

Town Supervisor

Lance Peterson

Town Board Members

Kenneth Knapp

Donna J. Patchen

James Kenney

Kathleen LaClair



Town of Clayton

405 Riverside Drive

Clayton, New York 13624

Telephone: (315) 686-3512

Fax: (315) 686-2651

www.townofclayton.com

Town Clerk

Megan Badour

TOWN BOARD WORKSHOP MEETING AGENDA

Wednesday, February 23, 2022 • 5:00pm • Town Hall

1. **Pledge of Allegiance**
2. **Town Clerk**
 - A. *Correspondence* that Needs Recording
 - B. *Minutes* from 02/09/2022 Meeting
3. **Public:** *Comment on Agenda Items*
4. **Guests:**
 - A. TIERS
5. **Workshop Discussion Items:**
 - A. Route 12 Water Amended IMA
 - B. REDI Bid Award
 - C. Amended AUP Agreement Stackel & Navarra
 - D. AUD Status
 - E. Chamber Boat Show Approval
 - F. New Hire: Laborer
 - G. Resignation: Valadez
6. **Adjournment** **Next Meeting:** *Wednesday, March 9, 2022 @ 5:00pm*

St. Lawrence Valley Bluegrass Assoc. Inc.



PO Box 132

Depauville, NY 13632

315-778-0320

slvba@yahoo.com

www.thousndislandsbluegrass.com

Dear Friends,

We are a Bluegrass association that hosts the Thousand Islands Bluegrass Festival at Coyote Moon Vineyards, Clayton, NY. It is held every year in June. This festival features traditional bluegrass and old time country music. The St. Lawrence Valley Bluegrass Assoc. Inc., a not-for profit under the 501(C) (3), works very hard to promote and preserve bluegrass and old time country music.

We are excited to invite you to be a sponsor for the 30th Annual Thousand Islands Bluegrass Festival. Your sponsorship is an excellent advertising opportunity for your business. We include sponsorship banners and our MC's will announce your sponsorship throughout the weekend. Your sponsorship of \$500.00 or more will appear on our web site and social media along with a link to your business site for one year. We also place a full page ad in our program booklet that is given to everyone at our Festival.

Every year operation cost increases with the cost of insurance, trash removal, entertainment, etc. We hope that you would become one of our sponsors and help us keep this festival active, drawing more people and especially our youth to keep traditional bluegrass and country music as part of our culture. The cost of each band and sound system range between \$1000.00 - \$5000.00.

If your organization would like more information on participating in this years event, please contact me so we can discuss levels in which you can help. Thank You for your time and consideration.

Patricia Drake

Vice President

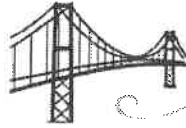
315-778-0320



30th Thousand Islands Bluegrass Festival

Coyote Moon Vineyards 17371 East Line Rd (Co. Rte. 3) Clayton NY 13624

June 9,10,11 2022



St. Lawrence Valley Bluegrass, Inc.

A nonprofit group dedicated to the promotion of bluegrass music

Featuring

Nothin' Fancy

Larry Efav

Remington Ryde

Cedar Ridge

Moonshine Falls

Mark Miklos

Blue Country



Sound By Maple Creek Solutions

Workshop's

Guitar Raffle

Food

Vendors

Advance Weekend Pass Before May 1, 2022

\$55

(Send your check and self addressed stamped envelope to SLVBA PO Box 132 Depauville, NY 13632)

Weekend Pass at the Gate

\$65

Thursday Night

\$15

Friday

\$30

Saturday

All tickets prices are US Funds only

\$35

Free dry camping with weekend pass, camping starts on Tuesday June 7, 2022. Those who don't want dry camping call Thousand Islands Campground 315-686-2600 ask for bluegrass discount. For more info on the festival or camping call Patty at 315-778-0320

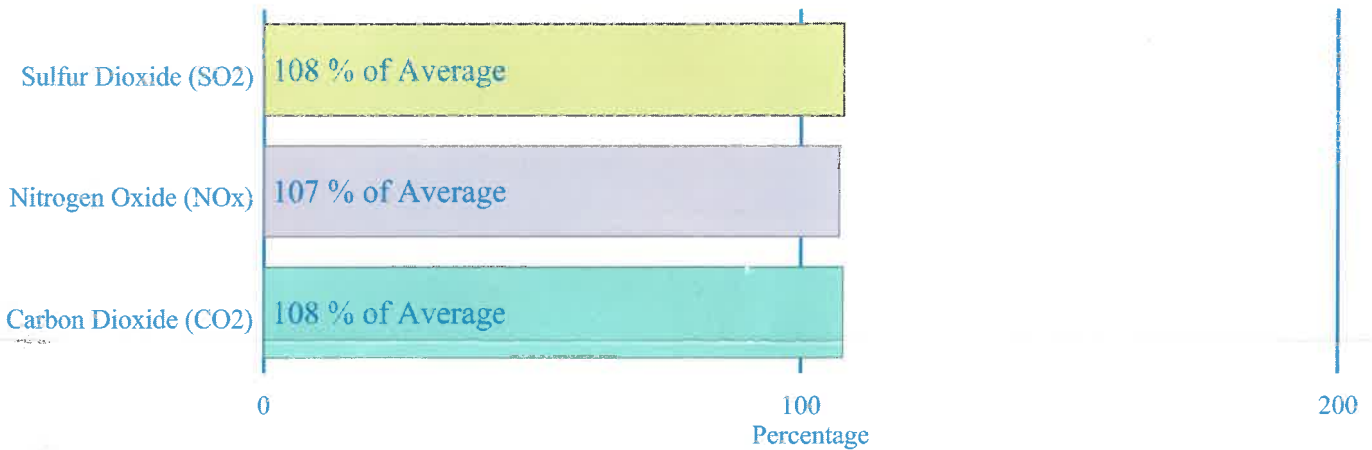


Fuel Sources

Biomass	< 1 %
Coal	2 %
Hydroelectric	13 %
Natural Gas	45 %
Nuclear	34 %
Oil	< 1 %
Renewable Biogas	< 1 %
Solar	< 1 %
Solid Waste	2 %
Wind	3 %
Total	100 %

(Total may vary slightly from 100% due to rounding)

Air Emissions Relative to the New York State Average



Note: Sulfur dioxide and nitrogen oxides are key pollutants that contribute to acid rain and smog, and carbon dioxide, contributes to global climate change. Depending on fuel source, size, and location, the generation of electricity may also result in other public health, environmental and socio-economic impacts not disclosed above.

This label displays information on the electricity provided to all customers of this entity. If necessary, product specific labels can be generated by the entity.

Town of Clayton Regular Meeting Minutes

Wednesday, February 9, 2022

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, at the third floor of the Clayton Opera House, located at 405 Riverside Dr., Clayton, NY.

The following persons attended:

Lance Peterson	Kenneth Knapp	Megan Badour	James Jones
Kathleen LaClair	James Kenney	Robert Company	Alicia Dewey
Donna Patchen	Pamela McDowell	Robert Cantwell, Jr.	James Lettiere

1. Pledge of Allegiance: The Supervisor opened the meeting at 5:00 PM and led the Assembly in the Pledge of Allegiance.
2. Guests: N/A
3. Town Clerk:
 - Correspondence: N/A
 - Minutes from 1/26/2022 Workshop Meeting to be approved. Motion made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**
4. Public: N/A
5. General Discussion Items:
 - A. Bills and Transfers:
 - i. Abstract #2 of 2022
Motion was made by James Kenney, seconded by Kenneth Knapp, to approve Abstract #2, in the amount of \$941,710.78. **Motion carried.**
 - ii. Transfers: N/A
 - iii. Budget Amendment: N/A
 - iv. New Accounts/Special Entries: N/A
 - B. Supervisor's Report & Bank Reconciliations:
Motion was made by Kenneth Knapp, seconded by Donna Patchen to approve this for January 2022. **Motion carried.**
 - C. Balance Sheets: Provided to Town Board
 - D. Resignations and Appointments:
 - i. Resignations: N/A
 - ii. Positions/Appointments: N/A
 - E. Rate Changes: N/A
 - F. Training:
 - i. Annual Safety Training Workshop will be held April 19, 2022, please let Alicia know if you are interested in attending.
 - G. Public Hearing on Local Law 1, 2022, Rescind Tax Cap Override:
Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to open the Public Hearing. No one wished to speak on the topic.

Motion to close public hearing made by James Kenney, seconded by Kathleen LaClair. **Motion carried.** Resolution #41 to Adopt Local Law #1 of 2022, roll call vote: Peterson-aye; LaClair-aye; Patchen-aye; Knapp-aye; Kenney-aye. **Passed.**

H. Grindstone Boat Launch Contract 1 Award:

One bid has been received, there will be a meeting scheduled for next week to discuss further.

I. GAR Contract Authorization:

Addendum to the agreement was received and agreed upon to now include waterfront parcels, with a sum totaling \$295,000.00 for the entire project motion made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.** (See attached)

J. Bond Counsel Agreement REDI Projects-Revised:

Motion to sign bond counsel agreement between the Town of Clayton and Joseph W. Russell, P.C. motion by Kenneth Knapp, seconded by Kathleen LaClair. **Motion carried.** (See attached)

K. Route 12 Sewer Billing Adjustments:

Billing adjustments were made to the Rusho account in the amount of \$602.00 and the Lanzione account in the amount of \$600.00 motion by James Kenney, seconded by Kenneth Knapp. **Motion carried.** (See attached)

L. Route 12 Sewer Extension Requests:

James Lettiere, Boathouse Marine addressed the Town Board with concerns in regards to an extension of the Sewer Project on Route 12. Further discussion was had and a survey will be sent out in the coming weeks. (See attached)

M. Employee Handbook Update:

Motion was made by Donna Patchen, seconded by Kenneth Knapp to approve the handbook revision. **Motion carried.** (See attached)

N. Rec Park Truck:

Motion was made to prepay for the truck in the amount of \$42,476.75 by Kenneth Knapp, seconded by Kathleen LaClair. **Motion carried.**

6. Supervisor's Report: N/A

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr- Crew is working on maintaining equipment. Winter supplies are in good standing.

B. Buildings & Grounds: James Jones- Mr. Jones indicated he has 14 applicants for the vacant position. The new truck has arrived but must still be insured and registered. At the town office, the air handler is being repaired, 11 leaks were found. There are concerns on Grindstone with regards to the gypsy moths.

C. Assessor: Kimberli Johnston- (see attached)

D. Codes/Zoning: Richard Ingerson- (see attached)

8. Council Reports

- Councilwoman LaClair: It was reported that TIERS is looking to seek additional modes of fundraising. Paynter Center meets on February 17, provided they have participants and CLDC will meet in March.
- Councilwoman Patchen: As Mr. Jones indicated, there are multiple applicants for the vacant position. At this time, there are multiple events in the works for the arena this spring and summer. The Depauville Library has had the anode repaired and an air filter installed. Ice will be removed March 6, 2022.
- Councilman Knapp: It was reported that the Chamber of Commerce meeting is scheduled for February 10, 2022. Additionally, as staff has resigned from Hawn, leaving a vacancy.

- Councilman Kenney: There are concerns with a Dollar General being proposed in the Village, as reported at the Planning Meeting. The Annual Tug Hill Conference will now be being held at Turning Stone.

9. Public: N/A

10. Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to enter Executive Session at 5:49 PM. **Motion carried.**

11. Motion was made by Kenneth Knapp, seconded by James Kenney to close Executive Session at 6:26 PM. **Motion carried.**

12. Motion was made to offer Heather Valadez the position of Purchasing Agent, with a 3-month probationary period and a stipend increase following successful completion of the probationary period by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

13. Adjournment:

Motion was made by Kenneth Knapp, seconded by James Kenney to adjourn at 6:27 PM. **Motion carried.**

Next Meeting: Wednesday, February 23, 2022 at 5:00PM.

AMENDMENT TO INTERMUNICIPAL AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2022, by, and between and among the **VILLAGE OF ALEXANDRIA BAY**, a municipal corporation with offices located at 110 Walton St., Alexandria Bay, NY 13607, (the “Village”), the **TOWN OF ALEXANDRIA** on behalf of the Town of Alexandria Otter Street and New York State Route 12 Water Districts, having offices located at 46372 County Route 1, Alexandria Bay, NY 13607 (the “Alexandria Districts”), the **TOWN OF ORLEANS** on behalf of the Town of Orleans New York State Route 12 Water District a/k/a Orleans Water District No. 2, having its offices at 20558 Sunrise Ave., LaFargeville NY 13656 (the “Orleans District”), and the **TOWN OF CLAYTON** on behalf of the Town of Clayton Eastern Water District, having its office located at 405 Riverside Drive, Clayton, NY 13624 (the “Clayton District”).

WHEREAS, on or about July 3, 2017, the Village, The Town of Alexandria on behalf of the Alexandria Districts, and the Town of Orleans on behalf of the Orleans District entered into an agreement to provide for the Village to furnish potable water to the Orleans District (the “2017 Agreement or as amended”), and

WHEREAS, the Orleans District is supplied water from the Village through the infrastructure servicing the Alexandria Districts, and

WHEREAS, the Town of Clayton has formed the Clayton Water District pursuant to the provisions of Article 12-A of the New York State Town Law, which District is contiguous to the Orleans District, and the Town of Clayton desires to draw potable from the Village through the infrastructure of the Alexandria Districts and the Orleans District to service the improved properties located within the Clayton District boundaries, and

WHEREAS, the Village, Town of Alexandria, and the Town of Orleans, are willing to permit the Clayton District to draw potable water from the Village through the infrastructure of the Alexandria Districts and the Orleans District on the condition that the Town of Clayton agree to be bound by the terms of the 2017 Agreement, and

WHEREAS, the Orleans District shall remit a wheeling charge of \$.47/1,000 gallons of water to the Town of Alexandria for total gallons flowing from the Town of Alexandria’s pipes to the Town of Orleans pipes according to the meter reading at that connection point at the time of billing.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

Section 1. The foregoing recitations are incorporated herein and made a part hereof as if fully set forth hereafter.

Section 2. The Village agrees to provide potable water to the Clayton District through the infrastructure servicing the Alexandria Districts and the Orleans District pursuant to the terms of the 2017 Agreement.

Section 3. The daily allocation of water to be applied to the Clayton District shall not exceed 75,713 gallons per day based on an average daily consumption over each billing period. This allocation shall be added to the allocation provided to the Orleans District pursuant to the 2017 Agreement, and water rent for the Clayton District shall be included in the Village's billings to the Orleans District.

Section 4. The Town of Clayton on behalf of the Clayton District hereby agrees to be bound by the terms and conditions of the 2017 Agreement.

Section 5. The Town of Clayton and the Town of Orleans hereby acknowledge that by separate agreement the users within the Clayton District shall be billed directly by the Town of Orleans.

Section 6. The parties hereby agree that the terms and conditions of the Agreement are intended to amend and supplement the 2017 Agreement by including the Town of Clayton on behalf of the Clayton District as a party thereto, and except as specifically amended and supplemented by this Agreement, the 2017 Agreement is hereby ratified and confirmed by the parties.

Village of Alexandria Bay

By: Stephen Jarvis, Mayor

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.:

On the ___ day of _____, in the year 2022, before me, personally appeared **Stephen Jarvis**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person or entity upon behalf of which the individual acted, executed the instrument.

Notary Public

Town of Alexandria Bay

By: Brent H. Sweet, Supervisor

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.:

On the ___ day of _____, in the year 2022, before me, personally appeared **Brent H. Sweet**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person or entity upon behalf of which the individual acted, executed the instrument.

Notary Public

Town of Orleans

By: Kevin Rarick, Supervisor

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.:

On the ___ day of _____, in the year 2022, before me, personally appeared **Kevin Rarick**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person or entity upon behalf of which the individual acted, executed the instrument.

Notary Public

Town of Clayton

By: Lance Peterson, Supervisor

STATE OF NEW YORK)

COUNTY OF JEFFERSON) ss.:

On the ___ day of _____, in the year 2022, before me, personally appeared **Lance Peterson**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person or entity upon behalf of which the individual acted, executed the instrument.

Notary Public

ARTICLE 5 – BASIS OF BID

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item #	Description	Total
1	Mobilization {Cannot exceed 4% of Contractor's total bid.}	\$ 20,000
2	Record Drawings	\$ 1,000
3	Erect Turbidity Curtain and Related Erosion Control Measures	\$ 7,500
4	Demolition, Removal & Disposal of Existing Items	\$ 80,000
5	Dredging and Related Disposal Work	\$ 52,500
6	Sheet Piling Installation	\$ 77,500
7	Cast-in-place Concrete Work - Headwalls & Approach Pads	\$ 150,000
8	Cast-in-place Concrete Work - Raising Fixed Dock & Cleats	\$ 55,000
9	Precast Concrete Ramp Work	\$ 100,000
10	Provide Rip-Rap	\$ 15,000
11	Field Directive Allowance	\$ 10,000.00

TOTAL BASE BID

\$ 568,500

Five Hundred Sixty Eight Thousand Five Hundred Dollars

(use words)

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

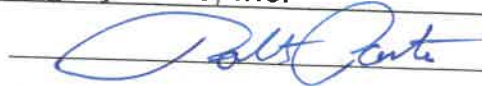
All specified cash allowances are included in the price(s) set forth above, and have been computed in accordance with Paragraph 13.02 of the General Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

D.C. Building Systems, Inc.

By: *[Signature]*



[Printed name]

Robert L. Porter

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]



[Printed name]

Mark D. Boss

Title:

President, Secretary, Treasurer

Submittal Date:

02/08/2022

Address for giving notices:

19086 US Route 11, Watertown, NY 13601

Telephone Number:

(315) 785-9884

Fax Number:

(315) 785-9767

Contact Name and e-mail address:

Robert L. Porter, rporter@dc-buildingsystems.com

Mark D. Boss, mark@dc-buildingsystems.com

ARTICLE 1 – BID RECIPIENT

1.01 This Bid is submitted to:

Town of Clayton, 405 Riverside Drive, Clayton NY 13624

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 3 – BIDDER’S REPRESENTATIONS

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
None	N/A
_____	_____
_____	_____
_____	_____

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance

QUALIFICATIONS STATEMENT

THE INFORMATION SUPPLIED IN THIS DOCUMENT IS CONFIDENTIAL TO THE EXTENT PERMITTED BY LAWS AND REGULATIONS

1. SUBMITTED BY:

Official Name of Firm: D.C. Building Systems, Inc.

Address: 19086 US Route 11, Watertown, NY 13601

2. SUBMITTED TO: Town of Clayton

3. SUBMITTED FOR:

Owner: Town of Clayton

Project Name: Grindstone Boat Launch Upgrades Rebid

TYPE OF WORK: Contract No. 1 - General Contractor

4. CONTRACTOR'S CONTACT INFORMATION

Contact Person: Robert L. Porter

Title: Vice President

Phone: (315) 785-9884

Email: rporter@dc-buildingsystems.com

5. **AFFILIATED COMPANIES:**

Name:

Address:

6. **TYPE OF ORGANIZATION:**

SOLE PROPRIETORSHIP

Name of Owner:

Doing Business As:

Date of Organization:

PARTNERSHIP

Date of Organization:

Type of Partnership:

Name of General Partner(s):

CORPORATION

State of Organization:

New York

Date of Organization:

04/10/1990

Executive Officers:

- President:

Mark D. Boss

- Vice President(s):

Robert L. Porter

- Treasurer:

Mark D. Boss

- Secretary:

Mark D. Boss

LIMITED LIABILITY COMPANY

State of Organization:

Date of Organization:

Members:

JOINT VENTURE

State of Organization:

Date of Organization:

Form of Organization:

Joint Venture Managing Partner

- Name:

- Address:

Joint Venture Managing Partner

- Name:

- Address:

Joint Venture Managing Partner

- Name:

- Address:

7. LICENSING

Jurisdiction: _____

Type of License: _____

License Number: _____

Jurisdiction: _____

Type of License: _____

License Number: _____

8. CERTIFICATIONS

CERTIFIED BY:

Disadvantage Business Enterprise: _____

Minority Business Enterprise: _____

Woman Owned Enterprise: _____

Small Business Enterprise: Self certification for our NAICS code

Other (_____): _____

9. BONDING INFORMATION

Bonding Company: Liberty Mutual Insurance Company

Address: _____

Bonding Agent: Fran Lowther, Bond Manager

Address: James P. Reagan Agency, Inc.

8 East Main Street, Marcellus, New York 13108

Contact Name: Chelsea Follett

Phone: (315) 673-5372

Aggregate Bonding Capacity: \$20,000,000

Available Bonding Capacity as of date of this submittal: \$20,000,000

10. FINANCIAL INFORMATION

Financial Institution: Watertown Savings Bank
Address: 111 Clinton Street
Watertown, New York 13601
Account Manager: Christine A. Powers
Phone: (315) 222-7221

INCLUDE AS AN ATTACHMENT AN AUDITED BALANCE SHEET FOR EACH OF THE LAST 3 YEARS

11. CONSTRUCTION EXPERIENCE:

Current Experience:

List on **Schedule A** all uncompleted projects currently under contract (If Joint Venture list each participant's projects separately).

Previous Experience:

List on **Schedule B** all projects completed within the last 5 Years (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a construction contract awarded to it?

YES NO

If YES, attach as an Attachment details including Project Owner's contact information.

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a construction contract awarded to them in their name or when acting as a principal of another entity?

YES NO

If YES, attach as an Attachment details including Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

YES NO

If YES, attach as an Attachment details including Project Owner's contact information.

12. SAFETY PROGRAM:

Name of Contractor's Safety Officer: Robert L. Porter

Include the following as attachments:

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) OSHA No. 500- Log & Summary of Occupational Injuries & Illnesses for the past 5 years.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all OSHA Citations & Notifications of Penalty (monetary or other) received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all safety citations or violations under any state all received within the last 5 years (indicate disposition as applicable) - IF NONE SO STATE.

Provide the following for the firm listed in Section V (and for each proposed Subcontractor furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) the following (attach additional sheets as necessary):

Workers' compensation Experience Modification Rate (EMR) for the last 5 years:

YEAR	<u>2022</u>	EMR	<u>.88</u>
YEAR	<u>2021</u>	EMR	<u>1.06</u>
YEAR	<u>2020</u>	EMR	<u>1.03</u>
YEAR	<u>2019</u>	EMR	<u>.97</u>
YEAR	<u>2018</u>	EMR	<u>.76</u>

Total Recordable Frequency Rate (TRFR) for the last 5 years:

YEAR	<u>2021</u>	TRFR	<u>16.78</u>
YEAR	<u>2020</u>	TRFR	<u>17.97</u>
YEAR	<u>2019</u>	TRFR	<u>0.00</u>
YEAR	<u>2018</u>	TRFR	<u>17.10</u>
YEAR	<u>2017</u>	TRFR	<u>46.31</u>

Total number of man-hours worked for the last 5 Years:

YEAR	<u>2021</u>	TOTAL NUMBER OF MAN-HOURS	<u>59,612</u>
YEAR	<u>2020</u>	TOTAL NUMBER OF MAN-HOURS	<u>55,645</u>
YEAR	<u>2019</u>	TOTAL NUMBER OF MAN-HOURS	<u>57,485</u>
YEAR	<u>2018</u>	TOTAL NUMBER OF MAN-HOURS	<u>58,464</u>
YEAR	<u>2017</u>	TOTAL NUMBER OF MAN-HOURS	<u>64,780</u>

Provide Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) Days Away From Work, Days of Restricted Work Activity or Job Transfer (DART) incidence rate for the particular industry or type of Work to be performed by Contractor and each of Contractor's proposed Subcontractors and Suppliers) for the last 5 years:

YEAR	<u>2021</u>	DART	<u>3.47</u>
YEAR	<u>2020</u>	DART	<u>3.59</u>
YEAR	<u>2019</u>	DART	<u>0</u>
YEAR	<u>2018</u>	DART	<u>3.42</u>
YEAR	<u>2017</u>	DART	<u>9.26</u>

13. EQUIPMENT:

MAJOR EQUIPMENT:

List on **Schedule C** all pieces of major equipment available for use on Owner's Project.

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED HERewith, INCLUDING ANY ATTACHMENTS, IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME OF ORGANIZATION: D.C. Building Systems, Inc.

BY: 

TITLE: Vice President

DATED: 02/08/2022

NOTARY ATTEST: 

SUBSCRIBED AND SWORN TO BEFORE ME

THIS 8th DAY OF February, 2022

NOTARY PUBLIC - STATE OF New York

MY COMMISSION EXPIRES: 08/27/2023

Jennifer L Hunt
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01HU6173405
Qualified in Jefferson County
Commission Expires August 27 2023

REQUIRED ATTACHMENTS

1. Schedule A (Current Experience).
2. Schedule B (Previous Experience).
3. Schedule C (Major Equipment).
4. Audited balance sheet for each of the last 3 years for firm named in Section 1.
5. Evidence of authority for individuals listed in Section 7 to bind organization to an agreement.
6. Resumes of officers and key individuals (including Safety Officer) of firm named in Section 1.
7. Required safety program submittals listed in Section 13.
8. Additional items as pertinent.

SCHEDULE A

CURRENT EXPERIENCE






Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Ogdensburg CF Aboveground Hot Water Heating Lines	Name: Burns Bros Contractors Address: 400 Leavenworth Ave Syracuse, NY 13204 Telephone: (315) 422-0261	Name: NYS OGS Company: Telephone:	03/26/2020		91% Complete	\$1,661,995
Village of Deferiet Wastewater Treatment Facility Improvements	Name: Joseph Russell Address: 68 Riverside Drive, PO Box 206 Deferiet, NY 13628 Telephone: (315) 493-2707	Name: Robert Boliver Company: BCA Architects & Engineers Telephone: (315) 782-8130	10/14/2020		97% Complete	\$394,892
Rehabilitation of the Fish Ladder and Viewing Platforms at Salmon River Fish Hatchery	Name: Kyle Balch Address: PO Box 530 Rome, NY 13440 Telephone: (315) 337-0159 x224	Name: NYS OGS Company: Telephone:	08/21/2020		96% Complete	\$2,679,405
Roth Industries & Roth Global Expansion Project, Watertown, NY	Name: John Pezzi Address: PO Box 245 Syracuse, NY 13206 Telephone: (315) 579-3316	Name: Brian Krueger Company: Aubertine & Currier Telephone: (315) 782-2005	11/20/2020		96% Complete	\$1,607,520
Replace Deteriorating Dock System Mary Island State Park	Name: Dawn Barker Address: 45165 NYS Route 12 Alexandria Bay, NY 13607 Telephone: (315) 948-3711	Name: Company: NYS Parks, Recreation and Historic Preservation Telephone:	02/16/2021		10% Complete	\$91,820
Bob Johnson CDR & J Dealership	Name: Whelan & Curry Construction Services, Inc. Address: 4103 New Court Ave Syracuse, NY 13206 Telephone: (315) 423-4524	Name: Company: DG Dunsmore Architect PC Telephone:	05/20/2021		82% Complete	\$110,852
Corning, Inc. Row 4 Expansion	Name: Bruce Hostrander Address: 334 County Rt 16 Canton, NY 13617 Telephone: (315) 379-3336	Name: Company: Telephone:	10/22/2021		12% Complete	\$1,978,694

SCHEDULE B

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
Aircraft Rescue & Fire Fighting Building Project (ARFF)	Name: Jefferson County, New York Address: 175 Arsenal Street Watertown, NY 13601 Telephone: (315) 785-3000	Name: Company: McFarland Johnson Telephone: (518) 580-9380	10/01/2019		100% Complete	\$3,270,320
Runnings - Watertown	Name: Bast Hatfield Construction Address: 1399 Crescent Vischer Ferry Rd Suite 2, Clifton Park, NY 12065 Telephone: (518) 688-8316	Name: Company: Telephone:	04/27/2021		100% Complete	\$72,964
Lewis County Hospital Pedestrian Bridge	Name: Frank Pace Address: 7785 North State Street Lowville, NY 13367 Telephone: (315) 376-5683	Name: Company: Telephone:	10/06/2020		100% Complete	\$176,765
Coming Row 9 Expansion Phase II	Name: Bruce Hostrander Address: 334 County Rt 16 Canton, NY 13617 Telephone: (315) 379-3336	Name: Company: BCA Architects & Engineers Telephone:	03/14/2019		100% Complete	\$8,070,710
Carthage Central School District Capital Improvement Project Phase 1	Name: Jennifer L Premo Address: 25059 Woolworth Street Carthage, New York 13619 Telephone: (315) 493-5000	Name: Company: BCA Architects & Engineers Telephone: (315) 782-8130	06/01/2020		100% Complete	\$1,282,691
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				



 D.C. Building Systems, Inc.
 19086 U.S. Route 11, Watertown, NY 13601
 (315) 785-9884  (315) 785-9767
 rporter@dc-buildingsystems.com

**Grindstone Boat Launch Upgrades Rebid
Contract 1
Town of Clayton, New York**

**Bid Form Attachment
Schedule C – Major Equipment**

**Forklift
JCB214 Backhoe
JCB 508-40 Forklift
JLG 450A Boom Lift 40-50 Feet
Copperhead Laser Screed
IR VR1044C Forklift
Komatsu PC120 Excavator
Komatsu Dozer D31PX
JCB 509-42 Forklift
JCB 509-42 Forklift
14,500lb Plate Tamper
Komatsu PC170
Forklift**

BALANCE SHEETS

D.C. BUILDING SYSTEMS, INC.

	October 31,	
ASSETS	<u>2021</u>	<u>2020</u>
CURRENT ASSETS		
Cash	\$ 991,536	\$ 847,561
Contract receivables	7,743,673	2,239,695
Contract assets	1,222,816	928,728
Prepaid expenses and other current assets	137,347	50,698
TOTAL CURRENT ASSETS	<u>10,095,372</u>	<u>4,066,682</u>
FEDERAL INCOME TAX DEPOSIT	137,344	217,313
EQUIPMENT		
Construction equipment	917,874	908,477
Vehicles	216,938	216,938
Office equipment	123,873	123,873
	<u>1,258,685</u>	<u>1,249,288</u>
Less allowances for depreciation	1,052,005	931,803
	<u>206,680</u>	<u>317,485</u>
	<u><u>\$ 10,439,396</u></u>	<u><u>\$ 4,601,480</u></u>

	October 31,	
	<u>2021</u>	<u>2020</u>
LIABILITIES AND STOCKHOLDERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$ 1,576,231	\$ 907,555
Retention payable	258,190	175,717
Accrued expenses	234,131	294,882
Contract liabilities	5,634,023	1,016,653
Current portion of long-term debt:		
SBA--Paycheck Protection Program	-0-	520,829
Other	21,433	21,135
TOTAL CURRENT LIABILITIES	<u>7,724,008</u>	<u>2,936,771</u>
Long-term debt, less current portion--Other	3,183	24,671
STOCKHOLDERS' EQUITY		
Common Stock, no par value:		
Class A--authorized 100 shares; issued and outstanding 75 shares	37,500	37,500
Class B--authorized 100 shares; issued and outstanding 25 shares	12,500	12,500
Retained earnings	<u>2,662,205</u>	<u>1,590,038</u>
	<u>2,712,205</u>	<u>1,640,038</u>
	<u>\$ 10,439,396</u>	<u>\$ 4,601,480</u>

See independent accountant's review report and notes to financial statements.

BALANCE SHEETS

D.C. BUILDING SYSTEMS, INC.

	October 31,	
ASSETS	<u>2020</u>	<u>2019</u>
CURRENT ASSETS		
Cash	\$ 847,561	\$3,085,568
Contract receivables	2,239,695	2,368,890
Contract assets	928,728	666,365
Prepaid expenses and other current assets	50,698	36,856
TOTAL CURRENT ASSETS	<u>4,066,682</u>	<u>6,157,679</u>
FEDERAL INCOME TAX DEPOSIT	217,313	19,541
EQUIPMENT		
Construction equipment	908,477	849,045
Vehicles	216,938	207,490
Office equipment	123,873	114,817
	<u>1,249,288</u>	<u>1,171,352</u>
Less allowances for depreciation	931,803	850,995
	<u>317,485</u>	<u>320,357</u>
	<u><u>\$4,601,480</u></u>	<u><u>\$6,497,577</u></u>

LIABILITIES AND STOCKHOLDERS' EQUITY	October 31,	
	2020	2019
CURRENT LIABILITIES		
Accounts payable	\$ 907,555	\$2,837,106
Retention payable	175,717	345,199
Accrued expenses	294,882	159,773
Contract liabilities	1,016,653	2,028,471
Current portion of long-term debt:		
SBA--Paycheck Protection Program	520,829	-0-
Other	21,135	32,999
TOTAL CURRENT LIABILITIES	2,936,771	5,403,548
Long-term debt, less current portion--Other	24,671	30,961
STOCKHOLDERS' EQUITY		
Common Stock, no par value:		
Class A--authorized 100 shares; issued and outstanding 75 shares	37,500	37,500
Class B--authorized 100 shares; issued and outstanding 25 shares	12,500	12,500
Retained earnings	1,590,038	1,013,068
	1,640,038	1,063,068
	\$4,601,480	\$6,497,577

See independent accountant's review report and notes to financial statements.

BALANCE SHEETS

D.C. BUILDING SYSTEMS, INC.

ASSETS	October 31,	
	2019	2018
CURRENT ASSETS		
Cash	\$ 3,085,568	\$ 1,525,822
Contract receivables:		
Billings on contracts	2,379,280	5,751,394
Retained percentages	55,244	962,550
Unbilled	84	1,146
	<u>2,434,608</u>	<u>6,715,090</u>
Costs and estimated earnings in excess of billings on uncompleted contracts	611,037	-0-
Prepaid expenses and other current assets	26,466	163,812
TOTAL CURRENT ASSETS	<u>6,157,679</u>	<u>8,404,724</u>
FEDERAL INCOME TAX DEPOSIT	19,541	101,392
EQUIPMENT		
Construction equipment	849,045	648,434
Vehicles	207,490	151,244
Office equipment	114,817	103,363
	<u>1,171,352</u>	<u>903,041</u>
Less allowances for depreciation	850,995	790,492
	<u>320,357</u>	<u>112,549</u>
	<u>\$ 6,497,577</u>	<u>\$ 8,618,665</u>

	October 31,	
	<u>2019</u>	<u>2018</u>
LIABILITIES AND STOCKHOLDERS' EQUITY		
CURRENT LIABILITIES		
Accounts payable	\$2,837,106	\$3,789,171
Retention payable	345,199	440,254
Accrued expenses	159,773	339,938
Billings in excess of costs and estimated earnings on uncompleted contracts	2,028,471	3,075,316
Current portion of long-term debt	32,999	28,672
TOTAL CURRENT LIABILITIES	<u>5,403,548</u>	<u>7,673,351</u>
LONG-TERM DEBT, less current portion	30,961	38,832
STOCKHOLDERS' EQUITY		
Common Stock, no par value:		
Class A--authorized 100 shares; issued and outstanding 75 shares	37,500	37,500
Class B--authorized 100 shares; issued and outstanding 25 shares	12,500	12,500
Retained earnings	<u>1,013,068</u>	<u>856,482</u>
	<u>1,063,068</u>	<u>906,482</u>
	<u><u>\$6,497,577</u></u>	<u><u>\$8,618,665</u></u>

See independent accountant's review report and notes to financial statements.

MEETING OF THE BOARD OF DIRECTORS

October 31, 2017

LOCATION: The meeting was held at the Washington Street office of D.C. Building Systems, Inc.

A. ELECTION OF OFFICERS FOR THE YEAR COMMENCING NOVEMBER 1, 2017

Upon a motion duly made by Mark D. Boss, seconded and unanimously carried the following individuals were duly elected to serve in the capacities as indicated below until their successors are duly elected and qualified:

PRESIDENT	MARK D. BOSS
VICE PRESIDENT	ROBERT L. PORTER
SECRETARY	MARK D. BOSS
TREASURER	MARK D. BOSS


B. Upon motion duly made by Mark D. Boss, and seconded, the following resolution was unanimously adopted:

RESOLVED, that the Board of Directors has hereby ratified, confirmed and approved all its acts, contracts and proceedings of the present officers of this Corporation for the period since the last Annual Meeting of the Board of Directors.

IN TESTIMONY, WHEREOF, I have hereunto set my hand and the seal of D.C. BUILDING SYSTEMS, INC., on October 31, 2017.



MARK D. BOSS
PRESIDENT, SECRETARY, TREASURER



ROBERT L. PORTER
VICE PRESIDENT

ROBERT PORTER
Vice President
D.C. Building Systems, Inc.
19086 US Route 11
Watertown, NY 13601

Educational Background

- Clarkson University – Bachelor of Science in Civil and Environmental Engineering 1993
- State University of New York at Potsdam – Bachelor of Arts in Physics 1993
- Registered Intern Engineer State of New York
- OSHA 30 hour trained

Professional Organizations

- Northern New York Builders Exchange “Board Member”

Professional Experience

- 27 years’ experience in all phases of construction.
- Structural Steel Design, Estimating, and Fabrication for Commercial Buildings
- Extensive background in pre-engineered building systems design.
- DC Building Systems, Vice President 2017-Current
- Bette & Cring, LLC (formerly Barry, Bette & Led Duke, Inc.) Project Manager (1997-2017)
- CBI Steel Production Manager (1995-1997)

Responsibilities

- As a Vice President I am responsible for a complete range of project management duties including estimating, design, purchase of subcontracts and materials; subcontract writing, scheduling; subcontractor coordination; contract administration; liaison with owners and project representatives throughout a project’s duration; processing all project documentation from payment requisition and purchase orders to owner and subcontractor change orders.

Project Experience (partial list)

- NYPA Nicandri Nature Center Construction; \$8.4M construction of a new state of the art nature center to replace the existing facility that was destroyed by fire. Leed Silver
- Cambray Court’s Redevelopment; \$12M new construction of Energy Star Certified apartment complex including removal of the existing units. Construction of the new complex took place while the majority of the existing units remained occupied.



- SUNY Potsdam Marcy Hall Ice Rink; \$12M renovations and additions to the existing Hockey rink. Included considerable structural demolition and reinforcement of the existing facility to enlarge the rink and upgrade it to current standards.
- Guthrie Medical Clinic; \$33 million construction and renovation of the largest Medical Clinic on Fort Drum including design build of a new Geothermal Heating and Cooling System for the facility.
- Fort Drum Mates Phase II; \$11.9 million expansion of the maneuver area equipment maintenance and warehouse facilities. Project included the installation of a state-of-the-art water-based vehicle paint removal and repainting system capable of accommodating any sized vehicle.
- Champlain LPOE Phase II; \$31.4 million construction of a new "State of the Art" Border Station and Customs Brokerage Facility with associated site work & roadwork. Completely Electronic Project, including submittals, requests for information, requests for proposals, billing (by means of a cost and manpower loaded schedule), and correspondence was done via the internet.
- Brasher Falls Central School; \$17.5 million project including (4) additions and extensive renovations to two schools
- Ogdensburg Bridge and Port Authority; \$8.5 million construction of a new Border Station and Customs Brokerage Facility.
- Beaver River Central School; \$15 million project consisting of (4) additions and extensive renovations to the remainder of the existing building.
- McKinley Brighton School: \$10 million project including (2) additions and completely renovating a complete Elementary School
- Norwich CIT: \$15 million – Construction of correctional facility for criminally ill patients built for the Dormitory Authority of the State of New York. Including the construction of (5) housing units and (1) 28,000sf program building.
- State University Construction Fund @ Cornell University Replacement of Teaching Greenhouses and Plant Science Building Renovations; \$4.1 Million – Construction of two teaching greenhouses including extensive renovations to the mechanical and electrical systems of the adjacent Plant Science Building for the State University Construction Fund
- Structural and miscellaneous steel projects for various and different commercial customers including Alcoa, Wyeth Ayerst Labs, General Motors, and Appleton papers.
- Kraft Foods Lowville various additions and renovations to the existing facility including several rooftop overbuilds, and the construction of a 40,000sf refrigerated warehouse



Mark Boss
President
D.C. Building Systems, Inc.
19086 US Route 11
Watertown, NY 13601

• **EDUCATION:**

- Canton College of Agriculture and Technology, Canton, NY
- Associates Degree in Construction Technology, 1983
- Thousand Islands Central School District, Clayton, NY
- Regents Diploma, 1981
- OSHA 30 hour trained

EXPERIENCE:

D.C. Building Systems, Inc. - President, 2013 – Present

D.C. Building Systems, Inc. - Vice President, 2007 – 2013

Tug Hill Construction, Inc., Watertown, NY. - Operations Manager, 1992 – 2007

Project Management:

Acted as a Project Manager on numerous construction projects consisting of constructing large private heavy civil earthwork projects, military combat training ranges for the United States Army Corps of Engineers, and multi-story buildings; coordinated administrative tasks from budgeting to invoices, insurance, bonding, scheduling, and quality control; coordinated field works from crew assignments, selection of subcontractors, and conducting field quality control and workmanship. Many projects were more than \$35 million.

Project Estimating:

Estimated on projects from less than \$5,000 to more than \$35 million; interact with subcontractors for defining their scope of work, review of their cost quotes, scheduling their work, and obtaining their submittal requirements; directly participate in creating both project budget estimates to final estimates.

Owner/Client Interaction:

Throughout my 25 years in the construction industry, I have extensive experience with Owners/clients. D.C. Building Systems has grown over the past twenty years and have always focused on providing a quality project on schedule and within budget. The volume of repeat business from our customers demonstrates that D.C. Building Systems has achieved our clients' expectations and reflects on our commitment.



Adam Powers
Project Manager
D.C. Building Systems, Inc.
19086 US Route 11
Watertown, NY 13601

Educational Background

- Clarkson University, Potsdam, NY 05/2012
- *Bachelor of Science: Civil Engineering*
- Minors in Construction Management & Structural Analysis
- Member of Chi Epsilon Civil Engineering Honor Society

Professional Organizations

- NYS Fundamentals of Engineering
- Certified Traffic Control Supervisor
- Dig Safe NY Certified Excavator
- OSHA / MSHA Certification
- SWPPP Certified

Professional Experience

Experienced civil engineering professional knowledgeable in construction & manufacturing operations. Proven leader with dedication to organization and effective management. Dependable and accomplished supervisor with top-notch abilities in operations and safety. Offering 8 years of field supervision and managerial experience and ready to take on dynamic, growth-oriented position in a fast-paced environment.

Project Experience

DC Building Systems, Inc. - Project Manager
Watertown, NY 10/2019 - Current

- Maintained control of project budgets and timelines to keep teams on task and achieve schedule targets.
- Monitored market conditions & created full-scope cost estimates for competitive bid projects.
- Closely collaborated with project members to identify and quickly address problems.
- Delivered completed projects on time by prioritizing multiple tasks.



Barrett Paving Materials Inc - Area Manager

Watertown, NY - 01/2019 - 09/2019

- Supervised a team of experienced managers across all business functions in a vertically integrated business comprised of multiple construction and manufacturing operations
- Oversaw operations of a \$50M+ organization including operational logistics, regional P&L financial duties, annual budgeting, strategic planning, market retention, employee engagement, community outreach and safety culture leadership
- Held monthly meetings with management team to identify critical issues and collaboratively overcome challenges existing across multiple business units

Barrett Paving Materials Inc - Project Superintendent

Watertown, NY - 05/2015 - 01/2019

- Managed heavy civil construction projects with varying scopes of work including excavation, grading, drainage, electrical improvements, and utility installation
- Determined project schedule, including sequencing all construction activities, and coordinating all trade subcontractors for optimal efficiency
- Led weekly operations and safety meetings, facilitating stronger communication, and helping to resolve critical issues
- Conducted all critical pre-installation conferences with prime contractor, subcontractors, consultants, and owners' representatives

Barrett Paving Materials Inc - Project Engineer

Watertown, NY - 05/2012 - 05/2015

- Responsible for project administration duties including tracking and analyzing cost, accuracy of quantities, schedule of payments, project forecasting and reporting
- Prepared and evaluated change order requests in response to out-of-scope work activities and developing field conditions
- Reviewed engineering specifications and worked with owner's representative to add value engineering in design, construction means, methods and materials to assure quality compliance



Corporate Qualifications

1) CAPABILITIES:

D.C. Building Systems, Inc. is a General Contractor that routinely takes projects from conception to completion. We have the capability to perform the following type of construction – civil, site work, concrete, masonry, structural, steel, carpentry, finishes, plumbing, electrical and HVAC.

We have been a Varco-Pruden dealer/builder since 1989, serving New York State, the Army Corp. of Engineers, Ft. Drum, Municipalities, and the Private Sector and are now also offering Nucor Building Systems as well.

2) ORGANIZATION:

Corporation was founded 04/10/1990 under the laws of the State of New York.

Principals of the corporation:

- 1) Mark D. Boss –President
- 2) Robert L. Porter – Vice President

Dunn & Bradstreet ID #: 612865485

Tax Identification #: 16-1371294

Business Qualifies as:

- 1) Small Business

Corporate Point of Contact:

Mark D. Boss
Robert L. Porter

mark@dc-buildingsystems.com
rporter@dc-buildingsystems.com



3. PAST PERFORMANCE:

a. Average job size: \$ 500,000 to \$ 4,000,000

b. Revenues for the last four Years:

- 1) 2021 - \$13.7 million
- 2) 2020 - \$15.5 million
- 3) 2019 - \$19.7 million
- 4) 2018 - \$13.7 million

4. FINANCIAL INFORMATION:

a. Banking Institution:

Watertown Savings Bank
111 Clinton Street
Watertown, New York 13601
Contact: Christine A. Powers
Phone: (315) 222-7221
Maximum Lending Amount Available: High – 7 figures

b. Bonding Agent:

Reagan Companies
8 East Main Street
Marcellus, New York 13108
Contact: Chelsea Follett
Phone: (315) 673-5372

Name of Surety: Liberty Mutual Insurance Company

Maximum Bonding Capacity:

Single Limit: \$20 mil – Total Bonding Limit: \$20 mil



c. Insurance Broker/Agent:

James P. Reagan Agency, Inc.
8 East Main Street, PO Box 191
Marcellus, New York 13108
Contact: Jim McElhannon
Phone: (315) 673-5333

Insurance Carriers:

Cincinnati Insurance Co.
Wesco Insurance Co.
Markel Insurance Co.
Technology Insurance Co.

Maximum Limits:

General Liability - \$1 mil/\$2 mil
Auto Insurance - \$1 mil
Employer's Liability - \$1mil
Worker's Compensation – Unlimited in NYS/\$1 mil
Excess Coverage (Umbrella) - \$6 mil

5. WORKER'S COMPENSATION EMR RATE:

- 1) 2021 - .88
- 2) 2020 - 1.03
- 3) 2019 - .97
- 4) 2018 - .76

D.C. Building Systems, Inc. has been in business now for over 30 years and, on average, regularly employs 35-40 people on a full-time basis.



STATEMENT OF SURETY'S INTENT

To: Town of Clayton
(Owner)

We have reviewed the Bid of D.C. Building Systems, Inc.
(Contractor)
of 19086 U.S. Route 11, Watertown, NY 13601
(Address)
for Grindstone Boat Launch Upgrades; Contract No.1 - General Contractor
(Project)

Bids for which will be received on February 08, 2022
(Bid Opening Date)

and wish to advise that should this Bid of the Contractor be accepted and the Contract awarded to him, it is our present intention to become surety on the performance bond and labor and material bond required by the Contract.

Any arrangement for the bonds required by the Contract is a matter between the Contractor and ourselves and we assume no liability to you or third parties if for any reason we do not execute the requisite bonds.

We are duly authorized to do business in the State of New York

Attest:

Alicia Willenberg

Liberty Mutual Insurance Company

Francis A. Lowther
Surety's Authorized Signature(s)
Francis A. Lowther, Attorney-in-Fact

Attach Power of Attorney
(Corporate seal if any. If
no seal, write "No Seal"
across this place and sign.)

(This Form Must Be Completed
and Submitted with the Bid)

BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

BIDDER (Name and Address):

D.C. Building Systems, Inc.
19086 U.S. Route 11
Watertown, NY 13601

SURETY (Name, and Address of Principal Place of Business):

Liberty Mutual Insurance Company
175 Berkeley St.
Boston, MA 02116

OWNER (Name and Address):

Town of Clayton
405 Riverside Drive
Clayton, NY 13624

BID

Bid Due Date: 2/8/2022

Description (Project Name— Include Location): Grindstone Boat Launch Upgrades; Contract No.1
- General Contractor

BOND

Bond Number: N/A

Date: February 1st, 2022

Penal sum ***** FIVE PERCENT OF AMOUNT BID *****

\$ **5% Of Bid**

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

BIDDER

D.C. Building Systems, Inc.

(Seal)

Bidder's Name and Corporate Seal

SURETY

Liberty Mutual Insurance Company

(Seal)

Surety's Name and Corporate Seal

By:

Signature

Robert L. Porter

Print Name

Vice President

Title

Attest:

Signature

Title Witness

By:

Signature (Attach Power of Attorney)

Francis A. Lowther

Print Name

Attorney-in-Fact

Title

Attest:

Signature

Title Witness

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
 - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2 All Bids are rejected by Owner, or
 - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

INDIVIDUAL ACKNOWLEDGMENT

State of _____
County of _____

On this _____ day of _____, _____, before me personally appeared _____ known to me to be the person described in and who executed the foregoing instrument, and he/she duly acknowledged to me that he/she executed the same.

Notary Public

CORPORATION ACKNOWLEDGMENT

State of New York
County of Jefferson

On this 1st day of February, 2022, before me personally appeared Robert L. Porter to me known, who being by me duly sworn, did depose and say: that he/she resides at Gouverneur, NY; that he/she is Vice President of the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order.

Jennifer L Hunt
Notary Public

Jennifer L Hunt
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01HU6173405
Qualified in Jefferson County
Commission Expires August 27 2023

SURETY ACKNOWLEDGMENT

State of New York
County of Onondaga

On this 1st day of February, 2022, before me personally appeared Francis A. Lowther to me known, who being by me duly sworn, did depose and say: that he/she resides in the City of Syracuse, NY; that he/she is the Attorney-In-Fact of the above signed surety, the corporation described in and which executed the within instrument; that he/she knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order.

Ashalin C. O'Connell
Notary Public

ASHALIN C. O'CONNELL
Notary Public - State of New York
No. 01OC6422928
Qualified in Onondaga County
My Commission Expires October 4, 2025



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8206158-837023

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Ashalin C. O'Connell, Chelsea E. Follett, Edward J. Reagan, Francis A. Lowther, Joseph P. Campbell, Natalie M. Jimenez, Robert B. Parrish, Sarah E. Peterson all of the city of Marcellus, state of NY each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 17th day of August 2021.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company



By: David M. Carey

David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 17th day of August, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of February, 2022.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary



LIBERTY MUTUAL INSURANCE COMPANY
 FINANCIAL STATEMENT — DECEMBER 31, 2020

Assets		Liabilities	
Cash and Bank Deposits	\$2,058,007,542	Unearned Premiums	\$8,448,706,991
*Bonds — U.S Government	2,209,760,437	Reserve for Claims and Claims Expense	23,879,216,613
*Other Bonds	15,902,755,586	Funds Held Under Reinsurance Treaties	343,068,613
*Stocks	18,517,107,230	Reserve for Dividends to Policyholders	1,192,716
Real Estate	193,169,809	Additional Statutory Reserve	77,397,000
Agents' Balances or Uncollected Premiums	6,970,170,469	Reserve for Commissions, Taxes and	
Accrued Interest and Rents	118,399,147	Other Liabilities	6,279,510,804
Other Admitted Assets	12,079,597,645	Total	\$39,029,092,737
		Special Surplus Funds	\$178,155,102
Total Admitted Assets	<u>\$58,048,967,865</u>	Capital Stock	10,000,075
		Paid in Surplus	10,945,045,214
		Unassigned Surplus	7,886,674,737
		Surplus to Policyholders	19,019,875,128
		Total Liabilities and Surplus	<u>\$58,048,967,865</u>



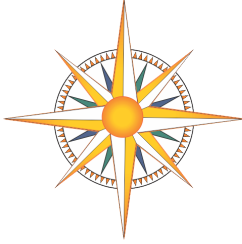
* Bonds are stated at amortized or investment value; Stocks at Association Market Values.
 The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the state of Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2020, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 25th day of March, 2021.

T Mikolajewski

Assistant Secretary



ST LAWRENCE ENGINEERING DPC

745 GRAVES STREET, CLAYTON NEW YORK 13624
315/783.6384 • 315/408.7443
www.fourthcoast.com - www.stlawrenceengineering.com

21 February 2022

Town of Clayton
405 Riverside Drive
Clayton NY 13624

Attention: Lance Peterson, Town Supervisor
Reference: REDI SJ 36 Grindstone Island Upper Town Landing
Subject: Bid Evaluation and Recommendation

Dear Mr. Peterson,

Our office has reviewed the bid received for the above referenced project.

This review included contacting the bidder to verify that they were comfortable with their bid and that they understood the scope of the project.

The recommendations for award listed below are subject to REDI Commission Approval and approval of contractor submitted bonds and insurance certificates.

With consideration to the bids received being greater than the originally budgeted amounts, we have prepared this recommendation based on the base bid and reductions in scope mutually agreed upon with the contractor. The resulting scope would maintain the general original intent of widening and repairing the ramp and raising the bulkheads.

Contract No. 1 - General Construction: The only bid received was from DC Building Systems Inc. in the amount of \$568,000. A review of the updated budget and adjustments to line items based on expenses to date and estimated remaining expenses reflects an available amount for construction of \$ 469,670. Meetings with DC Building Systems and subcontractor Patch Seaway International have resulted in a reduced scope of \$ 469,670 which will allow the project to proceed within the allocated funding amount of \$600,000.

In general, the scope reductions from the original design include the following:

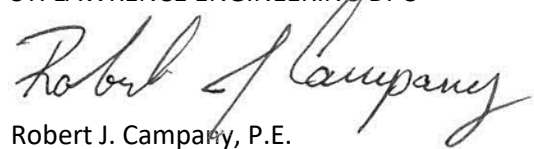
1. Reducing the poured in place concrete ramp above the waterline
2. Reducing the length of the precast concrete ramp sections with small rip rap stone in the submerged section and capping the existing ramp above the waterline with concrete.

3. Reducing the elevation of the bulkheads from elevation 250 to 249 and modifications to dock access ramp landing
4. Eliminating wood staving on the interior walls of the ramp
5. Leaving the existing fixed dock at elevation 248. Floating docks owned by the Town would accommodate boaters when river levels are above 248.

Attached to this letter is a Draft Cost/Budget Certification – Form E reflecting the reduced contract amount of \$469,670 with the reflected changes summarized above and maintaining the project budget of \$600,000.

We are available any time to discuss the project in more detail should you have questions.

Sincerely,
ST. LAWRENCE ENGINEERING/DPC



Robert J. Campary, P.E.

Enclosures: DC Building Systems Credit Summary

Copies: DC Building Systems Inc
Nichole Jobson, Fourth Coast Inc
Augusta Withington, Fourth Coast Inc



SITE DEVELOPMENT / PRE-ENGINEERED BUILDINGS

Overlay Existing Dock w/ 12" Concrete

	Labor	Material	Subcontractor	
Concrete Work	\$ 10,000.00	\$ 5,500.00		
Cleats	\$ 900.00	\$ 320.00		
LCM (-2 Trips Concrete)		\$ 1,250.00		
Total	\$ 10,900.00	\$ 7,070.00	\$ -	\$ 17,970.00

Timber Staving on Sheet Pile Wall

	Labor	Material	Subcontractor	
PSI Scope			\$ 3,000.00	
Total	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00

Concrete Ramp To Gangway

	Labor	Material	Subcontractor	
Concrete Work	\$ -	\$ -		
Railings	\$ 630.00	\$ 12,000.00		
Total	\$ 630.00	\$ 12,000.00	\$ -	\$ 12,630.00

Cast In Place Concrete Reduced Area

	Labor	Material	Subcontractor	
Concrete & Rebar	\$ 2,140.00	\$ 11,520.00		
LCM (-4 Trips Concrete)		\$ 2,500.00		
Aggregate (#2 stone)		\$ 1,080.00		
LCM (-2 Trips Aggs)		\$ 1,250.00		
PSI Scope (Place #2 Stone to Grade)			\$ 2,000.00	
Total	\$ 2,140.00	\$ 15,100.00	\$ -	\$ 17,240.00

Eliminate Degrng & Rip Rap Beyond Ramp Toe

**Still figuring on placing some around edges and minimal @ toe (2 loads)

	Labor	Material	Subcontractor	
PSI Scope (Dredge & place Material)			\$ 5,000.00	
LCM (-3 Trips Aggs)		\$ 1,875.00		
Aggregate (Fine Rip Rap)		\$ 1,785.00		
Total	\$ -	\$ 3,660.00	\$ 5,000.00	\$ 8,660.00

Reduce Panels to 16' Total Length (4 Sections)

	Labor	Material	Subcontractor	
PSI Scope (Place Aggregates & Set Panels)			\$ 13,000.00	
Precaset Panels (-6)ea		\$ 21,500.00		
LCM (-6 Trips Precast)		\$ 3,750.00		
Aggregate (#2 stone)		\$ 1,080.00		
LCM (-2 Trips Aggs)		\$ 1,250.00		
Total	\$ -	\$ 26,330.00	\$ 13,000.00	\$ 39,330.00

Pollution Policy Rider

**All other coverages and bonds to remain

	Labor	Material	Subcontractor	
Delete Polution Rider		\$ 7,000.00		

Total	\$	-	\$ 7,000.00	\$	-	***Not Included
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Total Available Credits	\$	98,830.00
Original Bid Price	\$	558,500.00
Scope Credits	\$	98,830.00
Revised Bid Price	\$	459,670.00
Allowance	\$	10,000.00
	\$	469,670.00

REDI PROJECT BUDGET/COST CERTIFICATION

Project Name: **Grindstone Upper Town Landing**

Date: **02/21/22**

Report No.: **2**
 Actual: **Post Bid**
 Estimate:

Funding Source(s)

SJ 36 Grindst Other Source:

SUB TOTAL:

Grant Amount

Town Contribution

\$570,000

5%
\$30,000

ITEM	Grindstone SJ 36	Mdified Budget	PREVIOUS EXPENDATURES	EXPENDITURES THIS PERIOD	EXPENDITURES TO DATE	BALANCE REMAINING
A. ADMINISTRATIVE						
1. Legal (Barclay, Damon)	\$5,000.00	\$10,000.00	\$5,225.00			
2. Bonding (Barclay Damon)		inc				
3. Fiscal Advisor (Municipal Solutions)		NA				
4. Net Interest						
5. Single Audit						
6. Miscellaneous	\$10,000.00	\$3,000.00	\$1,289.14			
Total A. Administrative	\$15,000.00	\$13,000.00		\$0.00	\$0.00	\$0.00
B. TECHNICAL SVCS.						
1. Engineering						
a. Preliminary Engineering Services	\$15,000.00	\$15,000.00	\$15,000.00			
b. Basic Services						
60% Design (30%)	\$12,360.00	\$12,360.00	\$12,360.00			
90% Design (30%)	\$6,180.00	\$6,180.00	\$6,180.00			
100% Design (20%)	\$6,180.00	\$6,180.00	\$0.00	\$6,180.00		
Bidding (10%)	\$4,120.00	\$4,120.00	\$0.00	\$4,120.00		
Construction Phase (30%)	\$12,360.00	\$12,360.00		\$0.00		
Post Construction (10%)	\$4,120.00	\$4,120.00		\$0.00		
c. Construction Observation (RPR)						
	\$20,000.00	\$12,000.00				
d. Additional Services						
Survey - Ground	\$2,500.00	\$555.00	\$555.00			
Survey - Underwater	\$7,000.00	\$4,345.00	\$4,345.00			
Survey - Property Line	\$3,000.00	\$3,000.00				
Borings	\$4,000.00	\$4,750.00	\$4,750.00			
e. Permitting/Agency Coordination	\$15,000.00	\$25,000.00	\$16,972.00	\$3,115.00		
f. Environmental	\$5,000.00	\$0.00				
g. Asbuilt drawings	\$5,000.00	\$0.00				
h. Rebid	\$0.00	\$4,195.00		\$4,195.00		
Total Estimated Additional Services						
e. Reimbursable Expenses						
	\$1,500.00	\$1,165.00		\$300.00		
Total B. Technical Svcs.	\$123,320.00	\$115,330.00	\$60,162.00	\$17,910.00	\$0.00	\$0.00
C. CONSTRUCTION						
Grindstone						
Ramp, bulkhead, docks	\$410,000.00	\$469,670.00				
2. Direct Expenditures						
a. Testing	\$2,000.00	\$2,000.00				
Total C. Construction	\$412,000.00	\$471,670.00		\$0.00	\$0.00	\$0.00
D. CONTINGENCY						
1. Contingency						
Total D. Contingency	\$49,680.00	\$0.00				
TOTAL PROJECT COST	\$600,000.00	\$600,000.00		\$17,910.00	\$0.00	\$0.00

600000

I certify to the best of my knowledge and belief that the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due, which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.

Lance Peterson, Sr.

Town Supervis St Lawrence Engineering DPC

Project Engineer

Reviewed By _____

(revised 11/2008)

February 16, 2022

Board of Trustees
Town of Clayton
405 Riverside Dr.
Clayton, NY 13624

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for Town of Clayton, as amended from our original letter dated January 31, 2022.

You will agree to the procedures described in the attachment to this letter and will acknowledge that the procedures to be performed are appropriate for the intended purpose of the engagement, which is determining that the Town Justice financial records have been recorded accurately as of and for the period January 1, 2020 to December 31, 2021. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants (AICPA). Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained within this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on determining that the Town Justice financial records have been recorded accurately for the period January 1, 2020 to December 31, 2021. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We plan to begin our procedures on approximately May 2, 2022 and, unless unforeseeable problems are encountered, the engagement should be completed in a timely manner.

We will issue a written report upon completion of our engagement that lists the procedures performed and our findings. Our report will be addressed to the Board of Trustees of Town of Clayton. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report.

Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgment, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict determining that the Town Justice financial records have been recorded accurately for the period January 1, 2020 to December 31, 2021, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for determining that the Town Justice financial records have been recorded accurately for the period January 1, 2020 to December 31, 2021. In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for determining that the Town Justice financial records have been recorded accurately for the period January 1, 2020 to December 31, 2021.

Robert Stackel is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be in the range of \$2,000 to \$3,000.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will consider whether they need to acknowledge in writing their agreement with the procedures performed or to be performed and their acknowledgment that the procedures are appropriate for their purposes.

Very Truly Yours,

Stackel & Navarra, C.P.A., P.C.

Stackel & Navarra, C.P.A., P.C.

Response:

This letter correctly sets forth the understanding of Town of Clayton:

Signature:

Title:

Date:

TOWN JUSTICE REPORTS

1. We will document the internal control processes for the cash receipts function and test that the process is being followed during our transaction procedures.
2. We will trace payments from receipts issued for fines to the monthly report and to the check to the Town of Clayton for every transaction for the period January 1, 2020 to December 31, 2021.
3. We will add the cash receipts journal for the period January 1, 2020 to December 31, 2021.
4. We will trace the receipts per the cash receipts to the bank statement for the period January 1, 2020 to December 31, 2021.
5. We will tape disbursements per the checkbook and trace them to the bank statement for the period January 1, 2020 to December 31, 2021.
6. We will inspect the bank reconciliations for the period January 1, 2020 to December 31, 2021 and agree to the Justice's cash balance.
7. We will provide fraud questionnaires to all employees working in the Town Justice department and request that they be completed and returned to us.

We will need to make copies of Town Justice records for documentation of the agreed-upon procedures as noted above and those copies will be kept in our files and will not be released to anyone. If there is a reasonable request to see our documentation, then we will black out any names as we understand the sensitive nature of the records that we will be copying.

Where the Tradition Continues

1000 Islands Clayton

Chamber of Commerce, 517 Riverside Drive, Clayton, New York 13624

February 11, 2022

Lance Peterson, Supervisor, Town of Clayton
Clayton Town Board Members
405 Riverside Drive
Clayton, NY 13624

Dear Supervisor Peterson and Town Board Members,

The Clayton Chamber of Commerce would like permission to use the Town and Village Barn and Cerow Recreation Park Arena for our 2022 Spring Boat Show. The dates are April 1st – 3rd with move in on March 30th & March 31st & 2nd from 8am-4pm and move out on April 4th from 8am-4pm.

Thank you for considering our request. Please contact me if you have any questions.

Sincerely,



Tricia L. Bannister
Executive Director

cc: Jim Jones, Recreation Supervisor
Steve Dorr, Highway Superintendent

Lance,

Please accept this letter as notice of my resignation from my position here at the Town of Clayton. My last day of employment will be Wednesday, February 16th. It has been a pleasure working for the Town and I am grateful for the opportunity and for the skills I have learned while employed here.

I would like to offer to assist with the transition period and would be more than willing to come in evenings and/or weekends to help keep certain tasks up to date as to not create a backload of work for Alicia.

Thank you again for the opportunity to work for the Town,
Heather Valadez