

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, January 25, 2023 • 5:00pm • Town Hall

1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
 - A. **Town Clerk**
 - i. *Correspondence* that Needs Recording
 - ii. *Minutes* from 01/11/23 Annual Meeting & 01/11/23 Regular Meeting
 - B. **Public: Comment on Agenda Items**
 - C. **Public Hearing @ 5:15pm: Local Law #1 2023 Rescind LL#2 2022 Tax Cap Override**
 - D. **Workshop Discussion Items:**
 - i. New Hire Status
 - ii. Jonathan Taylor BAR Resignation / Appoint Replacement
 - iii. Tug Hill Training Authorization
 - iv. Code Enforcement Training Authorization
 - v. 2022 Agreed Upon Procedure Agreement with Stackel & Navarra
 - vi. RFQ for Engineer: Route 12 Sewer Extension Planning Grant
 - vii. Renewable Energy Update
3. **Adjournment** **Next Meeting:** *Wednesday, February 8, 2023 @ 5:00pm Town Hall*



Town of Clayton Transfer Station

Dear Friends,

Happy New Year! We're excited to share with you the impact your clothing shed made over the last year...

- 14,465 pounds of clothing were donated to your shed in 2022
- This was enough to clothe an estimated 2,665 people all over the world
- Based on this volume of clothing, your organization received \$ 578.58

Thank you so much for everything you, your volunteers, and your communities do to support the clothing shed program!

Sincerely,
The Team at
St. Pauly Textile, Inc.



Alicia Dewey <amdewey@townofclayton.com>

Clayton T - EMMA Filing - Cost of Living Adjustment Notification

2 messages

Shauna L. Warriner <swarriner@municipalsolution.com>

Thu, Jan 12, 2023 at 10:13 AM

To: "Lance Peterson, Sr." <lpeterson@townofclayton.com>, "amdewey@townofclayton.com" <amdewey@townofclayton.com>

Good Morning,

This is notification that the fee for EMMA filings will be adjusted per the Consumer Price Index Cost-of-Living ("COL") adjustment per our prior continuing disclosure contract.

While the COL calculates a \$16 per hour increase, we are increasing the fee to \$230, a \$5 increase. We value our relationship and are doing our best to keep rates as low as possible while still maintaining affordability and detailed attention to your undertakings.

You may refer to Labor Statistic Consumer Price Index – All Urban Consumers at https://www.bls.gov/data/inflation_calculator.htm for current and future annual cost-of-living adjustments.

Thank you very much,

Shauna L. Warriner

Associate

Municipal Solutions, Inc.

Western New York Office

62 Main Street, LeRoy, New York 14482

Phone: 585-768-2136 / Fax: 585-394-4092

Finger Lakes Region Office
[2528 State Route 21](#)

[Canandaigua, New York 14424](#)

Phone: 585-394-4090 / Fax: 585-394-4092

www.municipalsolution.com

Alicia M. Dewey <amdewey@townofclayton.com>

Thu, Jan 12, 2023 at 11:24 AM

To: Mariah LaClair <deputyclerk@townofclayton.com>, Megan Badour <townclerk@townofclayton.com>



Alicia Dewey <amdewey@townofclayton.com>

2023 Boundary and Annexation Survey – CBAS - BAS ID: 33604516100

U.S. Census Bureau <geo.bas@census.gov>
Reply-To: geo.bas@census.gov
To: support@townofclayton.com

Thu, Jan 12, 2023 at 2:04 PM

01/12/2023

BAS ID: 33604516100, Clayton town

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Your state, county, or county equivalent government collaborates with the Census Bureau to provide a BAS response on your government's behalf. The Consolidated BAS (CBAS) representative reports all legal boundary, name, and status updates to the Census Bureau. Please work with your CBAS contact to ensure all boundary changes for your government are reported to BAS. Participants may also provide updates to census designated places.

BAS is a voluntary survey. We strongly encourage your participation in BAS for the following reasons:

- The Census Bureau uses this boundary information for data collection, tabulation, and dissemination for the decennial census, American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services. Correct boundaries ensure governments receive funds appropriately and have the best data available for their decision-making processes.

Action Step:

- **Review your government's boundary and confirm or update your contact information** using our interactive BAS Annual Response Form. The form includes all resources and instructions to review boundaries and provide contact updates to BAS.

[Click here to complete the Annual Response Form](#)

CONTACT INFORMATION

Please direct questions to your CBAS contact and work with them to ensure all boundary changes for your government are reported to BAS.

Jefferson County

Name: Ms. Michelle Bunny

Position: GIS Specialist

Department: Planning

Mailing Address: [175 Arsenal St](#)

City, State, Zip, Zip+4: Watertown, NY 13601-2528

Phone: 315-785-3144

Email: michelleb@co.jefferson.ny.us

General BAS questions can be directed to:

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in BAS.

Town of Clayton Annual Meeting Minutes

Wednesday, January 12, 2022

The Town Board of the Town of Clayton held their Annual Meeting at 5:00 PM, located at 405 Riverside Drive, Clayton, NY, with the following persons present:

Lance Peterson
Kenneth Knapp
Pam McDowell

Donna Patchen
Kathy LaClair
Alicia Dewey

Steve Dorr, Sr.
James Kenney
Megan Badour

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

2. Supervisor:

• Administrative Appointments

- Association of Towns Delegate: no candidate at this time.
- Deputy Supervisor: Kenneth Knapp
- External Auditor: Bill Dealing, CPA: AUD, Stackel & Navarra: Single Audit/AUP
- Budget Officer: Alicia Dewey
- Clerk to Supervisor: Savarah McCargar
- Historian: Thomas LaClair

Motion was made by Kenneth Knapp, seconded by Donna Patchen to approve the appointments.

Motion carried

• Board Appointments

- Heritage Heights Sewer Board: Tom Turgeon; Dennis Baldwin; Christopher Matthews
- Depauville Sewer Board: Lynn Schnauber, Chairman; Keitha Haas; Larry Girard; Bob Haver; Gene Vanalstyne
- Consolidated Health Board: Mayor Norma Zimmer; Supervisor Lance Peterson.; Dr. Grybowski; Keitha Haas
- Consolidated Health Board Officer: Dr. Grybowski
- Clayton Youth Commission:
 - Town: Sara Matthews; Nicci Hudson; Melissa Storandt; Eric Lashomb; Darin Barton; Amber Parliament
 - Village: Scott Johnson; Meredith Fox; Rachel Constantino; Chelsea Eppolito; Katie Johnston; Anthony Augliano

Motion was made by James Kenney, seconded by Kathleen LaClair to approve the appointments.

Motion carried

- Clayton Local Development Corporation: Jamie Ganter (Chairman); John Cooper (Treasurer); Christine Powers (Secretary); Jack Stopper; Dennis Weller; Mike Hazelwood; Christopher Bogenschutz *Ex Officio Members*: Doug Rogers; Norma Zimmer; Lance Peterson; Bobby Cantwell (Vice Chairman); Michael Bashaw
- Depauville Library: Tresa Forkey (President); Jan Larrow (Vice-President); Colleen Schimpf (Secretary); Gail Egeressy (Treasurer); Doreen Hanson; Phil Pond; Keitha Haas

Motion was made by Donna Patchen, seconded by Kathleen LaClair to approve the appointments.

Motion carried

Other Appointments

- Registrar: Megan Badour, Town Clerk
- Records Management Officer: Megan Badour
- Records Access Officer: Megan Badour
- Zoning Officer: Richard Ingerson
- Building Codes Officer: Richard Ingerson
- Zoning Board of Appeals Chairman: Steve Mack
- Planning Board Chairman: Doug Rogers

- Acting Assessor: TBD
- Town Constable: TBD
- Depauville Sewer Operator: William Sherman

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to approve the appointments. **Motion carried**

Town Board Committees: (per Town Law 63, 13)

- Lance Peterson, Sr.: Highway, Consolidated Health, Youth Commission & ABM
- Donna Patchen: Buildings & Grounds, Cemetery, Personnel & Purchasing
- James Kenney: Safety Coordinator, Planning & Zoning, & Sewer Districts
- Kathy LaClair: TIERS, Paynter Center & Youth Commission
- Kenneth Knapp: Libraries and Chamber of Commerce
- Kathleen LaClair: TIERS, Paynter Centre & CLDC

Motion was made by Kenneth Knapp, seconded by James Kenney to approve the appointments. **Motion carried.**

Town Clerk:

- Appoint Deputy Clerk/Deputy Registrar: Mariah LaClair

Highway Superintendent:

- Appoint Deputy Highway Superintendent: Raymond Robinson

Motion was made by Kenneth Knapp, seconded by James Kenney to approve the appointments. **Motion carried**

Town Facility Rates:

- Transfer Site—As adopted in 2020
- Cerow Recreation Park—
 - o Event Rates: \$600 base price, plus \$1 per attendee per day
 - o Event Room Rental: Full Room \$40/hour or \$300 Full Day or Half-Room \$20/hour or \$150 Full Day
 - o Pavilion Rental: \$50/day Resident - \$100/day Non-Resident
 - o Ice rates for 2022-2023:
 - \$95/hour contract
 - \$105/hour Old Timers
 - \$125/hour Community non-contract
 - \$200/hour Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot
 - o Ice rates for 2023-2024:
 - \$100/hour contract
 - \$110/hour Old Timers
 - \$125/hour Community non-contract
 - \$200/hour Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot

Motion was made by Kenneth Knapp, seconded by James Kenney to approve the rates. **Motion carried**

o Pool:

- \$3/day Daily admission
- Season membership: \$75 – family; \$50 – adult; \$40 – student
- Pool event rental \$70/hour (under 30ppl); \$100/hour (30-60ppl)

o Advertising:

- Arena Wall Sign: \$250/season
- Ice Board Signage: \$250/season
- In-Ice Signage: \$250/season
- Zamboni Advertising \$300/side/season (3 sides)

Motion was made by Donna Patchen, seconded by Kenneth Knapp to approve rates. **Motion carried.**

Annual Resolutions:

1. Adopt the Official Undertaking of Municipal Officers Resolution.
2. Resolution to adopt Robert’s Rules of Order as Town Meeting Rules.
3. Resolution to reaffirm “Rules for Public Participation at Town of Clayton Board Meetings” adopted by Resolution on October 31, 2008 and revised June 9, 2010.
4. Resolution to reaffirm “Resolution Regarding Rules for Public Hearings Conducted by the Town Board Town of Clayton”, adopted December 9, 2009 and revised April 14, 2010.
5. Resolution to establish two regular meetings per month for Town Board—2nd and 4th Wednesday of the month at 5PM.

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to approve Resolutions 1-5 for the year 2023. **Motion carried.**

6. Resolution establishing that the second meeting in July will be held on Grindstone Island and the second meeting in August will be held in Depauville.
7. Resolution to designate the Thousand Islands Sun as the official Town newspaper.
8. Acknowledge and set the salaries of the elected officials: Supervisor \$35,000; Councilpersons \$4,250; Town Clerk \$29,000; Highway Superintendent \$57,750; Town Justices \$12,400.
9. Acknowledge that no formal action needs to be taken at the organizational meeting to further approve salaries for employees. In accordance with the established policies within the employee handbook, and as per the terms of any applicable bargaining unit the salaries for 2023 have been provided for within the 2023 budget. The Town Board has approved 2023 salaries by its action to approve the final budget on November 9, 2022.
10. Resolution that any “new hire” or “rehire” must be reflected in Board minutes.

Motion was made by Kenneth Knapp, seconded by James Kenney to approve Resolutions 6-10 for the year 2023. **Motion carried.**

11. Resolution to pay certain contractors or service providers by voucher:
 - a. Jay Slate: \$14.50/hour for seasonal Highway Laborer on Grindstone Island
12. Set official Town Hall hours for regular business:
 - a. Zoning Enforcement/Code Enforcement Office: 7am-3:30pm Monday-Friday
 - b. Assessment Office: 9:00am-4:00pm Thursdays, and as needed
 - c. Town Clerk’s Office: 8am-11:30am, 12:30pm-5pm Monday-Friday, 5:30pm-8:30pm Tuesdays and Thursdays, 8am-12pm Saturdays
 - d. Supervisor’s Office: 9am-4pm Monday-Friday

13. Approve payment of \$1,100 membership dues for the Association of Towns for the year 2023.

14. Resolution to set mileage rate for 2023 at the established IRS and Federal Rate. IRS Rate for 2023 is \$.655 per mile.

15. Resolution to adopt Community Bank; Watertown Savings Municipal Bank; and Gouverneur Savings & Loan as Town Banks.

Motion was made by James Kenney, seconded by Donna Patchen to approve Resolutions 11-15 for the year 2023. **Motion carried.**

16. Resolution that no bills incurred by the Town of Clayton are valid without a voucher and that all vouchers that are to be paid must be delivered to the Town no less than five (5) business days prior to the regular Board meeting, unless otherwise approved by the Town Supervisor and that bills will be paid once per month, except in December for the year-end meeting.

17. Resolution authorizing Town Supervisor to sign checks or in absence, his Deputy.

18. Authorize the Town Superintendent of Highways to make highway purchases in an amount not to exceed \$10,000 without prior approval of the Town Board as per Highway law.

19. Authorize the Supervisor to execute contracts for insurance Renewals for the year 2023.

20. Resolution for Supervisor to sign agreement with Village for the Hawn Memorial Library for \$9,000 for 2023.

Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to approve Resolutions 16-20 for the year 2023. **Motion carried.**

21. Resolution for Supervisor to sign contract with the Paynter Center for \$10,000 for Senior Services for 2023.

22. Resolution for Supervisor to sign a Town of Clayton Ambulance District agreement with TIERS for \$128,200 contract for expenses related to Emergency Services in the Town of Clayton and \$42,800 reserved for capital for 2023.

23. Resolution for Supervisor to sign contract with TI Museum for \$3,000 for expenses related to housing the Town Historian for 2023.

24. Resolution recognizing the current agreement with the CLDC regarding a 2023 contribution of \$15,000, at the discretion of the Town Board, for expenses related to economic development in the Town of Clayton.

25. Resolution to appoint Rob Campany, PE, as Town Engineer per agreement (see attached).

Motion was made by Kathleen LaClair, seconded by Donna Patchen to approve Resolutions 21-25 for the year 2023. **Motion carried.**

26. Resolution to appoint James Burrows, Esq., Kendall, Walton & Burrows, as Town attorney at the rate of \$210 per hour.

27. Resolution to adopt the Comprehensive Financial Policy, embodying all Town financial policies into one document.

28. Adoption of the Employee Handbook v. 2022-01, inclusive of all policies within.

29. Resolution for a Zoning & Planning Fee schedule for the Town, adopted January 5, 2005, revised by motion on October 10, 2013 and November 8, 2017 and as revised and presented on January 13, 2021.

30. Resolution for a Code Enforcement Fee Schedule, adopted March 26, 2008, revised by motion on October 8, 2008 and November 8, 2017 and as revised and presented on January 13, 2021.

Motion was made by James Kenney, seconded by Kenneth Knapp to approve Resolutions 26-30 for the year 2023. **Motion carried.**

31. Resolution to adopt Town Clerk's Fee Schedule, adopted December 30, 2015.

32. Resolution to comply with requirements of NYS Environmental Quality Review Act.

33. Resolution that any employee of Town wanting to travel to schools, seminars, etc., who expect reimbursement must get Board permission.

34. Resolution affirming the Town Board's support for Resolution #23 of 2003 related to simplifying and enhancing the zoning and planning processes within the Town and Village of Clayton.

35. Resolution authorizing Petty Cash Funds (in accordance with Town Law Section 64, Subdivision 1(a) and the Town of Clayton Comprehensive Financial Policy) as follows:

- a. Town Clerk: \$200.00 Custodian: Megan Badour, Town Clerk
- b. Tax Collector: \$200.00 Custodian: Megan Badour, Tax Collector
- c. Transfer Site: \$50.00 Custodian: James Jones, Recreation Supervisor
- d. Recreation Park: \$50.00 Custodian: James Jones, Recreation Supervisor
- e. Clayton Harbor Municipal Marina: \$200.00 Custodian: James Jones, Recreation Supervisor

Motion was made by Kenneth Knapp, seconded by Donna Patchen to approve Resolutions 31-35 for the year 2023. **Motion carried.**

36. Approval of \$20 fee for dishonored checks, as authorized by Section 85 of General Municipal Law (Section 5-328 of the General Obligations Law sets the maximum fee at \$20.00).

37. Resolution for the Town of Clayton Tax Collector to keep up to \$5.00 over payment of town taxes submitted and to pool said money and use to compensate for under payment amounts tendered.

38. A resolution of the Town of Clayton Board regarding Town contributions to Employee Health Reimbursement Arrangements and Flexible Spending Accounts. Motion was made by Kenneth Knapp, seconded by James Kenney to approve Resolutions 36-38 for the year 2023. **Motion carried.**

Pending Litigation: Jan 2023

- A. Status of pending General Litigation: None
- B. Status of Tax Assessment Review Actions (See attached)

10. Adjournment:

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to adjourn meeting at 5:21 PM. **Motion carried.**

Next Meeting: Wednesday January 25, 2023 @ 5 pm

Megan Badour, Town Clerk

Town of Clayton Regular Meeting Minutes

Wednesday, January 11, 2023

The Town Board of the Town of Clayton held their regular meeting at 5:21 PM, located at 405 Riverside Dr., Clayton, NY.

The following persons attended:

Lance Peterson	Kenneth Knapp	Megan Badour	Steve Dorr, Sr.
Kathleen LaClair	James Kenney	Alicia Dewey	
Donna Patchen	Pamela McDowell		

1. Pledge of Allegiance: Held at the beginning of the Annual Meeting

2. Guests: N/A

3. Town Clerk:

Correspondence:

- Broadband Census (see attached)
- Development Authority of the North Country new appointment: Warren Salo, GIS Supervisor
- Association of Towns: Rules of Order and Delegates (see attached)
- Municipal Shelter Inspection Report (see attached)
- Marathon Energy Report (see attached)

Minutes from 12/30/2022 Workshop Meeting to be approved. Motion made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

4. Public: N/A

5. General Discussion Items

A. Bills and Transfers:

i. Abstract #1 of 2023

Motion was made by James Kenney, seconded by Donna Patchen to approve Abstract #1, in the amount of \$754,685.82. **Motion carried.**

ii. Transfers:

Motion was made by Kenneth Knapp, seconded by Donna Patchen, to transfer \$8,250.00 from the General Checking to the FSA checking account as per the 2023 budget. **Motion carried.**

iii. Budget Amendment:

Motion was made to approve an amendment to A1410.40 Town Clerk Contractual in the amount of \$2,100.00 for the AOT training for the Town Clerk's office by Kathleen LaClair, seconded by Kenneth Knapp. **Motion carried.**

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations: December 2022 draft provided. Final will be presented for approval after AUD acceptance by NYS OSC.

C. Balance Sheets: N/A

D. Resignations and Appointments:

i. Resignations:

Motion was made to regretfully accept the resignation of William Ramseier, effective 12/31/2023, by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

ii. Positions/Appointments:

Motion was made to appoint Alexander Marchenkoff as the acting assessor by Kathleen LaClair, seconded by Kenneth Knapp. **Motion carried.**

E. Rate Changes: N/A

F. Training:

Motion was made by Kathleen LaClair, seconded by Donna Patchen to approve Town Clerk, Megan Badour to attend the AOT training February 18-21, 2023. **Motion carried.**

G. Route 12 Sewer Extension CFA Project: RFQ for Engineer Services:

Motion was made by James Kenney, seconded by Kenneth Knapp to release the RFQ for Engineer Services, returnable by 1/23/23 at 2:00 pm. **Motion carried.**

H. Introduce Local Law #1 2023: Repeal LL#2 2022 Tax Cap Override

Local Law #1 2023: Repeal LL#2 2022 Tax Cap Override introduced by Kathleen LaClair, seconded by Donna Patchen. Motion to set a public hearing for 1/25/23 @ 5:15 PM at the Town Hall was made by Kenneth Knapp and seconded by James Kenney. **Motion carried.**

6. Supervisor's Report

The Consolidated Health District is working on a budget report at current. Youth Commission scheduled to meet on the 3rd Monday of January.

7. Department Head Reports

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

B. Buildings & Grounds: James Jones- N/A

C. Assessor: N/A

D. Codes/Zoning: Richard Ingerson-N/A

8. Council Reports

- Councilwoman LaClair N/A
- Councilwoman Patchen: N/A
- Councilman Knapp: N/A
- Councilman Kenney: N/A

9. Public: N/A

Motion was made by James Kenney, seconded by Kathleen LaClair to enter Executive Session at 5:42 PM. **Motion carried.**

Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to close Executive Session at 6:13 PM. **Motion carried.**

Motion was made by James Kenney, seconded by Kathleen LaClair to open the Regular Meeting at 6:14 PM. **Motion carried.**

Motion was made by Kenneth Knapp, seconded by James Kenney to advertise for two full time MEOs for the Highway Department. **Motion carried.**

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to advertise for one full time Laborer for Building and Grounds. **Motion carried.**

10. Adjournment:

Motion was made by James Kenney, seconded by Kenneth Knapp to adjourn at 6:17 PM. **Motion carried.**

Next Meeting: Wednesday, January 25, 2023 at 5:00PM.

Taylor Architecture PLLC
Jonathan Taylor, AIA, RA
38907 Dalton Lane
Clayton, New York 13624

January 16, 2023

Town of Clayton
405 Riverside Drive
Clayton, NY 13624

Re: Resignation from the Board of Assessment Review

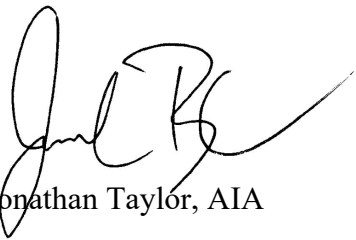
To Whom It May Concern:

I have very much enjoyed my time on the BAR and have learned plenty. That said, as a sole practitioner, the commitment has been taking up too much time during the last couple of years. I am certain this year will take even more time.

It is for this reason that I hereby submit my formal resignation from the BAR.

Thank you.

Sincerely,



Jonathan Taylor, AIA



New York State Tug Hill Commission
Dulles State Office Building
317 Washington Street
Watertown, New York 13601

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Permit #100



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TOWN OF CLAYTON
405 RIVERSIDE DR
CLAYTON, NY 13624-1024

NYS Tug Hill Commission

32nd Annual Local Government Conference

Turning Stone Conference Center – 5218 Patrick Road, Verona, NY 13478

Thursday, April 6, 2023
7:30 a.m. to 4:00 p.m.

NEW THIS YEAR!

Wednesday, April 5, 2023

Optional Session at 2:00 p.m.

followed by

Reception and Mixer from 5:30 p.m. to 6:30 p.m.

Please complete this registration form and mail it back with your check. One sheet per attendee please (payment can be made together). Make check payable to: **NYS Tug Hill Commission**, 317 Washington Street, 6th Floor, Watertown, NY 13601. **If you are paying with a credit card**, you must register online by March 10, 2023, at lqc2023.eventbrite.com.

★ **Step 1: Circle your registration and payment choice:**

	Optional session on Wednesday April 5th Includes drone session and hors d'oeuvres (cash bar)	Conference sessions on Thursday April 6th Includes breakfast and lunch	Total for Both Wednesday and Thursday
Early Fee Postmarked by March 3, 2023	\$75	\$85	\$150
Regular Fee Postmarked March 4 to March 10, 2023	\$100	\$175	\$265
Late Fee Postmarked March 11, 2023 or later	\$150	\$250	\$400
NO REFUNDS AFTER MARCH 3, 2023 No registrations by phone, fax, or email.			

★ Step 4: Mail This Sheet Back
Tear Off Here

★ **Step 2: Fill out your contact information:** ←

First Name:	Last Name:
Email:	Phone:
Title:	
Organization or Municipality:	
Mailing Address:	

★ **Step 3: Make your session selections:**

Assessors Only
(circle below):

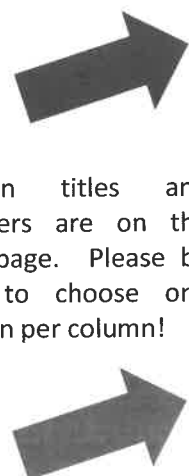
Assessor Session
(All Day)

OR

Circle the four sessions you will be attending below (select only one per column):

<u>Session 1</u> 8:45 a.m. to 10:00 a.m.	<u>Session 2</u> 10:15 a.m. to 11:30 a.m.	<u>Session 3</u> 1:15 p.m. to 2:30 p.m.	<u>Session 4</u> 2:45 p.m. to 4:00 p.m.
1A	2A	3A	4A
1B	2B	3B	4B
1C	2C	3C	4C
1D	2D	3D	4D
1E	2E	3E	4E
1F	2F	3F	4F

Session titles and speakers are on the next page. Please be sure to choose one session per column!



Thursday April 6, 2023 – LGC Sessions

Complete session descriptions can be found on our website at www.tughill.org/lgc2023/

7:30 a.m. – Registration opens

7:30 a.m. to 8:30 a.m. – Breakfast with Exhibitors

8:15 a.m. – Opening Remarks

Session 1 8:45 a.m. to 10:00 a.m.	Session 2 10:15 a.m. to 11:30 a.m.	Session 3 1:15 p.m. to 2:30 p.m.	Session 4 2:45 p.m. to 4:00 p.m.
LUNCH SERVED 11:30 a.m. – 1:00 p.m.			
(1A) Policies and Procedures for Managing Your Local Government Ingrid Otto, NYS Office of the State Comptroller	(2A) Tips, Strategies and Compliance Best Practices for Administering Your Community's ARPA Funds Nicole Allen and Jerrine Corrallo, LaBerge Group	(3A) State and Federal Funding: Financing and Resources for Municipalities Kyle Wilbur, NYS Department of State; Charlie Phillion, NYS Homes and Community Renewal; and Khristopher Dodson, SU Environmental Finance Center	(4A) The Open Meetings Law: Demystifying the New Videoconference Procedures Wade Beltramo, New York Conference of Mayors
(1B) Fire Department-Based Ambulance Service - Where Are We Now and Where Are We Going? Timothy C. Hannigan, Hannigan Law Firm PLLC	(2B) An Update on the Implementation of the New York State Marijuana Regulation & Taxation Act Philip Rumsey, New York State Office of Cannabis Management	(3B) First Amendment Audits: What are They and How Can Government Officials Respond Wade Beltramo, New York Conference of Mayors	(4B) Lake Effect and Lightning – A “Shocking” SUNY Oswego Project Scott Steiger, SUNY Oswego
(1C) Public Meeting and Hearing Procedures Scott Chatfield, Esq. (retired)	(2C) SEQR Basics Christopher Eastman and Paula Gilbert, NYS Department of State	(3C) Understanding Site & Subdivision Plans for the Approval Process Pat Scordo and Matt Cervini, GYMO	(4C) Hot Button Land Use Issues Christopher Eastman and Paula Gilbert, NYS Department of State
(1D) ZBA Review of Variance Applications and Interpretation Appeals Mark Schachner, Miller, Mannix, Schachner & Hafner, LLC	(2D) Preventing and Prevailing in Article 78 Proceedings Mark Schachner, Miller, Mannix, Schachner & Hafner, LLC	(3D) Zoning and Siting Large Solar Facilities Nan Stolzenburg, Community Planning and Environmental Associates	(4D) Q&A for Planning and Zoning Scott Chatfield, Esq. (retired)
(1E) Asset Management Tim Hunt, Lewis County Highway Department	(2E) NYSDEC Permitting for Highways Todd Phillips, NYS Department of Environmental Conservation	(3E) Now What Do I Do? How The FEMA Public Assistance Grant Program Brings Dollars Back To Your Community Following A Disaster. Jerry Lord and Steve Eidt, NYS Division of Homeland Security and Emergency Services	(4E) The Basics of a Good Road David Orr, Cornell Local Roads Program
(1F) Fiscal Responsibilities of Municipal Clerks Laird Petrie, Municipal Consultant	(2F) Knowledge Transfer: Knowing What You Don't Know in Times Of Change Khristopher Dodson, SU Environmental Finance Center	(3F) The Do's and Don'ts of Municipal Websites Sarah Brancatella, The Association of Towns of the State of New York	(4F) Potluck Panel for Clerks: Vital Records, DECALS and Dog Licensing David Chico, NYS Dept. of Ag and Markets; Gary Martinez, NYSDOH; and Kevin Maloney, NYSDEC

Assessor Session: “Those Little Things We Need to Know” with Anne Sapienza, FIAO

This class is composed of different topics that we may not utilize in our everyday work but are important to understand. Many times, it is simply a case of not having to use certain forms or uncertainty in confronting a difficult situation. Examples are Correction of Errors, Legal Notices, Sellers Concessions, and the Assessor's Annual Report. Assessors will receive 6 hours of CE credits for attending the entire session.

**KEEP THIS PAGE AND YOUR SESSION CHOICE,
ONE PER COLUMN, FOR YOUR REFERENCE!**

NEW THIS YEAR!

On Wednesday, April 5, 2023, we will be offering a special session on drones. The presentation will be given in partnership with the Genesis Group from 2:00 p.m. to 5:00 p.m.

Unmanned Aerial Systems (Drones): Transforming Work, Play, and Economies

This three-hour session will provide participants with a more-than-basic understanding of what drones are, the applicable rules and regulations for flying them, and how they are benefitting local governments. Unmanned aerial systems (or drones) are transforming the area's economy and providing solutions to the challenges faced by government, as well as providing opportunities for commerce, hobbyists, and our youth.

Try your hand at flying a mini-drone and enter a free drawing to win your very own drone!

Space is limited, please register early!

A reception and cash bar will follow from 5:30 p.m. to 6:30 p.m.
This is your opportunity to meet with exhibitors, colleagues, and sponsors.

TWO WAYS TO REGISTER

Register Online (credit card only):

lgc2023.eventbrite.com

Open through March 10, 2023.

OR

Register by Mail (check only):

www.tughill.org/lgc2023

Complete this form and mail it back with your check.

Registrations *will not* be accepted over the phone or by fax or email.

TURNING STONE HOTEL INFORMATION

To receive the discounted New York State rate of \$98 per night, you must book your room **by 5:00 p.m. on Friday, March 3, 2023**. Please call (800) 771-7711 and state that you are with the NYS Tug Hill commission or give the **code HTUG23**. There are a limited number of rooms, so please book early.

Please understand, we are required to reserve food quantities with the venue ahead of the event.

If you cancel for any reason, we are still obligated to pay for food ordered.

Refunds *will not* be issued after March 3, 2023. No exceptions!

- All attendees will receive a certificate of attendance at the end of the day.
- Assessors will receive 6 hours of CE credits.
- Please call the Tug Hill Commission at (315) 785-2380 with any questions.



NY0027152

INGERSON , RICHARD

PAYPAL LINK CLICK HERE

**INCLUDE YOUR INVOICE NUMBER AND LAST NAME
REGISTRATION CONFIRMATION**

PLEASE PRINT ALL PAGES OF THIS DOCUMENT IMMEDIATELY

Dear RICHARD,

**Congratulations. We have received your registration for the
NYSBOC Central Chapter Conference April 11-13, 2023**

**The Training will be held at:
EMBASSY SUITES - DESTINY USA
311 HIAWATHA BLVD
SYRACUSE NY 13204
315-303-1650**

**Registration begins Tuesday April 11, 2023 at 7:00am
Classes start at 8:00am.
Registration questions contact Andy at drew.3768@gmail.com
Please carefully review all information below for accuracy.**

email any corrections to register@codesclass.com

**Last Name: INGERSON
First Name: RICHARD
Middle Initial: A
Title: CODE ENFORCEMENT OFFICER
Address Line 1: 405 RIVERSIDE DR
Address Line 2:
City: CLAYTON
State: NY
Zip: 13624
email: codes@townofclayton.com
Municipality or firm: TOWN OF CLAYTON
NY Training Id Num: NY0027152
FDID Num: 23816
Phone Number: 315-686-3512**

Central NYSBOC Training April 11-13, 2023



INVOICE

January 17, 2023

INVOICE No: NY0027152 - 2023

Payable To:
NYSBOC CENTRAL CHAPTER
PO BOX 5065
SYRACUSE NY 13220
Jason: jason.perkins@nysboc.com

Attendee:
RICHARD INGERSON
405 RIVERSIDE DR
CLAYTON NY 13624

YOU ARE REGISTERED FOR April 11-13, 2023

Attendance at NYSBOC Central Chapter Conference

\$400.00

TOTAL DUE

\$400.00

PLEASE MAKE CHECKS PAYABLE TO:
NYSBOC CENTRAL CHAPTER
PO BOX 5065
SYRACUSE NY 13220

Please mail a copy of this invoice with payment so we can process correctly.
Or make sure all invoice numbers are included with the check.

NYS VENDOR ID: 1000030789

STACKEL & NAVARRA, C.P.A., P.C.
CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY BANK BUILDING – 216 WASHINGTON STREET
WATERTOWN, NY 13601-3336
TELEPHONE 315/782-1220
FAX 315/782-0118

Robert F. Stackel, C.P.A.
Jacob Navarra, C.P.A.
Mark B. Hills, C.P.A.

January 18, 2023

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.

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's various general ledger accounts have been recorded accurately as of and for the year ended December 31, 2022 on the modified accrual basis of accounting. 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's various general ledger accounts have been recorded accurately as of and for the year ended December 31, 2022. 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 17, 2023 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's various general ledger accounts have been recorded accurately as of and for the year ended December 31, 2022, 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's various general ledger accounts have been recorded accurately as of and for the year ended December 31, 2022. 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's various general ledger accounts have been recorded accurately as of and for the year ended December 31, 2022 in accordance with the modified accrued basis of accounting.

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 \$7,300.

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:

A - GENERAL FUND

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will examine money market savings accounts. We will reconcile to the general ledger amount.
3. We will count petty cash and agree amount to the general ledger.
4. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
5. We will reconcile property taxes recorded on the general ledger to the tax warrant and tax roll. We will also examine documentation to support any tax adjustments.
6. We will reconcile sales tax recorded on the general ledger to the report from Jefferson County.
7. We will reconcile interfund transfers and agree to the amounts recorded in other funds.
8. We will compare payroll amounts recorded on the general ledger for all funds to the quarterly filings submitted to the Internal Revenue Service.
9. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.
10. We will examine budget amendments and transfers approved by the Board and trace them to the various general ledger accounts.

B - GENERAL FUND – TOWN – OUTSIDE VILLAGE

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
3. We will reconcile sales tax recorded on the general ledger to the report from Jefferson County.
4. We will reconcile interfund transfers and agree to the amounts recorded in other funds.
5. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.
6. We will examine budget amendments and transfers approved by the Board and trace them to the various general ledger accounts.

GT, GW - SPECIAL GRANT FUNDS

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will examine BAN's payable and agree to the general ledger. We will examine paid BANs and re-compute interest paid.
3. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
4. We will reconcile interfund transfers and agree to the amounts recorded in other funds.
5. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.
6. We will examine budget amendments and transfers approved by the Board and trace them to the various general ledger accounts.

DA - HIGHWAY FUND – TOWN-WIDE

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
3. We will reconcile property taxes recorded on the general ledger to the tax warrant and tax roll. We will also examine documentation to support any tax adjustments.
4. We will reconcile sales tax recorded on the general ledger to the report from Jefferson County.
5. We will reconcile interfund transfers and agree to the amounts recorded in other funds.
6. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.
7. We will examine budget amendments and transfers approved by the Board and trace them to the various general ledger accounts.

DB - HIGHWAY FUND – PART-TOWN

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
3. We will reconcile sales tax recorded on the general ledger to the report from Jefferson County.
4. We will reconcile interfund transfers and agree to the amounts recorded in other funds.
5. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.
6. We will examine budget amendments and transfers approved by the Board and trace them to the various general ledger accounts.

HA, HR, RW - CAPITAL FUND

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will examine BAN's payable and agree to the general ledger. We will examine paid BANs and re-compute interest paid.
3. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
4. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.

JY - CLAYTON YOUTH COMMISSION FUND

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree the reconciled balances to the general ledger amount.
2. We will reconcile payments from the Village of Clayton, New York and Town of Clayton, New York.
3. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.

**HH, SL, SM, SA, GD, GH, GR - LIGHTING, FIRE PROTECTION, AMBULANCE
AND SEWER FUNDS**

1. We will inspect the bank reconciliations at December 31, 2022 and trace outstanding items to the January 2023 bank statements. We will agree the reconciled balances to the general ledger amount.
2. We will reconcile the fund balance to the general ledger and examine all postings to the fund balance general ledger account.
3. We will reconcile property taxes recorded on the general ledger to the tax warrant and tax roll. We will also examine documentation to support any tax adjustments.
4. We will examine other general ledger revenue and expenditure accounts on a test basis. We will examine supporting documentation to support amounts posted to the general ledger accounts.

TJ - TOWN JUSTICE REPORTS

1. We will trace payments from receipts issued for fines to the monthly report and to the check to the Town of Clayton on a test basis.
2. We will add the cash receipts journal for the test period.
3. We will trace the receipts per the cash receipts to the bank statement for the test period.
4. We will tape disbursements per the checkbook and trace them to the bank statement for the test period.
5. We will inspect the bank reconciliation at December 31, 2022 and agree to the Justice's cash balance.

TA - TRUST AND AGENCY FUND

1. We will inspect the bank reconciliation at December 31, 2022 and trace outstanding items to the January 2023 bank statement. We will agree reconciled balances to the general ledger.
2. We will perform a test to ensure that deposits in excess of FDIC coverage are adequately collateralized.
3. We will examine liability accounts on a test basis and agree to supporting documentation.

K - FIXED ASSET ACCOUNT GROUP

1. We will reconcile the fixed asset subsidiary cards to the general ledger.
2. We will examine invoices for new asset additions on a test basis.
3. On a test basis, we will trace new fixed asset additions to the .2 and .4 expense accounts in the general ledger of the governmental funds.
4. On a test basis, we will trace dispositions of fixed assets by sale to the revenue accounts in the general ledger of the governmental funds.
5. On a test basis, we will review the minutes of the Board meeting for authorization of purchases and dispositions of fixed assets.

W - LONG-TERM DEBT ACCOUNT GROUP

1. We will reconcile bonds payable to the general ledger amount.
2. We will recalculate interest expense and agree payments to amortization schedules.
3. We will trace principal and interest payments to expenditure accounts in the governmental funds.

TOWN OF CLAYTON, JEFFERSON COUNTY, NEW YORK

REQUEST FOR QUALIFICATIONS – QUALIFIED ENGINEERING FIRMS NYS ENVIRONMENTAL FACILITIES CORPORATION ENVIRONMENTAL PLANNING GRANT - CFA Project No. 121474

\$20,000 Grant Award with \$4,000 Local Match = \$24,000 Total Project Cost

January 11, 2023

PROJECT OVERVIEW

The Town of Clayton is seeking proposals from qualified engineers to provide professional services for the above-referenced planning project. A selection panel will review and evaluate the proposals and submit a recommendation for a single engineering firm for this project. This recommendation will be made to the Town Board of the Town of Clayton.

The Town of Clayton has been awarded a NYSEFC Environmental Planning Grant in the amount up to \$20,000 with a local contribution of up to \$4,000 to develop an engineering report to evaluate the alternatives for sewer collection and treatment options for the Town of Clayton 's Route 12 sewer district.

The proposed project will include the construction of a new sewage collection system, where the properties currently utilize failing onsite sewage treatment systems. There are two options that exist for treatment. This study will evaluate these alternatives. Findings of the EPG Study will be put into a NYSEFC Engineering Report for an Intended use Plan listing and CWSRF application for eventual loan and grant assistance.

The Town of Clayton is requesting a Statement of Qualification (SOQ) for the completion of the EPG Grant study of required collection system improvements as described above. Qualified Minority and Women Owned Business as well as Section 3 Businesses are encouraged to submit a proposal.

The report must follow EFC's current Engineering Report Outline (copy of EFC engineering report guidelines can be found at: <https://www.efc.ny.gov/EPG>). The project will be subject to 30 percent participation by Minority and/or Women Owned Business Enterprises (MWBE) and 6 percent participation by Service-Disabled Veteran Owned Businesses (SDVOB) for professional service contracts over \$25,000.

The report must follow EFC's current Engineering Report Outline requirements and must contain the following items as part to the study scope:

- 1) Consider storm and flood resiliency (sea level rise, storm surge, potential for flooding impacts, or other extreme weather event)
- 2) A comprehensive analysis of the following alternatives:
 - a. No-action alternative
 - b. Green infrastructure, in combination with gray infrastructure or individually, is

required for projects involving stormwater, including stormwater inflow to sewer systems. A justification must be provided if a green infrastructure component is not part of the recommended alternative.

- c. Repair or replacement versus new construction
- d. Regional consolidation opportunities

Any alternatives considered technically infeasible should be identified as such and the rationale briefly discussed. Smart Growth alternative(s) must be considered and documented in the engineering report.

Any final engineering agreement must have the current copy of the NYS EFC terms and conditions attached as a supplement to the agreement.

Questions regarding this solicitation may be directed to the Town of Clayton Clerk's Office: 405 Riverside Drive, Clayton NY 13624; (315) 686-3512 or by email at support@townofclayton.com.

STATEMENT OF QUALIFICATION (SOQ):

The SOQ response shall include the following:

1. Describe your firm's experience in providing design and construction phase engineering services for projects similar to the Town of Clayton.
2. Describe the organization and management effort you propose to accomplish the project.
3. Identify the person you propose to serve as the Project Manager and include resumes of the individuals who will be assigned to the project.
4. Describe specific engineering services that your firm will provide to assist the Town in completing the project including planning, surveying, design, permits and approvals, bidding, construction phase administration, construction observation, etc.
5. Confirmation that the proposer is a professional engineer licensed to work in the State of New York.
6. Provide a proposed schedule to complete the project in a timely manner.
7. Provide a list of successfully completed NYS EFC RPG I&I Study Reports completed over the last four-year period and include contact information for three (3) references

The selection of the Consultant will be based upon the following criteria: successful performance in providing Engineering Services for similar projects; knowledge and familiarity with the Town's sanitary sewage collection system, technical capability (including experience) of the Project Manager and Project Team; the availability of the Consultants Staff and resources to assist the Town of Clayton; and experience with NYSEFC Funded Projects and the EPG grant program in particular. The relative weight of each criterion to be used by the Town in evaluating the proposals will be as follows:

- Knowledge and familiarity with the Town of Clayton 's collection system
Maximum Points: 20
- Project Management Approach: Response as outlined regarding the Firm's Project Management Approach and the performance of the identified services as well as the

timeliness of project deliverables

Maximum Points: 25

- Availability of Staff and Experience of the Project Team: Having the right team helps deliver a project within budget and on schedule. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to do a majority of the work identified. Considerations will include the individuals' qualifications, experience, and location of key personnel.

Maximum Points: 30

- Experience with NYSEFC Funded Projects: The Firm's familiarity and experience in successfully satisfying NYSEFC engineering report and MWBE requirements will be reviewed and ranked.

Maximum Points: 25

MBE/WBE

The Town of Clayton is an equal opportunity employer and supports the use of Minority Business Enterprise, Women's Business Enterprise firms as part of your proposal.

Minority and Women's business enterprises are strongly encouraged to apply.

Please provide a copy of your qualifications and related materials via electronic or hard copy. Proposals may be transmitted as two total files electronically in a PDF format consisting of 1) a Statement of Qualifications 2) Billing rates or in a sealed envelope with a separate cost estimate_attachment no later than 2pm on January 23rd. Please mark your response "REQUEST FOR ENGINEERING – EPG Route 12 Sewer District Extension Study" and send or mail your response to:

Megan Badour, Town Clerk

Town of Clayton

405 Riverside Drive

Clayton New York 13624

Phone: (315) 686-3512

Email: support@townofclayton.com