

There was a Regular meeting of the Board of Trustees of the Village of Clayton on Monday January 13<sup>th</sup>, 2025, at 5:00 p.m.

***PRESENT:***

Nancy L. Hyde, Mayor  
Robert McDowell, Deputy Mayor  
Michael Kinnie, Trustee  
Ron Duford, Trustee  
Robert Riddoch, Trustee  
Terry Jones, DPW Superintendent  
Joanne Lenhard-Boye, Clerk

***ABSENT:***

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

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

***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 & Annual Report 2024**– Terry reviewed his monthly report & annual report with the Board. These reports are filed at the Village Clerk’s Office.

***CONSENT AGENDA:***

1.	DRAFT Meeting Minutes December 9 <sup>th</sup> , 2024	
2.	Payroll (P/R #14) 11/21/2024 to 12/04/2024	\$ 41,893.84
3.	Payroll (P/R #15) 12/05/2024 to 12/18/2024	\$ 46,644.60
4.	Payroll (P/R #16) 12/19/2024 to 01/01/2025	\$ 55,827.65
5.	Teamsters HRA Annual payment for 2025	\$ 99,824.20
6.	Prepaid Abstract 12/23/2024	\$ 21,420.12
7.	Abstract -1/13/2025	
	General Fund	\$ 46,422.22
	Water Fund	\$ 16,072.65
	Sewer Fund	\$ 28,146.86
	<b>Total</b>	<b>\$ 90,641.73</b>
8.	Capital Projects	<b>\$ 13,184.50</b>

**MOTION** was made by Trustee Kinnie to approve consent agenda items #1-7, Deputy Mayor McDowell seconded, all in favor motion carried.

**MOTION** was made by Trustee Riddoch to approve consent agenda item #8, Trustee Kinnie seconded, all in favor motion carried.

**NEW BUSINESS:**

1. **Resolution #2025-01 Reopening Section 384-d by Chapter Laws of 527 2024**

**Village of Clayton  
RESOLUTION #2025-01**

Resolution reopening Section 384-d pursuant to Chapter Laws of 527 2024

At a regular meeting of the Village Board of the Village of Clayton, Jefferson County, New York, held at 425 Mary Street in said Village, on the 13th day of January, 2025 at 5:00 p.m., prevailing time.

The following resolution was offered by, Trustee Kinnie who moved its adoption, seconded by Deputy Mayor McDowell, to wit:

BE IT RESOLVED:

that the governing board of the Village of Clayton does here by elect to reopen Section 384-d of the Retirement and Social Security Law, pursuant to Chapter 527 of the Laws of 2024.

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

Mayor Hyde	yes
Deputy Mayor McDowell	yes
Trustee Kinnie	yes
Trustee Duford	yes
Trustee Riddoch	yes

resolution was thereupon declared duly adopted.

2. **Planning Board Member Reappointment: Therese Christensen, term expires 12/31/2031**

MOTION was made by Deputy Mayor McDowell, to approve the reappointment above; Trustee Riddoch seconded all in favor, motion carried.

3. **Planning Board Member Full Time: Alson Taylor, term Expires 12/31/2031**

MOTION was made by Deputy Mayor McDowell, to approve the above appointment, Trustee Riddoch seconded all in favor, motion carried.

4. **Planning Board Member: Ronald Duford resignation letter**

MOTION was made by Deputy Mayor McDowell to accept the resignation above, Trustee Kinnie seconded, motion carried.

5. **Alternate Zoning Board: Appointment Michael McMahon, term expires 12/31/2029**

MOTION was made by Trustee Duford to approve the above appointment, Trustee Riddoch seconded; all in favor motion carried

6. **Zoning Board of Appeals Reappointment Dale MacLaughlin, term expires 12/31/2029**

MOTION was made by Deputy Mayor McDowell to approve the above appointment, Trustee Duford seconded; all in favor motion carried

7. **CLDC Committee Reappointment of Christine Powers, John Cooper, and Mike Hazelwood**

MOTION was made by Trustee Riddoch to approve the above reappointments, Deputy Mayor McDowell seconded; all in favor motion carried

8. **Audit Engagement Letter 2025-Grossman St. Amour Certified Public Accountants PLLC**

MOTION made by Deputy Mayor McDowell to accept the 2025 Audit Engagement letter as presented; Trustee Kinnie seconded, all in favor motion carried

**CLERK:**

*Joanne Lenhard-Boye, Village Clerk*

1. **Joint Village/Town Library Service Agreement 2025 -**

MOTION made by Trustee Riddoch to approve the 2025 Library Service Agreement; Trustee Kinnie seconded; all in favor motion carried.

2. **Joint Village/Town Historian Service Agreement 2025 -**

MOTION made by Trustee Kinnie to approve the 2025 Historian Service Agreement; Trustee Duford seconded; all in favor motion carried.

3. **Chamber of Commerce 2025 scheduled events**

MOTION made by Trustee Kinnie to accept the events schedule presented, Deputy Mayor McDowell seconded, all in favor motion carried

**TREASURER:**

*Amanda Cantwell, Village Treasurer*

1. **Financial Report November 2024** – was submitted to board. This report is filed at the Village Clerk's office.

MOTION made by Trustee Kinnie to accept the November 2024 financial report, seconded by Trustee Riddoch all in favor, motion carried.

2. **2025-2026 schedule for annual budget process**

MOTION made by Deputy Mayor McDowell to accept the dates for the annual budget schedule, Trustee Kinnie seconded; all in favor motion carried.

**MAYOR:**

1. Mayor Hyde informed the board that there would be an RFP sent out for quotes on Village Insurance.
2. The Village attorney will be sending out eviction notice for the Low Lift Apartments.
3. Mayor asked board to look over the annual EDU report Jeff has sent to them so they can ask any questions before this comes to the board for approval sometime in March or early April.
4. The Teamsters contracts are up for renewal and Mayor asked Trustee Duford to let her know when they can meet to discuss the DPW contract and asked Deputy Mayor McDowell times to meet for the Water/Sewer contract.
5. Mayor asked for a workshop meeting to discuss repair of sidewalks and the commercial business's putting racks out on sidewalks during summer season. She assigned certain board members to specific streets in the Village and asked them to take pictures. This workshop meeting will be held before the next regular board meeting on January 27<sup>th</sup>, at 4:00 pm at the Municipal Building 425 Mary Street.

**BOARD REPORTS:**

Deputy Mayor McDowell - informed the board that the Chamber had its first meeting of the new year. They had discussions on the Farmer's Market moving, but decided that it would stay where it has been in which is the park next to the Municipal Building.

Chamber also commented that the Village did a wonderful job with holiday lights and decorations, and everything looked wonderful this year.

Trustee Kinnie - announced the Climate Smart meeting January 15, 2025 at the Municipal Building. Trustee Kinnie also recommended that the board think about renaming the park next to the Municipal Building to honor the Native heritage in this community.

Trustee Riddoch – Library meeting will be on January 15, 2025 at 5:00 pm

***PUBLIC COMMENTS:***

Nick Quarrier public resident wanted to inform the board that there are some sidewalks still not being shoveled.

**MOTION** made by Deputy Mayor McDowell to enter Executive Session at 5:48 pm; Trustee Riddoch seconded; all were in favor motion carried.

***EXECUTIVE SESSION:***

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

**MOTION** made by Trustee Riddoch to close Executive session at 6:25 and enter back to regular meeting, Trustee Duford seconded, all in favor motion carried

**MOTION** made by Trustee Riddoch to keep Richard Ingerson as Code Officer for another 120 days, Trustee Duford seconded; all in favor motion carried

**ADJOURNMENT:**

Trustee Riddoch presented a **MOTION** to adjourn the regular meeting at 6:28p.m. Trustee Duford seconded; all in favor motion was carried.

Respectfully

Joanne Lenhard-Boye, Village Clerk