

OATH OF OFFICE:

Village Clerk Joanne Lenhard-Boye administered the oath of office to Robert Riddoch who was elected for Village Trustee term ending 12/2028.

Village Clerk Joanne Lenhard-Boye administered the oath of office to Michael Kinnie who was elected for Village Trustee term ending 12/2028

Village Clerk Joanne Lenhard-Boye administered the oath of office to Ron Duford who was elected for Village Trustee term ending 12/2027

The Annual Organizational Meeting of the Village of Clayton Board of Trustees was held on Monday December 2nd, 2024 at 5:00 PM in the Municipal Building.

PRESENT:

- Nancy L. Hyde, Mayor
- Robert McDowell, Trustee
- Robert Riddoch, Trustee
- Michale Kinnie, Trustee
- Vacant Seat
- Joanne Lenhard-Boye, Village Clerk

PLEDGE OF ALLEGIANCE AND CALL TO ORDER:

Mayor Hyde led the pledge of allegiance and called the meeting to order at 5:00pm.

APPROVAL OF 2023 ANNUAL MINUTES:

Trustee McDowell made **MOTION** to accept the **2023 Annual Meeting minutes**, Mayor Hyde seconded; motion carried.

BOARD APPOINTMENTS:

ON MOTION by Trustee Riddoch, 2nd by Trustee Kinnie, it was unanimous to approve the following Board appointments as recommended by Mayor Hyde.

TITLE	NAME	TERM EXPIRES
Deputy Mayor	Bob McDowell	12/2025
Village Clerk	Joanne Lenhard-Boye	12/2027
Village Treasurer	Amanda Cantwell	12/2027
Deputy Clerk	Amanda Cantwell	12/2025
Deputy Treasurer	Joanne Lenhard-Boye	12/2025
DPW Superintendent	Terry Jones	12/2025
Historian	Jordan Coughlin	12/2025
Safety Officer	Terry Jones	12/2025
ZEO (Joint Town/Village)	Dave Wilder	12/2025
Harbor Enforcement Officer	Kevin Patenaude	12/2025
Human Resources/ Equal Employment Opportunity Commission Discrimination	Amanda Cantwell	12/2025

BOARD COMMITTEE APPOINTMENTS

ON MOTION by Trustee Kinnie, 2nd by Trustee McDowell, it was unanimous to approve the following Board Committee Appointments as recommended by Mayor Hyde.

CLDC Representative (per bylaws/charter)	Nancy Hyde, Mayor
LWRP Advisory Committee Representative	Nancy Hyde, Mayor
Municipal Building Representative	Nancy Hyde, Mayor
Library Board Representative	Robert Riddoch, Trustee
Youth Commission Representative	Robert Riddoch, Trustee
Chamber of Commerce Representative	Robert McDowell, Deputy Mayor
Tree/Beautification Committee Representative	Michael Kinnie, Trustee
Audit Committee Representative	Nancy Hyde, Mayor Ron Duford, Trustee
Shared Services Committee	Michael Kinnie, Trustee
Purchasing Agent	Amanda Cantwell
Records Access Officer	Joanne Lenhard-Boye
Records Management Officer	Joanne Lenhard-Boye

BOARD COMMUNITY APPOINTMENTS

ON MOTION by Trustee Riddoch, 2nd by Trustee Duford, it was unanimous to approve the following Community appointments:

- Labor Relations Representatives (2) Nancy Hyde, Mayor/Robert McDowell Deputy Mayor
- Paynter Relations Representative Nancy Hyde, Mayor
- Planning/Zoning Representative Ron Duford, Trustee

DEPARTMENT LIAISONS

ON MOTION by Trustee Riddoch, 2nd by Trustee Duford, it was unanimous to approve the following Department Liaisons appointments:

- DPW Ron Duford, Trustee
- Police Nancy Hyde, Mayor
- Water/Sewer Robert McDowell, Deputy Mayor
- Admin Office Robert Riddoch, Trustee

DESIGNATE OFFICIAL NEWSPAPER:

ON MOTION by Trustee Kinnie, 2nd by Trustee Riddoch, it was unanimous to approve the *Thousand Islands Sun* (primary) and the *Watertown Daily Times* (secondary) as official Village newspapers.

DESIGNATE LEGAL COUNSEL:

ON MOTION by Trustee McDowell, 2nd by Trustee Kinnie, it was unanimous to appoint the law firm of Kendall, Harrienger & Burrows Attorneys-at-Law as Village Legal Counsel.

DATES FOR REGULAR MEETINGS:

ON MOTION by Trustee McDowell, 2nd by Trustee Kinnie, it was resolved to hold regular meetings in the Municipal Building, starting at 5:00 PM on the second and fourth Monday of each month, except where indicated on the Meetings Schedule. It is further resolved to accept the dates of the regular meetings as presented by the Clerk (Attachment A).

OPEN MEETING LAW:

ON MOTION by Trustee, Riddoch, 2nd by Trustee Kinnie, it was resolved that the Clerk publish a Public Notice in the *Thousand Islands Sun*, the Village's primary official newspaper, indicating the schedule of the regular board meetings, stating the dates, place and time of the meetings. The regular board meeting schedule will also be posted to the Village website (www.villageofclayton.com) and on the Municipal Building bulletin board.

SPECIAL MEETINGS:

ON MOTION by Trustee Riddoch, 2nd by Trustee Duford, it was resolved that the procedure for calling special meetings be as follows:

- a. The Board member calling the meeting shall notify the Clerk, who will contact each member by letter, e-mail, phone or personally.
- b. If time permits, a notice of the special meeting will be published in one of the official newspapers. If time does not permit an official publication in the newspaper, the Clerk will post a public notice at the Municipal Building and on the Village website (www.villageofclayton.com) as soon as possible after the special meeting is called.

SIGNING OF MINUTES:

ON MOTION by Trustee Kinnie, 2nd by Trustee Duford, it was resolved that minutes shall be signed by whomever transcribes them.

RULES OF PROCEDURE:

ON MOTION by Trustee Riddoch, 2nd by Trustee Kinnie, it was resolved that The attached *Rules for Public Participation* and *Rules for Public Hearing* will be followed for Board meetings.

ADVANCE APPROVAL OF CLAIMS:

ON MOTION (Resolution 2024-22) by Trustee Riddoch, 2nd by Trustee Kinnie, it was resolved that:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility service, postage, freight and express charges; and

WHEREAS, all such claims shall be presented at the next regular meeting for audit; and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility service, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE ALLOWANCE:

ON MOTION (Resolution 2024-23) by Trustee Kinnie, 2nd by Trustee Riddoch, it was resolved that:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall provide reimbursement to such officers and employees at the 2025 IRS standard business mileage rate.

Section 2. That this resolution shall take effect immediately.

**ATTENDANCE AT SCHOOLS AND
CONFERENCES:**

ON MOTION (Resolution 2024-24) by Trustee Duford, 2nd by Trustee Riddoch, it was resolved that:

WHEREAS, there will be held during the coming official year various meetings, conferences and training schools; and

WHEREAS, the Board of Trustees determines that attendance by certain municipal officials and employees at these meetings, conferences and training schools is a benefit to the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will address attendance at meetings, conferences and training schools on an individual basis and authorize such as the need arises. Requests should be made and approved by the individual's supervisor and submitted to the Village Board for approval at least two (2) weeks prior to the training date.

Section 2. That this resolution shall take effect immediately.

DESIGNATION OF DEPOSITORIES:

ON MOTION (Resolution 2024-25) by Trustee Kinnie, 2nd by Trustee Duford, it was resolved that:

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Village Clerk Receiver of Taxes. WSB Municipal Bank, Clayton, NY

Section 2. That this resolution shall take effect immediately.

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

ON MOTION (Resolution 2024-26) by Trustee Kinnie, 2nd by Trustee McDowell, it was resolved that:

WHEREAS, various sections of the state Village Law and Public Officers Law require that certain municipal officials execute an Official Undertaking; and

WHEREAS, it is required by law that the Village Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, we, the Village Board of the Village of Clayton hereby require the Mayor, Village Clerk /Receiver of Taxes, Village Treasurer to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Village Board of the Village of Clayton approve the document entitled "Village of Clayton Official Undertaking of Municipal Officials" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Village Clerk, as well as the original copies of the Insurance policies indicating the sufficiency of the sureties to indemnify the Village against losses which may arise from failure of such officials to properly discharge their duties.

This resolution shall take effect immediately

POLICIES AND PROCEDURES:

ON MOTION by Trustee Riddoch, 2nd by Trustee Kinnie, it was resolved that the Procurement Policy was reviewed by the Board and there are no new updates for this policy.

ON MOTION by Trustee Riddoch, 2nd by Trustee Kinnie, it was resolved that the *Employee Handbook* that was approved by the Village Board shall be distributed to all newly-hired Village employees.

ON MOTION by Trustee Kinnie, 2nd by Trustee McDowell, it was resolved to continue the policies which are assembled in the *Village of Clayton Policy Manual*:

**Revisions or additions to the Policy Manual and Employee Handbook will be reviewed by the Village Board prior to adoption and approved by the Board at a regularly scheduled

meeting or annual meeting.

SET NEXT ANNUAL MEETING DATE:

ON MOTION by Trustee Riddoch, 2nd by Trustee McDowell, it was resolved to set the date of the next annual meeting on December 1st, 2025, at 5:00 p.m. at 425 Mary Street in the Municipal Building.

ADJOURNMENT:

There being no further business to discuss, **ON MOTION** by Trustee Kinnie, seconded by Trustee McDowell, the meeting adjourned at 5:45pm.

Respectfully submitted,

Joanne Lenhard-Boye, Village Clerk

DRAFT