the Village Municipal Building. This training was provided as part of the ongoing conversion to cellular meter technology.
- On 05/18/2022, Village Operators attended training on how to properly repair and maintain Eone Grinder and Gorman Rupp Pumps at the Authority's Warneck Pump Station in Watertown. This training was provided free of charge by the Authority.

- There were 25.0 total hours of overtime (OT) in May associated with the operation of the WWTP for weekend/holiday coverage and 4.5 hours of OT for alarm call-ins. There were 17 total hours of OT associated with the operation of the Water Treatment Plant WTP for weekend/holiday coverages and 3.0 hours of OT for alarm call-ins. See below graph of 2020-2022 OT trending.



- 05/16/2022, 4.5-hour call-in, High flows at Riverside Drive and East union Street due to rain. Operator responded and monitored pump stations and WWTP as required by the Village's Wet Weather Operation Plan, no overflow occurred.
- 05/21/2022, 3-hour call-in, Operator received a call to complete emergency water shut off at 308 Rivershore Drive. The property owner's water lateral broke prior to the meter and was flooding the property.

d) Maintenance

- Maintenance activities completed this period are presented below. Unless otherwise noted, the maintenance tasks were completed by Village Water and Sewer Staff.
- On 05/10/2022, Gleason Septic Service and Village Operators completed the annual wet well cleaning of floating grease and debris at all pump stations.
- On 05/23/2022, Koester completed the annual factory certified maintenance at LS-1A, LS-2, West Union Street, and Clayton Harbor Hotel pump station. Complete results of these inspections are included in Attachment No. 6

Mayor Zimmer
June 23, 2022

- Kinsley Power completed annual generator maintenance for all 16 stand-by and portable generators. Based on the completed maintenance quotes will be provided for necessary repairs. Complete results of these inspections are included in Attachment No. 7.

New Repairs/Breakdowns

- On 05/06/2022, it was noted during weekly pump station rounds that Pump No. 2 at the Washington Island Pump Station was not accumulating hours. It was found that the starter on this pump was sticking causing the pump not to activate. Operators lubricated the armature on the starter to help alleviate future problems. This starter is scheduled to be replaced in the ongoing capital project and Operators will continue to monitor the starter until such time it is replaced.
- On 05/10/2022, Operators received alarms for the pumps located at Harbor Hotel failing to start. Operators responded and it was determined that during the wet well cleaning the pumps had lost prime. Operators cleaned the globes and check valves then primed the pumps.
- On 05/16/2022, Operators received a call from a contractor on Hungerford Point indicating that a grinder pump was in alarm and that he had shut power off to the station. It was found the reason for the alarm was the station was in high level due to the low pressure sewer main having broken just outside the station. Operators pumped the contents of the station to the WWTP for disposal utilizing the Village tank trailer. Repairs to the pump station were completed by Department of Public Works (DPW) staff.

WOs completed in month of May

- SPDES Construction Progress Report
- Annual Spill Prevention Report
- Monthly Chlorine System Inspection
- Monthly Gas Detection Calibration
- Monthly First Aid Inventory
- Monthly Fire Extinguisher Inspections
- Monthly Crane and Hoist Inspection at Riverside Drive
- Monthly PM of Lift Stations
- Monthly E. Union St. Lift Station PM
- Monthly CHH Lift Station PM
- Monthly WWTP PM
- Monthly Alarm Testing
- Monthly WWTP TKN & Ammonia Sampling
- Monthly Low Level Mercury Testing
- Monthly Operations Report & DMR
- Weekly pH Probe Calibrations
- Weekly Lift Station Rounds
- Weekly WWTP PM

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- Weekly SPDES Sampling
- Weekly E. Union Street Lift Station Rounds
- Weekly WWTP Blower PM
- Exercised emergency generators every Thursday
- Performed maintenance on bar screen, routine grease and oil
- Performed monthly maintenance on SBR decanters

e) Wastewater Capital Improvement Project

- The Wastewater Treatment Plant and Collection system improvement project total funds spent to date, including administrative and technical costs, are \$4,531,032.12 versus a current budget of \$8,830,000.00.
- WWTP and Collection System Improvement Resiliency and Economic Initiative (REDI) Upgrades total funds spent to date, including technical costs, are \$1,019,939.33 versus a current budget of \$2,500,000.00. Work associated with this project will be completed as part of Contract 1A, 1B, and 1C under the WWTP project.

2) MANAGEMENT SERVICES – WATER TREATMENT PLANT (WTP)

a) General

- During the month of May, 25 WO's were completed. To date 42 PM plans have been put into place for the WTP.
- During the month of May, there were no resident complaints in accordance with NYSDOH permit limits and water quality.
- On 05/16/2022 & 05/17/2022, New York Leak Detection completed a comprehensive leak survey of the Village distribution system. The results of the survey identified four possible leaks at an estimated loss of 40,100 gallons per day. These findings have been provided to the DPW for their use. The complete report is included contained within Attachment No. 8.
- The supplier provided training for the installation of the endpoints was held on 05/03/2022. As a result of this training it has been determined that additional work is required during the installation of the endpoints that was not included in the original scope of work. New Century Electric has submitted a change order in the amount of \$15,788.36 for this additional work. The complete change order and cost documentation is contained within Attachment No. 9.
- On 12/16/2021, the Environmental Protection Agency (EPA) announced the Lead and Copper Rule Revisions (LCRR). These revisions have made wholesale changes to how public water systems must monitor and address lead service lines in the community.

One of the largest changes is the Village must develop an inventory of every service lateral within its service area and submit this inventory to the Health Department. This inventory must include the material type of the service lateral on both sides of the curb stop regardless of ownership. While the Village has records for the installation of service laterals that are the Village responsibility, records of the material on the customer side of the curb stop are not readily available. With New Century Electric already required to enter each property to make the necessary improvements they have been requested to photograph each service lateral where it enters the foundation wall and document the type of material. This will allow the Village to develop the necessary inventory to comply with the EPA requirements. This request was not included in the original scope of work and New Century Electric has submitted a change order in the amount of \$12,307.00 to complete this work. The complete change order and cost documentation is contained within Attachment No. 9.

b) Operations

- In May, the WTP produced 6,877,000 gallons of water for a monthly average of 222,000 gallons per day of treated water. Table 2 shows the monthly water system flows, chlorine residual, and turbidity as compared to the New York State regulatory limits. This information and supporting documentation are detailed in the monthly New York State Department of Health (NYSDOH) Report. A copy of this report is contained within Attachment No. 3.

Table 2 – Monthly Water Flows & Monitoring Samples

	FLOW (1,000 gallons/day)	Entry Point Chlorine Residual (mg/L)	Distribution Turbidity (NTU)	Distribution System Chlorine Residual (mg/L)
Monthly Average	222	2.0	0.16	1.3
Regulatory Limit	440	4.0	5.0	4.0

- In the month of May, 13,040 kWh of electricity was utilized by the WTP, 2,712 kWh was utilized by the Low Lift Pump House, and 306 kWh was utilized by the Standpipe.
- In the month of May, 194 pounds of chlorine gas was utilized for disinfection of drinking water.
- In the month of May, 1,068 pounds of Diatomaceous Earth (DE) was used in production of finished water.

c) Maintenance

Mayor Zimmer
June 23, 2022

- Maintenance activities completed this period are presented below. Unless otherwise noted, the maintenance task were completed by Water and Sewer Staff.
- On 05/18/2022, Koester Associates completed the annual rebuild of the chlorination system and calibration of the chlorine gas detection system at the WTP. The complete results of this service are included in Attachment No. 10

New Repairs/Breakdowns

- On 05/24/2022, Operators received an alarm stating the main Programmable Logic Controller (PLC) had failed at the WTP causing the entire facility to shut down. Aqualogics was onsite at the WWTP as part of the ongoing capital improvement project and responded to the WTP to assist. Upon investigation it was found that water had entered the PLC cabinet and caused the power supply to fail. A backup power supply that was in the Village's inventory was installed once the water from the cabinet had been removed. The source of the water was found to be from a pipe that was previously cut during the roof replacement project but not capped properly. The valve upstream of the pipe had begun to fail causing water to leak. Operators have since removed the valve and properly capped the pipe to prevent future issues.
- On 05/25/2022, Operators received an alarm for a flow meter failure on Filter No. 2. Upon investigation it was found the filter was reading negative flow. It is believed that the power loss the previous day caused the calibration failure. AquaLogics responded the following day and recalibrated the meter.
- On 05/26/2022, During daily rounds at the WTP it was noted that a leak had developed in the plant water in the DE Room, water was shut off and leak repaired. During the recently completed capital project the copper lines that provide plant water throughout the plant were not replaced and are original. They have begun to develop pin hole leaks in various locations due to age. Operators have been working to replace larger sections of piping as these leaks develop.
- The operators completed thirty-one seasonal water turn-ons in the month of May.

WOs completed in month of May

- Annual Chlorine System Rebuild
- Quarterly SDWIS Sampling
- Monthly SPDES Permit Sampling
- Monthly Chlorine System Inspection
- Monthly First Aid Inventory
- Monthly Fire Extinguisher Inspections
- Monthly Alarm Testing
- Monthly Laboratory Equipment Calibrations
- Monthly Spill Prevention Inspections
- Monthly Fire Extinguisher Inspection
- Monthly WTP Maintenance

Mayor Zimmer
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- Monthly Cranes and Hoists Inspections at WTP and Low Lift Station
- Monthly Chlorine System Inspections
- Monthly First Aid Inventory
- Monthly DOH Report
- Monthly Total Coliform Sampling
- Monthly Pallet Jack Inspection
- Weekly pH Probe Calibrations
- Weekly WTP PM
- Weekly Distribution Sampling
- Weekly DOH Permit Sampling

3) **WATER/GENERAL FUND CAPITAL IMPROVEMENT PROJECTS**

- Clayton REDI Improvements Project total funds spent to date, including technical costs, are \$851,002.32 versus a current budget of \$6,522,800.00. D.C. Building Systems has mobilized material to the site at Mary Street Dock and intends to begin work the week of July 11th on the Veterans Monument.
- Historic District/Sewer Lateral Replacement Project: Project total funds spent to date, including administrative, technical, and construction costs, are \$4,339,366.61 versus a current budget of \$5,000,000. Installation of the speaker system is complete awaiting installation of internet by West Telecom to begin functional testing.

4) **PENDING BOARD ACTION**

- Approve Change Order No. 1 for additional work associated with the installation of cellular endpoints and documenting service lateral material.

Should you have any questions regarding this report, please do not hesitate to contact me at (315) 679-1213.

Sincerely,

Thomas Haynes, P.E.
Water Quality Supervisor

Attachments:

- 1) NYS DEC DMR, Operations Report, NCR
- 2) Historical Trends
- 3) NYSDOH Report
- 4) Spill Prevention Report
- 5) CSO BMP Letter, Response, & Public Notification Plan
- 6) Koester Lift Station Service Report
- 7) Kinsley Service Report

Mayor Zimmer
June 23, 2022

- 8) New York Leak Detection Report
- 9) New Century Change Order No. 1
- 10) KoesterChlorine System Service Report

cc: Joseph Chrisman, Trustee
Nancy Hyde, Trustee
John Buker, Trustee
Tony Randazzo, Trustee
Joanne Lenhard-Boye, Village Clerk
Paula Jacobs, NYSDEC
Carrie Tuttle, DANC Chief Operating Officer
Brian Nutting, DANC Director of Water Quality
Christian Fout, DANC Water Quality Supervisor II
Robert Stevenson, DANC Water Quality Supervisor I

Public Hearing (5:30 pm)
Public Meeting (6:30 pm)
Regular Village Meeting
Village of Clayton Board of Trustees
June 13th, 2022

Page 1 of 4

There was a Public Hearing, Public Meeting and a Regular meeting of the Board of Trustees of the Village of Clayton on Monday June 13th, 2022 at 5:30 p.m.

PRESENT:

Norma Zimmer, Mayor
Nancy L. Hyde, Deputy Mayor
Joe Chrisman, Trustee
John Buker, Trustee (arrived 6:05pm)
Terry Jones, DPW Supervisor
Thomas Haynes, WWTP Supervisor, DANC
Joanne Lenhard-Boye, Village Clerk/Deputy Treasurer

ABSENT:

Tony Randazzo, Trustee
Kevin Patenaude, Chief of Police

Pledge of Allegiance/Call to Order:

Mayor Zimmer led the Pledge of Allegiance and opened the public meeting at 5:30 p.m.

PUBLIC HEARING:

1. Increase in Sewer Rates

Paul Luck and Allen Heberling both residents of the Village, spoke at the public hearing and gave there concerns regarding the increase in sewer rates.

The Mayor closed the public hearing at 5:50pm.

PUBLIC MEETING:

1. Flood Damage Shoreline Stabilization Projects - Adam Powers and John Condino, Barton & Loguidice spoke to the Board and public regarding the Stabilization projects. Mary Street Dock will begin on Monday July 18th, 2022. This project will not be completed until sometime in the fall. Adam Powers also informed the public and Board that the boat ramp will also be removed and a new one constructed, and that work will not begin until after the summer season.

Riverwalk Retaining Wall will start construction July 11th, 2022 to avoid disruptions during the Fourth of July weekend. Work at Frink Park will start after Labor Day weekend, and most of this work will be done under water. Adam also answered many questions from the Board and public.

REGULAR MEETING:

VISITORS:

Kayla Kibling, Engineer II, Barton & Loguidice

1. D.C. Building Systems -Pay App #1 – Kayla asked the Board to approve Pay App #1 to DC Building Systems, Inc. in the amount of \$195,985.00 for work completed through May, 30th, 2022.

Trustee Chrisman made **MOTION** to approve Pay App #1 as stated above, Trustee Hyde seconded, all were in favor; motion carried.

POLICE:

Kevin Patenaude, Chief of Police

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

DPW:

Terry Jones, DPW Superintendent

1. Activity Report – Terry updated the Board with his activity report. This report is filed at the Village Clerk's office.

2. New Hire – Tyler Eckert as Laborer starting the week of June 20th @ \$17.89

The Board approved Tyler Eckert to be hired as a DPW Laborer starting on June 20th, 2022 at the rate of \$17.89 per hour.

3. General Asset Management Plan – This was discussed with the Board. At this time the Board did not agree to pay DANC up to \$7,500 to update this plan. Village Clerk will look into the history of having one done in the past so Terry has something to go by.

WATER/WASTEWATER:

1. Department Updates - Monthly report – Thomas Haynes presented his department updates to the Board. There were no major breakdowns, and the guys will be doing meter reads the next couple of days.
2. Resolution 2022-08 – Sewer Rate Increase

2022-08 RESOLUTION

TO RAISE SEWER RATES OF VILLAGE OF CLAYTON

June 13th, 2022

At a regular meeting of the Board of Trustees of the Village Clayton New York held at the 425 Mary Street Village Municipal Building, Clayton, NY 13624, on June 13th, 2022: The following were present:

Norma Zimer	Mayor
Nancy Hyde	Deputy Mayor
John Buker	Trustee
Joe Chrisman	Trustee

The following resolution was offered by Trustee Buker, who moved for its adoption, seconded by Trustee Hyde, to wit:

WHEREAS, the Village of Clayton hereto duly convened a public hearing on June 13th, 2022 for the purpose of considering an increase of the sewer rates in the Village of Clayton, notice of which was duly published in the official newspaper of the Village; and

WHEREAS, the increase is required as a result of increased costs in the transportation and treatment and the operation and maintenance of the Village Sewer System, as well as increased costs resulting from directives issued by the New York State Department of Environmental Conservation ("DEC"); and

WHEREAS, after conducting the public hearing and receiving input from the public, as well as considering information provided by the Sewer Supervisor the Village Board determines that increases are necessary to fund the anticipated future costs of providing sewer services; and

NOW THEREFORE BE IT RESOLVED THAT, the rates for Sewer charges commencing 07/01/2022 as follows:

WATER-SEWER RATES (Effective with 07/01/2022 Billing)

SEWER RATES		
<i>Metered Sewer Users</i>	Fixed (per EDU)	Variable (consumption)
Inside Village	\$381.39 per year (\$127.13 per period)	\$4.36 per 1,000 gallons
Grinder Pump Electric	\$321.39 per year (\$107.13 per period)	\$4.36 per 1,000 gallons
Outside Village (Inside Rate x 1.25)	\$476.74 per year (\$158.91 per period)	\$5.45 per 1,000 gallons
(Includes CVCF & Cedar Pt.)		
<i>Non-Metered Sewer Users</i>	FIXED (per EDU)	Variable (consumption)
<i>Heritage Heights Sewer District</i>	\$476.74 (Annual Fee)	\$397.85 (Annual Fee)
<i>2023 Annual Rate: \$874.59</i>		<i>Estimated at 200gpd</i>
<i>(Inside Rate x 1.25)</i>		<i>(73,000/yr.) @ \$5.45 per 1,000 gals.</i>

This was discussed by the Board before adoption.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mayor Zimmer	Voting	yes
Trustee Hyde	Voting	yes
Trustee Buker	Voting	yes
Trustee Chrisman	Voting	yes
Trustee Randazzo	Absent	

The resolution was thereupon declared duly adopted on June 13th, 2022

CONSENT AGENDA:

1. DRAFT Meeting Minutes May 23rd, 2022
2. Payroll (P/R #26) 4/28/2022 to 05/11/2022 \$ 29,312.43
3. COWELL CYBER - Cyber Security Ins. Annual \$ 2,693.00
4. Prepay Abstract 05/31/2022 \$ 15,166.97
5. **Abstract -05/31/2022 to 06/13/2022**
 - General Fund \$122,441.43
 - Water Fund \$ 27,841.58
 - Sewer Fund \$ 39,276.94
 - Total** **\$189,559.95**

Trustee Hyde made **MOTION** to approve items 1-5 from above consent agenda, Trustee Buker seconded; all were in favor; motion carried.

6. Capital Projects: **\$649,007.61**

Trustee Hyde made **MOTION** to approve item number 6 from above consent agenda, Trustee Buker seconded; all were in favor; motion carried.

OLD BUSINESS:

1. Lions Club Storage Building – Mayor Zimmer informed the Board that the letter was sent to the Lions Club regarding removing any items they want from the building. As of now there has been no reply.

MAYORS REPORT:

1. Car Charging System – Mayor Zimmer had some good information that she has taken to Kristi Dipple, CLDC to see if there is a grant that may be available to install these in the Village. The Board agreed that this is worth looking into.
2. Mayor Zimmer informed the Board that two trolleys have been acquired by the Chamber of Commerce. They are owned by the Chamber and will be used to transport people to and from parking lots during public events. The Chamber is currently looking into the cost for Liability Insurance.
3. Local Waterfront Revitalization Plan (LWRP) – Mayor Zimmer suggested to the Board that maybe it's time to look into updating this plan.
4. Mayor Zimmer informed the Board that the workshop meeting for June 15th, 2022 will be cancelled.

ADJOURNMENT:

Trustee Hyde presented a **MOTION** to adjourn the meeting at 7:40 p.m. Trustee Buker seconded; all in favor motion was carried.

Respectfully,

Joanne Lenhard-Boye, Village Clerk

Prepay

Village of Clayton

Abstract of Audited Vouchers from 6/21/2022 to 6/21/2022

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Chk #	Chk Date
Voucher Type: Regular								
WESTELCOM	6/10/2022	28920	4396	PHONE SERVICE 6/6/2022-7/5/2022	AA.1325.400.000.	376.22		
	6/10/2022	28920		PHONE SERVICE 6/6/2022-7/5/2022	AA.3120.402.000.	172.54		
	6/10/2022	28920		PHONE SERVICE 6/6/2022-7/5/2022	AA.7140.400.000.	119.95		
	6/10/2022	28920		PHONE SERVICE 6/6/2022-7/5/2022	AA.5110.400.000.	29.49		
	6/10/2022	28920		PHONE SERVICE 6/6/2022-7/5/2022	GG.8130.400.000.	149.97		
WESTELCOM Total						848.17		
Total for Voucher Type: Regular						848.17		

Total:Regular
Total848.17
848.17

To the Treasurer:

I certify that the vouchers listed on this Abstract were audited by the Village Board on the listed date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Department:
Total848.17
848.17

Date

Mayor/Deputy Mayor Signature

Village of Clayton

Abstract of Audited Vouchers from 6/27/2022 to 6/27/2022

Claimant	Voucher #	Description	Distribution Acct	A/P Owed	Chk #	Chk Date
Voucher Type: Prior Year						
AQUALOGICS SYSTEMS INC	4402	TECHNICAL ONSITE SERVICES 5/24/2022 &	FX.8320.401.000.	1,237.38		
AQUALOGICS SYSTEMS INC Total				1,237.38		
JEFFERSON COUNTY RECYCLING	4389	SPRING TRASH PICK UP	AA.5110.400.000.	708.40		
JEFFERSON COUNTY RECYCLING Total				708.40		
KOESTER ASSOCIATES INC	4406	TECH CHECK 5/23/2022	GG.8130.406.000.	1,290.00		
KOESTER ASSOCIATES INC Total				1,290.00		
STATE COMPTROLLER	4444	APRIL 2022 FINES AND FEES	AA.2610.000.000.	1,524.00		
STATE COMPTROLLER		MAY 2022 FINES AND FEES	AA.2610.000.000.	360.00		
STATE COMPTROLLER Total				1,884.00		
T I CENTRAL SCHOOL DISTRICT	4390	FUEL USAGE 03/1/2022-3/31/2022	AA.3120.401.000.	283.72		
		FUEL USAGE 03/1/2022-3/31/2022	AA.5110.400.000.	1,271.41		
		FUEL USAGE 03/1/2022-3/31/2022	AA.7620.400.000.	77.17		
		FUEL USAGE 03/1/2022-3/31/2022	FX.8320.400.000.	250.22		
		FUEL USAGE 03/1/2022-3/31/2022	GG.8130.400.000.	203.64		
		FUEL USE 4/1/2022-4/30/2022	AA.3120.401.000.	239.91		
		FUEL USE 4/1/2022-4/30/2022	AA.5110.400.000.	1,067.97		
		FUEL USE 4/1/2022-4/30/2022	AA.7620.400.000.	84.67		
		FUEL USE 4/1/2022-4/30/2022	FX.8320.400.000.	214.43		
		FUEL USE 4/1/2022-4/30/2022	GG.8130.400.000.	154.20		
T I CENTRAL SCHOOL DISTRICT Total				3,847.34		
VERIZON WIRELESS	4395	PHONE SERVICE 05/11/2022-06/10/2022	AA.3120.402.000.	76.22		
		PHONE SERVICE 05/11/2022-06/10/2022	AA.5110.400.000.	100.43		
		PHONE SERVICE 05/11/2022-06/10/2022	AA.7180.400.000.	76.00		
		PHONE SERVICE 05/11/2022-06/10/2022	FX.8320.400.000.	46.83		
		PHONE SERVICE 05/11/2022-06/10/2022	GG.8130.400.000.	46.83		
VERIZON WIRELESS Total				346.31		
Total for Voucher Type: Prior Year				9,313.43		
Voucher Type: Regular						
BROADVIEW NETWORKS	4399	PHONE SERVICE 06/22/2022-7/21/2022	AA.7180.400.000.	178.19		
		PHONE SERVICE 06/22/2022-7/21/2022	GG.8120.400.000.	607.55		
BROADVIEW NETWORKS Total				785.74		

Village of Clayton

Abstract of Audited Vouchers from 6/27/2022 to 6/27/2022

Claimant

<u>Voucher #</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
4412	8X15 QUICK CAM REP CLMP			1,600.64		
				1,600.64		
4417	27,600 GALLONS SLUDGE			1,462.80		
	27,600 GALLONS SLUDGE			1,462.80		
	18,400 GALLONS SLUDGE			975.20		
				3,900.80		
4452	11PC SAE WRENCH SET			36.76		
				36.76		
4409	SEALED LEAD ACID BATTTRY			83.10		
				83.10		
4384	CAN LINER 60 GALLON			71.65		
	EMPRESS JRT 9"			88.40		
	16GAL CAN LINERS			127.42		
				287.47		
4400	1-VACUUM BREAKER			27.76		
	RETURN OF VACUUM BREAKER			-4.72		
	4- 3/4X50 TEFLON T			13.54		
				36.58		
4418	KOHLER BATTERY CHARGER			345.68		
	OIL SAMPLE- WTP BACKUP GEN			42.50		
	COOLANT SAMPLE- WTP BACKUP GEN			42.50		
	OIL SAMPLE-WWTP BACKUP GEN			42.50		
	COOLANT SAMPLE-WWTP BACKUP GEN			42.50		
	OIL SAMPLE-WWTP PORTABLE GEN ONAN			42.50		
	COOLANT SAMPLE-WWTP PORTABLE GEN			42.50		
	OIL SAMPLE-WWTP PORTABLE GEN 2			42.50		
	COOLANT SAMPLE-WWTP PORTABLE GEN			42.50		
	OIL SAMPLE-LS1A BACKUP GEN			42.50		
	COOLANT SAMPLE-LS1A BACKUP GEN			42.50		
	OIL SAMPLE-WASHINGTON ISLAND LIFT			42.50		
	OIL SAMPLE-RAY LANE LIFT STATION			42.50		
	COOLANT SAMPLE-BAY LANE LIFT			42.50		
	COOLANT SAMPLE-WASHINGTON ISLAND			42.50		
	OIL SAMPLE-BARTLETT SEWER LIFT			42.50		
	COOLANT SAMPLE-BARTLETT SEWER			42.50		
	COOLANT SAMPLE-MITCHMAR LIFT			42.50		
	OIL SAMPLE-STATE ST SEWER LIFT			42.50		
	COOLANT SAMPLE-STATE ST SEWER LIFT			42.50		
HAZLEWOOD MECHANICALS RETAIL Total						
HAZLEWOOD MECHANICALS RETAIL						
6/10/2022	67681					
6/10/2022	67685					
6/16/2022	67763					
HAZLEWOOD MECHANICALS RETAIL Total						
KINSLEY GROUP, INC.						
6/10/2022	INV23532					
6/10/2022	SVC000166138					
6/10/2022	SVC000166139					
6/10/2022	SVC000166140					
6/10/2022	SVC000166141					
6/10/2022	SVC000166142					
6/10/2022	SVC000166143					
6/10/2022	SVC000166144					
6/10/2022	SVC000166145					
6/10/2022	SVC000166146					
6/10/2022	SVC000166147					
6/10/2022	SVC000166148					
6/10/2022	SVC000166149					
6/10/2022	SVC000166150					
6/10/2022	SVC000166151					
6/10/2022	SVC000166152					
6/10/2022	SVC000166153					
6/10/2022	SVC000166156					
6/10/2022	SVC000166157					
6/10/2022	SVC000166158					

Village of Clayton

Abstract of Audited Vouchers from 6/27/2022 to 6/27/2022

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Chk #	Chk Date
	6/10/2022	SVC000166159		OIL SAMPLE-MITCHMAR LIFT STATION	GG.8130.406.000.	42.50		
	6/10/2022	SVC000166160		COOLANT SAMPLE-WWTP PORTABLE	GG.8130.406.000.	42.50		
	6/10/2022	SVC000166161		OIL SAMPLE - MUNICIPAL BUILDING	AA.1620.400.000.	42.50		
	6/10/2022	SVC000166162		OIL SAMPLE-WWTP PORTABLE BYPASS	GG.8130.406.000.	42.50		
	6/10/2022	SVC000166163		COOLANT SAMPLE- MUNICIPAL BUILDING	AA.1620.400.000.	42.50		
	6/10/2022	SVC000166167		OIL SAMPLE-WTP LOW LIFT INTAKE	FX.8340.402.000.	42.50		
	6/10/2022	SVC000166168		COOLANT SAMPLE-WTP LOW LIFT INTAKE	FX.8340.402.000.	42.50		
		KINSLEY GROUP, INC. Total				1,450.68		
		KOESTER ASSOCIATES INC	4413	REBUILD CHLORINATION SYSTEM	FX.8340.402.000.	2,770.60		
	6/08/2022	15593		ACUTEC CALIBRATION	FX.8340.402.000.	1,436.88		
	6/08/2022	15594				4,207.48		
		KOESTER ASSOCIATES INC Total						
		MICQUADE & BANNIGAN INC	4385	1- ERG 2-3XL CLASS DOT LIME VEST W/ 5GAL VOC DOT BEGMINERAL FORM OIL 18IN SOLID ORANGE TRAFFIC CONE 3PC POLY RAINSUIT	AA.5110.400.000.	175.74		
	6/17/2022	4085032			AA.5110.400.000.	97.86		
	6/20/2022	4085296			AA.5110.400.000.	440.64		
	6/21/2022	4085666			AA.5110.400.000.	19.12		
	6/22/2022	4085820				733.36		
		MCQUADE & BANNIGAN INC Total						
		NATIONAL GRID	4398	BILLING PERIOD 05/24/2022-06/23/2022	AA.1620.400.000.	1,254.79		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	AA.5110.400.000.	28.67		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	AA.5182.400.000.	4,156.24		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	AA.6410.400.000.	61.88		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	AA.7140.400.000.	505.67		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	FX.8320.400.000.	2,298.31		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	FX.8340.400.000.	77.02		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	GG.8120.400.000.	1,988.14		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	GG.8121.400.000.	1,038.32		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	GG.8130.400.000.	3,280.62		
	6/23/2022	07.07.2022		BILLING PERIOD 05/24/2022-06/23/2022	AA.7180.400.000.	932.15		
		NATIONAL GRID Total				15,621.81		
		NORTHERN FIRE EQUIP INC	4382	FIRE EXTINGUISHER INSPECTIONS	AA.5110.400.000.	95.00		
	6/07/2022	060422		FIRE EXTINGUISHER INSPECTIONS	AA.1620.400.000.	25.00		
	6/07/2022	060422		FIRE EXTINGUISHER INSPECTIONS	AA.1620.400.000.	55.00		
	6/07/2022	060422		FIRE EXTINGUISHER INSPECTIONS	GG.8130.401.000.	116.00		
		NORTHERN FIRE EQUIP INC Total				291.00		
		ORVIS DUSTIN J	4443	599 EMPLOYEE BENEFIT	FX.9089.800.000.	82.99		
	6/18/2022	152699		599 EMPLOYEE BENEFIT	GG.9089.800.000.	83.00		
	6/18/2022	152699				165.99		
		ORVIS DUSTIN J Total						
		PEPES PARTS XPRESS	4453	35 PC TORX SET	AA.5110.400.000.	55.50		
	6/23/2022	16082				55.50		
		PEPES PARTS XPRESS Total						

Village of Clayton

Abstract of Audited Vouchers from 6/27/2022 to 6/27/2022

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Chk #	Chk Date
PHINNEY'S AUTOMOTIVE CENTER	6/23/2022	30184	4455	NYS INSPECTION 2012 FORD F350	AA.5110.400.000.	15.00		
<u>PHINNEY'S AUTOMOTIVE CENTER Total</u>						15.00		
SIEWERT EQUIPMENT	6/17/2022	ROCH16186	4410	1- COVER KIT REPLACEMENT	GG.8120.401.000.	160.65		
<u>SIEWERT EQUIPMENT Total</u>						160.65		
SLACK CHEMICAL CO INC	6/03/2022	439445	4411	300 GALLONS BLEACH 15%	GG.8121.402.000.	864.00		
	6/03/2022	439445		300 GALLONS BLEACH 15%	FX.8320.404.000.	267.50		
<u>SLACK CHEMICAL CO INC Total</u>						1,131.50		
TIME WARNER CABLE	6/14/2022	146060401061422	4408	INTERNET SERVICES FROM 06/19/2022-	FX.8320.400.000.	119.98		
<u>TIME WARNER CABLE Total</u>						119.98		
UNIFIRST CORPORATION	6/17/2022	051 3397772	4387	UNIFORM CLEANING 06/17/2022	AA.9189.800.000.	73.11		
	6/17/2022	051 3397772		UNIFORM CLEANING 06/17/2022	FX.9089.801.000.	12.19		
	6/17/2022	051 3397772		UNIFORM CLEANING 06/17/2022	GG.9089.801.000.	12.18		
	6/24/2022	051 3399987		UNIFORM CLEANING 06/24/2022	AA.9189.800.000.	63.55		
	6/24/2022	051 3399987		UNIFORM CLEANING 06/24/2022	FX.9089.801.000.	10.59		
	6/24/2022	051 3399987		UNIFORM CLEANING 06/24/2022	GG.9089.801.000.	10.59		
<u>UNIFIRST CORPORATION Total</u>						182.21		
USABUEBOOK	6/09/2022	007819	4407	4-KIMWIPES	GG.8130.401.000.	306.75		
<u>USABUEBOOK Total</u>						306.75		
WHITES LUMBER INC	6/10/2022	3012757	4386	2- BAG BLACKTOP PATCH	AA.5110.400.000.	25.98		
	6/13/2022	3014479		COPPER POSTCAP	AA.7140.400.000.	37.98		
	6/14/2022	3015509		1- 82 DEGREE COUNTERSINK SNAPPY	AA.5110.400.000.	10.44		

Village of Clayton
Abstract of Audited Vouchers from 6/27/2022 to 6/27/2022

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Chk #	Chk Date
	6/20/2022	3019831		2X4X10 CONSTRUCTION SPF	AA.5110.400.000.	16.84		
						91.24		
						31,264.24		

WHITES LUMBER INC Total

Total for Voucher Type: Regular

Total:

Prior Year	9,313.43
Regular	31,264.24
Total	40,577.67

To the Treasurer:

I certify that the vouchers listed on this Abstract were audited by the Village Board on the listed date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Department:

Total

40,577.67
40,577.67

Date

Mayor/Deputy Mayor Signature

**Municipal
Solutions, Inc.**
Municipal Financial Advisors

June 29, 2022

Norma Zimmer, Mayor
Village of Clayton
425 Mary Street, P.O. Box 250
Clayton, New York 13624

Dear Mayor Zimmer:

Municipal Solutions, Inc. is submitting this contract in connection with the Village of Clayton's general financial services for your consideration and approval, to replace our current contract dated June 29, 2021.

Per the Municipal Securities Rulemaking Board's (MSRB) Rule G-42, we must have a current contract in place prior to work commencing. This contract must state fair market value rates and fees and be accepted by both the municipality and Municipal Solutions, Inc. We must, under rule G-42, show that we've acted in good faith with the issuer and to ensure the accuracy of representation in our contracts regarding the agreed upon scope and fees, whether the contract be a Preliminary Authorization to Proceed or a Full Contract.

The Securities and Exchange Commission (SEC) enforces the rules and regulations set by the MSRB. Municipal Solutions, Inc. is registered as a recognized municipal advisor with the SEC (MS ID #867-00383) and the MSRB (MS ID #K0173) as mandated by the Dodd-Frank Wall Street Reform and Consumer Protection Act (the Dodd-Frank Act).

This proposal is divided into the following parts and rates can be found in the attached Appendix B:

- I. Bond Anticipation Note Borrowing Scope of Services
- II. Long-Term Serial Bond Borrowing Scope of Services
- III. General Financial Services
- IV. Conflicts of Interest and Other Required Disclosures
- V. Miscellaneous

I. Bond Anticipation Note Borrowing Scope of Services

The following items will be completed under this portion of the contract, if appropriate:

- 1) Prepare a Notice of Sale to be used in the advertisement of the sale and, if over \$1,000,000, prepare an Official Statement.
- 2) Prepare and convert Notice of Sale and Preliminary Official Statement files for upload to Municipal Solutions' website and electronic transfer to underwriters. Post results to website after the sale.
- 3) Conduct the BAN sale and make recommendation on the acceptance of the bids.
- 4) Prepare, convert and arrange for distribution of the Final Official Statement.

Municipal Solutions, Inc. is a Member of the National Association of Municipal Advisors

62 Main Street, LeRoy, NY 14482 Phone: 585-768-2136 Fax: 585-394-4092
2528 State Route 21, Canandaigua, NY 14424 Phone: 585-394-4090 Fax: 585-394-4092
www.municipalsolution.com

- 5) Coordinate closing arrangements with the purchaser and other appropriate officials.

II. Long-Term Serial Bond Borrowing Scope of Services

The following items will be completed under this portion of the contract, if appropriate:

- 1) Plan the optimum maturity date for the annual payment of the bonds.
- 2) Prepare an Official Statement based on information provided to Municipal Solutions by the Village, bond counsel and other third parties.
- 3) Prepare a Notice of Sale to be used in the advertisement of the issue in compliance with the official compilation of codes, rules and regulations of the NYS Comptroller and the NYS Local Finance Law, and coordinate with bond counsel.
- 4) Complete the required debt statement and file with the state comptroller.
- 5) Apply for a credit rating.
- 6) Qualify the issue for municipal bond insurance.
- 7) Prepare and convert Notice of Sale and Preliminary Official Statement files for upload to Municipal Solutions' website, electronic transfer to underwriters and submission of Notice of Sale to the Bond Buyer. Post results to website after the sale.
- 8) When appropriate, qualify the issue to receive bids electronically using the IPREO electronic bidding platform. Conduct the sale and make a recommendation on the acceptance of the bids. Coordinate the closing with bond counsel, Village attorney, the successful bidder and the Depository Trust Company (if necessary).
- 9) Prepare, convert, and arrange for distribution of the Final Official Statement.

III. General Financial Services

General financial services that are made available to the Village include:

- 1) Attend construction or other meetings, prepare reports on financial matters of the Village, assist with project and pre-referendum planning, long range and other planning issues, as required.
- 2) Assist the Village in the preparation of information that may be used for public or internal discussions or presentation to the bond rating agencies and investors.
- 3) Assist in the development of an operating budget, cash flow and operating expenses and offsetting revenue forecasts.
- 4) Complete a time-frame calendar for all items to be completed in connection with an anticipated borrowing.

- 5) Prepare various maturity schedules for Village officials to determine repayment of anticipated borrowed funds for planning purposes.
- 6) Advise on the timing, amount and maturity of an anticipated borrowing.
- 7) Coordinate board adoption of the bond resolution and other legal documents that may be required.
- 8) Assist with debt service requirements for budgeting purposes.
- 9) Application to secure CUSIP numbers for borrowings, as required.
- 10) Convert financial documents into useable formats for processing, if necessary.
- 11) Compliance with IRS, MSRB and SEC regulations, reviews and updates.
- 12) Provide other financial consulting services as may be requested by the Village.

General Financial Services will be billed at the current hourly rate plus reimbursable expenses (see Appendix B).

If there are services performed beyond the scope of the project, or if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses.

The fees may be adjusted annually based on the U.S. Bureau of Labor and Statistics Consumer Price Index – All Urban Consumers.

Invoices will be submitted periodically. Payment is expected within 45 days of the invoice date.

IV. Conflicts of Interest and Other Required Disclosures

Rule G-42 of the Municipal Securities Rulemaking Board requires us to provide you with certain disclosures regarding conflicts of interest and other required disclosures (the “Disclosures”). Those Disclosures are attached hereto in Appendix A. We further covenant and agree to provide to the Village updated Disclosures as required by Municipal Securities Rulemaking Board Rule G-42 to the extent any arise after the date of this letter. The Disclosures, and each delivery thereof, as provided from time to time, shall be incorporated by reference as of the date thereof into this letter to the same extent as if set forth herein.

We at Municipal Solutions, Inc. operate with a core value of honesty and integrity in all aspects of our business. We pride ourselves in our competent and friendly staff and our services go above and beyond what our contracts call for. We do our very best to keep costs down and pass any savings back to our clients. If you have any concerns that are not addressed in this contract, we would be happy to discuss them with you at your convenience.

V. Miscellaneous

Upon acceptance of this proposal, please execute and return one copy to our LeRoy office located at 62 Main Street, LeRoy, New York 14482 following the next Board meeting. The terms set forth above are subject to change if we do not receive a signed contract within 30 days. This contract will remain in effect until terminated by either party. You have the right to terminate this contract for any reason at any time.

We agree to promptly amend or supplement this letter to reflect any material changes or additions to the agreement evidenced by this letter.

If you should have any questions concerning this proposal, please do not hesitate to contact me. We look forward to our continued working relationship with the Village.

Sincerely,



Jeffrey R. Smith, President
Certified Independent Professional Municipal Advisor

JRS/slw

**Village of Clayton, New York
Contract Dated June 29, 2022
General Financial Services
Accepted by:**

Signature: _____

Name/Title: _____

Date: _____

APPENDIX A

VILLAGE OF CLAYTON, NEW YORK Contract Dated June 29, 2022 General Financial Services

DISCLOSURE OF CONFLICTS OF INTEREST

Municipal Securities Rulemaking Board Rule G-42 requires us, as your municipal advisor, to provide written disclosure to you about material conflicts of interest.

We have determined, after exercising reasonable diligence, that we have no known material conflicts of interest that would impair our ability to provide advice to the Village in accordance with our fiduciary duty to municipal entity clients. The attached paragraphs outline areas of potential conflicts of interest we have reviewed to make this no material conflict of interest determination.

Our proposal includes compensation for municipal advisory activities to be performed that is contingent on the size or closing of any transaction as to which Municipal Solutions, Inc. is providing advice, the potential conflicts that could occur as a result of this pricing compensation are outlined below.

FORMS OF COMPENSATION AS POTENTIAL CONFLICTS

The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee - Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee - Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (*e.g.*, a retainer payable monthly),

in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction - Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement - Under a retainer agreement, fees are paid to a municipal advisor periodically (*e.g.*, monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (*e.g.*, a fixed fee per month regardless of the number of hours worked) or an hourly basis (*e.g.*, a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal - Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (*e.g.*, bonds). This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.

From time to time, Municipal Solutions, Inc. does provide municipal advisory assistance to surrounding municipalities including, but not limited to, the towns of Alexandria, Clayton, and Watertown, and the villages of Alexandria Bay, Evans Mills, and Theresa. Municipal Solutions, Inc. is not aware of any material conflicts of interest that this relationship would bring to our fiduciary responsibility to the Village as of the date of this Agreement. If Municipal Solutions, Inc. becomes aware of any conflict of interest that could interfere with our fiduciary obligations to the Village, Municipal Solutions, Inc. will notify the Village that a conflict has been identified and we will meet with the Village to discuss the impacts of the conflict and possible methods to resolve the identified conflict areas.

RELIANCE ON OUTSIDE INFORMATION

In formulating our recommendations as it comes to the issuance of municipal securities, we often have to rely on information provided by outside sources such as engineering firms, architectural firms, CPAs, attorneys, and other professional entities, as well as the municipality itself. We must rely on the expertise and professional knowledge of these entities in that the information they are providing is reasonable and correct. As part of our fiduciary duty to our clients, we will do our best to make sure this is the case. If we feel that the information provided to us is inaccurate, inconsistent or incomplete, we will ensure to tell you before providing any recommendations based on the material.

LEGAL OR DISCIPLINARY EVENTS

Municipal Solutions, Inc. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the United States Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”). As part of this registration, we are required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Municipal Solutions, Inc. Pursuant to MSRB Rule G-42, Municipal Solutions, Inc. is required to disclose any legal or disciplinary event that is material to the Village’s evaluation of Municipal Solutions, Inc. or the integrity of its management or advisory personnel.

We have determined that no such event exists.

Copies of Municipal Solutions, Inc. filings with the United States Securities and Exchange Commission can currently be found by accessing the SEC’s EDGAR Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Municipal Solutions, Inc. or for our CIK number which is 0001612999.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

APPENDIX B

MUNICIPAL SOLUTIONS, INC. FEE SCHEDULE – 2022

Bond Anticipation Notes

Revenue Anticipation Notes

Tax Anticipation Notes

Under \$500,000 (NOS only)	\$1,550	(+ \$500 if no prior issue within 3 years)
\$500,000 – 999,999 (NOS only)	\$2,100	(+ \$500 if no prior issue within 3 years)
\$1,000,000 or more (No OS)	\$2,400	(+ \$500 if no prior issue within 3 years)
\$1,000,000 or more with OS	Base fee \$4,400	(+ \$500 if no prior issue within 3 years)
	Plus \$175 per million (rounded up to next million)	

Serial Bonds

Under \$1,000,000 (NOS)	\$3,500	(+ \$500 if no prior issue within 3 years)
Under \$1,000,000 (No OS, w/ Statement of Financial and Operating Information)	\$4,500	(+ \$500 if no prior issue within 3 years)
With OS (any amount)	Base fee \$8,000	(+ \$500 if no prior issue within 3 years)
\$1,000,000 – \$1,999,999	Plus \$500	
\$2,000,000 – \$5,000,000	Additional \$125 per million (rounded up to next million)	

Hourly Rate * \$135

*** Please note that if the project ceases for any reason, an invoice for work completed will be due at the current hourly rate plus expenses.**

Expenses

Expenses include copies, postage, mileage at the IRS prevailing rate, travel and, if applicable, official statement printing, website fees and any incidental costs.

VILLAGE OF CLAYTON

Water/Sewer Billing Collection Notice

- (a) Bills mailed on or before July 1, 2022. (covering period February 15 through June 15, 2022)
- (b) Payment due on or before August 5th, 2022, without penalty.
- (c) After August 5th, 2022, 10% penalty assessed to all unpaid accounts.
- (d) **FAILURE TO RECEIVE BILL DOES NOT WAIVE PENALTY**

**Sign up for eBilling and make payments on the new customer portal:
Visit: <https://clayton.authoritypay.com/> to create and access your account today.**

NOTE: Now is a good time to call Village Office and make sure your account is updated with correct information at 315-686-5552

[EXTERNAL] Movie night

From : Heather Fargo <heatherf@runningboardsmarketing.com>
Subject : [EXTERNAL] Movie night
To : Clerk@villageofclayton.org

Wed, Jun 22, 2022 04:21 PM

External images are not displayed. [Display images below](#)

Hi Joanne,

My name is Heather and I work at Runningboards Marketing in Watertown! Our team has an awesome idea and we wanted to pass it on to you and see if its something we could make happen!

We'd love to do a Sunset and Movie night at Frink Park this summer. We would bring our digital truck and display the movie right on it! We'd also try and get some local businesses to participate in maybe something like donating popcorn for the families coming, a lemonade stand etc.

Is this something we could look further into? We are excited and hope to hear back from you soon!



**HEATHER
FARGO**

**Account
Manager**

49138 US,11
Watertown, NY 13601

☐ CELL: (315) 804-4098

☐ OFFICE: (315) 755-2240

☐ heatherf@rbmny.com

☐ runningboardsmarketing.com

□□□□□

Re: [EXTERNAL] Movie night

From : Heather Fargo <heatherf@runningboardsmarketing.com>
Subject : Re: [EXTERNAL] Movie night
To : Clerk <clerk@villageofclayton.org>

Thu, Jun 23, 2022 11:44 AM

External images are not displayed. [Display Images below](#)

Hi Joanne,
I just spoke more with my team. We have a little more information to pass on to you.

We'd be bringing 2 DAVs (Our digital trucks) and would want to park them on the dock in front of Frink Park. We would sync them together so people could watch them at the park and even on their boats on the water.

We would want to try and get some food trucks to come, Popcorn stands, maybe some yard games, really make this a family friendly community event. We would most likely need some street space if that would be possible.

On Thu, Jun 23, 2022 at 10:16 AM Heather Fargo <heatherf@runningboardsmarketing.com> wrote:

Hi Joanne,
Unfortunately we don't have all the details yet. We wanted to wait until we got approval to start planning. It would be a Saturday in July or August and it would be a kid family friendly movie :) We are looking to get a local popcorn shop to supply popcorn and maybe something like a lemonade stand! Just something fun for the kiddos and their families to do.

On Thu, Jun 23, 2022 at 8:50 AM Clerk <clerk@villageofclayton.org> wrote:

Could you give me a date that you would want to do this. Also what movie do you plan on playing? I just ask because I know I will be asked these questions. Thanks

Joanne

Joanne Lenhard-Boye
Village of Clayton Clerk
425 Mary Street, PO Box 250
Clayton, NY 13624
Phone: (315) 686-5552 (TDD 1-800-662-1220)
Fax: (315) 686-2132
E-Mail: clerk@villageofclayton.org
Website: www.villageofclayton.com

This institution is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD)

From: "Heather Fargo" <heatherf@runningboardsmarketing.com>
To: "Clerk" <clerk@villageofclayton.org>
Sent: Thursday, June 23, 2022 8:43:53 AM
Subject: Re: [EXTERNAL] Movie night

Thank you so much

On Thu, Jun 23, 2022 at 8:10 AM Clerk <clerk@villageofclayton.org> wrote:

I will put on the agenda for Monday nights meeting and let you know what the Board decides. Thank you

Joanne

Joanne Lenhard-Boye
Village of Clayton Clerk
425 Mary Street, PO Box 250
Clayton, NY 13624
Phone: (315) 686-5552 (TDD 1-800-662-1220)
Fax: (315) 686-2132
E-Mail: clerk@villageofclayton.org
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From: "Heather Fargo" <heatherf@runningboardsmarketing.com>
To: "clerk" <clerk@villageofclayton.org>
Sent: Wednesday, June 22, 2022 4:21:49 PM
Subject: [EXTERNAL] Movie night

Hi Joanne,
My name is Heather and I work at Runningboards Marketing in Watertown! Our team has an awesome idea and we wanted to pass it on to you and see if its something we could make happen!

We'd love to do a Sunset and Movie night at Frink Park this summer. We would bring our digital truck and display the movie right on it! We'd also try and get some local businesses to participate in maybe something like donating popcorn for the families coming, a lemonade stand etc.

Is this something we could look further into? We are excited and hope to hear back from you soon!

--

HEATHER
FARGO



Incorporated 1872

VILLAGE OF CLAYTON

425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624

Phone: (315) 686-5552

Fax: (315) 686-2132

TTD: 1-800-662-1220

Name: Brendan Beauvais
Company Name (or affiliation): US Army (NH Army NG)
Mailing Address: 300 South Main St. Franklin NH 03235
Phone #: 413-362-9490 E-mail: brendan.j.beauvais.mil@army.mil

Municipal Property Requested:

- ☐ Riverwalk Pavilion ☐ Municipal Building ☐ Centennial Park
☐ Village Square Park ☐ Bandstand ☐ Bleachers

Date(s) requested 23 July 2022
Time(s) requested: 0800-2000

Additional Information (if any): Requesting Use of Lion's Park

In order to conduct an organizational day for 3-197 FA following a 3 week training exercise

Request is to stage 250 Soldiers, 10 Porta - Potties, and cater from this location.

Your request will be presented for Board approval at the next regular Board meeting (2nd and 4th Mondays except for legal holidays).

A reply from the Clerk's Office will follow the Board meeting.

For Office Use Only:

Date Request Received: _____

Date Response Sent: _____