



TOWN BOARD MEETING AGENDA

Wednesday, January 10, 2024 | 5:00pm | Annual Meeting

Meeting to Order at 5:00pm

Supervisor:

- Administrative Appointments
 - Association of Towns Delegate: Tim Doney
 - Deputy Supervisor: Ken Knapp
 - External Auditor: Bill Dealing, CPA: AUD, Stackel & Navarra: Single Audit/AUP
 - Clerk to Supervisor: Savarah McCargar
 - Historian: Thomas LaClair

- Board Appointments
 - Heritage Heights Sewer Board:
Tom Turgeon; Dennis Baldwin; Chris Matthews
 - Depauville Sewer Board:
Keitha Haas; Larry Girard; Bob Haver; Gene Vanalstyne; Aaron Fulton
 - Consolidated Health Board:
Mayor Nancy Hyde; Supervisor Tim Doney; Dr. Grybowski; Keitha Haas
 - Consolidated Health Board Officer: Dr. Grybowski
 - Clayton Youth Commission:
 - Town: Sara Matthews; Nicci Hudson; Scott Johnson; Chelsea Eppolito; Darin Barton; Amber Parliament
 - Village: Scott Johnson; Katie Johnson; Anthony Augliano, Heather Williams
 - Clayton Local Development Corporation: Jamie Ganter (Chairman); John Cooper (Treasurer); Christine Powers (Secretary); Jack Stopper; Dennis Weller; Mike Hazelwood; Christopher Bogenschutz; **Tim Lalonde**; Norma Zimmer *Officio Members:* Doug Rogers; Nancy Hyde; Tim Doney; Bobby Cantwell (Vice Chairman); Michael Bashaw
 - Depauville Library: Tresa Forkey (President); Jan Larrow (Vice-President); Gail Egeressy (Treasurer); Colleen Schimpf (Secretary); Phil Pond; Keitha Haas; Doreen Hanson

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

 - Building Codes Enforcement Officer: Richard Ingerson

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

- Town Board Committees: (per Town Law 63, 13)
 - Tim Doney: Highway, Consolidated Health, Youth Commission & ABM, CLDC
 - Ken Knapp: Libraries & Chamber of Commerce
 - Donna Patchen: Buildings & Grounds, Cemetery, Personnel & Personnel
 - Jim Kenney: Safety Coordinator, Planning & Zoning & Sewer Districts
 - Kathy LaClair: TIERS, Paynter Center

Town Clerk:

- Appoint Deputy Clerk/Deputy Registrar: Rylee Babcock

Highway Superintendent:

- Appoint Deputy Highway Superintendent: Raymond Robinson

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 2023-2024:
 - \$100/hr contract
 - \$110/hr Old Timers
 - \$125/hr Community non-contract
 - \$200/hr Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot
 - o Ice rates for 2023-2024:
 - \$105/hr contract
 - \$115/hr Old Timers
 - \$125/hr Community non-contract
 - \$200/hr Outside non-contract
 - \$3/day Public Skate admission
 - \$5/session Skate-n-Shoot

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

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

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.
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 \$37,500; Councilpersons \$5,000; Town Clerk \$30,000; Highway Superintendent \$64,000; Town Justices \$12,400 and \$15,000.
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 2024 have been provided for within the 2024 budget. The Town Board has approved 2024 salaries by its action to approve the final budget on November 8, 2023.
10. Resolution that any "new hire" or "rehire" must be reflected in Board minutes.
11. Resolution to pay certain contractors or service providers by voucher:
 - a. Jay Slate: \$15.00/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 \$1,199 membership dues for the Association of Towns for the year 2024.
14. Resolution to set mileage rate for 2024 at the established IRS and Federal Rate. IRS Rate for 2024 is \$.67 per mile.
15. Resolution to adopt Community Bank; Watertown Savings Municipal Bank; and NYCLASS as Town banking institutions.
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 2024.
20. Resolution for Supervisor to sign agreement with Village for the Hawn Memorial Library for \$9,000 for 2024.
21. Resolution for Supervisor to sign contract with the Paynter Center for \$10,000 for Senior Services for 2024.
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 2024.
23. Resolution for Supervisor to sign contract with TI Museum for \$3,000 for expenses related to housing the Town Historian for 2024.

24. Resolution recognizing the current agreement with the CLDC regarding a 2024 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 Company, PE, as Town Engineer per agreement (see attached).
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. 2023-12, 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.
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
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.

Pending Litigation: Jan 2024

A. Status of pending General Litigation: None

B. Status of Tax Assessment Review Actions: None



Incorporated 1872

VILLAGE OF CLAYTON

425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624
Phone: (315) 686-5552 Fax: (315) 686-2132
TTD: 1-800-662-1220

Website: www.villageofclayton.org

E-mail: vclayton@gisco.net

December 12th, 2024

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

Re: Library Service Agreement

Dear Megan:

Enclosed please find two copies of the 2024 *Library Service Agreement*, approved by the Village Board at its December 11th, 2024 regular meeting.

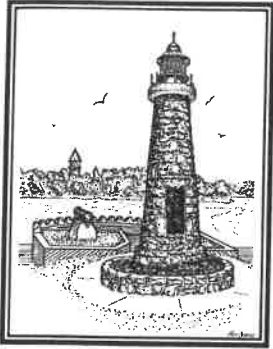
Please have the Town Supervisor sign them and return one copy to our office, together with the Town of Clayton's budgeted contribution in the amount of \$10,000.00 on or around January 1st, 2024.

Give me a call if you have any questions. Thanks!

Very truly yours,

Joanne Lenhard-Boye
Village Clerk

Enclosures



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425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624
Phone: (315) 686-5552 Fax: (315) 686-2132
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LIBRARY SERVICE AGREEMENT

AGREEMENT made this 1st day of January, 2024, by and between the **VILLAGE OF CLAYTON**, a municipal corporation of the State of New York with offices at 425 Mary Street, Clayton, New York, and the **TOWN OF CLAYTON**, a municipal corporation of the State of New York with offices at 405 Riverside Drive, Clayton, New York.

WITNESSETH:

WHEREAS, the Hawn Memorial Library is a public library located on John Street, in the Village of Clayton, County of Jefferson and State of New York, established by the Village of Clayton pursuant to the provisions of Section 255 of the Education Law; and

WHEREAS, the Village of Clayton has in the past furnished library services to the residents of the Town of Clayton at the Hawn Memorial Library in consideration for fair and just compensation received from the Town of Clayton; and

WHEREAS, the parties desire to continue the mutual covenants and conditions contained herein, the parties agree as follows:

1. The Village of Clayton shall furnish library services to the residents of the Town of Clayton through the Hawn Memorial Library for a period of one year, commencing January 1, 2024 and ending December 31, 2024.
2. During the term of this agreement all residents of the Town of Clayton shall be entitled to full library privileges at the Hawn Memorial Library.
3. In consideration for the library services furnished by the Village of Clayton through the Hawn Memorial Library pursuant to the terms of this agreement, the Town of Clayton shall pay to the Village of Clayton the sum of Nine Thousand Dollars (~~\$9,000.00~~) on or about January 1, 2024.

\$10,000

IN WITNESS WHEREOF, the Village of Clayton and the Town of Clayton have caused their corporate seals to be hereunto affixed and by these presents to be signed by their duly authorized officers the day and year first above written.

VILLAGE OF CLAYTON

By: Nancy L. Hople
Mayor

ATTEST:

Joan K.
Village Clerk

TOWN OF CLAYTON

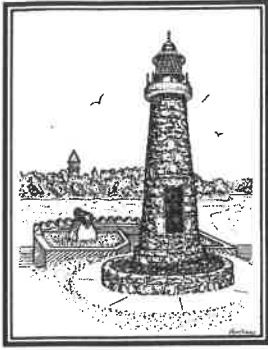
By: _____
Supervisor

ATTEST:

Town Clerk

(SEAL)

(SEAL)



Incorporated 1872

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9,000

IN WITNESS WHEREOF, the Village of Clayton and the Town of Clayton have caused their corporate seals to be hereunto affixed and by these presents to be signed by their duly authorized officers the day and year first above written.

VILLAGE OF CLAYTON

By: Nancy L Hyde
Mayor

ATTEST:

Joan [Signature]
Village Clerk

(SEAL)

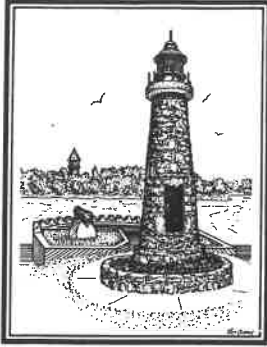
TOWN OF CLAYTON

By: _____
Supervisor

ATTEST:

Town Clerk

(SEAL)



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December 12th, 2023

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

Re: Historian Service Agreement

Dear Megan:

At its December 11th, 2023 regular meeting, the Village Board approved the 2024 Historian Service Agreement. Enclosed please find two original agreements, signed by the Mayor and witnessed by the Village Clerk.

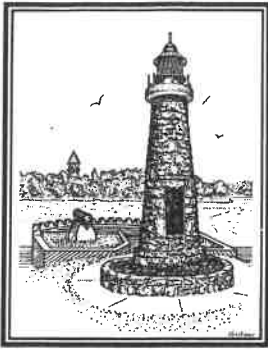
Please have the Town Supervisor sign them and return one completed original to our office, together with the Town of Clayton's budgeted contribution in the amount of \$1,826.82 on or about January 1st, 2024.

Should you need anything further, kindly reach out. Thank you.

Sincerely,

Joanne Lenhard-Boye
Village Clerk

Enclosures



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425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624
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WITNESSETH:

WHEREAS, the Town of Clayton has the office of Town Historian which is funded by taxes collected in the Town of Clayton but outside the Village of Clayton; and

WHEREAS, the Village of Clayton has the office of Village Historian which is funded by taxes collected within the Village of Clayton; and

WHEREAS, the parties desire to share Historian services in accordance to conditions continued herein, the parties agree as follows:

1. The Village of Clayton shall furnish Historian services to the Town of Clayton for a period of twelve (12) months, commencing January 1, 2024 and ending December 31, 2024. This agreement shall renew itself unless advised in writing to the remaining party 30 days prior to its expiration.

2. The Town of Clayton shall furnish an office for Town Historian services.

3. The Town of Clayton will pay the expenses, in accordance with the Town of Clayton budget, for the operation of the Historian office.

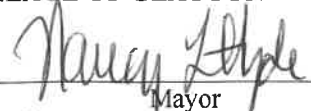
4. In consideration for Historian services furnished by the Village of Clayton, the Town of Clayton shall pay to the Village of Clayton the sum of \$1,697.00, plus the Town portion of Social Security and Medicare (currently \$129.82 or 7.65%), for a total of \$1,826.82.

5. Reimbursement by the Town of Clayton to the Village of Clayton shall be made on or about January 1st of each contracted year.

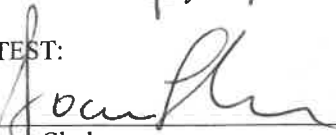
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VILLAGE OF CLAYTON

TOWN OF CLAYTON

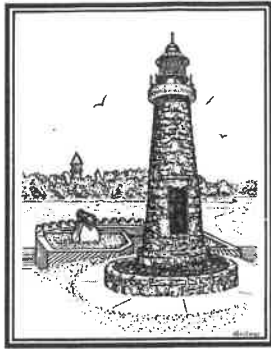
By: 
Mayor

By: _____
Supervisor

ATTEST:

Village Clerk (SEAL)

ATTEST:

Town Clerk (SEAL)



Incorporated 1872

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VILLAGE OF CLAYTON

TOWN OF CLAYTON

By: Mary Hyde
Mayor

By: _____
Supervisor

ATTEST: [Signature]
Village Clerk (SEAL)

ATTEST: _____
Town Clerk (SEAL)