

**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, September 27, 2023 • 5:00pm • Cerow Recreation Park Arena*

---

**1. Pledge of Allegiance**

**2. Town Board Workshop Meeting**

**A. Guests:**

**B. Town Clerk**

- i. Correspondence that needs recording
- ii. Minutes from 9/12/2023 Budget Workshop and 9/13/2023 Regular Meeting
- iii. Presentation of Tentative Budget

**C. Public:** Comment on Agenda Items

**D. Workshop Discussion Items**

- i. Resolution re: Route 12 Water IMA
- ii. Resolution: Depauville Sewer Disinfection Project Bonding
- iii. Depauville Sewer Issue: Wilkie
- iv. General Code Update Estimate

**E. Public:** *Comment on Non-Agenda Items*

**3. Adjournment**

**Next Board Meeting:** *Wednesday, October 11, 2023 @ 5:00pm at Cerow Recreation Park Arena*



Alice J. Kim  
Director, Government Affairs

September 12, 2023

RE: Charter Communications Notification

Dear Municipal Official:

I am writing to inform you that effective **September 11, 2023**, Spectrum Northeast, LLC reached a deal to renew its carriage agreement with the Walt Disney Company. The following channels are now available:

**NETWORKS OWNED BY THE WALT DISNEY COMPANY:**

- ACC Network\*
- Disney Channel
- ESPN
- ESPN2
- ESPN Deportes
- ESPN News
- ESPNU
- FX
- Longhorn Network\*
- National Geographic
- SEC Network\*

*\*Carriage depends on customers' region*

Additionally, in the coming months, Charter will be adding Disney+ Basic ad-supported service to customers who purchase Spectrum TV Select and ESPN+ will be provided to Spectrum TV Select Plus customers.

The following Disney-owned channels will no longer be available, and the channels will be slated with the following message: "Spectrum has reached a deal with The Walt Disney Company and this channel is no longer available. While many of the channels you enjoy have returned, there is even better news! In the coming months, Disney+ will be included in the Spectrum TV Select package – at no additional cost. We look forward to continuing to provide you with a great Spectrum TV experience."



Alice J. Kim  
Director, Government Affairs

- Disney Jr.
- Disney XD
- Baby TV
- FreeForm
- FXX
- FX Movie Channel
- Nat Geo Wild
- Nat Geo Mundo

For more information, please visit [www.DisneyESPNFairDeal.com](http://www.DisneyESPNFairDeal.com).

If you have any questions about this change, please feel free to contact me at 315-634-6170 or via email at [Alice.kim@charter.com](mailto:Alice.kim@charter.com).

Sincerely,

A handwritten signature in black ink that reads "Alice J. Kim".

Alice J. Kim  
Director, Government Affairs  
Charter Communications




**Department of Planning**  
175 Arsenal Street  
Watertown, NY 13601

Michael J. Bourcy  
Director of Planning

(315) 785-3144  
(315) 785-5092 (Fax)

## MEMO

To: Town of Alexandria, Antwerp, Brownville, Cape Vincent, Clayton, LeRay, Lyme, Orleans, Pamela, Philadelphia, and Theresa  
From:  Samuel Wilson, Assistant Planner  
Date: September 21, 2023  
Subject: Public Hearing Notice for North Agricultural District #2 Eight-Year Review

Land within your municipality is located within the North Agricultural District. As part of NYS Agriculture and Markets Law, NYS Certified Agricultural Districts must undergo an eight-year review process to ensure that agriculture is still viable within the District.

A public hearing will be held in the Jefferson County Board of Legislator's Chambers, 2<sup>nd</sup> floor, Historic Court House, at 195 Arsenal Street, Watertown, New York on Tuesday, October 3<sup>rd</sup>, 2023, at 6:00 PM. The public hearing notice will be published in the Watertown Daily Times on September 25, 2023. Please see the attached notice.

A requirement in NYS Agriculture and Markets Law is that the public hearing notice be sent to each Town with land within the District. I would appreciate it if you would post this notice in your office and on your Town's website, if possible.

Further information is available on the Planning Department's webpage,  
<https://co.jefferson.ny.us/departments/Planning/nys-certified-agricultural-district>

If you have any questions call me at 785-3144. Thank you.

**Jefferson County Notice of Public Hearing**  
**8-Year Review Jefferson County North Agricultural District #2**

Notice is hereby given that a public hearing will be held by the Jefferson County Board of Legislators for the purpose of receiving comments on the Eight Year review of the North Agricultural District #2. The District is located within the towns of Alexandria, Antwerp, Brownville, Cape Vincent, Clayton, LeRay, Lyme, Orleans, Pamela, Philadelphia, and Theresa.

The public hearing will be held at the Jefferson County Board of Legislator's Chambers, 2<sup>nd</sup> floor, Historic Court House, at 195 Arsenal Street, Watertown, New York on Tuesday, October 3<sup>rd</sup>, 2023, after the 2023 Individual Inclusion public hearing at 6:00 p.m.

A map and report of the Proposed North Agricultural District #2 is available for review at the Jefferson County Planning Department Office, 3<sup>rd</sup> Floor, 175 Arsenal St, Watertown, New York, M-F, 9-5. The map and report may also be viewed on the Jefferson County website, [www.co.jefferson.ny.us](http://www.co.jefferson.ny.us), under Planning Department, NYS Certified Agricultural District.

The Agricultural and Farmland Protection Board's recommendation will be reviewed along with the changes requested by landowners in the District. The County received landowner requests to add 2,058.4 acres to the District and to remove 1,237.8 acres from the District.

All interested parties will be heard at the public hearing.

Robert F. Hagemann, Clerk of the Board

Town of Clayton Budget Workshop Meeting Minutes

Tuesday, September 12, 2023

The Town Board of the Town of Clayton held a budget workshop meeting at 9:30 AM, at Clayton Opera House, located at 405 Riverside Dr., Clayton, NY.

The following persons attended:

Lance Peterson  
Kathleen LaClair

Kenneth Knapp  
Alicia Dewey

Donna Patchen  
Steve Dorr

James Kenney

Motion to open the budget workshop meeting at 9:30 am to discuss the 2024 Town of Clayton budget made by Donna Patchen, seconded by Kenneth Knapp. Motion carried.

Motion to enter executive session to discuss section 105(f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 10:15 am made by Kenneth Knapp, seconded by James Kenney. Motion carried. Alicia Dewey was asked to stay.

Motion to close executive session at 10:19 am made by Kathleen LaClair, seconded by Donna Patchen. Motion carried.

Motion to adjourn the budget workshop meeting at 11 am made by Donna Patchen, seconded by James Kenney. Motion carried. Next budget workshop. Next meeting to be held Wednesday, September 13, 2023 at 5:00 pm at the Cerow Recreation Park Arena.

*Mariah LaClair, Deputy Clerk*

Town of Clayton Regular Meeting Minutes

Wednesday, September 13, 2023

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, at Cerow Recreation Park, 600 Eastline Road, Clayton, NY.

The following persons attended:

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

1. Pledge of Allegiance: Supervisor Peterson opened the meeting with the Pledge of Allegiance
2. Guests: N/A
3. Town Clerk:
  - A. Correspondence:
    1. NYS Dept of State Environmental Facilities Corporation Submit Public Comments (see attached)
    2. NYS DEC Comment Period Extension (see attached)
  - B. Minutes:
    1. Minutes from 8/23/2023 Workshop Meeting to be approved. Motion made by Kenneth Knapp, seconded by Kathleen LaClair. **Motion carried.**
4. Public: No comment on agenda items.
5. General Discussion Items:
  - A. Bills and Transfers:
    - i. Abstract #9 of 2023  
Motion was made by Kenneth Knapp, seconded by Donna Patchen, to approve Abstract #9, in the amount of \$480,334.88. **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 James Kenney to approve Supervisor's report & bank reconciliations for August 2023. **Motion carried.**
  - C. Balance Sheets: August 2023
  - D. Resignations; Appointments & Rate Changes:
    - i. Resignations: N/A
    - ii. Positions/Appointments: N/A
    - iii. Rate Changes: Motion was made to approve step increases of \$.50/hour for Jeff Tucker, effective 9/9/23 by Donna Patchen, seconded by Kathleen LaClair. **Motion carried.**
  - E. Training: N/A
  - F. Route 12 Sewer EDU Adjustments:

Motion to approve 20.11-2-12.12 Bach increase from 2 to 3 EDU to account for the addition of a hair salon to the site and 20.11-1-12.71 Wattenbe reduce from No Hookup fee to vacant as home was removed by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

F. Fuel Bids:

Motion to approve Christman as the provider of choice for the 2023-2024 season with a fixed rate of \$3.49 for fuel oil and a fixed rate of \$1.39 for propane made by Kenneth Knapp, seconded by James Kenney. Peterson, Knapp, Kenney, LaClair in favor; Patchen opposed.

**Motion carried. (See attached)**

G. Authorize Miscellaneous Contractor RFP:

Motion made to accept the authorization of the Miscellaneous Contractor RFP returnable by Monday, November 6, 2023 @ 2:00 pm, by Donna Patchen, seconded by Kathleen LaClair.

**Motion carried.**

H. Sander/Bucket Purchase:

Motion to approve the requested highway equipment purchases as follows: sander \$36,992.20 and bucket \$9,800 by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

6. Supervisor's Report: N/A

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr- Crew is working on Black Creek Road, paving will begin September 19, 2023.

B. Buildings & Grounds: James Jones- One remaining show at the arena prior to ice. Boards have already been put up, looking to have ready for October 6, 2023. The fence will be installed at the Civil War Cemetery on Grindstone Island.

C. Assessor: Alexander Marchenkoff- N/A

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

8. Council Reports

- Councilman Knapp: Depauville Library will be working with Harmony Instruments on an instrument distribution program. Storytime with Sally is beginning.
- Councilwoman Patchen: No reports at this time.
- Councilman Kenney: There is a vacancy on the Sewer Board, this needs to be filled. Sand beds were cleaned up and ready for winter.
- Councilwoman LaClair: TIERS is seeking ideas for fundraising to support classes.

9. Public: N/A

Motion was made by Kenneth Knapp, seconded by Donna Patchen to enter Executive Session under NYS OML §105(f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 5:22 PM. **Motion carried.**

Motion was made by Donna Patchen seconded by Kenneth Knapp to close Executive Session at 5:31 PM. **Motion carried.**

Motion was made by Donna Patchen seconded by James Kenney to open the regular meeting at 5:31 PM. **Motion carried.**



Motion was made by Kathleen LaClair, seconded by Donna Patchen to adopt a new position of Assistant Recreation Supervisor. **Motion carried.**

Motion was made by James Kenney seconded by Kenneth Knapp to open the Budget Workshop. **Motion carried.**

10. Adjournment:

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to adjourn at 5:32 PM. **Motion carried.**

Next Meeting: Wednesday, September 27, 2023 at 5:00PM at the Cerow Recreational Park Arena.

*Megan Badour, Town Clerk*

TOWN OF CLAYTON  
RESOLUTION #48  
WATER IMA MEMORANDUM OF UNDERSTANDING WITH VILLAGE OF ALEXANDRIA  
DATED: SEPTEMBER 27, 2023

At a regular meeting of the Town Board of the Town of Clayton, Jefferson County, New York held at the Cerow Recreational Park Arena at 600 Eastline Road, Clayton, New York, 13624, on September 27, 2023 at 5:00 pm prevailing time:

The meeting was called to order by Supervisor Peterson and upon roll being called the following were:

Present: Lance Peterson, Supervisor  
Kenneth Knapp, Councilman  
Donna Patchen, Councilwoman  
James Kenney, Councilman  
Kathleen LaClair, Councilwoman

Absent: None

1. This resolution is to provide clarity to the water IMA billing addendum agreement between the Village of Alexandria and the Towns of Alexandria, Orleans, Theresa and Clayton.
2. The term billed water means the readings taken from Master Meters used by outside water districts.
3. The total usage figure will come from the water withdrawal permit for the village.
4. The Village water use will be the difference between total usage and the water sold to outside users. This prevents the Village of Alexandria's properties that do not get charged/ or do not have a water meter hooked to them and the Village's lost water from being passed on to the outside users.
5. The Town of Clayton agrees to deviate from the way the Total Usage figure was derived in the past for the year 2024.
6. This resolution shall take effect immediately upon its adoption.

A motion to adopt the foregoing Resolution was offered by Councilmember \_\_\_\_\_, and seconded by Councilmember \_\_\_\_\_ and upon roll call vote of the Board was duly adopted as follows:

Lance Peterson, Supervisor	Yes ___ No ___
Kenneth Knapp, Councilman	Yes ___ No ___
Donna Patchen, Councilwoman	Yes ___ No ___

James Kenney, Councilman  
Kathleen LaClair, Councilwoman

Yes \_\_\_ No \_\_\_  
Yes \_\_\_ No \_\_\_

Absent:

Yes \_\_\_ No \_\_\_ Absent \_\_\_

Dated: September 27, 2023

**Certification**

I, Megan Badour, Town Clerk of the Town of Clayton, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of clayton held on September 27, 2023 and it is on file and of record, and that said resolution has not been altered, amended or revoked and it's in full force and effect.

(seal)

---

Megan Bodour, Town Clerk

**TO:** Alicia Dewey, Assistant to the Supervisor  
[amdewey@townofclayton.com](mailto:amdewey@townofclayton.com)

**FROM:** LoriAnn Shura, Account Manager  
[lshura@generalcode.com](mailto:lshura@generalcode.com)

**CLIENT:** Town of Clayton, NY  
(CL3056)

**RE:** Supplement No. 5 Estimate

Dear Alicia,

Thank you for the opportunity to provide an estimate for your current supplementation project.

### Source Files:

We have reviewed 3 pieces of legislation for an update to the Town Code.

There were also 4 pieces of legislation that do not need to be codified.

For a detailed listing of the included legislation, refer to the Appendix at the end of this estimate.

### Supplementation:

General Code will codify and supplement the legislation listed above which includes but is not limited to:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
- Review of statutory citations regarding the new legislation
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the municipality for resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of instruction page for removing and inserting revised Code pages
- Printing of up to 5 sets of supplemental pages
- Update to eCode360

### Price:

Between \$1,710.00 and \$2,080.00, which includes shipping and handling.

The final invoice will follow completion of the supplement.

- Any missing legislation received may result in additional costs.
- Any newly adopted legislation received after authorization for this supplement will be held until the next supplement, unless otherwise noted.

### Payment Terms:

Available upon request

**Authorization:**

To authorize the supplement as outlined above, please sign and return to [ezsupp@generalcode.com](mailto:ezsupp@generalcode.com).

This order is subject to General Code's Codification Terms and Conditions, which are available at <https://www.generalcode.com/terms-and-conditions-documents/>.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please feel free to contact me.

LoriAnn Shura, Account Manager  
[lshura@generalcode.com](mailto:lshura@generalcode.com)

## Appendix

### Legislation to be included in the code

Legislation Name	Adoption Date
Local Law No. 2-2023	02/09/2023
Local Law No. 3-2023	02/09/2023
Local Law No. 4-2023	08/23/2023

### Legislation that does not need to be codified

Legislation Name	Adoption Date
Local Law No. 1-2022	02/09/2022
Local Law No. 2-2022	08/24/2022
Local Law No. 1-2023	01/25/2023
Local Law No. 3-2023	08/23/2023