

Town Supervisor

Lance Peterson

Town Board Members

Mary Zovistoski

Donna J. Patchen

Kenneth Knapp

Allen Heberling

Town Clerk

Megan Badour



Town of Clayton

405 Riverside Drive

Clayton, New York 13624

Telephone: (315) 686-3512

Fax: (315) 686-2651

www.townofclayton.com

TOWN BOARD WORKSHOP MEETING AGENDA

Wednesday, December 31, 2021 • 7:00am

1. **Pledge of Allegiance**
2. **Town Clerk**
 - A. *Correspondence* that Needs Recording
 - B. *Minutes* from 12/08/2021 Regular Meeting
3. **Public:** *Comment on Agenda Items*
4. **Guests:**
5. **Workshop Discussion Items:**
 - A. Abstract #23 2021 in the amount of \$172,098.09
 - B. Authorization for Prepay Expenses
 - C. Budget Amendments
 - D. RFP Revaluation Project
 - E. ZBA Chair Appointment
 - F. ZBA Garnsey to full membership
 - G. Route 12 Water Survey Results
 - H. School Choice Week Proclamation
7. **Adjournment**

Next Meetings:

Joint Town/Village Board Meeting: Friday, December 31, 2021 @8am BOARD ROOM

Annual Meeting & Regular Board Meeting: Wednesday, January 12, 2022 @ 5pm BOARD ROOM



Department of
Transportation

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

KENNETH M. BIBBINS, P.E.
Regional Director

December 15, 2021

Mr. James L. Lawrence Jr.
Superintendent of Highways
Jefferson County Department of Highways
21897 County Road 190
Watertown, NY 13601

Dear Jim:

The New York State Department of Transportation (NYSDOT) received the request for a further reduced speed zone on Danenwald Road in the Town of Clayton.

In order to perform a speed study, bare roads are required. As soon as conditions allow, the NYSDOT will begin the process of determining whether a further reduced speed zone is warranted and notify you of those results.

If you have any questions, please contact Craig H. Ortlieb, at 315-785-2324 or me at (315) 785-2321.

Sincerely,

Aaron L. Docteur P.E.
Regional Traffic Engineer

cc: Alicia M. Dewey, Clerk to Supervisor, Town of Clayton
7210092 – 22.28

NOTICE
COVID-19 FORECLOSURE MORATORIUM

The New York State Legislature recently extended a law providing for a moratorium or delay of tax foreclosure action. The delay lasts until January 15, 2022, unless again extended by the State Legislature. The delay is not automatic and requires action to be taken on the part of the property owner to apply for the relief. The delay does not reduce the amount of delinquent taxes owed or stop accrual of interest. The delay only provides additional time for those owners adversely affected by the COVID-19 pandemic to make payment in full of their tax obligations.

Owners who qualify for the moratorium include person who own real property under the following circumstances:

- a. **Residential real property:** Provided the owner or mortgagor of such property is a natural person, regardless of how title is held, and owns ten or fewer dwelling units whether directly or indirectly, provided the natural person requesting the relief has a primary residence in one of the ten units.
- b. **Commercial real property:** Provided the owner or mortgagor of such property owns ten or fewer commercial units whether directly or indirectly and is a business that is resident in New York State, independently owned and operated, not dominant in its field, and employs fifty or fewer persons.

The apply for the moratorium or delay, you must complete and file a "Hardship Declaration" (RP-1102-DS) with this office. The form is available at the New York State Department of Tax and Finance website: <https://www.tax.ny.gov>. If you are unable to access the internet, please call 315-785-5116 and we will provide you with a copy of the form.

The fully completed and signed form must be delivered to:

Jefferson County Attorney
Tax Enforcement Unit, Fourth Floor
175 Arsenal Street
Watertown, New York 13601.

We will accept delivery of the form in person or by United States mail. If you mail the form, it is strongly suggested that you send it "certified mail-return receipt requested". Service will only be considered complete upon receipt, not date of mailing.

Please Note:

If you file a "Hardship Declaration" you may make payment at any time until the end of the moratorium on January 15, 2022, or until the time of a future extension, if any.

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF JEFFERSON**

**IN THE MATTER OF THE FORECLOSURE OF 2019
TAX LIENS BY PROCEEDING IN REM PURSUANT
TO ARTICLE ELEVEN OF THE REAL PROPERTY
TAX LAW BY THE COUNTY OF JEFFERSON.**

**PERSONAL NOTICE OF
COMMENCEMENT OF
FORECLOSURE
PROCEEDING**

INDEX NO.
EF2019-00002723

To the party to whom the enclosed is addressed:

You are presumed to own or have legal interest in one or more of the parcels of real property described on the **ENCLOSED NOTICE OF FORECLOSURE AND PETITION OF FORECLOSURE.**

A proceeding to foreclose on such property based upon the failure to pay real property taxes has been commenced. Foreclosure will result in the loss of ownership of such property and all rights in that property.

To avoid loss of ownership or of any rights in the property, all unpaid taxes and other legal charges must be **RECEIVED BY THE COUNTY TREASURER ON OR PRIOR TO FRIDAY, MARCH 11, 2022, at 5:00 PM**, or you must interpose a duly verified answer in the proceeding. You may make payment by bringing or sending a certified check, cashier's check or money order to: "Jefferson County Treasurer" Jefferson County Office Building, 175 Arsenal Street, Watertown, New York 13601.


Payments should be made payable to the "Jefferson County Treasurer" in the amount of all unpaid taxes and legal charges due as of the date of payment. Please note that pursuant to New York Real Property Tax Law § 1112, tax liens on a parcel "...must be redeemed in reverse chronological order, so that the lien with the most recent lien date is redeemed first, and the lien with the earliest

lien date is redeemed last.” For information regarding the total amount due on any given parcel, you may contact the Tax Enforcement Office (315) 785-5116; or the Jefferson County Treasurer at (315) 785-3055. You may wish to contact an attorney to protect your rights.

After **FRIDAY, MARCH 11, 2022**, a court will transfer the title of the property to the County of Jefferson by means of a court judgment.

Should you have any question regarding this notice, please call the staff of the Tax Enforcement Office at (315) 785-5116.

DATED: November 30, 2021



David J. Paulsen, Jefferson County Attorney
and Tax Enforcement Officer
Jefferson County Office Building
175 Arsenal Street
Watertown, New York 13601
Telephone: 315-785-5116

**SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF JEFFERSON**

**IN THE MATTER OF THE FORECLOSURE OF
2019 TAX LIENS BY PROCEEDING IN REM
PURSUANT TO ARTICLE ELEVEN OF THE REAL
PROPERTY TAX LAW BY THE COUNTY OF
JEFFERSON.**

**NOTICE OF FORECLOSURE
&
PETITION OF
FORECLOSURE**

INDEX NO.
EF2019-00002723

THE ABOVE CAPTIONED PROCEEDING is hereby commenced to enforce the payment of delinquent 2019 taxes or other lawful charges which have accumulated and become liens against certain property. **The parcels to which this proceeding applies are attached and incorporated herein as Exhibit A.**

PLEASE TAKE NOTICE that on the 30th day of November, 2021, David J. Paulsen, Jefferson County Attorney and Tax Enforcement Officer, hereinafter, the "Enforcing Officer," of Jefferson County, hereinafter the "Tax District," pursuant to the law, filed with the Clerk of Jefferson County, a petition of foreclosure against various parcels of real property for unpaid taxes.

Effect of Filing: All persons having or claiming to have an interest in the real property described in this petition are hereby notified that the filing of this petition constitutes the commencement by the Tax District of a proceeding in the Court specified in the caption above to foreclose each of the tax liens therein described by a foreclosure proceeding in rem.

Nature of Proceeding: Such proceeding is brought against the real property only and is to foreclose the tax liens described in such petition. No personal judgment will be entered herein for such taxes or other legal charges or any part thereof.

Persons Affected: This notice is directed to all persons owning or having or claiming to have an interest in the real property described in Exhibit "A". Such persons are hereby notified further that a duplicate of this Notice and Petition has been filed in the office of the Enforcing Officer of the Tax District and will remain open for public inspection up to and including the date specified below as the last day for redemption.

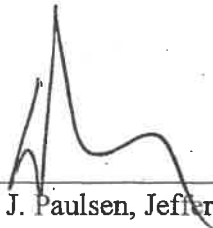
Right of Redemption: Any person having or claiming to have an interest in any such real property and the legal right thereto may on or before **FRIDAY, MARCH 11, 2022**, redeem the same by paying the amount of **ALL SUCH UNPAID TAX LIENS THEREON, INCLUDING ALL INTEREST AND PENALTIES AND OTHER LEGAL CHARGES** which are included in the lien against such real property, computed to and including the date of redemption. *Such payments shall be made to "JEFFERSON COUNTY TREASURER." Jefferson County Office Building, 175 Arsenal Street, Watertown, New York.* Payment must be either by certified check, cashier's check or money order. In the event that such taxes are paid by a person other than the record owner of such real property, the person so paying shall be entitled to have the tax liens affected thereby satisfied of record.

Last day for redemption: The last day for redemption is hereby fixed as **FRIDAY, MARCH 11, 2022 at 5:00 PM.**

Service of an Answer: Every person having any right, title or interest in or lien upon any parcel of real property described in such petition may serve a duly verified answer upon the attorney for the Tax District setting forth in detail the nature and amount of his or her interest and any defense or objection to the foreclosure. Such answer must be filed in the office of the County Clerk and served upon the attorney for the Tax District on or before the date above mentioned as the last day for redemption.

Failure to redeem or answer: In the event of failure to redeem or answer by any person having the right to redeem or answer, such person shall be forever barred and foreclosed of all his or her right, title and interest and equity of redemption in and to the parcel described in such petition and a judgment in foreclosure may be taken by default.

DATED: November 30, 2021



David J. Paulsen, Jefferson County Attorney
and Tax Enforcement Officer
Jefferson County Office Building
175 Arsenal Street
Watertown, New York 13601
Telephone: 315-785-5116

VERIFICATION

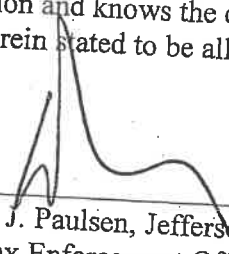
STATE OF NEW YORK:

ss:

COUNTY OF JEFFERSON:

DAVID J. PAULSEN, being duly sworn, deposes and says:

That he is County Attorney and Tax Enforcement Officer for the County of Jefferson and is authorized to originate the above-entitled proceeding, and is acquainted with the facts and circumstances therein; that he has read the foregoing petition and knows the contents thereof; that the same is true to his knowledge, except as to matters therein stated to be alleged on information and belief and as to those matters he believes it to be true.



David J. Paulsen, Jefferson County Attorney and Tax Enforcement Officer

Sworn to before me this 30th day of November, 2021.

Kimberly A Snow
Notary Public

KIMBERLY A SNOW
Notary Public, State of New York
No. 01SN0020389
Qualified in Jefferson County
Commission Expires March 1, 2023

EXHIBIT "A"

Town of Adams			
108.05-3-2	Asher Housing, LLC		13228/232 US Rte 11
108.09-2-15.1	Austin, Aaron J. & Austin, Jennifer A.		Wright St Rd
108.09-2-15.2	Austin, Douglas		11989 Wright St Rd
99.00-1-16.1	Beutel, Lisa		15448 N Harbor Rd
100.17-1-27	Beutel, Luanne M. Montondo		13990 Green St
112.36-3-37	Howard, Mary Hill		22 E Church St
112.36-1-49	Hudson, Jerome		6 Clay St.
108.09-2-5	Persons, Barbara & Persons, Alton		18537 Minkler Rd
107.00-4-24.1	Ramsey, Kevin L. Sr. & Ramsey, Diane M.		16085 NYS Rte 178
108.05-2-73	Rehley, Jeffrey L.		18445/447 NYS Rte 177
108.10-1-36	Rehley, Jeffrey L.		19002 Minkler Rd
99.13-2-31	Rumsey, Hank D. & Rumsey, Linda L.		14090 Co Rte 75
618.00-64-1	Verizon New York Inc.		Outside Plant
107.00-2-39	Widrick, Cynthia		17529/533 Michael Rd
Town of Alexandria			
3.18-1-64	A.J.M. Management Services, Inc.		Pine Tree Pt
3.78-1-1.5	AJM Management Services Inc.		7 Anthony St Ext
7.37-1-13	Brandt, Barry L.W.		5 Crossmon St
6.15-1-39.7	Burns, Mark L. & Wolfe, Wanda L.		45321 Deer Point Rd
15.13-1-99	Casablanca, Olga		Clear Lake Rd
14.15-1-77.2	Cyr, Ronald		NYS Rte 26
14.15-1-38.	Cyr, Ronald & Cyr, Eleanor		26028 NYS Rte 26
15.06-2-51	Dubois, George A.		Butterfield Lk
8.00-2-16	Fikes, Richard & Dabson, Mary Collins & Collins, David B.		46692 Barnes Settlement Rd
6.12-1-46	Folk, Avis & Love, Lorraine		45628 Co Rte 100-A
22.15-1-17.2	Gillette, Wayne A.		Creek Rd
3.08-1-7	Havens, Ronald P. & Havens, Yolonda L.		26243 Kring Pt Rd
14.00-1-11.2	Lawton, Carl R.		43816 Parkers Trailer Park Rd
7.09-1-31.1	Meltzer, Sarah E.		NW of Otter St
7.22-2-4	Merola, A. John		3 Anthony St Ext
3.14-1-66	Mitchell, Thomas C. Jr. & Mitchell, Mary E.		47450-486 Dingman Pt Rd
14.15-1-15	Montondo, Jason Leah		25672 School St
22.00-3-31	Parker, Robbyn M.		SW of NYS Rte 26
13.00-3-23	Robbins, John		NW of Bailey Settlement R
22.00-3-54.8	Robinson, Melford		40046 Berry Blvd
3.13-1-7.1	Stamek, Roger A. Sr.		48020 Westminster Park
13.00-4-36.6	Szepesi, Joseph		21741 Gore Rd

13.00-4-36.7	Szepesi, Joseph		Bailey Settlement Rd	
7.22-2-29.1	Vanhouter, Timothy P.		5 Mance Ln	
13.00-3-60	Vrooman, Charles Adison & Vrooman, Hazel Estella		N of Gore Rd	
22.15-1-13	Wilms, Judy		38786 Creek Rd	
7.29-4-21	Worthy, Carolyn		12 Rockwell St.	
Town of Antwerp				
36.32-1-25	Baker, Alfred & Baker, Angie		5 Main St	Wilson, Joseph J. Jr.
36.33-1-42	Bartle, Ronald & Bartle, Laurie		12 Depot St	
36.40-2-57	Hand, Logan A.		214 Main St	
36.48-1-13	Higby, Frank K.		306 Main St	
17.06-1-2	Ipa-Hyde, Richard		37224 Co Rte 25	
36.32-1-7	Ives, Allen J. & Estate of Jeffrey A. Ives		41 Main St	
17.00-2-38.2	Rennie, Andrew & Forney, Jamie		41081 US Rte 11	
17.09-1-8	Stanczyk, Henry Michael & Stanczyk, Maureen E.		42820 Paynes Lake Camp Rd	
36.48-1-16	Stein, Toby & Parkhurst, Ethan		316 Main St	
17.06-1-33	Versailles, Frank Sr. & Versailles, Julia		37794 Co Rte 25	Versailles, Franklin E. Jr.
Town of Brownville				
71.15-1-4	Cavellier, James T. & Cavellier, Ann T.		23301 Road 1008	
63.00-2-7.1	Chrisman, Joseph S. & O'Neill, Susan K.		28824 Vaadi Rd	
73.72-1-9	D'Ambrosio, Valerie		105 Pike St	
73.63-1-22.1	Farr, Willard C. III & Farr, Sarah A.		312 Franklin St	
80.16-1-27.31	Gamble Trust Caitlin		17866 Co Rte 59	
80.16-1-5	Jones, J. Wesley		18251 Co Rte 59	
73.75-1-12	Keller, Richard		Church St	
71.12-2-28	Sailor, James J. & Sailor, Marilyn R.		24635 Road 416	
72.14-1-30.2	Sanford, David M.		14354 Middle Rd	
72.14-1-31	Sanford, David M.		Co Rte 59	
73.73-2-3	Scheffner, Mark F. & Scheffner, Susan M.		729 Main St	
73.72-1-39	Schuerfeld, Jami		W of Woodlawn Ave	
73.73-1-37	Schuerfeld, Jami		109 Woodlawn Ave	
73.71-1-12	Smith, Ryan P.		Maple St	
72.66-2-47.1	Strader, Jack A.		218 Lakeview Dr	
62.00-1-20.27	White, Jason R.		Ransom Rd	
73.11-1-19	Young, Charles E.		24416 Co Rte 53	
Town of Cape Vincent				
49.09-1-6.25	Condaris Trustee Robert G & Rovet, William L.		SE of Co Rte 6	
41.00-1-27	Edison Estates LLC		Mutton Ln	
59.00-1-30.22	Estate of Kathy Claffin		27020 Fox Creek Rd	

49.25-1-52	Paratore, Ronald & Paratore, Nicole	561 S James St	
40.00-1-48.23	Phillips, Gary A. & Phillips, Heather J.	32287 Co Rte 4	
59.08-1-3.1	Putorek, Joseph R.	29019 Co Rte 6	
50.00-1-46.3	Reynolds, Helena M.	30324 Burnt Rock Rd	
40.09-1-93.1	VanTassel, Pamela	33762 Carlton Dr	
Town of Champion.			
86.48-2-27	Countryman, Christine & Shampine, Esther C.	7 Liberty St	
86.39-1-40.2	Davis, Colleen A.	N of Champion St	
76.07-1-37	Estate of Gerald Brotherton	33942 Jackson II Rd	
76.06-2-30.1	Gamez, Jose & Gamez, Elizabeth	25044 Co Rte 47	
76.00-2-19.5	Howland, Louis A. Sr. & Howland, Janelle C.	36271 Jackson II Rd	Howland, Louis A. Sr. & Jesse Sr
86.39-2-59.1	Lupien, Brian	Champion St	
86.39-2-59.2	Lupien, Brian K. & Lupien, Denise M.	54 N Jefferson St	
76.00-2-46.1	Martin Street, Ltd	Jackson II Rd	
76.06-2-16.2	Mason & Assoc Holdings LLC	32931 NYS Rte 3	
93.00-2-29	Mono, Terry L. & Mono, Bonnie S. & Van Camp, Everett D. as Trustee of The Everett D. Van Camp Living Trust & The Verna O. Van Camp Living Trust & Van Camp, Verna O. as Trustee of The Everett D. Van Camp Living Trust & The Verna O. Van Camp Living Trust	35930 N Lake Rd	
93.00-1-23.21	Pisarski, Scott M.	Middle Rd	
Town of Clayton			
42.00-2-13.42	Benjamin, Michael J.	Co Rte 11	
12.00-1-37.4	Castor, Stephen W. & Castor, Katherine E. & Castor, Stephen C.	14479 Grossman Pt	
42.00-1-20	Estate of Glen E. Fuits	34068 NYS Rte 12	
52.00-1-79	Estate of Richard R. Parker	16425 Morris Tract Rd	
42.00-2-39.7	Fitchette, Eugene & Fitchette, Donna	Underbluff Rd	
42.00-1-48.2	Lakie, Mark W. & Lakie, Erin Woodkirk	32236 Old Town Springs Rd	
52.00-1-41.4	LaRue, Erinn & McKain, Kayleigh	16587 Lowe Rd	
42.14-1-39	Lawrence, Edwin J. & Lawrence Migdalia	15246 Co Rte 1.1	
20.47-2-40	Liebig, Bonnie & Oakes, Laurie (Potter)	309 Jane St	
12.11-2-23.2	Murray, Brian J. & Murray, Megan M.	16261 Grenell Is	
42.14-1-44.1	Sanford, George & Sanford, Heather	15382 Co Rte 11	
12.20-1-24	Seeley, Sharon M.	16719 Mason Pt Ln	
31.00-2-10.8	Sjosten, Lee A.	37338 Sylvester Rd	
31.00-2-10.9	Sjosten, Lee A.	E of Sylvester Rd	
12.11-1-41	Smith, Donna M.	42978 Murray Is	
20.00-1-45	Sweeney, Bernard & Sweeney, Grace	Black Creek Rd	

41.00-2-19	Tierney, Bernard W. Jr.	S of Old Town Springs Rd
12.11-2-72	Wakley, Dana M.	16354 Grenell Is
20.46-1-19.-201	Wood, Eric	Riverside Dr
19.20-1-61	Wood, Eric W.	38096 NYS Rte 12E
Town of Ellisburg		
111.16-1-8	Bovee, Charles F.	8673 NYS Rte 289
117.14-1-19	Brownell, Danford B.	5903 Allard Rd
112.16-1-6	Dowe, Tyler	US Rte 81
112.16-1-20	Dowe, Tyler	8411 NYS Rt 11
118.00-2-18	Estate of Bryan S. Gerber	Co Rte 91
117.00-1-52.2	Ferguson, David K. & Ferguson, Shirley J.	3500 NYS Rte 3
124.00-1-48.2	Greer, Timothy J. & Greer, Joshua	2883 Co Rte 87
123.17-1-42.23 now part of 123.17-1-42.21		
118.00-2-1	Harmych, Gregory & Harmych, Heather	Montario Pt Rd
116.08-2-3	Lillie, Randy W. & Lillie, Tina M.	14834 Co Rte 85
112.00-2-37	Rudiger Gary C. Jr. & Rudiger, Michele	7257 Shore Dr
124.48-1-15.31	Sea Smoke LLC	7180 Meat Market Pl
	Seaman, Doug	Lilac Park Dr
Town of Henderson		
105.00-1-29.2	Barber, Laurel Hubbard	8637 Co Rte 152
106.00-1-27	Grandjean, Gayle	10729 Co Rte 152
106.00-1-28.1	Marie Van Geyten Revocable Trust & Marie Van Geyten, as Trustee	10666 NYS Rte 178
98.00-1-61	Morris, Robin & Morris, Shayne	10385 Co Rte 71
98.00-1-58.3	Plumpton, Eric	Gilman Rd
106.09-1-65	Puggioni-Flores, Gina	12791 Co Rte 123
98.00-1-4.4	Read, Jeremy T.	Co Rte 71
98.14-1-70	Read, Jeremy T.	NYS Rte 3
106.00-2-30.-0242	Reff, Lisa & Reff, Jason	12782 Johns Ln
98.14-1-47	Richards, George E. as Trustee & Richards, Melva W., as Trustee & The George E. Richards and Melva W. Richards Revocable Trust	10429 Bayshore Dr
98.14-1-62	Richards, George E. as Trustee & Richards, Melva W., as Trustee & The George E. Richards and Melva W. Richards Revocable Trust	Bayshore Dr
Town of Hounsfield		
90.00-5-18.34	Ciavarella, Richard & Ciavarella, Lou Ann	S of Co Rte 63
81.14-1-47.914	Davis, William K. III & Wallinger, Carter	20880 Muskellunge Bay Ln
88.34-1-9	DeGuarde, Domanick R.	420 Ontario St
81.18-1-12	Derouin, Jeffrey H.	14717 NYS Rte 3
81.00-1-26.1	Filley, Ina M. as Trustee & Ina M. Filley Trust	N of Evans Rd
		Dinan, Ethan M

81.14-1-22.2	Henderson, Jillian	21699 Storrs Rd
89.00-2-36.1	Lawrence, Kenneth M.	16263 Co Rte 63
88.16-1-83.23-210	Leimeister, Dawn & Leimeister, Kyle Z.	Silver Shore Dr S
73.18-1-1	Mott, Daniel A. & Mott, Cathy A.	19365 NYS Rte 12F
88.16-1-83.1-235	Pennock, S. Fred & Pennock, Donald J.	Silver Shore Dr N
89.00-1-66	Stines, Joseph W.	17350 Co Rte 75
88.16-1-29.2	Swartz, Christopher M.	13017 NYS Rte 3
Town of Leray		
83.08-1-71.24	Bard, Edward D.	22080 Fabco Rd
83.08-1-27	Brouty, Cheryl M. as Trustee & Traynor, Brian as Trustee & John A. Traynor III Irrevocable Living Trust	22205 Patricia Dr
45.14-1-16	Calhoun, Theibert R.	33200 Co Rte 18
65.05-1-3	Cook, Chad B. & Cook, Shannon L.	28241 Co Rte 32
55.00-1-31.1	DeJesus, Jose	Gardnerville Rd
55.00-1-31.7	DeJesus, Jose	30497 Gardnerville Rd
65.00-2-6	Estate of Clarence E. Shawcross	27833 Bedlam Rd
55.71-2-10	Estate of Stanley C. Shaw	8430 Willow St
45.00-3-8.2	Forbes, Mark J.	32491 Co Rte 46
74.16-2-3.3	Granger, Kenneth R.	NYS Rte 283
75.57-1-36	Heisler, Gaynor	123-125 Maple St
55.71-2-42	Lacey, Larry Jr.	8490 S Main St
75.09-1-5	LaRose, Clifford	27246 NYS Rte 342
45.00-3-13.4	Norstrom, Thomas	31561 Elm Ridge Rd
44.00-3-25	Olsen, James	32775 NYS Rte 37
55.00-1-68.12	Riccio, Scott & Riccio, Tamra	30344 Farrell Rd
54.19-2-24	Shepherd, Paul R. Jr.	25490-494 Co Rte 16
54.19-2-28	Shepherd, Paul R. Jr.	Co Rte 16
55.70-1-10	Shepherd, Richard P.	Willow Ave
64.20-1-31	Thirty One Development LLC	25369 US Rte 11
55.00-1-16.2	Wanerka, Bethany J.	29258 Martin Rd N
55.63-1-4	Young, William C.	N Main St
54.00-3-19.91	Young, William C.	26623 Co Rte 16
54.00-3-19.92	Young, William C.	Co Rte 16
55.00-1-40.1	Young, William C.	Martin Rd N
55.00-1-40.3	Young, William C.	28487 Martin Rd N
Town of Lorraine		
125.00-1-39	Beutel, LuAnne M.	2577 Co Rte 95
113.17-1-18	Camp Immokalee Inc	N of Co Rte 189

119.08-1-51	Goodnough, Sherrill as Trustee & Chereshnoski, Peter as Trustee & Hobbs, Jacqueline as Trustee & Leona M. Chereshnoski Irrevocable Trust	20866 Co Rte 93
125.00-1-15	Goodnough, Sherrill as Trustee & Chereshnoski, Peter as Trustee & Hobbs, Jacqueline as Trustee & Leona M. Chereshnoski Irrevocable Trust	N of Marsh Rd
113.00-2-28	Pelno, John & Pelno, Donna	7908 Co Rte 97
113.17-1-31	Stinson, Larry F.	17572 Co Rte 189
Town of Lyme		
70.05-1-57	Casolare, Daniel P. & Casolare, Tammy L.	25235 Selter Rd
51.20-1-32	Chapman, Gerald	Cheever Rd
62.00-2-39.16	Corby, Kelly & Corby, Audrey	12766 NYS Rte 12E
61.42-2-10	Cornell, Stephen A. & Cornell, Suzann J.	Water St
61.42-2-11.1	Cornell, Stephen A. & Cornell, Suzann J.	Water St
62.00-2-42.213	Estate of Bryan S. Gerber	Co Rte 125
61.10-1-78.12	Eveleigh, Jeffrey S.	Duck Harbor Rd
70.00-1-5.18	Feinen, Christopher C.	Co Rte 57
60.11-1-54	Fults, Glen E. & Fults, Arlene S.	6596 Montonna Shores Rd W
61.05-3-61	Gordner, Todd & Gordner, Chelisea	27921 Fire Rd 59
60.08-1-3.9	Gosier, Julia E. & Gosier, Guy E.	Empie Rd
61.34-1-18	Haas, Carl G. & Haas, Myra A.	11536 Circle Dr
70.11-4-40	Hornberger, Thomas E. Jr.	7083 Hayes Farm Ln
61.51-1-31	Koffs, Jonathan F. & Koffs, Melissa L.	12193 NYS Rte 12E
51.16-1-29	Logan Properties, LLC	Co Rte 179
51.16-1-40	Oberg, Craig	29651 Groucho Run
51.16-1-39	Oberg, Craig J.	29641 Groucho Run
61.09-1-74	Piche, David E.	27067 Three Mile Pt Rd
60.17-1-3.4	Pierson, Richard & Pierson, Linda	25759 Cottage Way
62.00-2-42.226	Pluff, John	Co Rte 125
62.00-2-42.29	Pluff, John	Wairath Rd
70.10-1-8	Rogers, Eric	6007 Fire Rd 39
70.11-3-17	Sedore, Gary & Sedore, David L. & Bieber, Sharon R.	State Park Rd
61.09-1-18	Shoen, Mary E.	26641 Three Mile Pt Rd
61.51-1-42.4	Trainham, Elaine N.	12234 NYS Rte 12E
61.51-1-39	Trainham, Horace Lindsey & Trainham, Elaine Norris Farr	E Main St
61.07-1-27	Warneck, Gregory P.	28095 Old Town Springs Rd
50.00-2-43.1	West, Glenn & West, Beverly	6435 NYS Rte 12E
Town of Orleans		
22.00-1-7.32	Carrow, Ray E.	38980 Co Rte 15

44.00-1-17.3	Davis, Janice & Rory A.	22390/536 Honey Flats Rd
44.00-1-2	Davis, Rory & Davis, Susan	23018-074 Honey Flats Rd
32.00-2-10	Dibble, Ann R.	21128/282 NYS Rte 411
32.00-2-12	Dibble, Ann R.	S of NYS Rte 411
12.12-1-1--0876	Estate of C. Mitchell Bedford aka Charles Mitchell Bedford	42521 Co Rte 100
12.12-1-1-.5512	Estate of C. Mitchell Bedford aka Charles Mitchell Bedford	Coast Ave
21.10-1-1-17	Fleisch, Jo Ann M.	39308 NYS Rte 180
53.00-1-14.2	Gillette, Ernie	31125 Carter St Rd
6.00-1-28.2	Goodfriend, Patricia A.	44717 Cross Island Rd
53.00-1-13.54	Hubbard, Kyle	31059 Vaadi Rd
32.11-1-67	Hunter, Dale	Lafargeville
32.00-2-8.1	Hunter, Dale L. & Hunter, Marlowe M.	21516 NYS Rte 411
32.00-2-13	Hunter, Dale L. & Hunter, Marlowe M.	S of NYS Rte 411
32.15-1-79	Scheffner, Christopher P.	20264-268 Ford St
33.00-1-2.2	Schrecengast, Dennis L. Jr.	22253 NYS Rte 411
33.00-1-2.3	Schrecengast, Dennis L. Jr. & Schrecengast, Debra	NYS Rte 411
33.00-1-30.1	Smith, Thomas J. & Smith, Victoria R.	NYS Rte 411
Town of Pamela		
74.13-1-33	Casero, Kim L.	
64.00-2-10	Cloot, Jean Pierre H. & Cloot, Eileen L.	23809 NYS Rte 12
64.17-1-15	Hermann, David J. & Hermann, Donna J.	28383/385 NYS Rte 37
64.00-1-11.1	Kampnich, Daniel J.	25925 NYS Rte 37
64.13-1-8	Keruskie, Donald E.	22975 Knowlesville Rd E
74.17-1-5.1-301	Lamar Outdoor Advertising	26383 Perch Lake Rd
63.20-1-25.18	Larrabee, Sean	NYS Rte 12
73.60-1-3	Patchen, Margaret	25958 NYS Rte 12
74.10-1-11.1	Tharp, Barbara A.	Lane Rd
Town of Philadelphia		Hinds Rd
46.32-1-17	Chaine, Melody	
46.32-2-47	Christman, Dean M.	36 Garden Rd
35.00-2-17	Ellis, Rebecca R.	5 Aldrich St
46.40-1-21.2	Trembley, Jack F. & Trembley, Nancy E.	34715 Holkins Rd
Town of Rodman		31 1/2 Sand St
100.00-1-34.44	Grandjean, Daniel L. & Grandjean, Mandy L.	
Town of Rutland		21510 Pork Hill Rd
76.13-1-9.91	Decker Global LLC	
15.00-5-14.1	Estate of Wesley H. White	Co Rte 143
75.12-1-17	Gleason, Kevin I.	111-115 Parkview St
		30139 Burnash Ave

75.12-1-44	Gleason, Kevin I.	23971 Cemetery Rd
75.12-2-50	Heisler, Richard J. Jr.	24379 Main St
5.00-2-4.57	Hengel, Fred & Hengel, Jane	20448 Ball Rd
102.06-1-32	Herzig, Janet E. & Estate of Ronald V. Herzig	27997 Cramer Rd
84.18-1-23	Johnson, Eric J. & Johnson Malynda S A	19907 Miser Rd
75.12-3-52	Lawrence, Mary E.	30830 Co Rte 143
102.06-1-23	Overton, Autumn D. & Overton, Nancy L.	38432 Co Rte 69
76.09-1-21	Redford, Melissa & Redford, James	31770 NYS Rte 3
75.15-1-10.1	Woodland Barracks, LLC	30091/093 NYS Rte 3
102.06-1-14	Woodruff, Wendell	28607 Co Rte 69
75.20-1-4.7	Wren, Andrew	31091 Deer Trl
75.15-1-41	Young, Jeffrey	29794 NYS Rte 3
Town of Theresa		Smith, Aaron & Raeanne
34.15-2-13	Adams, Wesley G. & Adams, Kathy	35435 Co Rte 46
23.12-1-28	Bachner, Frederick M. Jr.	Dogwood Dr
8.19-1-12	Briggs, Allen Clinton Jr.	43732 Sweet Pt Rd
33.00-2-19.32	Cappuccetti, Dominic & Cappuccetti, Dawn	25540 NYS Rte 411
15.20-1-21	Ferenti, David P. & Ferenti, Paula J.	31060 Purpura Rd
9.19-1-1.3	Finocchiaro, Albert M.	Muskellunge Lake
23.79-1-30.1	House, Jennifer	217B Pine St
23.79-1-48.2	Jordal, Travis M.	106 Pleasant St
8.00-1-2.1	Joseph, James	46131 Burns Rd
34.11-1-6	June, Andrea L.	29259 Trickey Rd
23.80-1-64	Kahler, Brand & Kahler, Tressa	102 Park Ave
34.00-2-7	Lawton, Edward II	36793 Ore Bed Rd
45.00-2-5.4	McDonald, Denise M.	34197 Co Rte 46
34.11-1-31	Murphy, William F. II	36477 Nolan Rd
22.00-2-54	Owens, Ann Marie	Dano Rd
23.72-1-50	Rector, Dylan	322 Main St
8.20-1-10	Roach, William E. & Roach, Rosemary E.	30499 Groner Rd
33.00-2-45.15	Staie, William N.	Snell Rd
45.09-1-18.2	Stewart, Robert & Stewart, Sandra	S of Silver St Rd
23.81-1-5	Tibbles, Robert H.	214 Mill St
23.13-1-4.2	Wilson, Eric M.	27107 Wilson Rd
Town of Watertown		
83.19-1-17	Irey, Kimberley A.	24371 NYS Rte 12
91.00-1-10.2-801	NY RNM Project1 LLC	Co Rte 67
83.15-1-25	Simmons, Doris Elaine	20736 Hunt St

82.11-1-39	Toped Development LLC & The Estate of Anthony H. Doldo	NYS Rte 3
Town of Wilna		
76.26-1-15	Briggs, David	21 Wilna Ave
68.11-1-14	Buker, Robert A.	43225/237 Strong Rd
77.37-1-10	Covey, Daniel C. Jr.	35880 NYS Rte 3
86.41-2-44	Decker, Diane M.	444 S Clinton St
58.00-1-2.1	Estate of Bryan S. Gerber	43470 Lewisburg Rd
58.00-1-2.2	Estate of Bryan S. Gerber	Lewisburg Rd
58.00-1-2.4	Estate of Bryan S. Gerber	N of Lewisburg Rd
68.08-1-48.1	Estate of Bryan S. Gerber	43801 NYS Route 3
68.08-2-50	Estate of Bryan S. Gerber	44024 Church St
68.11-1-4	Estate of Bryan S. Gerber	43430 NYS Rte 3
68.11-1-13	Estate of Bryan S. Gerber	43337 Strong Rd
86.33-4-12	Faul, Roberta K.	618 State St
76.44-1-12	Genuine Homes, LLC	35802 NYS Rte 3
86.23-1-21	Gotham, James F. & Gotham, Stefani	738 W End Ave
68.00-1-56	Hillsboro Inlet LLC	N Croghan Rd
86.41-3-51	Hoppel, Michael	331 S Mechanic St
66.82-1-48	Hoppel, Michael S.	56 Riverside Dr
86.24-1-38	Houston, William J. & Collins, April M.	829 Alexandria St
77.37-1-9	Intorcia, Shane M.	35888 NYS Rte 3
86.41-1-14	Lundy Enterprises Inc.	428 State St
66.00-2-13	Pistolese, Michael A. Jr.	36402 Co Rte 36
77.16-1-23	Robbins, Leonard	Co Rte 42
78.00-2-10.3	Sanders, Harley P.	42562 Milady Rd
86.33-6-20	Trombley, Gary P.	401 N Washington St
66.82-1-9	Vanhouter, Timothy P.	61 Anderson Ave
Town of Worth		
120.00-1-29	Barry, Michael J. & Smith, Douglas E. Jr.	25162 Co Rte 93
115.13-1-37	Claffin, Timothy W.	7826 Hayes Rd

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

A Message from Municipal Solutions, Inc.
Regarding Municipal Securities Rulemaking Board (MSRB) Rule G-10
Annual Information for Municipal Advisor Clients & Customer Complaint Notice

The MSRB protects state and local governments and other municipal entities by promoting a fair and efficient municipal securities market. A new requirement of the MSRB, effective October 13, 2017, requires municipal advisors, including Municipal Solutions, Inc., to notify their clients of the MSRB rules that protect you as a client and notify you that you have the ability to file a written complaint to Municipal Solutions, Inc. or directly with the U.S. Securities and Exchange Commission.

Municipal Solutions, Inc. is registered as a municipal advisor with the SEC and the MSRB. 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, "Information for Municipal Advisory Clients", that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

As required by the rule under the federal Dodd Frank Act, we will be notifying our customers at least once annually of the protections offered by the SEC and the MSRB.

If you have any questions regarding this notice feel free to contact me anytime.

Jeffrey R. Smith, President & Chief Compliance Officer
Municipal Solutions, Inc.

December 21, 2021

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



Municipal Securities Rulemaking Board

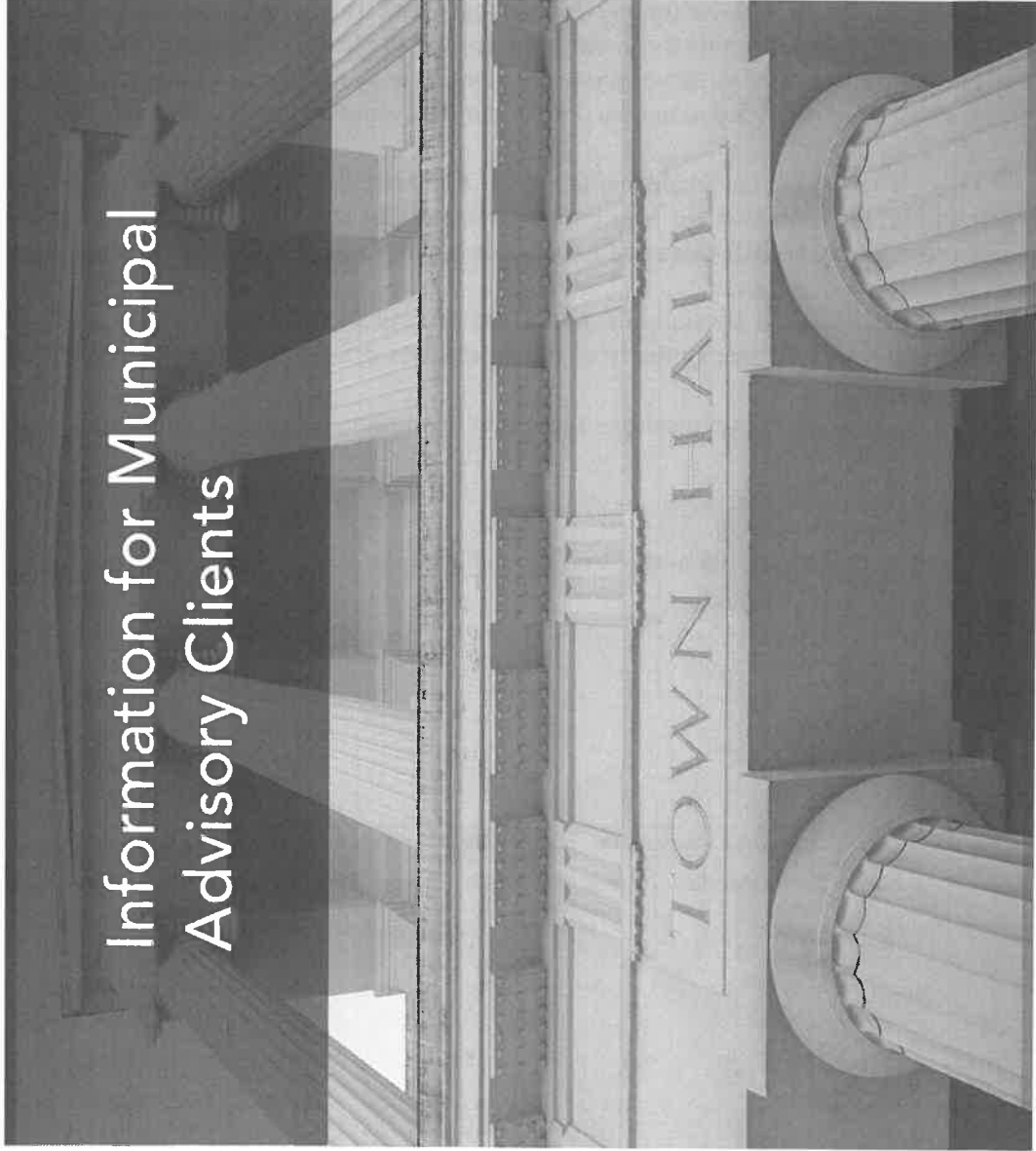
Information for Municipal Advisory Clients

The Municipal Securities Rulemaking Board (MSRB) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. Certain of those protections also apply to potential clients of a municipal advisor. Municipal advisors must comply with our rules when engaging in municipal advisory activities.

This document summarizes key principles of our rules that protect you. It also provides information on how to file a complaint against a municipal advisor with the appropriate federal regulatory authority. For the complete text of the rules and additional educational information, visit the MSRB's website at www.msrb.org.

Professional Competency. Our rules require that your municipal advisor meet professional qualification requirements based on its municipal advisory activities. Beginning January 1, 2018, our rules require that municipal advisors also meet continuing education requirements.

Fair Dealing. Our rules require that your municipal advisor deal fairly with you and not engage in any deceptive, dishonest or unfair practice. Your municipal advisor must satisfy a duty of care. Your municipal advisor's recommendations must be suitable, and your municipal advisor's compensation for its recommendations must not be excessive.



To help make sure that your municipal advisor is providing unbiased advice, our rules address potential conflicts of interest, including gift-giving and political contributions. Our rules generally prohibit a municipal advisor from advising or soliciting a municipal entity within two years of a political contribution to an official of that municipal entity.

Our rules also require that you receive certain disclosures from your municipal advisor so you are aware of information that is material to your decision-making. If you are receiving advice from your municipal advisor, your municipal advisor must disclose, in writing, all material conflicts of interest, and all legal and disciplinary events material to your evaluation of your municipal advisor. We refer to this as a “full and fair” disclosure under our rules.

You are also protected by our fair dealing rules if you are solicited by a municipal advisor on behalf of a third-party municipal securities dealer, municipal advisor or investment adviser to buy certain products or services. That municipal advisor must disclose all material facts about the solicitation, including all material risks and characteristics of the product or service.

Duty of Loyalty. If you are a municipal entity, our rules provide extra protections when your municipal advisor advises you about municipal financial products or the issuance of municipal securities. Your municipal advisor must deal honestly and with the utmost of good faith, and act in your best interests without regard to its financial or other interests.

Periodic Disclosure. Your municipal advisor must periodically provide you with the following:

- a statement that it is registered with the MSRB and the Securities and Exchange Commission (SEC);
- the MSRB’s website address; and
- a statement as to the availability of this brochure.

Documentation. When hiring a municipal advisor to provide advice, your municipal advisor must give you a written document outlining certain terms of its relationship with you.

Remedies for Disputes

If you have a dispute with your municipal advisor firm or representative, you should try to — but do not have to — resolve it with the individual or a supervisor. In some cases, you may not be able to resolve the dispute.

Terms as Used in this Brochure

- **You:** A municipal advisory client, including:
 - **Municipal Entity:** A state, political subdivision of a state, or municipal corporate instrumentality of a state, including a public pension plan.
 - **Obligated Person:** Any person (including the issuer) legally committed to support payment of all or part of an issue of municipal securities, other than certain unrelated providers of credit or liquidity enhancement.
- **Municipal Advisory Activities**
 - **The provision of advice:** to you with respect to municipal financial products or the issuance of municipal securities.
 - **Solicitation of you on behalf of certain third parties to purchase a product or service.**

Filing a Complaint

Regardless of whether you have tried to resolve your complaint directly, you may file a formal complaint with the regulatory agency that examines your municipal advisor for compliance with MSRB rules. You also may contact the MSRB, at 1300 I Street NW, Suite 1000, Washington, DC, 20005, 202-838-1330, complaints@msrb.org, and we will forward the complaint to the appropriate enforcement agency listed below.

To expedite the handling of your complaint, please be as specific as possible as to the nature of the complaint, including detail about the representative and/or firm involved. Please provide your name, phone number, email address and mailing address.

If you have a complaint about a potential violation of MSRB rules or other federal securities laws, contact:

U.S. Securities and Exchange Commission

SEC Center for Complaints and Enforcement Tips

100 F Street, N.E.

Washington, DC 20549-5990

<https://www.sec.gov/reportspubs/investor-publications/complaintshtml.html>

Or use the online portal at:

<https://denebleo.sec.gov/TCRExternal/index.xhtml>

If you have a complaint about your municipal advisor or about the municipal securities market, contact:

U.S. Securities and Exchange Commission

Office of Municipal Securities

100 F Street, N.E.

Washington, DC 20549

(202) 551-5680

Municipal advisors that also act as municipal securities dealers must follow additional rules. For more information about the regulatory protections for investors, see the MSRB's [Information for Municipal Securities Investors brochure](#).

If you have a complaint against your municipal advisor that is also registered with FINRA as a dealer, contact:

FINRA Investor Complaint Center

9509 Key West Avenue

Rockville, MD 20850-3329

(240) 386-4357

<http://www.finra.org/investors/problem>

Or use the online portal at:

<http://www.finra.org/investors/investor-complaint-center>

About the MSRB

The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its [Electronic Municipal Market Access \(EMMA®\)](#) website, the official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market, conducts extensive education and outreach to market stakeholders, and provides market leadership on key issues. The MSRB is a Congressionally-chartered, self-regulatory organization governed by a 21-member board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is subject to oversight by the Securities and Exchange Commission.



**Department of
Transportation**

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

KENNETH M. BIBBINS, P.E.
Regional Director

December 16, 2021

Norma Zimmer
Mayor
Village of Clayton
PO Box 250
Clayton, NY 13624

**Re: D#263937
PIN-7752.96
Clayton Village Route 970L
Jefferson County**

Dear Mayor Zimmer:

The above contract was accepted by this Department on December 6, 2021.

Effective on that date, a portion of the completed project was turned over to the Village of Clayton for maintenance and repair.

A copy of the maintenance table and plan is enclosed for your reference.

Very truly yours,

Kevin J. LaJue
Acting Regional Construction Engineer

K.J.L.:rcc

Attachment

cc: Lance Peterson, Town Supervisor
Steve Dorr, Highway Superintendent
Megan Badour, Town Clerk
Aaron Quencer, Acting Resident Engineer
Region 7 Construction Group

MAINTENANCE JURISDICTION TABLE									
PART NUMBER	HIGHWAY	STATION & LIMITS	FEATURES TO BE MAINTAINED	MILES	LANE MILES	AGENCY	AUTHORITY FOR MAINTENANCE		
1	SH 5403, NY8 ROUTE 870L (JAMES ST.)	J 111+28.10 TO J 124+81.50	PAVEMENT, CURB, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.253	0.505	STATE OF NEW YORK			
1	SH 5403, NY8 ROUTE 870L (RIVERSIDE DR.)	R 124+81.50 TO R 132+48.87	PAVEMENT, STORM DRAINAGE SYSTEM, SIGNS & PAVEMENT MARKINGS	0.200	0.412	STATE OF NEW YORK			
1	SH 5403, NY8 ROUTE 870L (RIVERSIDE DR.)	R 132+48.87 TO R 139+48.87	PAVEMENT, STORM DRAINAGE SYSTEM, SIGNS & PAVEMENT MARKINGS	0.200	0.412	STATE OF NEW YORK			
1	SH 5403, NY8 ROUTE 870L (WEBB ST.)	W 136+13.00 TO W 140+20.34	PAVEMENT, STORM DRAINAGE SYSTEM, SIGNS & PAVEMENT MARKINGS	0.077	0.154	STATE OF NEW YORK			
1	SH 5403, NY8 ROUTE 870L (WEBB ST.)	W 140+20.34 TO W 140+20.34	SIDEWALK, CURB, SANITARY SEWER SYSTEM, WATER MAINS, ELECTRIC AND TELECOMMUNICATION VALVES & CONDUIT, ORNAMENTAL LIGHTING SYSTEM, LANDSCAPE FEATURES & APPURTENANCES	0.077	0.154	CLAYTON			
2	MARY STREET EAST	ME 1+50.00 TO ME 1+50.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.023	0.050	CLAYTON			
3	MARY STREET WEST	MW 0+00.00 TO MW 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.008	0.016	CLAYTON			
4	JANE STREET EAST	JE 0+00.00 TO JE 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.008	0.016	CLAYTON			
5	JANE STREET WEST	JW 0+00.00 TO JW 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.011	0.021	CLAYTON			
6	HUGUINN STREET (OFF JAMES)	H 0+00.00 TO H 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.021	0.041	CLAYTON			
7	RIVERSIDE PARKING	RP 2+25.00 TO RP 2+25.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.009	0.018	CLAYTON			
8	JOHN STREET	JO 0+00.00 TO JO 1+50.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.023	0.046	CLAYTON			
9	JOHN STREET EXT. IN	JEI 0+22.00 TO JEI 1+93.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.023	0.046	CLAYTON			
10	JOHN STREET EXT. OUT	JEI 0+20.00 TO JEI 0+22.75	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.025	0.049	CLAYTON			
11	MERCER STREET	MR 0+00.00 TO MR 0+98.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.015	0.029	CLAYTON			
12	HUGUINN STREET EAST (OFF WEBB)	HEW 0+00.00 TO HEW 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.010	0.020	CLAYTON			
13	HUGUINN STREET WEST (OFF WEBB)	HMW 0+00.00 TO HMW 0+00.00	PAVEMENT, CURB, STORM DRAINAGE SYSTEM, SANITARY SEWER SYSTEM, WATER MAINS, SIGNS & PAVEMENT MARKINGS	0.010	0.019	CLAYTON			

NOTES:
 1. THE PORTION OF A DRIVEWAY OR PRIVATE ROAD BETWEEN THE EDGE OF PAVEMENT AND THE OUTSIDE EDGE OF SHOULDERS OR SIDEWALK SHALL BE MAINTAINED BY THE STATE. THE REMAINING PORTION OF THE ADJUSTED DRIVEWAY OR PRIVATE ROAD SHALL BE MAINTAINED BY THE OWNER. THE OWNER'S UNDER SECT. 54-A OF THE HIGHWAY LAW. ALSO, THE PORTION OF A DRIVEWAY OR PRIVATE ROAD BETWEEN THE EDGE OF PAVEMENT AND THE OUTSIDE EDGE OF SHOULDERS OR SIDEWALK SHALL BE MAINTAINED BY THE STATE. THE REMAINING PORTION OF THE ADJUSTED DRIVEWAY OR PRIVATE ROAD SHALL BE MAINTAINED BY THE OWNER. THE OWNER'S UNDER SECT. 54-A OF THE HIGHWAY LAW.
 2. ALL EXISTING SANITARY SEWERS, AND OTHER SEWERS, WATERMANS, HYDRANTS, AND OTHER FACILITIES WITHIN THE LIMITS OF THE HIGHWAY SHALL REMAIN IN SERVICE UNCHANGED, AND ALL SUCH FACILITIES LOCATED ON PROTECTED LANDS SHALL BE MAINTAINED BY THE HIGHWAY DEPARTMENT.
 3. PART NUMBER REFERS TO THE CORRESPONDING PART NUMBER ON THE PLAN VIEW.
 4. AS NOTED BELOW.
 5. STORM DRAINAGE SYSTEM SHALL INCLUDE MANHOLES, SAND BASINS, STORM STREET TREATMENT STRUCTURES, TRAPES, GULLIES AND MANHOLE COVERS.
 6. SANITARY SEWER SYSTEM SHALL INCLUDE TRENCHES, MANHOLES, SAND AND GRASS, MISCELLANEOUS PLANTINGS, SOO AND GRASS, HANDS, PARKING MARKINGS, SIGNS, STAMPED ASPHALT OR CONCRETE, TRAPS, RECEPTACLES, BENCHES, ORNAMENTAL FENCING, CHECKS, BENCHES, ORNAMENTAL FENCING, HANDS, PARKING MARKINGS.

AS-BUILT REVISIONS
 CLAYTON VILLAGE - SH 5403
 NY RT 970L
 BRIDGES
 CULVERTS
 ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED
 TABLE (1 OF 2)
 MAINTENANCE JURISDICTION
 CLAYTON VILLAGE
 SHEET NO. 19
 DRAWING NO. MJP-02
 CONTACT NUMBER
 0263937
 Department of Transportation
 New York State

MAINTENANCE JURISDICTION TABLE									
PART NUMBER	HIGHWAY	STATION & LIMITS	FEATURES TO BE MAINTAINED	MILES	LANE MILES	AGENCY	AUTHORITY FOR MAINTENANCE		
1	SH 5403, NYS ROUTE 970L (JAMES ST.)	J 114+28.10 TO	PAVEMENT	0.253	0.505	STATE OF NEW YORK	SECTION 45, HIGHWAY LAW		
1	BH 5403, NYS ROUTE 970L (REVERSE DR.)	R 124+61.50 TO R 132+48.87	PAVEMENT	0.268	0.412	STATE OF NEW YORK	SECTION 45, HIGHWAY LAW		
1	BH 5403, NYS ROUTE 970L (WEBB ST.)	W 130+13.00 TO W 140+20.34	PAVEMENT	0.077	0.154	STATE OF NEW YORK	SECTION 45, HIGHWAY LAW		
2	MARY STREET EAST	ME 0+19.00 TO ME 1+50.00	PAVEMENT & SIDEWALKS	0.225	0.450	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
3	MARY STREET WEST	MW 0+19.00 TO MW 0+80.00	PAVEMENT & SIDEWALKS	0.008	0.016	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
4	JANE STREET EAST	JE 0+19.00 TO JE 0+19.00	PAVEMENT & SIDEWALKS	0.006	0.016	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
5	JANE STREET WEST	JW 0+19.00 TO JW 0+75.00	PAVEMENT & SIDEWALKS	0.011	0.021	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
6	HUONIN STREET (OFF JAMES)	H 0+19.00 TO H 0+75.00	PAVEMENT & SIDEWALKS	0.011	0.021	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
7	RIVERSIDE PARKING	RP 0+19.00 TO RP 2+25.00	PAVEMENT & SIDEWALKS	0.039	0.078	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
8	JOHN STREET	JO 0+19.00 TO JO 1+50.00	PAVEMENT & SIDEWALKS	0.025	0.050	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
9	JOHN STREET EXT. IN	JEI 1+50.00 TO JEI 1+55.00	PAVEMENT & SIDEWALKS	0.025	0.049	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
10	JOHN STREET EXT. OUT	JEO 0+20.00 TO JEO 0+32.75	PAVEMENT & SIDEWALKS	0.025	0.049	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
11	MERRICK STREET	MR 0+19.00 TO MR 0+96.60	PAVEMENT & SIDEWALKS	0.015	0.029	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
12	HUONIN STREET EAST (OFF WEBB)	HEW 0+13.00 TO HEW 0+87.00	PAVEMENT & SIDEWALKS	0.010	0.020	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
13	HUONIN STREET WEST (OFF WEBB)	HWW 0+17.00 TO HWW 0+87.29	PAVEMENT & SIDEWALKS	0.010	0.019	VILLAGE OF CLAYTON	SECTION 45, HIGHWAY LAW		
SNOW REMOVAL									

CLAYTON VILLAGE - SH 5403	PN 71296	BRIDGES	CLVERTS	MAINTENANCE JURISDICTION TABLE (2)	CLAYTON VILLAGE	REGION 07	COMTY: JEFFERSON	AS-BUILT REVISIONS OF ALTERATIONS:
NY RT 970L				ALL DIMENSIONS IN FT UNLESS OTHERWISE NOTED				

CONTRACT NUMBER	D263937
DRAWING NO. MAP-03	
SHEET NO. 20	

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

Jefferson County Recycling & Waste Management

27138 NYS Route 12
Watertown, NY 13601
Phone 315-786-6900
Fax 315-786-6982



December 6, 2021

To: All Jefferson County Commercial Waste Permit Holders

Re: Tipping Fee Increase

On August 26, 2021, the Development Authority of the North Country passed Board Resolution No. 2021-08-106 which increased the tipping fee at the Rodman landfill \$3.00 per ton for all Municipal Solid Waste and Construction Debris. This increase will take effect on January 1, 2022.

Therefore, effective January 1, 2022, the tipping fee at the County Transfer Station will increase \$3.00 per ton. The rate will increase from \$70.00 per ton to \$73.00 per ton.

Please call if you have any questions.

Sincerely,

James Lawrence, Jr.

James Lawrence, Jr.
Superintendent of Highways

**Blessings and Peace to you
this holiday season.**



From all of us at Municipal Solutions

Town of Clayton Regular Meeting Minutes

Wednesday, December 8, 2021

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, in the Town Board Room of the Town Offices located at 405 Riverside Drive, Clayton, NY with the following persons present:

The following persons attended:

Lance Peterson	Kenneth Knapp	Megan Badour	Steve Dorr, Sr.
Mary Zovistoski	Allen Heberling	Pam McDowell	Johnathan Northup
John Ebbie	Linda Garret	Nathan Helmuth	James Jones
James Kenney			

1. Pledge of Allegiance: The Supervisor opened the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.

2. Guests:

Tug Hill Tomorrow Land Trust: Northrup Property

Resolution #65 of 2021 was made to support the submission of a farmland protection application by Tug Hill Tomorrow Land Trust on behalf of the Northrop Family by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.** Peterson-aye; Zovistoski-aye; Knapp-aye; Heberling- aye. **Passed.**

3. Town Clerk:

Correspondence:

- Notice of closure days for County Transfer Station and Recycling Center (see attached)
- Charter Communications Update (see attached)
- Letter of Thanks from 1000 Islands Land Trust (see attached)

Minutes from 11/10/2021 Regular Meeting to be approved. Motion made by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

4. Public: N/A

5. General Discussion Items:

A. Bills and Transfers

i. Abstract #22 of 2021

Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve Abstract #22, in the amount of \$619,612.10. **Motion carried.**

ii. Transfers: \$43,474 from Highway Reserve to General Checking for Excavator Purchase 8/2021. Motion was made by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

iii. Budget Amendment: N/A

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations:

Motion to approve the Supervisor's Report for November 2021 was made by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**

C. Balance Sheets: N/A

D. Resignations and Appointments

i. Resignations:

N/A

ii. Positions/Appointments:

Motion to utilize the following person to be approved for Seasonal Part-Time Laborer (Plowing) for \$20.00/hr. call-in snow plowing: Matthew Scudder; made by Kenneth Knapp, seconded by Mary Zovistoski.

iii. Rate Changes: N/A

E. Training: N/A

F. RFP Award (see bids attached):

Motion was made to award Septic Pumping to Pomerville Septic Services by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

Motion was made to award Highway Materials to Bach Plumbing and Heating Co. by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

No bids were received for cleaning services at the Town Offices, at this time arena staff will assist, until a vendor can be located.

G. Tennis Court Resurfacing:

Motion was made to accept the bid from Advantage Tennis by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.** (See attached)

H. Single Audit/AUP Letter of Understanding: Stackel & Navarra:

Motion was made by Mary Zovistoski, seconded by Kenneth Knapp, to approve the use of Stackel & Navarra for the Single Audit/AUP. **Motion carried.** (See attached)

I. NYS Parks Resolution: Authorized Signer:

Motion to approve Resolution #66, OPRHP for funding of the Cerow Recreation Park Expansion Project, made by Kenneth Knapp, seconded by Allen Heberling. **Motion carried.** Peterson-aye; Zovistoski-aye; Knapp-aye; Heberling- aye. **Passed. (See attached)**

J. REDI Contract #1:

At this time, just an update that the project will be put out to bid, sometime within the first several weeks of 2022.

K. Chamber Fireworks Request:

Motion was made to approve application for fireworks on 12/4/2021 from the Transient Docks by Mary Zovistoski, seconded by Kenneth Knapp. **Motion carried.**

L. Town of Orleans SEQR: Blind Bay Subdivision:

Motion was made to agree to the Town of Orleans being lead agency for SEQR by Kenneth Knapp, seconded by Mary Zovistoski. **Motion carried.**

M. Safety Committee Update:

Allen Heberling has completed his walk-thru of the Town Garage and will be completing his write-up and recommendations on this. The Recreation Park walk-thru was completed. Recommendations following this were that updated maps be provided throughout the building for appropriate exits.

N. AOT Training Reminder: February 2022

6. Supervisor's Report:

Supervisor Peterson took this time to thank Councilwoman Mary Zovistoski for her eight years of service to the Town of Clayton and his appreciation for her role as Deputy Supervisor as

well as responsibilities within her council. Additionally, recognition was provided to Councilman Allen Heberling for his service dedication and responsibilities that he held while in office.

7. Department Head Reports:

- A. Highway Superintendent: Steve Dorr- reported that all trucks with the exception of one are on the road and functioning as expected. At this time, repairs were needed on one truck 6 injectors had to be replaced. Thanks was noted to the Town of LaFargeville for lending one of their trucks while this truck was out of service. The new truck that was ordered this year will not start being built until 12/23/21 at the earliest, Beam Mack is waiting on parts.
- B. Buildings & Grounds: James Jones- Mask mandate is in place and all staff are aware of requirements. Pool work has been completed. Great thanks to the staff for assisting with the Chamber's Holiday Parade. Mr. Jones is working on scheduling a DPAO concert for 2022. Additionally, the flag pole for Depauville will be changed out tomorrow.
- C. Assessor: Kimberli Johnston- (see attached)
- D. Codes/Zoning: Richard Ingerson- (see attached)

8. Council Reports

- A. Councilwoman Zovistoski: The Paynter Center hosted their annual Thanksgiving Dinner on 11/19/21. Mr. Jones and she have been discussing event planning for 2022.
- B. Councilwoman Patchen: Absent
- C. Councilman Knapp: Holiday Parade was a success. Libraries are doing well with story time and schedules.
- D. Councilman Heberling: TIERS is doing well. Joint Boards and Planning Board still working on a pre-planning project.

9. Public: N/A

10. Adjournment:

Motion was made by Allen Heberling seconded by Mary Zovistoski to adjourn the Regular Meeting at 5:49 PM. **Motion carried.**

Next Meeting: Town Board workshop meeting Friday, December 31, 2021 at 7:00 AM followed by Joint Town/Village meeting at 8:00 AM.

P.O. Type: All
Range: First to Last
Format: Detail without Line Item Notes

Open: N
Rcvd: Y
Bid: Y

Paid: N
Held: Y
State: Y

Void: N
Aprv: N
Other: Y
Exempt: Y

P.O. #	P.O. Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract P0 Type	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-01010	12/24/21	KONIC005	KONICA MINOLTA PREMIER FINANCE 1 COPIER LEASE	481.02	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
21-01011	12/24/21	CONTE005	CON TECH BUILDING SYSTEMS, INC 1 POOL CONCRETE WORK	84,854.00	A -7180-20	E	POOL-EQUIPMENT & CAPITAL EXPENSE	R	12/24/21	12/24/21		21-138
21-01012	12/24/21	ANIDECU	ANDERSON EQUIPMENT COMPANY INC 1 DITCH BUCKET RENT 9/24-10/21	399.00	DB -5112-20	E	ROAD CONSTRUCTION-EQUIPMENT & CAPITAL	R	12/24/21	12/24/21		05210150402
21-01013	12/24/21	ABBEY005	ABBEY CARNEGIE 1 CELL PHONE ALLOWANCE	120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21		
			Tracking Id: CELL PHONE REIMBURSEMENT									
21-01014	12/24/21	ATLANT01	ATLANTIC TESTING LABS, INC. 1 SUBSURFACE INVESTIGATION	2,000.00	HR -5720-20	E	REDI PROJECT - CAPITAL EXPENSES	R	12/24/21	12/24/21		94707
			Tracking Id: REDIGRANT REDI GRANT									
21-01015	12/24/21	ARCTI005	ARCTIC GLACIER USA, INC 1 ICE	206.30	A -5720-40	E	TRANSIENT DOCKING-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		4297123219N
21-01016	12/24/21	BILLD005	BILL DEALING 1 BANK RECS 11/2021	75.00	A -1310-40	E	FINANCE-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		
21-01017	12/24/21	BRJOHN01	BR JOHNSON, INC 1 CUT KEY	10.36	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		760426
21-01018	12/24/21	BACCOM	BACH & CO., INC. 1 STONE DUST	668.65	DB -5110-40	E	MAINTENANCE OF ROADS-CONTRACTUAL EXP	R	12/24/21	12/24/21		68764
			2 ROAD TRACTION MATL	828.15	DA -5142-42	E	SNOW REMOVAL-CONTRACTUAL-SALT & SAND	R	12/24/21	12/24/21		68768
				1,496.80								
21-01019	12/24/21	BARCL005	BARCLAY DAMON LLP 1 GENERAL LEGAL	1,200.40	A -1420-40	E	GENERAL LEGAL-CONTRACTUAL EXP	R	12/24/21	12/24/21		5149380
			2 REDI DOCK LEGAL	20.00	HR -5720-20	E	REDI PROJECT - CAPITAL EXPENSES	R	12/24/21	12/24/21		5149386

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract P0 Type	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
21-01027	12/24/21	DAVIDSON AUTO GROUP										
1		CLUTCH TRX#98		162.99	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		2533446
21-01028	12/24/21	DOCTEUR ENVIRONMENTAL										
1		LIFT STATION REPAIRS DEP		777.00	GD -8130-40	E	DEPAUVILLE SEWER-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		5141
21-01029	12/24/21	EASTL005 EASTLINE REPAIR										
1		WELDER PRESSURE SAFETY SWITCH		47.35	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		150
21-01030	12/24/21	FINGE005 FINGER LAKES SYSTEM CHEMISTRY,										
1		THURST/BRAKE BATH		122.40	DA -5130-41	E	MACHINERY-JT VILLAGE CONTRACT	R	12/24/21	12/24/21		840098
21-01031	12/24/21	FROCRY FRONTENAC CRYSTAL SPRINGS, INC										
1		WATER		23.00	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	12/24/21	12/24/21		
2		WATER		5.75	A -1660-40	E	CENTRAL STOREROOM-GENERAL SUPPLIES	R	12/24/21	12/24/21		
				<u>28.75</u>								
21-01032	12/24/21	FIRSTBNK FIRST NATIONAL BANK OF OMAHA										
1		PUNCHBOWL SUBSCRIPTION		71.88	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
2		GOOGLE EMAIL		138.00	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
3		USPS CERT MAIL DOCK LICENSE		30.15	A -5720-40	E	TRANSIENT DOCKING-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		
4		ZOOM		14.99	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
5		SHRM VIRTUAL CONFERENCE		125.00	A -1220-40	E	SUPERVISOR-CONTRACTUAL EXP	R	12/24/21	12/24/21		
6		USPS POSTAGE		7.58	A -1220-40	E	SUPERVISOR-CONTRACTUAL EXP	R	12/24/21	12/24/21		
7		TARGET - ASSESSOR LAPTOP		579.99	A -1355-20	E	ASSESSMENT-EQUIPMENT & CAPITAL	R	12/24/21	12/24/21		
8		USPS CODES STAMPS		58.00	A -3620-40	E	CODE ENFORCEMENT-CONTRACTUAL	R	12/24/21	12/24/21		
9		GOOGLE STORAGE		1.99	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
10		LOGMEIN GOTOMEETING		123.15	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	12/24/21	12/24/21		
				<u>1,150.73</u>								
21-01033	12/24/21	GRAPAR GRAINGER, INC.										
1		BROADCAST SPREADER		104.12	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		9141991662
2		KEYED PADLOCK/SHOVELS/BLADES		172.95	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		9150445048
3		TRASH CAN TOPS		180.08	A -8160-40	E	TRANSFER SITE-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21		9150445048
				<u>457.15</u>								
21-01034	12/24/21	GRANWHO GRAY'S WHOLESALE, INC.										
1		COFFEE/HALF-HALF		155.66	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	12/24/21	12/24/21		394333

P0 #	P0 Date	Vendor	Item Description	Amount	Charge Account	Contract P0 Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-01040	12/24/21	JCREC	JEFFERSON COUNTY RECYCLING	Continued								
3			RECYCLING FEES TIPPING	750.00	A -8160-40	E	TRANSFER SITE-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	
				6,938.20								
21-01041	12/24/21	JCHIG	JEFFERSON COUNTY HIGHWAY DEPAR									
1			MAY IRWIN	29.24	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	21-168SGN
2			STOP/SCHOOL ST/STEPHANIE ST	221.91	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	21-161SGN
3			SINGLE ARROW	41.29	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	21-165SGN
				292.44								
21-01042	12/24/21	JOHNNEWS	JOHNSON NEWSPAPER CORP									
1			CLERK HOURS AD	12.19	A -1410-40	E	TOWN CLERK-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	00CA58CB
2			ZONING PUBLIC HEARING NOTICE	47.50	B -8010-40	E	ZONING-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	7C7297DE
				59.69								
21-01043	12/24/21	KIMJOH01	KIMBERLI JOHNSTON									
1			CELL PHONE ALLOWANCE	120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21	12/24/21	
			Tracking Id: CELL PHONE REIMBURSEMENT									
21-01044	12/24/21	KENNE005	KENNETH KNAPP									
1			\$600 PLAN EXPENSE	297.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21	12/24/21	
			Tracking Id: 600PLAN \$600 PLAN REIMBURSEMENT									
21-01045	12/24/21	KMRTIR	KMR TIRE SERVICE									
1			DI/MOUNT AND TIRES BACKHOE	290.00	A -8160-40	E	TRANSFER SITE-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	64017437
21-01046	12/24/21	LAMPET	LANCE PETERSON									
1			\$600 PLAN EXPENSE	600.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21	12/24/21	
			Tracking Id: 600PLAN \$600 PLAN REIMBURSEMENT									
21-01047	12/24/21	LAMPET	LANCE PETERSON									
1			CELL PHONE ALLOWANCE	120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21	12/24/21	
			Tracking Id: CELL PHONE REIMBURSEMENT									
21-01048	12/24/21	MCCSUP	MCCABE'S SUPPLY, INC.									
1			RUBBER HOSE AND IRON PIPE WREN	258.13	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	12/24/21	12/24/21	12/24/21	166919
21-01049	12/24/21	MATTH005	MATTHEW GREENI ZEN									
1			CELL PHONE ALLOWANCE	120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/24/21	12/24/21	12/24/21	

P0 #	P0 Date	Vendor	Item Description	Amount	Charge Account	Acct Type	P0 Type	Contract Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
21-01074	12/24/21	VICTOR NATALI											
1		CAGONE SKATE SHARPENER-USED		2,000.00	A -7110-20	E	REC PARK-EQUIPMENT & CAPITAL		R	12/24/21	12/24/21		
21-01075	12/27/21	WESTEL WESTELCOM											
1		JUSTICE INTERNET		79.95	A -1110-41	E	COURT-JOINT COURTROOM EXPENSES		R	12/27/21	12/27/21		
2		JUSTICE PHONE		49.20	A -1110-41	E	COURT-JOINT COURTROOM EXPENSES		R	12/27/21	12/27/21		
3		TOWN INTERNET/PHONE		1,156.07	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL		R	12/27/21	12/27/21		
				<u>1,285.22</u>									
21-01076	12/27/21	AMEROC AMERICAN ROCK SALT CO. LLC											
1		BULK ICE CONTROL SALT		7,846.43	DA -5142-42	E	SNOW REMOVAL-CONTRACTUAL-SALT & SAND		R	12/27/21	12/27/21		0686565
21-01077	12/28/21	ADVANTEN ADVANTAGE TENNIS, INC.											
1		TENNIS COURT RESURFACING		14,250.00	A -7110-20	E	REC PARK-EQUIPMENT & CAPITAL		R	12/28/21	12/28/21		641

Total Purchase Orders:	68	Total P.O. Line Items:	133	Total List Amount:	172,098.09	Total Void Amount:	0.00
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Totals by Year-Fund Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	1-A	130,105.91	0.00	130,105.91	0.00	0.00	130,105.91
TOWN OUTSIDE VILLAGE:	1-B	1,093.45	0.00	1,093.45	0.00	0.00	1,093.45
HIGHWAY FUND:	1-DA	25,329.55	0.00	25,329.55	0.00	0.00	25,329.55
HIGHWAY FUND: PART TOWN	1-DB	1,345.65	0.00	1,345.65	0.00	0.00	1,345.65
DEPAUVILLE SEWER FUND:	1-GD	777.00	0.00	777.00	0.00	0.00	777.00
	1-HR	2,020.00	0.00	2,020.00	0.00	0.00	2,020.00
YOUTH COMMISSION FUND:	1-JY	11,426.53	0.00	11,426.53	0.00	0.00	11,426.53
Total Of All Funds:		172,098.09	0.00	172,098.09	0.00	0.00	172,098.09

Totals by Fund	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND:	A	130,105.91	0.00	130,105.91	0.00	0.00	130,105.91
TOWN OUTSIDE VILLAGE:	B	1,093.45	0.00	1,093.45	0.00	0.00	1,093.45
HIGHWAY FUND:	DA	25,329.55	0.00	25,329.55	0.00	0.00	25,329.55
HIGHWAY FUND: PART TOWN	DB	1,345.65	0.00	1,345.65	0.00	0.00	1,345.65
DEPAUVILLE SEWER FUND:	GD	777.00	0.00	777.00	0.00	0.00	777.00
	HR	2,020.00	0.00	2,020.00	0.00	0.00	2,020.00
YOUTH COMMISSION FUND:	JY	11,426.53	0.00	11,426.53	0.00	0.00	11,426.53
Total Of All Funds:		172,098.09	0.00	172,098.09	0.00	0.00	172,098.09

Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND:	1-A	130,105.91	0.00	0.00	0.00	130,105.91
TOWN OUTSIDE VILLAGE:	1-B	1,093.45	0.00	0.00	0.00	1,093.45
HIGHWAY FUND:	1-DA	25,329.55	0.00	0.00	0.00	25,329.55
HIGHWAY FUND: PART TOWN	1-DB	1,345.65	0.00	0.00	0.00	1,345.65
DEPAUVILLE SEWER FUND:	1-GD	777.00	0.00	0.00	0.00	777.00
	1-HR	2,020.00	0.00	0.00	0.00	2,020.00
YOUTH COMMISSION FUND:	1-JY	11,426.53	0.00	0.00	0.00	11,426.53
Total Of All Funds:		172,098.09	0.00	0.00	0.00	172,098.09

INVOICES FOR PREPAYMENT 12/31/2021

- CEROW AGENCY INSURANCE – PUBLIC EMPLOYEE BOND \$187.66
- CEROW AGENCY INSURANCE – CRIME BLANKET \$113.00
- CEROW AGENCY INSURANCE – GENERAL INSURANCE \$55,680.77
- EDMUNDS GOVTECH SOFTWARE MAINTENANCE/HOSTING \$11,715.35
- NYS TEAMSTERS HEALTH INSURANCE (BARGAINING) JAN 2022/HRA 2022 \$102,644.28
- NYS TEAMSTERS HEALTH INSURANCE (NON-BARGAINING) JAN 2022/HRA 2022 \$51,781.76
- NYS RETIREMENT 2022 \$139,667
- NATIONAL GRID DEC 2021 \$6,108.44
- DIRECT ENERGY DEC 2021 \$5,477.56
- VERIZON WIRELESS DEC 2021 \$138.48
- TAX COLLECTOR PETTY CASH \$200

BUDGET AMENDMENT FORM

FUND: A
AMENDMENT #: 1
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	A1110.41	E COURT JT CONTRACTUAL			\$2,723.75			
	A1110.40	E COURT CONTRACTUAL				\$2,723.75		
2	A1110.42	E COURT DUE TO COMPTROLLER			\$24,912.00			
	A2610.00	R FINES/FEES COLLECTED	\$24,912.00					
3	A1410.12	E TOWN CLERK-DEPUTY PERS SRV			\$7,444.00			
	A1460.11	E RECORDS MGMT PERS SERV				\$7,296.00		
	A1410.40	E TOWN CLERK CONTRACTUAL				\$148.00		
4	A1420.41	E LEGAL-SPECIAL EXP			\$40.00			
	A1420.40	E LEGAL CONTRACTUAL				\$40.00		
5	A1620.18	E COVID-19			\$2,768.31			
	A7110.10	E ARENA PERS SERV				\$2,768.31		
6	A1650.40	E CENTRAL COMM CONTRACTUAL			\$5,674.13			
	A1650.20	E CENTRAL COMM EQUIP				\$5,674.13		
7	A3610.10	E BAR PERSONAL SERVICES			\$562.50			
	A1355.40	E ASSESSMENT CONTRACTUAL				\$562.50		
8	A3620.10	E CODE ENF PERS SERVICE			\$16.00			
	A3620.40	E CODE ENF CONTRACTUAL				\$16.00		
9	A4540.41	E TIERS CONTRACTUAL			\$1,055.10			
	A2770.03	R TIERS REIMBURSEMENT	\$1,055.10					
10	A5720.11	E DOCK PERS SERV B&G			\$268.20			
	A5720.40	E DOCK CONTRACTUAL				\$268.20		
11	A6410.43	E PUBLICITY CHAMBER CONT			\$11,232.41			
	A1113.00	R OCCUPANCY TAX	\$11,232.41					
12	A6410.44	E PUBLICITY VILLAGE CONT			\$11,232.41			
	A11130.00	R OCCUPANCY TAX	\$11,232.41					
13	A6990.40	E GRANTS ADMIN CONTRACTUAL			\$148,000.00			
	A4960.00	R ARPA FUNDS	\$148,000.00					
14	A7110.11	E ARENA PERS SERV B&G			\$8,172.29			
	A7110.10	E ARENA PERS SERV				\$8,172.29		
15	A7110.40	E ARENA CONTRACTUAL			\$15,484.98			
	A7110.20	E ARENA EQUIPMENT				\$15,484.98		
16	A7180.11	E POOL PERS SERV B&G			\$1,944.94			
	A7110.10	E ARENA PERS SERV				\$1,944.94		
17	A7180.20	E POOL EQUIPMENT			\$80,683.99			
	A1120.00	R SALES TAX	\$80,683.99					
18	A3889.00	R CVAP OM GRANT		\$343.21				
	A5720.40	E DOCK CONTRACTUAL				\$343.21		
		TOTALS	\$277,115.91	\$343.21	\$322,215.01	\$45,442.31	\$0.00	\$0.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL:

DATE AMENDMENTS MADE IN MCSJ:

INITIALS:

BUDGET AMENDMENT FORM

FUND: A
AMENDMENT #: 2
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	A7180.40	E POOL CONTRACTUAL			\$720.79			
	A7110.20	E ARENA EQUIPMENT				\$720.79		
2	A8160.40	E TRANSFER SITE CONTRACTUAL			\$12,249.62			
	A2130.00	R TRANSFER SITE FEES	\$12,249.62					
3	A8810.40	E CEMETERIES CONTRACTUAL			\$30,839.35			
	A1120.00	R SALES TAX	\$30,839.35					
4	A9040.80	E WORKERS COMP			\$1,603.11			
	A9050.80	E UNEMPLOYMENT				\$1,603.11		
5	A9710.60	E JT HWY DEBT PRINCIPAL			\$132,000.00			
	A1120.00	R SALES TAX	\$132,000.00					
6	A9710.70	E JT HWY DEBT INTEREST			\$1,166.45			
	A1120.00	R SALES TAX	\$1,166.45					
7	A9730.70	E DOCK DEBT INTEREST			\$0.18			
	A5720.40	E DOCK CONTRACTUAL				\$0.18		
8	A9750.60	E ROOF DEBT PRINCIPAL			\$81,000.00			
	A1120.00	R SALES TAX	\$81,000.00					
9	A1255.00	R TOWN CLERK FEES		\$270.85				
	A1410.40	E TOWN CLERK CONTRACTUAL	\$270.85					
10	A2001.00	R PARK/REC FEES		\$715.00				
	A2025.00	R ICE FEES	\$715.00					
11	A2012.00	R EVENT FEES		\$5,124.00				
	A2025.00	R ICE FEES	\$5,124.00					
12	A2025.01	R POOL FEES		\$892.00				
	A2025.00	R ICE FEES	\$892.00					
13	A2025.04	R FIREWORKS PERMIT FEES		\$400.00				
	A2025.00	R ICE FEES	\$400.00					
14	A2030.00	R DOCK FEES		\$30,075.29				
	A1120.00	R SALES TAX	\$30,075.29					
15	A2030.01	R MARINA AD SALES		\$1,500.00				
	A2025.00	R ICE FEES	\$1,500.00					
16	A2389.00	R MISC REV-OTR GOVTS		\$5,761.92				
	A1640.41	E JT HWY CONTRACTUAL			\$5,761.92			
17	A2392.00	R DEBT SERVICE OTR GOVTS		\$965.25				
	A1640.41	E JT HWY CONTRACTUAL			\$965.25			
18	A2401.00	R INTEREST		\$100.56				
	A1120.00	R SALES TAX	\$100.56					
19	A2544.00	R DOG LICENSE FEES		\$904.00				
	A1410.20	E TOWN CLERK EQUIPMENT			\$904.00			
20	A2770.04	R FIRE DISTRICT FUEL RMB		\$3,643.55				
	A3410.40	E FIRE DISTRICT FUEL			\$2,881.11			
	A1120.00	R SALES TAX			\$762.44			
TOTALS			\$296,333.12	\$50,352.42	\$259,579.50	\$13,598.80	\$0.00	\$0.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL: _____
 DATE AMENDMENTS MADE IN MCSJ: _____ INITIALS: _____

BUDGET AMENDMENT FORM

FUND: B
AMENDMENT #: 2
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	B7410.40	E DEP LIBRARY-CONTRACTUAL			\$4,311.03			
	B1120.00	R SALES TAX REVENUE	\$4,311.03					
2	B8010.11	E ZONING-PT ASSISTANT			\$64.00			
	B8010.20	E ZONING-EQUIPMENT				\$64.00		
3	B8010.40	E ZONING-CONTRACTUAL			\$767.67			
	B8010.41	E ZONING-JT CONTRACTUAL				\$664.28		
	B8010.20	E ZONING-EQUIPMENT				\$103.39		
4	B2770.00	R PB/ZBA REIMBURSEMENTS		\$3,549.82				
	B2110.00	R ZONING FEES	\$3,549.82					
TOTALS			\$7,860.85	\$3,549.82	\$5,142.70	\$831.67	\$0.00	\$0.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL: _____
 DATE AMENDMENTS MADE IN MCSJ: _____ INITIALS: _____

BUDGET AMENDMENT FORM

FUND: DA
AMENDMENT #: 3
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	DA5130.20	E MACHINERY-EQUIPMENT			\$43,474.00			
	DA909.00	F FUND BALANCE						\$43,474.00
2	DA5140.10	E BRUSH/WEEDES PERSONAL SERVICE			\$2,383.59			
	DA5132.10	E GARAGE PERSONAL SERVICE				\$2,383.59		
3	DA5140.40	E BRUSH/WEEDES CONTRACTUAL			\$306.00			
	DA5132.10	E GARAGE PERSONAL SERVICE				\$306.00		
4	DA5148.12	E WORK FOR OTHERS PERSONAL SERVICE			\$31,769.34			
	DA5142.10	E SNOW REMOVAL PERSONAL SERVICE				\$31,769.34		
5	DA5148.16	E COVID-19 PERSONAL SERVICE			\$4,294.33			
	DA5142.10	E SNOW REMOVAL PERSONAL SERVICE				\$4,294.33		
6	DA5148.43	E WORK FOR OTHERS CONTRACTUAL			\$50.00			
	DA5142.40	E SNOW REMOVAL CONTRACTUAL				\$50.00		
7	DA2300.00	R NYS SNOW/ICE CONTRACT		\$37,758.28				
	DA1120.00	R SALES TAX	\$37,758.28					
8	DA2389.00	R MISC REV/OTR GOVTS		\$7,872.57				
	DA1120.00	R SALES TAX	\$7,872.57					
9	DA2401.00	R INTEREST		\$15.08				
	DA1120.00	R SALES TAX	\$15.08					
		TOTALS	\$45,645.93	\$45,645.93	\$82,277.26	\$38,803.26	\$0.00	\$43,474.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL: _____
 DATE AMENDMENTS MADE IN MCSJ: _____ INITIALS: _____

BUDGET AMENDMENT FORM

FUND: DB
AMENDMENT #: 4
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	DB5110.10	E MAINT OF ROADS PERS SERVICE			\$18,867.64			
	DB5110.40	E MAINT OF ROADS CONTRACTUAL				\$18,867.64		
2	DB5110.19	E ANCILLARY TIME			\$8,879.59			
	DB5110.40	E MAINT OF ROADS CONTRACTUAL				\$5,757.88		
	DB5112.10	E ROAD CONSTR PERSONAL SERVICE				\$3,121.71		
3	DA5112.20	E ROAD CONSTR EQUIPMENT			\$192,329.68			
	DB3501.00	R CHIPS	\$192,329.68					
4	DB9030.80	E SOCIAL SECURITY			\$1,066.47			
	DB5112.10	E ROAD CONSTRUCTION PERS SERVICE				\$1,066.47		
TOTALS			\$192,329.68	\$0.00	\$221,143.38	\$28,813.70	\$0.00	\$0.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL: _____

DATE AMENDMENTS MADE IN MCSJ: _____

INITIALS: _____

BUDGET AMENDMENT FORM

FUND: GD
AMENDMENT #: 5
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	GD9030.80	E DEP SEWER SOCIAL SECURITY			\$0.16			
	GD8130.40	E DEP SEWER CONTRACTUAL				\$0.16		
2	GD2401.00	R DEP SEWER INTEREST		\$63.13				
	GD8130.40	E DEP SEWER CONTRACTUAL	\$63.13					
TOTALS			\$63.13	\$63.13	\$0.16	\$0.16	\$0.00	\$0.00

EXPLANATION:

NO. DISCUSSION

DATE APPROVED BY TOWN COUNCIL: _____

DATE AMENDMENTS MADE IN MCSJ: _____

INITIALS: _____

BUDGET AMENDMENT FORM

FUND: JY
AMENDMENT #: 6
FISCAL YEAR: 2021

AMEND #	ACCOUNT #	ACCOUNT NAME	ESTIMATED REVENUE		APPROPRIATIONS		FUND BALANCE	
			INCREASE	DECREASE	INCREASE	DECREASE	INCREASE	DECREASE
1	JY7310.40	E YOUTH COMM CONTRACTUAL			\$2,821.10			
	JY909.00	F YOUTH COMM FUND BALANCE						\$2,821.10
TOTALS			\$0.00	\$0.00	\$2,821.10	\$0.00	\$0.00	\$2,821.10

EXPLANATION:

NO. **DISCUSSION**

DATE APPROVED BY TOWN COUNCIL: _____

DATE AMENDMENTS MADE IN MCSJ: _____

INITIALS: _____

TOWN OF CLAYTON, NEW YORK

**REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 -2023
JANUARY 17, 2022 - 2:00PM**

RFP DOCUMENTS

OCTOBER 2021
REISSUED DECEMBER 2021

Issued by:

Town of Clayton
405 Riverside Drive
Clayton, NY 13624

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

The Town of Clayton is soliciting sealed proposals from qualified firms to provide professional assessment support and valuation services as part of a city-wide reassessment project for the Town of Clayton to be completed for the 2023 roll year.

The Town of Clayton has approximately 4,022 parcels including 2,683 residential parcels, 979 vacant land parcels, 105 farm parcels, with the balance of 255 commercial parcels.

The Town conducted a City-wide reassessment project in 2013. The current equalization rate is 98%.

The Town is interested in hiring a professional appraisal and consulting firm to conduct a comprehensive reassessment project including data verification, valuation, field review, public relations and all management of the project.

Proposals must be submitted by January 17, 2022 no later than 2:00 P.M. to Town of Clayton, Attn: Town Clerk, 405 Riverside Drive, Clayton, NY 13624.

Late submissions will not be accepted and will be returned unopened. Proposals submitted shall be clearly identified on the outside of the envelope with the Name of Project and the Company submitting the proposal.

Copies of specifications and conditions may be obtained at the above address. The Town of Clayton reserves the right to reject any or all proposals and will award to the respondent deemed to best serve the needs of the Town and to waive any informalities or defects in such proposals before or after opening. All bids shall include a Bid Proposal Form, "Non-Collusion" statement, and an "Authorization to Bid" form, if applicable.

Town of Clayton, New York
315-686-3512
(10-28-2021/12-31-2021)

Issued October 28, 2021
Reissued December 31, 2021

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

1. Purpose

The Town of Clayton is soliciting sealed proposals from qualified firms (Contractor) to provide professional assessment support and valuation services as part of a town-wide reassessment project for the Town of Clayton and as outlined in the SCOPE OF SERVICES section of this request to be completed for the 2023 roll year.

2. Background

The Town of Clayton has approximately 4,022 parcels including 2,683 residential parcels, 979 vacant land parcels, 105 farm parcels, with the balance of 255 commercial parcels. Included in this total are 742 parcels located on islands within the township and classified as "Unique and/or Highly Complex Parcels" for the purposes of this RFP. A listing of those parcels is included at the end of this Request for Proposals.

The Town conducted a City-wide reassessment project in 2013. The current equalization rate is 98%.

The Town is interested in hiring a professional appraisal and consulting firm to conduct a comprehensive reassessment project including data verification, valuation, field review, public relations and all management of the project.

3. Scope of Services

The Contractor will agree to perform the following services as directed by the Town:

- a) Public Relations - design and implement a comprehensive public relations plan
- b) Data Verification all parcels (Residential, Commercial, Farm and Vacant Land)
- c) Digital sketches and photographs of all improved parcels
- d) Sales Verification
- e) Sales Brochures for Commercial Type Parcels with detailed description of property, complete sales write up and verification of all sales listed
- f) Neighborhood Delineation and Updating
- g) Valuation: (within RPSv4)
 - i. Residential Models and PIDS
 - ii. Commercial Valuation Factor File
 - iii. Land Tables
 - iv. Time Trending

TOWN OF CLAYTON, NEW YORK

NOTICE OF REQUEST FOR PROPOSALS

TOWN-WIDE REASSESSMENT PROJECT

2022 - 2023

DUE JANUARY 17, 2022 BY 2:00PM

- h) Valuation Documents for all parcels
- i) Field Review -all parcels
- j) All data Entry
- k) Impact Analysis
- l) Informal Hearings - schedule and conduct m) Mailings:
 - i. Residential Property Inventory Mailer
 - ii. Commercial I & E Surveys
 - iii. Assessment Disclosure Mailing
 - iv. Change of Assessment Notices (post informal reviews)
- n) BAR - Training Class -Update BAR members on Project Outcomes
- o) BAR Support for Assessment Office
- p) "Unique and/or Highly Complex Parcels" - See attached list of parcels.
Contractor must provide a separate "per parcel" add-on price for assistance in valuing these parcels.
- q) Small Claims and Article 7 support should be listed as an option with corresponding pricing.

4. Summary of Assessment Timeline

- Start date no later than January 27, 2022
- Mailing of New Assessments, no later than March 1, 2023
- Informal assessment reviews: March -April 2023
- Completion of the assessment roll for filing of the Tentative Assessment Roll on May 1, 2023
- Board of Assessment Review meeting on the Wednesday after the fourth Tuesday of May 2023 or adjourned hearing date(s) yet to be determined
- Completion of the assessment roll for filing of the Final Assessment Roll on July 1, 2023

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

5. Responsibility of Town I Assessor

Assessment Functions: all normal assessment functions including, but not limited to, timely updating of splits, combinations, posting of sales, any additional data entry not mentioned in this contract, clerical updating of RPS files.

Hardware/Software: The Town of Clayton Assessment Office will allow the use of its computer and access to the files on its network necessary to complete the updates and analysis or provide remote access to the Town's RPS file.

6. Term

It is intended that this agreement will be for the period January 27, 2021 – July 1, 2023.

7. Professional Liability Insurance

The Contractor shall, at its sole expense, acquire, continuously maintain during the period in which the Contractor is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Contractor or any of its subcontractors as a part of its performance of professional services. The Contractor shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Contractor agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Contractor, its subcontractors, agents, or employees incurred in the performance of its services.

8. Compensation

The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific item, compensation for services rendered will be based on a fixed fee schedule. Proposals must indicate hourly rates for optional services. If any additional service request arises and are not included in this agreement, an addendum to the agreement will be required. All compensation payments will be made directly to the Contractor.

If the Contractor should subcontract any portion of the project, any additional cost or expenses incurred for said subcontractor(s) will be the responsibility of the Contractor or their subsidiaries.

The Contractor will be reimbursed by the Town in accordance with the terms for payment as they will appear in the service agreement contract. All requests for payment are to be submitted on the appropriate voucher to be provided by the Town.

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

9. Qualifications

Expertise of the firm shall be demonstrated by proof of past project successes providing similar services as described in Section 3. The proposals will be evaluated on knowledge, experience, and successes of these similar services. The selected firm shall follow ORPTS rule, procedures and guidelines and be capable of completing the Reassessment Project.

Proposals must include the following qualification details:

- a. The size of the firm;
- b. The names and qualifications of the professional staff that will be managing the project, including, but not limited to, educational background, and detailed work experience;
- c. Three references from municipalities of similar population. The references must include contact name, municipality name, address, telephone number, and email address;
- d. Description of capabilities in working with RPS and statistical programs.
- e. As indicated in the scope of services, if the selected firm subcontract(s) with any other individual(s) or firm(s) to complete any item(s) identified in the "Scope of Services," the qualifications of this individual(s) or firm(s) must be included in the proposal.

10. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the Town of Clayton.

11. Selection Process

All submitted proposals will be reviewed by the Town and will be evaluated with regards to qualifications and municipal experience. The Town may elect to interview select candidates in order to determine the firm which will provide the best services for the Town of Clayton. The Town reserves the right to negotiate terms with the selected respondent prior to entering into formal agreement. All firms who respond to the RFP will be notified of the results.

12. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP. The Town reserves the right to request additional data or information regarding written proposals.

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

13. Questions

Inquiries may be directed to Kimberli Johnston; Town Assessor via email kmjohnston@townofclayton.com. All questions must be submitted in writing no later than JANUARY 10, 2022.

14. Proposal Requirements

1. Name, email and telephone number of person(s) to be contacted for further information.
2. Qualification Details as outlined in Section 9: Qualifications.
3. A list of all personnel who will be involved with the reassessment project, including their years of experience, qualifications, and proof of certification.
4. Listing of all projects completed during the past 3 years and those scheduled for the current year, including client names, telephone numbers, and sizes indicated by number of parcels and scope of services rendered.
5. If selected, the contractor will be required to provide proof of liability professional insurance and Workers Compensation Insurance, as stated above and per the Town's Standard Insurance Requirements included.
6. Non-Collusive Bidding Certification Form
7. Authorization to Bid Form, if applicable
8. Bid Proposal Form

15. Proposal Submission Information

Submission Date and Time: By JANUARY 17, 2022 BY 2:00PM.

10 Hard copies of all proposals, which includes one (1) original and nine (9) copies, as well as one (1) electronic copy on CD or flash drive to:

Town of Clayton
Town Clerk
405 Riverside Drive
Clayton, NY 13624

Clearly mark the submittal with the title "TOWN OF CLAYTON REASSESSMENT PROJECT" and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

The Town will not accept proposals submitted electronically.

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

16. Proposal Process Schedule

This schedule is only an estimated timeline and may be changed without written notice.

- Reissuance of RFP: DECEMBER 31, 2021
- Receipt of Inquiries from Contractors: JANUARY 10, 2022 at 12:00pm
- Receipt of Sealed Proposals: JANUARY 17, 2022 at 2:00pm
- Conduct Company Interviews Week of, if the Town determines interviews are needed: JANUARY 18-25, 2022
- Announcement of Most Responsible Bidder: JANUARY 27, 2022

TOWN OF CLAYTON, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2022 - 2023
DUE JANUARY 17, 2022 BY 2:00PM

**Insurance Requirements for
Contractors, Vendors and Suppliers of the
Town of Clayton**

Minimum required insurance limits (coverage on an occurrence basis form) Commercial General Liability

- \$2,000,000 Products/Completed Operations Aggregate
- \$2,000,000 General Aggregate
- \$1,000,000 Any One Occurrence
- \$1,000,000 Personal & Advertising Injury
- \$10,000 Medical Payments

Automobile Liability (Comprehensive Coverage)

- \$1,000,000 Combined Single Limit

Commercial Excess Liability (Umbrella)*

- \$3,000,000 Any One Occurrence
- \$3,000,000 Annual Aggregate

Employers Liability (Coverage "8" on the Workers' Compensation Policy)

- \$100,000 Each Accident
- \$100,000 Each Employee for Injury by Disease
- \$500,000 Aggregate for Injury by Disease

* Excess-Umbrella Liability requirement will be made at the discretion of Town of Clayton Management.

TOWN OF CLAYTON – STANDARD CONTRACT INSURANCE REQUIREMENTS

INSURANCE:

Contractor /vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs and such insurance has been approved by the Town of Clayton.

WORKER'S COMPENSATION INSURANCE:

Contractor /vendor shall take out and maintain during the life of this contract, worker's compensation insurance and employer's liability insurance for all of his employees employed at the site of the project.

GENERAL LIABILITY INSURANCE:

Contractor/vendor shall take out and maintain during the life of the contract, such bodily injury liability and property damage liability insurance as shall protect him and the Town from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the contractor /vendor to maintain such insurance in amounts sufficient to fully protect himself and the Town, but in no instance shall amounts be less than those set forth below. These amounts are specified only to establish the minimum coverage acceptable.

Bodily injury liability insurance in amount not less than \$1,000,000 (one million dollars) for injuries, including wrongful death, to any one-person(s); \$2,000,000 (two million dollars) aggregate.

Property damage liability insurance in an amount of not less than \$500,000 (five hundred thousand dollars) for damages on account of any one occurrence.

Or combined single limit of liability in amounts of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) aggregate.

OTHER CONDITIONS GENERAL LIABILITY INSURANCE:

1. Coverage shall be written on comprehensive general liability form.
2. Coverage shall include:
 - a. Contractual liability.
 - b. Independent contractors\Products and completed operations.
3. "TOWN OF CLAYTON, 405 RIVERSIDE DRIVE, CLAYTON, NY 13624" shall be added to the Comprehensive General Liability policy as "Additional Insured Primary and Non-Contributory Basis".

TOWN OF CLAYTON – STANDARD CONTRACT INSURANCE REQUIREMENTS

AUTOMOBILE LIABILITY INSURANCE:

Automobile bodily injury liability and property damage liability insurance shall be provided by the contractor/vendor with a minimum combined single limit (CSL) of \$1,000,000 (one million dollars.)

OTHER CONDITIONS OF AUTOMOBILE LIABILITY INSURANCE:

1. Coverage shall include:
 - a) All owned vehicles
 - b) Hired car and non-ownership liability coverage
 - c) Statutory no-fault coverage

2. If any of the contractor's/vendor's policies of insurance are canceled or not renewed during the life of the contract, immediate notice of cancellation or non-renewal shall be delivered to the Town no less than thirty (30) days prior to the date and time of cancellation or non-renewal.

CERTIFICATE OF INSURANCE:

The contractor /vendor shall file with the Town of Clayton prior to commencing work under this contract, a certificate of insurance to be delivered to the Finance Office.

1. Certificate of Insurance shall include:
 - a) Name and address of insured
 - b) Issue date of Certificate
 - c) Insurance company name
 - d) Type of Coverage in effect
 - e) Policy Number
 - f) Inception and expiration dates of policies included on certificate
 - g) Limits of liability for all policies included on certificate
 - h) Certificate holder shall be:
TOWN OF CLAYTON
405 RIVERSIDE DRIVE, CLAYTON, NY 13624

NAMED AS "ADDITIONAL INSURED PRIMARY AND NON-CONTRIBUTORY BASIS".

2. If the contractor's/vendor's insurance policies should be non-renewed, canceled or expire during the life of the contract, the Town shall be provided with a new certificate indicating the replacement policy information as requested above.

TOWN OF CLAYTON – STANDARD CONTRACT INSURANCE REQUIREMENTS

INDEMNIFICATION CLAUSE:

The contractor /vendor agrees to protect, indemnify and save harmless the Town of Clayton against any and all claims, suits and demands which the contractor /vendor may suffer because of the operation or actions of the contractor /vendor, its agents or employees, including but not limited to its failure to properly perform the work under the contract and/ or purchase order, its failure to maintain any policy of insurance required by this contract and/ or purchase order, its failure or refusal to provide any forms, certificates or documentation required by this agreement or law.

REVISED OCTOBER 2021

TOWN OF CLAYTON, NEW YORK

NON-COLLUSIVE BIDDING CERTIFICATION

(Required by Section 103-d of the New York State
General Municipal Law)

By submission of this Bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, with any competitor or with any potential competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening of bids or proposals for this project, directly or indirectly, to any other bidder or to any competitor or to any potential competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf; and
5. That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, in behalf of the corporate bidder.

(Name of bid/date of bid opening)

By: _____
(Authorized signature) (Individual's name & title)

(Company name and address and phone number)

Date Signed: _____

AUTHORIZATION TO BID

RESOLVED, that _____
(Name of Individual)

be authorized to sign and submit the bid or proposal of

(Name of Corporation)

for the supply of fuel and to include in such bid or proposal the certificate of non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

(Name of Corporation)

at a meeting of this board of directors held on the ____ day of _____, 2022.

Secretary

(CORPORATE SEAL)

FORM OF PROPOSAL
Town of Clayton
RFP Town-Wide Reassessment Project 2022-2023

The Undersigned _____
(Contractor)

Address _____

Zip Code _____

Hereby certifies that he/she has examined and fully comprehends the requirements prepared by the *Town of Clayton for the RFP Town-Wide Reassessment Project 2022-2023*. To furnish all services, as listed below:

Fixed Fee for Scope of Services §3 (a-o):

\$ _____

Fixed Per Parcel Fee for Scope of Services §3 (p) Unique and Highly Complex Parcels (herein identified as 742 Island Parcels listed in Appendix A):

\$ _____

Fixed Fee for Scope of Services §3 (q) Small Claims and Article 7 support:

\$ _____

If the Proposer does not choose to provide rates for all categories, insert "No Bid".

Name of Proposer

Signature

Federal Employer ID #

Printed Name of Signer

Title

Street

Phone

City/State

Fax

email



LEGEND	
NO RESPONSE	Cyan
YES	Green
NO	Red
MAYBE	Yellow
YES (OUTSIDE ROUTE)	Green with diagonal lines

PROCLAMATION

TOWN OF CLAYTON SCHOOL CHOICE WEEK

WHEREAS all children in the Town of Clayton should have access to the highest-quality education possible; and,

WHEREAS the Town of Clayton recognizes the important role that an effective education plays in preparing all students in the Town of Clayton to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the Town of Clayton; and,

WHEREAS the local area is home to a multitude of high-quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS the local area has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, the Town Board of the Town of Clayton does hereby recognize January 23 – January 29, 2022 as Town of Clayton School Choice Week, and call this observance to the attention of all of our citizens.