Town of Clayton Regular Meeting Minutes
Wednesday, March 12, 2025

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, located at Cerow Recreation Park, Clayton, NY.

The following persons attended:

Tim Doney	Kenneth Knapp	Megan Badour	Steve Dorr, I.
James Kenney	Donna Patchen	James Jones	Mariah LaClair

1. Pledge of Allegiance: Supervisor Doney led the pledge of allegiance.

2. Guests: N/A

3. Town Clerk:

a. Correspondence:

- Charter Communications (see attached)
- Letter from Cindy Hazelton (see attached)
- 1000 Land Trust Save the Date (see attached)
- Pivot Update (see attached)
- VTC Letter (see attached)

b. Minutes: Motion to approve minutes from 2/12/2025 Workshop Meeting made by James Kenney, seconded by Kenneth Knapp. **Motion carried.**

4. Public: N/A

5. General Discussion Items:

A. Bills and Transfers:

i. Abstract #3 of 2025
Motion was made by Donna Patchen, seconded by James Kenney to approve Abstract #3, in the amount of $252,412.55. **Motion carried.**
ii. Transfers: N/A
iii. Budget Amendment: N/A
iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations:
Motion was made by Kenneth Knapp, seconded by Donna Patchen, to approve the Supervisor report and bank reconciliations for February 2025. **Motion carried.**

C. Balance Sheets: February 2025

D. Resignations and Appointments:

i. Resignations: ZBA Member Ashley Owens
Motion was made to regretfully accept the resignation of ZBA Member Ashley Owens effective April 1, 2025 by James Kenney, seconded by Kenneth Knapp. **Motion carried.**
ii. Positions/Appointments: Nick Reddick

Motion to appoint Nick Reddick to Full-Time ZBA Member effective April 1, 2025, pending Village approval to fulfill Ashley Owens term ending December 31, 2025 made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**

b. Advertise for Alternate ZBA and Alternate for Planning.

Motion to advertise for one vacant Joint Town/Village Zoning Board of Appeals Alternate position and one Joint Town/Village Planning Board Alternate Board member position made by Kenneth Knapp, seconded by James Kenney. **Motion carried**.

c. Appointment- Planning Board Vice Chair

Motion to appoint Adam Powers as Vice Chairman for the Planning Board as recommended by the Planning Board made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried**.

d. Appointment- Advertise for Rec Park Laborer

Motion to advertise for Rec Park Laborer position by Donna Patchen, seconded by James Kenney. **Motion carried**.

e. Rate Changes: N/A

E. Training: Mandatory annual compliance training is tentatively scheduled for April 30th at the Cerow Recreation Park Arena. Other municipalities to be invited.

F. Local Law 1 of 2025: Noise Ordinance

- Local Law No. 1 of 2025, a local law regarding noise, introduced by Kenneth Knapp, seconded by James Kenney. **Motion carried**.
- Motion to set a Public Hearing for 3/26/2025 AT 5:15 PM made by Kenneth Knapp, seconded by James Kenney. **Motion carried**.

G. RFP Award for Administrative Services for Depauville Wastewater Disinfection Project: Three proposals were submitted by the following:

- Adroit Consultants, LLC
- Fourth Coast, Inc.
- J Piper Consulting, LLC.

Motion to award Depauville Wastewater Disinfection Project administrative services to Fourth Coast, Inc. made by Kenneth Knapp, seconded by James Kenney. **Motion carried**.

H. RFQ Award for Engineering services for Depauville Wastewater Disinfection Project: Only one firm submitted qualifications:

- St. Lawrence Engineering, DPC.

Motion to award Depauville Wastewater Disinfection project engineering services to St. Lawrence Engineering, DPC made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**

I. Rte 12 Sewer District Levy Refund

Motion to refund Ellen Stiefel in the amount of $1,500.00 for the Rte 12 Sewer Tax Levy Overpayment for parcel 20.11-2-12.51 made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried**.

J. 2024 AFR

The Annual Financial Report, formerly known as the AUD (Annual Update Document) has been filed with the Office of the State Comptroller. A draft copy is available at the Town Clerk's office. The Board will be updated when the OSC has approved the AFR.

K. NNY Online Network Cybersecurity Compliance Assessment

Motion to approve NNY Online to run a diagnostic in order to remain compliant with Cyber-Security insurance made by James Kenney, seconded by Donna Patchen. **Motion carried**.

L. Deputy Clerk Summer Hours

Motion made to adopt new summer office hours from Memorial Day to Labor Day, from 7:00AM to 3:30PM made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried**.

M. Cerow Rec Park Concession Stand- Motion to solicit bids for rental of the Cerow Recreation Park concession stand for contract with a return date of Wednesday, April 2, 2025 at 2:00 PM at the Town Hall made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

N. Climate Smart Communities

Supervisor Doney discussed the benefits of Climate Smart Communities with the Board. Work has already been completed to achieve climate smart goals and funding agencies prioritize climate smart communities.

6. Supervisor's Report:

Supervisor Doney reported that information is being sought in regards to essential housing and what this could look like for Clayton.

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr- Provided updated information of trucks that are waiting to be delivered. Discussion about assisting with Lion's Park demo.

B. Buildings & Grounds: James Jones- At this time, preparation is underway for Irish Festival at the Cerow Recreation Park Arena.

C. Assessor: Alex reported to Supervisor Doney that the deadline to submit property tax exemption paperwork has passed and he is currently working on entering them. His team is also working on completing the 2025 Tentative Assessment roll which he has to turn in to Jefferson County in April.

D. Codes/Zoning: Richard Ingerson- See attached

8. Council Reports

- Councilwoman LaClair: Absent
- Councilwoman Patchen: Donna mentioned the Irish Fest being held at the Arena this weekend.
- Councilman Knapp: Balloon Festival has been confirmed for this summer and Hawn is running regular schedule. Ken informed the Board that the Youth Commission is looking to reconstruct the existing bathrooms on the Lions Field and will be attending one of the upcoming Planning Board meetings.
- Councilman Kenney: N/A

9. Public: N/A

10. Adjournment:

Motion was made by Kenneth Knapp, seconded by James Kenney to adjourn at 5:55 PM. **Motion carried. Next Meeting: March 26, 2025 @ 5:00 PM at the Cerow Recreation Park Arena.**