

Town Supervisor
Tim Doney
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 REGULAR MEETING AGENDA

Wednesday, May 8, 2024 • 5:00pm • Cerow Recreation Park Arena

1. **Pledge of Allegiance**
2. **Guests:**
3. **Town Clerk**
 - A. *Correspondence* that Needs Recording
 - B. *Minutes* from 4/10/2024
4. **Public: Comment on Agenda Items**
5. **General Discussion Items:**
 - A. Bills & Transfers
 - i. Abstract #5 of 2024 in the amount of \$134,571.10
 - ii. Transfers: *N/A*
 - iii. Budget Amendment: *N/A*
 - iv. New Accounts/Special Entries: *N/A*
 - B. Supervisor's Report & Bank Reconciliations: *N/A*
 - C. Balance Sheets: *N/A*
 - D. Resignations, Appointments & Rate Changes
 - i. Resignations & Appointments:
 - a. *Resignation: T. LaClair, Historian*
 - b. *Seasonal Lifeguards & Dock Attendants*
 - ii. Rate Changes: Step Increases for: Bogart 5/12/24 +\$.50/hour
 - E. Training: *N/A*
 - F. Recreation Park Summer Day Camp
 - G. Jeff-Lewis BOCES Drug Testing Agreement
 - H. Resolution No. 42 of 2024: NYSLRS Standard Work Day and Reporting Resolution
6. **Supervisor's Report:** Highway, Consolidated Health District, Youth Commission & Antique Boat Museum
7. **Department Head Reports:**
 - A. Highway Superintendent: Steve Dorr
 - B. Buildings & Grounds: James Jones
 - C. Assessor: Interim Alexander Marchenkoff
 - D. Codes/Zoning: Richard Ingerson
8. **Council Reports:**
 - A. **Councilman Knapp:** Libraries & Chamber of Commerce
 - B. **Councilwoman Patchen:** Buildings & Grounds, Cemeteries, and Purchasing & Personnel
 - C. **Councilman Kenney:** Safety Coordinator, Planning/Zoning, and Sewer Districts
 - D. **Councilwoman LaClair:** TIERS, Paynter Center and CLDC
9. **Public:** *Submitted Requests to Address the Board*
10. **Executive Session:** NYS OML §105 (f)
11. **Adjournment**

Next Board Meeting: *Wednesday, May 22, 2024 @ 5:00pm*



Save the Date!

2024 Treks & Events

Upcoming Trek Schedule

Tues, 4/16 Common Tern Grid Installation
Fri, 4/26 12th Annual 'For the Trees'
Sat, 5/11 Spring Stewardship Day
Sat, 5/18 Smith Bird Trek Series:
Warbler Walk & KidsTrek: Bird is the Word
Fri, 6/21 Summer Walking Meditation
Tues, 7/02 Summer Yoga
Tues, 7/09 KidsTrek: Bend Like a Bug
Thurs, 7/11 Mushrooms & Mosses
Sun, 7/14 Kayak Adventure
Sat, 7/20 Annual Loon Census
Thurs, 7/25 Rivergate Ride
Thurs, 8/1 KidsTrek: Ichthyologist For a Day
Sat, 8/10 Mutt Strut
Tues, 8/13 KidsTrek: Damsels & Dragons
Tues, 8/20 Common Tern Grid Removal
**Thurs, 8/22 Birkhead Lecture: Native Food
Plants for Pollinators & People**
Fri, 9/20 Fall Stewardship Day
Sat, 10/26 Halloween Hike

Events

**Fri, 6/14
Zenda
Community
Picnic &
Volunteer
Recognition**

**Sat, 7/20
Summer
Gathering**

**Thurs, 8/15
Islander
Major Donor
Appreciation**

To Register:



treks@tilandtrust.org



(315)-686-5345



tilandtrust.org

NOTICE OF APPLICATION

Notice of Application for Special Use Permit for Telecommunications Facility
Application of Network Towers
Stone Road, Brownville, New York

NOTICE is hereby given in accordance with Town of Brownville Zoning Code Section 165-34.2(D)(1) (which requires notice of an application be provided to the legislative or other appropriate board of adjacent municipalities) that Network Towers (“Network Towers” or the “Applicant”) has filed an application with the Town of Brownville Planning Board requesting municipal approval to construct, maintain and operate a public utility/personal wireless service facility (the “communications facility”) to be located near 22321 Stone Road in the Town of Brownville, County of Jefferson, State of New York (Tax Map Parcel No. 80.00-1-45.1) (the “premises”).

Network Towers’ proposed facility will consist of a 195’ monopole tower on a 3,600 square foot lease area, six panel antennas, 9 remote radio head units, an unmanned equipment cabinet on 12.5’ by 11.0’ concrete pad and microwave dishes as required for utility services; and all related ground equipment and utility services (power and telephone).

The communications facility will be unmanned and will be visited for routine maintenance purposes approximately 1 – 3 times per month. In addition, neither pedestrian nor vehicular access will be impacted.

The relevant sheets from the set of plans for your use.

The Town of Brownville Planning Board will be holding a public hearing at 5:00 p.m. on the night of its regularly scheduled meeting on May 6, 2024 at the Town of Brownville Municipal Office, 16431 Star School House Road, Dexter, New York. At the aforesaid time and place, you are invited to attend this public hearing and address any comments you may have on this project to the Planning Board. A copy of the Applicant’s February 2024 submission packet is available for public inspection at the Town of Brownville Code Enforcement Office.

DISTRIBUTION LIST

Town Board
Town of Hounsfield
18774 County Rte 66
Watertown, NY 13601

Town Board
Town of Watertown
22867 County Route 67
Watertown, NY 13601

Town Board
Town of Pamela
25859 State Route 37
Watertown, NY 13601

Town Board
Town of Orleans
20558 Sunrise Avenue
LaFargeville, NY 13656

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

Town Board
Town of Lyme
12175 NYS Route 12E
Chaumont, NY 13622

Jefferson County
Planning Offices
Michael J. Bourcy , Director
175 Arsenal Street
Watertown, NY 13601

Director
Jefferson County Emergency Services
Metro-Jeff Public Safety
Building
753 Waterman Drive
Watertown, NY 13601



April 15, 2024

Lance Peterson
Town Supervisor
Town of Clayton NY
405 Riverside Drive
Clayton, New York 13624
Submitted via email to: lpeterson@townofclayton.com

RE: *Supplemental Environmental Assessment for the Proposed New Border Patrol Station in the Wellesley Island Station Area of Responsibility, Jefferson County, New York*

Dear Mr. Peterson:

United States (U.S.) Customs and Border Protection (CBP) is preparing a Supplemental Environmental Assessment (SEA) to address the potential effects, beneficial and adverse, resulting from the proposed construction and operation of a new U.S. Border Patrol (USBP) Station in the USBP Buffalo Sector, Wellesley Island Station Area of Responsibility (AOR), Jefferson County, New York. The proposed new 75-agent Border Patrol Station (BPS) would replace the current BPS, which lacks the capacity to meet current and future needs for USBP operations in the area. It would accommodate existing staff and provide flexibility for moderate enforcement expansion and provide adequate equipment storage facilities, vehicle parking spaces, and a safe working environment for station personnel and visitors. The construction of a new BPS would address the operational deficiencies that are found at the existing Wellesley Island BPS and would allow USBP to effectively anticipate and adapt to current and future law enforcement challenges. The new BPS and associated support infrastructure would be designed for continuous operation in support of the U.S. Border Patrol Strategy to gain and maintain operational advantage of U.S. borders.

The proposed new 75-agent BPS would consist of a 17,322-square-foot main administration building; 16,475 square feet of support space; 15,180 square feet of enclosed parking to accommodate 33 vehicles; outdoor parking to accommodate 10 service vehicles, 30 government-owned vehicles, and 60 employee-owned vehicles; and a boat dock and ramp on the property of the facility in the St. Lawrence River. Support space infrastructure would include the following components: a short-stay canine facility with three kennels, an ATV/snowmobile storage facility to accommodate 12 vehicles, a marine patrol canopy to accommodate four boats, a one-bay indoor vehicle wash, a one-tank fuel island, a communication tower that would not exceed 100 feet in height, an emergency generator, and perimeter fencing. The boat dock would be approximately 30-40 feet long to accommodate two 25-foot Secure All-Around Flotation Equipped (SAFE) boats. A boat ramp would be constructed near the dock to allow for quick

Mr. Peterson

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deployment of CBP vessels. Public power, water and septic systems, communication systems, and gas utilities would be utilized by the new BPS.

CBP is currently evaluating two potential locations meeting CBP requirements for the proposed action: the Preferred Location and one Alternative Location (see Figure 1). The Preferred Location is an 18.9-acre undeveloped parcel of privately owned land located in the northwestern portion of the Town of Orleans, Jefferson County, New York, along New York State Route 12 (NY-12) with approximately 250 linear feet of waterfront access to the St. Lawrence River at Blind Bay (Lat/Long: 44.267139°, -76.009152°; see Figure 2). The Preferred Location was previously scoped and evaluated in a Draft Environmental Assessment (EA) that was made available to the public on February 9, 2022. However, to address questions and concerns raised during the 2022 Draft EA public review process, CBP is conducting additional environmental surveys at the Preferred Location and evaluating an Alternative Location that was not included in the 2022 Draft EA. The Alternative Location is an 18.7-acre parcel of partially developed land with approximately 100 linear feet of waterfront access to the St. Lawrence River located at 40263 NY-12, Clayton, New York (see Figure 3). CBP will continue to evaluate viable alternatives throughout the SEA process.

All previously submitted comments for the Draft EA remain applicable to this process and the SEA. Therefore, CBP is requesting new data and input for inclusion in the SEA from federal, state, and local governmental agencies, departments, and bureaus, federally recognized tribes, and private citizens that may be affected by, or that would otherwise have an interest in this proposed action. CBP is seeking your input of knowledge and expertise regarding the potential, likely, or anticipated environmental effects resulting from the proposed action or viable proposed action locations. Your response should include any state and local restrictions, permitting, or other requirements with which CBP would have to comply during project siting, construction, and operation.

All scoping comments must be received or postmarked by May 20, 2024. Comments may be submitted via email or U.S. Mail per the instructions below. Thank you in advance for your assistance.

Email: Mr. John Petrilla at BPAMNEPA@cbp.dhs.gov

U.S. Mail: Mr. John Petrilla
85 Enterprise
Suite 450 (4th Floor)
Aliso Viejo, CA, 92656

Mr. Peterson
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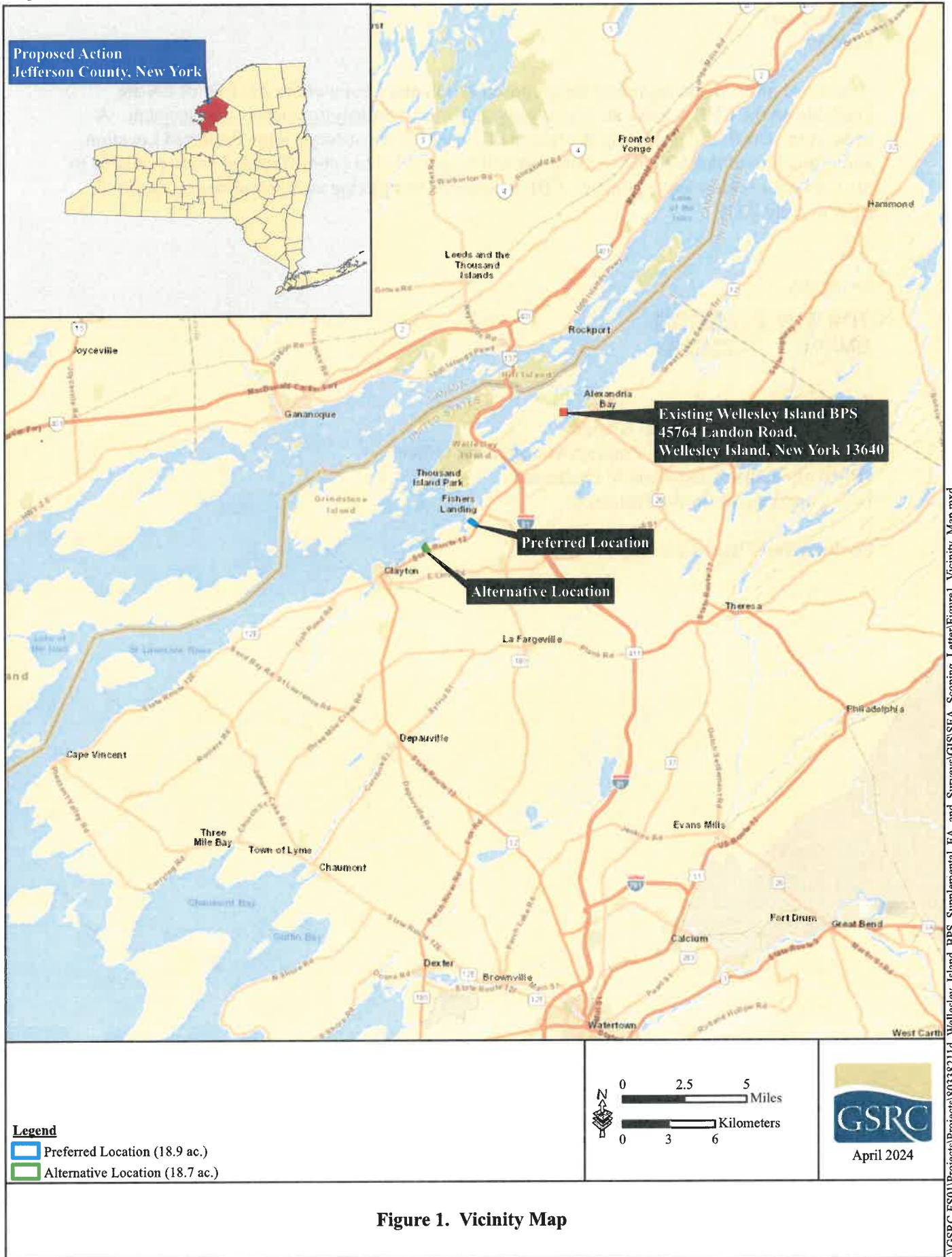
Additional information regarding the proposed action and a copy of the 2022 Draft EA are available on the CBP website at: <https://www.cbp.gov/about/environmental-management>. A copy of the Draft SEA including the results of the additional surveys at the Preferred Location and evaluation of the Alternative Location will be provided to your office and made available to the public for review and comment. CBP anticipates completing and disseminating the Draft SEA in early 2025.

Sincerely,

**TIMOTHY J
SMITH**  Digitally signed by
TIMOTHY J SMITH
Date: 2024.04.11
15:56:39 -04'00'

Timothy Smith
Team Lead | Environmental Section
Energy and Environmental Program Management Office
Office of Facilities and Asset Management
U.S. Customs and Border Protection

Enclosure(s): Figures 1 through 3



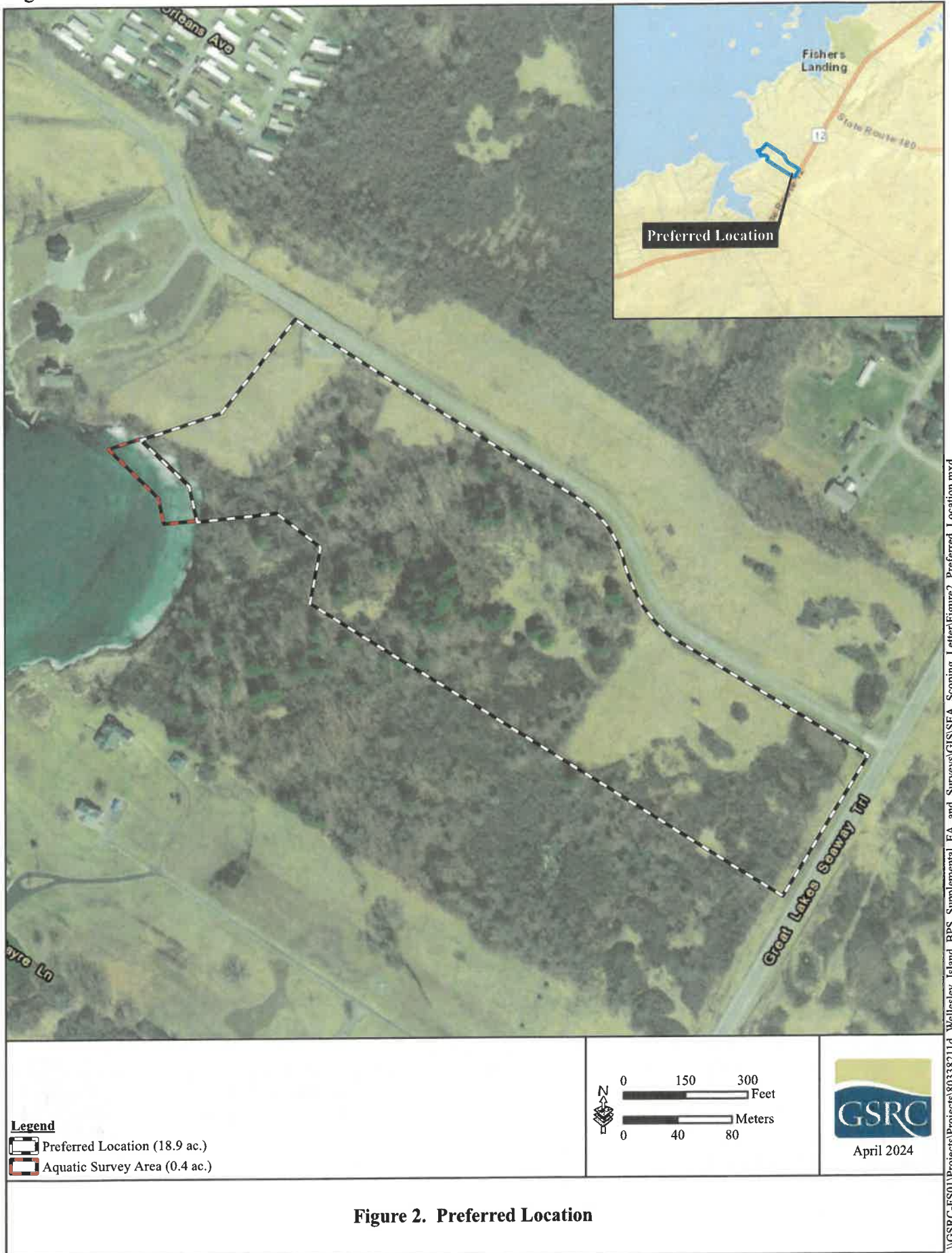




Figure 2. Preferred Location



Legend

-  Alternative Location (18.7 ac.)
-  Aquatic Survey Area (0.2 ac.)



April 2024

Figure 3. Alternative Location



Alex Camarda
Sr. Director, Government Affairs

April 19, 2024

RE: Charter Communications Notification

Dear Municipal Official:

This letter will serve as notice that on or around May 20, 2024, Spectrum Northeast, LLC ("Spectrum"), will launch UPtv on channel 124 in high definition (165 and 817 in Plattsburgh) on SPP Select.

If you have any questions about this change, please feel free to contact me at 212-379-5123 or via email at Alex.Camarda@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Camarda".

Alex Camarda
Sr. Director, Government Affairs
Charter Communications

Young / Sommer LLC

ATTORNEYS AT LAW

EXECUTIVE WOODS, FIVE PALISADES DRIVE, ALBANY, NY 12205

Phone: 518-438-9907 • Fax: 518-438-9914

www.youngsommer.com

David C. Brennan, Esq.
Writer's Telephone Extension: 224
dbrennan@youngsommer.com

April 22, 2024

To Attached Distribution List

Re: Notice of Application on Proposed Telecommunications Facility
41672 NYS Route 12, Town of Orleans, New York
Tax Map Parcel No. 13.13-2-31.11

Ladies and Gentlemen:

St. Lawrence Seaway RSA Cellular Partnership (“Verizon Wireless”) proposes the construction of an unmanned public utility/personal wireless service facility (the “communications facility”) on a 100± ft. x 100± ft. (10,000± sq. ft.) portion of lands n/f owned by Frederick E. and Carol M. Jackson and located at 41672 NYS Route 12, Town of Orleans, County of Jefferson, State of New York (Tax Map Parcel No. 13.13-2-31.11) (the “premises”) in the Resort 1 (RES-1) Zoning District. Pursuant to the Town of Orleans Zoning Law (hereinafter, the “Zoning Law”), this application requires a Special Use Permit and Site Plan Review and certain variances. Verizon Wireless' communications facility will consist of the following general components: nine (9) panel antennas mounted at the top position of a proposed 155± ft. self-supporting tower (159± ft. when including a 4± ft. lightning rod) within a 40± ft. by 90± ft. (3,600± sq. ft.) fenced area on the premises, utilities and access thereto. A 6-foot chain link safety fence (with 1 foot of barbed wire on the top) will be installed to secure the tower site and protect Verizon Wireless' telecommunications equipment and tower apparatus from unauthorized access.

The communications tower, equipment and associated improvements will be located on a 10,000± sq. ft. section of the premises, and a 30± ft. easement area will provide the Applicant with suitable ingress and egress and utility services. A new 12± ft. wide access driveway will be constructed of gravel to the tower compound. Utilities will be installed underground in a trench adjacent to the access drive. The proposal does not include marking and/or lighting of the tower.

The proposed communications facility is unmanned, and will be visited for routine maintenance purposes approximately 1 – 3 times per year. As such, this project will not have any impact on existing water and sewage services. In addition, neither pedestrian nor vehicular access will be significantly impacted.

A copy of the Application Package will be available for public inspection at the Town Clerk's Office. Questions concerning this proposed facility can also be directed to the Applicant's representative, David C. Brennan, Esq., who can be reached at (518) 438-9907 ext. 224 or dbrennan@youngsommer.com.

Very truly yours,

A handwritten signature in cursive script that reads "David C. Brennan". The signature is written in dark ink and is positioned above the printed name.

David C. Brennan, Esq.

Enclosure

Jefferson County Office of Fire & Emergency Management
Metro-Jeff Public Safety Building
753 Waterman Ave
Watertown NY 13601

Jefferson County Department of Planning
Donald R. Canfield, Director
175 Arsenal St
Watertown NY 13601

Town of Alexandria
Town Clerk
46372 County Rd 1
Alexandria Bay, NY 13607

Town of Pamela
Town Clerk
25859 State Route 37
Watertown NY 13601

Town of Brownville
Town Clerk
16431 Star School House Road
Dexter, NY 13634

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

Town of LeRay
Town Clerk
8650 LeRay St
Evans Mills NY 13637-3191

Town of Theresa
Town Clerk
215 Riverside Ave
Theresa, NY 13691



A New Direction

167 Polk Street, Suite 320 • Watertown, NY 13601

Prevention & Health Services

Office: 315-788-4660

Fax: 315-788-4922

www.pivot2health.com

Employee Assistance Services

Watertown Office: 315-788-4790

Ogdensburg Office: 315-713-4861

Toll Free: 1-877-327-6327

www.pivot2eap.com

April 19, 2024

Ms. Alicia Dewey, SHRM-SCP, CPHR, Budget Officer
Town of Clayton
405 Riverside Drive
Clayton, New York 13624

Dear Ms. Dewey:

Enclosed, please find the first quarter statistics for Town of Clayton. Please take a moment to review these and look at the areas utilized by your staff. Our Pivot Employee Assistance Services Coordinator will continue to track the number of visits to our offices and your sites to give you an idea of how well your company utilizes this program.

I would like to thank you for your continued support of our program and sincerely hope that we can be an even bigger part of your organization. Your feedback has been vital in the ongoing direction of Pivot Employee Assistance Services, and I ask that you continue to contact me with ideas on how we can serve you better.

Should you have ideas, comments, or questions in general please feel free to call me at 315-788-4790.

Sincerely,

Kelly Flanagan Hall MS, CEAP
Pivot Employee Assistance Services Coordinator

2024 Pivot Employee Assistance Services Town of Clayton Quarterly Report

	QTR 1	QTR 2	QTR 3	QTR 4	YTD
OVERALL STATISTICS					
New Clients	0				0
Client Contacts	0				0
Phone Contacts	1				1
Orientation/Training Attendance	0				0
Benefits Fair Attendance	0				0
Information/Wellness Sessions Attendance	0				0
NEW CLIENT DATA ONLY					
Employees Assisted	0				0
Family Members Assisted	0				0
HOW EAP WAS ACCESSED					
Voluntary Self Referral	0				0
Family Member	0				0
Supervisor	0				0
Co-Worker/School	0				0
SOURCE OF AWARENESS					
Poster	0				0
Pamphlet	0				0
Orientation	0				0
Co-Worker/School	0				0
Supervisor	0				0
Family Member/Friend	0				0
Wallet Card	0				0
Previous Client	0				0
PROBLEM AREA					
Alcohol Use	0				0
Drug Use	0				0
Alcohol/Drug use in family	0				0
Mental/Emotional	0				0
Financial	0				0
Job/School	0				0
Family/Relationship	0				0
Legal	0				0
ASSESSMENTS/RESULTS					
Formal Referral	0				0
Handled by EAP Staff	0				0



April 25, 2024

Lance Peterson
Town Supervisor - Town of Clayton
405 Riverside Dr
Clayton, NY 13624

Enclosed is the **Municipal Shelter Inspection Report** completed on **04/19/2024**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated “Satisfactory”. Please make note of any comments listed on the report.

Municipal dog shelters are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in municipal shelter services.

If you have any questions regarding this inspection, please call me.

Janet Collier
Animal Health Inspector
(518) 944-4355

MUNICIPAL SHELTER INSPECTION REPORT - DL-90Rating: **Satisfactory365**Purpose: **Inspection**DATE/TOA: **4/19/24 11:00 am****Dan & Maria Moyer
224 Little Bow Road
Gouverneur NY 13642**Inspector: **Janet Collier**
Inspector: **Paulina Renggli**Inspector #: **65**
Inspector #: **71**

These are the findings of an inspection of your facility on the date(s) indicated above:

- | | |
|---|----------------|
| 1. Shelter is structurally sound | Yes |
| 2. Housing area and equipment is sanitized regularly | Yes |
| 3. Repairs are done when necessary | Yes |
| 4. Dogs are handled safely | Yes |
| 5. Adequate space is available for all dogs | Yes |
| 6. Light is sufficient for observation | Yes |
| 7. Ventilation is adequate | Yes |
| 8. Drainage is adequate | Yes |
| 9. Temperature extremes are avoided | Yes |
| 10. Clean food and water is available and in ample amount | Yes |
| 11. Veterinary care is provided when necessary | Yes |
| 12. Dogs are euthanized humanely, by authorized personnel | Yes |
| 13. Complete intake and disposition records are maintained for all seized dogs | Yes |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Not Applicable |
| <i>DCOs are responsible for owner notification</i> | |
| 17. Redeemed dogs are licensed before release | Yes |
| 18. Proper impoundment fees paid before dogs are released | Yes |
| 19. Written contract or lease with municipality | Yes |

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
4007	Town of De Peyster
4008	Town of Edwards
2204	Town of Brownville
4002	Town of Canton
2205	Town of Cape Vincent
2207	Town of Clayton
4011	Town of Gouverneur
4012	Town of Hammond
4013	Town of Hermon
4016	Town of Lisbon
2213	Town of Lyme
4018	Town of Macomb
4021	Town of Morristown
4023	Town of Oswegatchie
2216	Town of Philadelphia
4027	Town of Pitcairn
4029	Town of Rossie
4030	Town of Russell
4006	Town of De Kalb
2303	Town of Diana
2224	Village of Antwerp
4032	Town of Waddington

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Dan Moyer**
TITLE: **Shelter Manager**

REVIEWED BY: **Elizabeth Holmes**
REVIEWED DATE: **04/23/2024**

Thousand Islands High School

8481 Co. Rt. 9 • Clayton, New York 13624

315-654-2144 or 315-686-5594

www.1000islandsschools.org

SADD Lock-In

“Providing a Fun and Safe Alternative on Prom Night!”

April 19th 2024

We are in the process of planning for our “Camp Out” themed 2024 Lock-In sponsored by SADD! This year, the lock-in will take place on Saturday, June 1st beginning at 11:00 pm at the Thousand Islands High School campus and continue until 5:00 am on Sunday, June 2nd.

We are hoping that you might be able to support our efforts by providing a donation for our event. The event provides a drug and alcohol free activity for students in grades 10-12 and all prom attendees. There is no cost for students to attend with food, prizes and activities planned all night long! In the past we have been able to provide the students with an Inflatable obstacle course, laser tag, AirBrush tattoos, a photo booth, carnival games, door prizes, ice cream sundae bar and so much more!

A monetary donation would be greatly appreciated at this time to help cover costs. Checks can be made payable to TIHS SADD and mailed to c/o Nicky Badour SADD Advisor, Thousand Islands High School, 8481 County Route 9, Clayton NY 13624. However if you are unable to give monetarily we would surely appreciate gift certificates/cards, gift items/basket donations or food donations. Please see the provided list for donation ideas. Your donation would help us in our efforts to provide a wonderful FREE alternative event for our students.

We would like to thank you in advance for your support of our efforts. If you have any questions or need more information, please call me at (315)686-5594 Ext.5113 or email badourn@ticsd.org.

Thank You!

Nicky Badour

SADD Advisor

badourn@ticsd.org

(315) 686-5594 Ext.5113

Donation Ideas List:

Monetary

Gift Cards (Target, Walmart, Best Buy, Starbucks, Amazon, VISA, etc.)

Local Gift Certificates

Gift Baskets/Items (Hat, T-shirt, Bag, etc.)

Frozen Appetizers (Mozzarella Sticks, Chicken Tenders, etc.)

Gatorade/Soda/K-Cups

Treats (Mini Candy Bars, Slim Jims, Candy)

Veggie Tray/Fruit Tray

Baked Goods/Sweets

Breakfast Goodies (Granola Bars, OJ, Doughnuts, Muffins, etc.)

Electronics (Apple Watch, Air Pods, Ipad, etc.)

Dorm Accessories/Furnishings/Microwave/Dorm Fridge

Town of Clayton Regular Meeting Minutes

Wednesday, April 10, 2024

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, located at Cerow Recreation Park, 615 East Line Road, Clayton, NY.

The following persons attended:

Tim Doney	Kathleen LaClair	Megan Badour	Steve Dorr, Sr.
James Kenney	Donna Patchen	Pamela McDowell	Mariah LaClair
Savarah McCargar	Janet Burrows	Robert McDowell	James Jones
Mary Zovistoski			

1. Pledge of Allegiance: Supervisor Doney led the pledge of allegiance.

2. Guests: N/A

3. Town Clerk

A. Correspondence that Needs Recording

- Municipal Shelter Inspection Report (see attached)
- Village of Clayton Water/Sewer Account (see attached)
- Dept of State-Building Standards and Codes (see attached)

B. Minutes from 3/27/2024

Motion was made by Donna Patchen, seconded by James Kenney to approve the 3/27/2024 minutes. **Motion carried.**

4. Public: *Comment on Agenda Items*: N/A

5. General Discussion Items:

A. Bills & Transfers

i. Abstract #4 of 2024 in the amount of \$202,214.77

Motion was made by Kathleen LaClair, seconded by James Kenney to approve Abstract #4 of 2024 in the amount of \$202,214.77. **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 Kathleen LaClair, seconded by Donna Patchen to approve March 2024 Supervisors report and bank reconciliations. **Motion carried.**

C. Balance Sheets: March 2024

D. Resignations, Appointments & Rate Changes

i. Resignations & Appointments:

a. Board of Assessment Review Alternate: Nick Reddick

Motion was made by Donna Patchen, seconded by Kathleen LaClair to appoint of Nick Reddick to the Board of Assessment Review as an Alternate with a term ending 9/30/2024. **Motion carried.**

b. Planning Board Vice Chairman: Ron Duford

Motion was made to appoint Ron Duford as the Planning Board Vice Chairman with the completion of former Vice Chair, Fred Bach, term ending 12/31/2025 by James Kenney, seconded by Donna Patchen. **Motion carried.**

ii. Rate Changes: N/A

E. Training:

1. NYLRS Free Training in Lowville on May 10, 2024

Motion was made by Kathleen LaClair, seconded by Donna Patchen for the attendance of Savarah McCargar and Mariah LaClair at the NYLRS Free Training in Lowville on May 10, 2024. **Motion carried.**

2. NYS Unified Court System "Taking the Bench" Training April 15-19

Motion was made by James Kenney, seconded by Kathleen LaClair to approve the reimbursement of associated fees for Rebecca Kinnie to attend NYS Unified Court System "Taking the Bench" Training April 15-19, 2024. **Motion carried.**

F. Depauville Sewer Income Survey Draft Letter

Motion was made by Kathleen LaClair, seconded by James Kenney to approve the Depauville Sewer Income Survey Letter. **Motion carried.**

G. Municipal Solutions Financial Advisor Agreement

Motion was made by James Kenney, seconded by Donna Patchen to approve the Municipal Solutions Financial Advisor Agreement. **Motion carried.**

H. 1000 Islands Charity Poker Run Dock Use and Fee: July 18-20, 2024 @ \$12,000

Motion was made by Kathleen LaClair, seconded by James Kenney to approve the 1000 Islands Charity Poker Run Dock Use for July 18-20, 2024 with a fee of \$12,000. **Motion carried.**

I. Transfer Site Free Day: Friday, May 10, 2024

Motion was made by Kathleen LaClair, seconded by Donna Patchen to approve Transfer Site Free Day for Clayton residents on Friday, May 10, 2024. **Motion carried.**

6. Supervisor's Report: Highway, Consolidated Health District, Youth Commission & Antique Boat Museum: Nothing notable to report at this time.

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr reported that the plan is to remove the plows from the trucks on April 11th. Staff have been assisting the County with roadside trash removal, hauling sand for the year.

B. Buildings & Grounds: James Jones reported that the annual Boat Show was a success. Currently, set-up has begun for the White's Home Show that will be April 12-14. Pool is being prepared. Work continues with regard to research on the plan for the compositing site at the transfer site.

C. Assessor: Interim Alexander Marchenkoff: N/A

D. Codes/Zoning: Richard Ingerson report indicates fee collection of over \$8600.00. (See attached).

8. Council Reports:

A. *Councilman Knapp*: Libraries & Chamber of Commerce: Absent

B. *Councilwoman Patchen*: Buildings & Grounds, Cemeteries, and Purchasing & Personnel: Discussion with regard to whether more benches will be needed for the River Walk.

C. *Councilman Kenney*: Safety Coordinator, Planning/Zoning, and Sewer Districts: Members have been identified for the short-term rentals committee. Depauville Sewer board is waiting on survey results.

D. *Councilwoman LaClair*: TIERS, Paynter Center and CLDC: TIERS will host fund raising dinner on 4/17/24. Paynter Center will host dinner on 4/19/24.

9. Public: *Submitted Requests to Address the Board*

- Mary Zovistoski addressed the Board with thanks with regard to the Storybook Trail (Rotary) They will have his completed by May 1, 2024. On May 5, 2024 @ 10:00 am there will be a dedication and reception.
- Janet Burrows addressed the Board seeking support for the Plastics Resolution. Additionally, she sought further insight on the Septic Petition she is creating.

10. Executive Session:

A. Motion was made by Kathleen LaClair seconded by Donna Patchen to close the regular meeting at 4:48 PM. **Motion carried.**

B. Motion was made by Donna Patchen, seconded by James Kenney to enter Executive Session in accordance with 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 4:48 PM. **Motion carried.**

C. Motion was made by Kathleen LaClair seconded by James Kenney to close Executive Session at 5:57 PM. **Motion carried.**

D. Motion was made by Kathleen LaClair seconded by Donna Patchen to open the regular meeting at 5:57 PM. **Motion carried.**

11. Adjournment:

Motion was made by Donna Patchen, seconded by James Kenney to adjourn at 5:57 PM. **Motion carried.**

Next Board Meeting: Wednesday, April 24, 2024 @ 5:00pm at Cerow Recreation Park Arena

Megan Badour, Town Clerk

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

Open: N
 Rcvd: Y
 Bid: Y
 State: Y
 * Means Prior Year Line

Paid: N
 Held: N
 Aprv: N
 Other: Y
 Exempt: Y

First Enc Date Range: 04/26/24 to 05/03/24
 Include Non-Budgeted: Y
 Prior Year Only: N

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
24-00309	04/29/24	NATGRI NATIONAL GRID						
1 E LINE ROAD LITE	21.12	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
2 600 CTY RT 3	3,445.78	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
3 TRANSFER SITE	77.56	A -8160-40	E TRANSFER SITE-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
4 403 RIVERSIDE	1,617.29	A -7560-40	E TOWN HALL-CONTRACTUAL	R	04/29/24	05/02/24		
5 STEPHANIE ST	75.16	GD -8130-40	E DEPAUVILLE SEWER-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
6 CAROLINE ST	49.95	GD -8130-40	E DEPAUVILLE SEWER-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
7 AMELIA ST	20.62	GD -8130-40	E DEPAUVILLE SEWER-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
8 RT 12 SALT BARN	84.71	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	04/29/24	05/02/24		
9 CLAYTON CNTR	20.20	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	04/29/24	05/02/24		
10 E LINE RD	27.95	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	04/29/24	05/02/24		
11 615 CTY RT 3	587.03	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	04/29/24	05/02/24		
12 DPV LIB	307.25	B -7410-40	E DEPAUVILLE LIBRARY-CONTRACTUAL	R	04/29/24	05/02/24		
13 HH PUMP	74.77	GH -8130-40	E HERITAGE HEIGHTS SEWER-CONTRACTUAL	R	04/29/24	05/02/24		
14 DPV LTG	356.42	SL1-5182-40	E DEPAUVILLE STREET LIGHTING-CONTRACTUAL	R	04/29/24	05/02/24		
15 HH LTG	61.34	SL2-5182-40	E HERITAGE HTS STREET LIGHTING-CONTRACTUAL	R	04/29/24	05/02/24		
16 DOCKS	785.48	A -5720-40	E TRANSIENT DOCKING-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
	<u>7,612.63</u>							
24-00310	04/29/24	KONICO05 KONICA MINOLTA PREMIER FINANCE						
1 BOARD ROOM COPIER - B&W	156.65	A -1650-40	E CENTRAL COMMUNICATIONS-CONTRACTUAL	R	04/29/24	05/02/24		
2 ARENA COPIER	48.35	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
3 HIGHWAY COPIER	48.35	A -5010-40	E HIGHWAY SUPERINTENDENT-CONTRACTUAL	R	04/29/24	05/02/24		
4 BOARD ROOM COPIER - COLOR	80.00	A -1650-40	E CENTRAL COMMUNICATIONS-CONTRACTUAL	R	04/29/24	05/02/24		
	<u>333.35</u>							
24-00311	04/29/24	KONICO05 KONICA MINOLTA PREMIER FINANCE						
1 CLERK COPIER CONTRACT	132.87	A -1410-40	E TOWN CLERK-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
24-00312	04/29/24	VERWIR VERIZON WIRELESS						
1 WIRELESS CHARGES	18.99	A -3620-40	E CODE ENFORCEMENT-CONTRACTUAL	R	04/29/24	05/02/24		
2 WIRELESS CHARGES	49.12	A -1220-40	E SUPERVISOR-CONTRACTUAL EXP	R	04/29/24	05/02/24		
3 WIRELESS CHARGES	37.99	A -1220-40	E SUPERVISOR-CONTRACTUAL EXP	R	04/29/24	05/02/24		

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
24-00312	04/29/24	VERWIR VERIZON WIRELESS						
			Continued					
4 WIRELESS CHARGES	19.00	B -8010-41	E ZONING-CONTRACTUAL EXPENSE (SHARED EXP)	R	04/29/24	05/02/24		
5 WIRELESS CHARGES	49.12	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	04/29/24	05/02/24		
	<u>174.22</u>							
24-00313	04/29/24	WESTEL WESTELCOM						
1 JUSTICE PHONE	38.84	A -1110-41	E COURT-JOINT COURTROOM EXPENSES	R	04/29/24	05/02/24		
2 JUSTICE INTERNET	79.95	A -1110-41	E COURT-JOINT COURTROOM EXPENSES	R	04/29/24	05/02/24		
3 TOWN PHONE/INTERNET	1,424.33	A -1650-40	E CENTRAL COMMUNICATIONS-CONTRACTUAL	R	04/29/24	05/02/24		
	<u>1,543.12</u>							
24-00314	04/29/24	NYSUNEMP NYS DEPT. OF LABOR						
1 UNEMPLOYMENT BASHAW	1,425.60	A -9050-80	E BENEFITS-UNEMPLOYMENT INSURANCE	R	04/29/24	05/06/24		
2 UNEMP CHRISTENSEN/MCMULLEN	3.30	B -9050-80	E BENEFITS-UNEMPLOYMENT INSURANCE	R	04/29/24	05/06/24		
	<u>1,428.90</u>							
24-00315	04/29/24	FIRREH SHELTER POINT LIFE						
1 DISABILITY	133.04	A -9055-80	E BENEFITS-DISABILITY INSURANCE	R	04/29/24	05/06/24		
2 DISABILITY	11.66	B -9055-80	E BENEFITS-DISABILITY INSURANCE	R	04/29/24	05/06/24		
3 DISABILITY	11.79	DA -9055-80	E BENEFITS-DISABILITY INSURANCE	R	04/29/24	05/06/24		
4 DISABILITY	11.80	DB -9055-80	E BENEFITS-DISABILITY INSURANCE	R	04/29/24	05/06/24		
5 DISABILITY	7.59	GD -9055-80	E DISABILITY INSURANCE	R	04/29/24	05/06/24		
	<u>175.88</u>							
24-00316	05/01/24	WSB-FEE WATERTOWN SAVINGS BANK-ACC FEE						
1 MONTHLY RDC FEE	20.00	A -1310-42	E FINANCE-BANK SERVICE FEES	R	05/01/24	05/02/24		
24-00317	05/01/24	ARA ARAMARK						
1 NO PKET TEES/EMBROIDERY	174.79	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		26303653
24-00318	05/01/24	ANDEQU ANDERSON EQUIPMENT COMPANY INC						
1 WIPER MOTOR/CONTROL KOMATSU	2,143.60	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		05240067720
2 84" PICK UP SWEEPER	800.00	DB -5110-40	E MAINTENANCE OF ROADS-CONTRACTUAL EXP	R	05/01/24	05/02/24		05240023400
3 JD SERVICE BROOM INSTALL	1,009.38	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		0524011510
4 84" ANGLE BROOM	800.00	DB -5110-40	E MAINTENANCE OF ROADS-CONTRACTUAL EXP	R	05/01/24	05/02/24		05240026400
5 84" PICK UP SWEEPER	800.00	DB -5110-40	E MAINTENANCE OF ROADS-CONTRACTUAL EXP	R	05/01/24	05/02/24		05240023401
	<u>5,552.98</u>							

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice
24-00319	05/01/24	BACRET BACH RETAIL SALES & SERVICES,						
1 PROPANE	31.64	A -7110-40	E REC	PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	113316
24-00320	05/01/24	CHRISO05 CHRISTMAN FUEL SERVICE INC						
1 PROPANE TOWN HALL	1,905.69	A -7560-40	E TOWN HALL-	CONTRACTUAL	R	05/01/24	05/02/24	
2 PROPANE REC PARK	1,156.48	A -7110-40	E REC PARK-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	
3 PROPANE HIGHWAY	972.17	A -1640-41	E CENTRAL GARAGE-	JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	
4 PROPANE TSITE	133.44	A -1640-41	E CENTRAL GARAGE-	JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	
5 PROPANE DEP LIB	340.69	B -7410-40	E DEPAUVILLE LIBRARY-	CONTRACTUAL	R	05/01/24	05/02/24	
	4,508.47							
24-00321	05/01/24	CHRISTHU CHRISTINE C. THURSTON						
1 ASSESSMENT SERVICES 4/2024	2,280.00	A -1355-40	E ASSESSMENT-	CONTRACTUAL	R	05/01/24	05/02/24	
24-00322	05/01/24	CAZEQU CAZENOVIA EQUIPMENT CO., INC.						
1 MOWER BLADE/BATTERY	140.85	A -7110-40	E REC PARK-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	1574259
24-00323	05/01/24	COOBRO COOK BROS. TRUCK PARTS, INC.						
1 BV LIGHT BAR	145.00	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2100514
2 3 STUD METRI PACK TRK 84	85.98	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2104779
3 BREATHER/TORQUE ROD TRK 84	117.13	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2105864
4 TORQUE ROD TRK 84	371.58	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2106262
5 MERITOR Q KIT BRAKE DM TRK 88	425.44	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2106313
6 BRAKE DRUM/TIRE VALVE TRK 92	608.66	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2107472
7 MERITOR CAST/EQUALIZER TRK 83	2,984.56	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2107461
8 TIRE VALVE ALL TRUCKS	18.90	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2108275
9 DRUM/REMAN SHOE KIT	485.30	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2109917
10 MERITOR CAST TRK 83 RTN	1,792.00	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2110743
11 WHEEL GUARD ALL TRUCKS	49.50	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2113077
12 BOLT/FLANGED CAP NUT TRK 84	69.80	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2115684
13 HUB REAR IRON TRK 84	622.75	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2115832
14 22.5X8.25 10H TRK 84 RTN	230.76	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	2115949
	3,961.84							
24-00324	05/01/24	INTERO10 INTERSTATE BILLING SERVICE, IN						
1 AUGER BIT 6"	48.15	A -7110-40	E REC PARK-	CONTRACTUAL EXPENSE	R	05/01/24	05/03/24	0296865-01
24-00325	05/01/24	EMPIRO10 EMPIRE HYDRAULICS & MACHINE						
1 LOWBOY CYLINDER REPAIR LOCKNUT	858.72	DA -5130-40	E MACHINERY-	CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	117094

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00326	05/01/24	EMPIRO15 EMPIRE TRACTOR, INC.									
1		LOWBOY TRAILER	115.50	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		LC09213
24-00327	05/01/24	FIRSTBNK FIRST NATIONAL BANK OF OMAHA									
1		HISTORIAN MAILING	9.85	B -7510-40	E	HISTORIAN-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
2		WORKSPACE	316.80	A -1650-40	E	CENTRAL COMMUNICATIONS-CONTRACTUAL	R	05/01/24	05/02/24		
3		IRS MAILING	8.73	A -1310-40	E	FINANCE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
4		SWITCH KEYS	39.99	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
5		CERTIFYEM SUBSCRIPTION	89.99	A -1430-40	E	PERSONNEL-CONTRACTUAL EXP	R	05/01/24	05/02/24		
6		A DEWEY SHRM MEMBERSHIP	264.00	A -1220-40	E	SUPERVISOR-CONTRACTUAL EXP	R	05/01/24	05/02/24		
7		CENTRAL BRASS VALVES	358.08	A -7180-40	E	POOL-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
8		CUPS/PAPER/SEALS	348.16	A -1660-40	E	CENTRAL STOREROOM-GENERAL SUPPLIES	R	05/01/24	05/02/24		
9		REPLACEMENT TITLE FEE	20.00	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
			1,455.60								
24-00328	05/01/24	FROCRY FRONTENAC CRYSTAL SPRINGS, INC									
1		WATER	25.00	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
2		WATER	25.00	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24		
3		WATER	34.75	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	05/01/24	05/02/24		
			84.75								
24-00329	05/01/24	GRAPAR GRAINGER, INC.									
1		PULLEY BLOCK	56.77	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9072705073
2		PET WASTE BAGS	338.66	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9073851348
3		NITRILE GLOVES	101.70	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9078556777
4		DRINKING FOUNTAIN HEAD	30.14	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9082957177
5		KOP KITS	387.99	A -7180-40	E	POOL-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9083165499
6		WET MOP	53.94	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9097884895
7		TOILET PAPER DISPENSER	155.37	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9090228470
8		MAGNETIC SWEEPER	264.94	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9101049980
			1,389.51								
24-00330	05/01/24	GRAY'S WHOLESALE, INC.									
1		BAGS/PAPER TOWELS	183.56	A -7110-40	E	REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		447954
2		WATER	12.95	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	05/01/24	05/02/24		447088
			196.51								
24-00331	05/01/24	GRAY'S WHOLESALE, INC.									
1		COFFEE	80.04	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24		447936

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice
24-00331	05/01/24	GRAY'S WHOLESALE, INC.		Continued				
2 TOWELS/PLATES/CUPS	62.57	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	447955
3 COFFEE/HALFNHALF	125.24	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	447143
4 RTN TOWEL/CLNR/VI NEGAR	108.78	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	447144
5 CUPS	59.50	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	448350
	<u>218.57</u>							
24-00332	05/01/24	GI LLEE'S AUTO TRUCK & MARINE,						
1 PARTS	3,619.12	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	
2 AW46	44.99	A -8160-40		E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	
	<u>3,664.11</u>							
24-00333	05/01/24	FIRE FIGHTING EQUIPMENT CO., I						
1 EXTINGUISHER RECHARGE	90.72	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	62747
24-00334	05/01/24	ADVSAFE ADVANCED SAFE & LOCK						
1 CORE KEYED/INSTALL	678.50	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	168046
24-00335	05/01/24	CLAYTON15 CLAYTON SAND & GRAVEL						
1 ROAD SAND 5/16	3,420.00	DA -5142-42		E SNOW REMOVAL-CONTRACTUAL-SALT & SAND	R	05/01/24	05/02/24	4605
2 ROAD SAND 5/16	1,728.00	DA -5142-42		E SNOW REMOVAL-CONTRACTUAL-SALT & SAND	R	05/01/24	05/02/24	4607
	<u>5,148.00</u>							
24-00336	05/01/24	BEAM MACK SALES & SERV., INC.						
1 WIRES TRK 84	98.87	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	259096W
2 DUST COVER TRK 88	151.75	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	259218W
3 INSPECTION TRK 88	20.00	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	123649
4 THERMOSTAT TRK 83	158.39	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	259251W
5 INSPECTION TRK 92	20.00	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	123648
6 INSPECTION TRK 84	20.00	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	123646
7 BELT TENSIONER TRK 84	424.73	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	259341W
8 SPO KIT	79.53	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24	259334W
	<u>973.27</u>							
24-00337	05/01/24	HAUN WELDING SUPPLY, INC.						
1 CYLINDER RENTAL	51.20	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	91388
2 WORK CLAMP/FLEXAPRENE CABLE	578.82	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24	84245

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Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
24-00337	05/01/24	HAUWEL HAUWEL WELDING SUPPLY, INC.	Continued					
3 CREDIT MEMO	66.00-	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/02/24	05/02/24		39141
	<u>564.02</u>							
24-00338	05/01/24	HAZRET HAZLEWOOD RETAIL						
1 CHROME NIPPLE	77.56	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		1939
24-00339	05/01/24	HYDSTO HYDE-STONE MECHANICAL, INC						
1 BOILER & AIR HANDLER SERVICE	1,919.79	A -7560-40	E TOWN HALL-CONTRACTUAL	R	05/01/24	05/02/24		W40432
24-00340	05/01/24	JCREC JEFFERSON COUNTY RECYCLING						
1 SOLID WASTE FEES ISW	4,888.80	A -8160-40	E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
2 SOLID WASTE FEES MSW	600.00	A -8160-40	E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
3 RECYCLING FEES TIPPING	375.00	A -8160-40	E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
4 ELECTRONICS RECYCLING FEE	0.00	A -8160-40	E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		
	<u>5,863.80</u>							
24-00341	05/01/24	JEFLEW JEFFERSON-LEWIS BOCES						
1 QUARTERLY DRUG TESTING	113.75	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		963-24A
2 QUARTERLY DRUG TESTING	113.75	A -5010-40	E HIGHWAY SUPERINTENDENT-CONTRACTUAL	R	05/01/24	05/02/24		963-24A
	<u>227.50</u>							
24-00342	05/01/24	JUSTCOUR NYS COMPTRROLLER						
1 JUSTICE REPORT 3/2024	2,475.00	A -1110-42	E COURT-DUE TO NYS COMPTRROLLER	R	05/01/24	05/02/24		2231710-2024-03
24-00343	05/01/24	KBK005 KBK CLEANING, LLC						
1 04/2024 HWY BARN CLEANING	2,025.00	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/01/24	05/02/24		1006
24-00344	05/01/24	KRAFF05 KRAFFT CLEANING SERVICE, INC.						
1 CLEANING APRIL 2024	1,197.00	A -7560-40	E TOWN HALL-CONTRACTUAL	R	05/01/24	05/02/24		
24-00345	05/01/24	KENDAO05 KENDALL, WALTON & BURROWS						
1 FOIL & ZONING LEGAL	225.00	B -8020-40	E PLANNING-CONTRACTUAL	R	05/01/24	05/02/24		7036
2 LOCAL LAW FILING	32.00	A -1420-40	E GENERAL LEGAL-CONTRACTUAL EXP	R	05/02/24	05/02/24		7036
	<u>257.00</u>							
24-00346	05/01/24	LOGANO05 LOGAN'S EQUIPMENT, INC.						
1 RIM GUARD TIRE	750.00	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		45047

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Date	Date	Invoice
24-00347	05/01/24	LAWPRO	LAWSON PRODUCTS INC.					
1 ELECTROLOK RING	9.99	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9311447656
2 HAND PAD KIT	14.04	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9311447655
3 ELECTROLOK RING/ RAZOR BLADE	10.57	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		9311447654
	34.60							
24-00348	05/01/24	NYSTEA	NYS TEAMSTERS COUNCIL					
1 NON-BARGAINING INSURANCE	9,541.62	A -9060-81	E BENEFITS-NON-BARGAINING HEALTH INSURANCE	R	05/01/24	05/02/24		
2 NON-BARGAINING INSURANCE	882.01	B -9060-81	E BENEFITS-NON-BARGAINING HEALTH INSURANCE	R	05/01/24	05/02/24		
	10,423.63							
24-00349	05/01/24	NYSTEA	NYS TEAMSTERS COUNCIL					
1 BARGAINING SINGLE	6,071.54	DA -9060-83	E BENEFITS-BARGAINING HEALTH INSURANCE	R	05/01/24	05/02/24		
2 BARGAINING SINGLE	6,071.53	DB -9060-81	E BENEFITS-BARGAINING HEALTH INSURANCE	R	05/01/24	05/02/24		
3 BARGAINING FAMILY PLANS	9,444.61	A -9060-83	E BENEFITS-BARGAINING HEALTH INSURANCE	R	05/01/24	05/02/24		
	21,587.68							
24-00350	05/01/24	NNYONLIN	NNYonline LLC					
1 REMOTE ACCESS/SERVER/BACKUP	755.00	A -1650-40	E CENTRAL COMMUNICATIONS-CONTRACTUAL	R	05/01/24	05/02/24		
24-00351	05/01/24	NORSHO	NORTH SHORE SOLUTIONS					
1 BACKUP MAINTENANCE	175.00	A -1650-40	E CENTRAL COMMUNICATIONS-CONTRACTUAL	R	05/01/24	05/02/24		2010-6636
24-00352	05/01/24	POMSEP	POMERVILLE SEPTIC SERVICES INC					
1 WRIGHT DINER	50.00	GD -8130-40	E DEPAUVILLE SEWER-CONTRACTUAL EXPENSE	R	05/01/24	05/02/24		21997
24-00353	05/01/24	PIVOT005	PIVOT					
1 EAP SERVICES ANNUAL	520.00	A -1430-40	E PERSONNEL-CONTRACTUAL EXP	R	05/01/24	05/02/24		993
24-00354	05/02/24	PHIFEN	PHINN'S FENDER & BODY					
1 TRUCK REPAIR	3,835.83	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24		R0# 2504
24-00355	05/02/24	RICING	RICHARD INGERSON					
1 \$600 PLAN	600.00	A -9070-80	E BENEFITS-\$600 PLAN	R	05/02/24	05/02/24		
Tracking Id: 600PLAN		\$600 PLAN REIMBURSEMENT						
24-00356	05/02/24	REIDEP	REINMAN'S DEPARTMENT STORE					
1 SUPPLIES	43.66	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24		
2 SUPPLIES	18.88	DA -5130-41	E MACHINERY-JT VILLAGE CONTRACT	R	05/02/24	05/02/24		

PO #	PO Date	Vendor	Contract	PO Type	First	Rcvd	Chk/Void	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	Date	Date Invoice
24-00356	05/02/24	REIDEP REINMAN'S DEPARTMENT STORE		Continued				
3 SUPPLIES	76.42	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	
4 SUPPLIES	36.48	A -5720-40		E TRANSIENT DOCKING-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	
5 SUPPLIES	78.27	A -7560-40		E TOWN HALL-CONTRACTUAL	R	05/02/24	05/02/24	
6 MOP PAD/FLOOR CLNR	18.88	B -7410-40		E DEPAUVILLE LIBRARY-CONTRACTUAL	R	05/02/24	05/02/24	
	<u>272.59</u>							
24-00357	05/02/24	ROPUTO05 ROPUT VETERINARY CLINIC						
1 DOG EUTHANASIA	200.00	A -3510-40		E DOG CONTROL-CONTRACTUAL	R	05/02/24	05/02/24	29549
24-00358	05/02/24	RJMAR RJ MARINE ASSOCIATES, LTD.						
1 BARGING TRUCK/UTILITY FORD	480.00	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	102-3.181
24-00359	05/02/24	SANICO05 SANICO, INC.						
1 PURPLE MICROFIBER CLOTH	3.76	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	S180050
24-00360	05/02/24	SECSUP SECURITY SUPPLY						
1 VLV BODY/SHWR TRIM/BZ CAP	282.47	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	04796401
2 CHR SHWR TRIM	102.15	DA -5130-40		E MACHINERY-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	04796402
3 REPAIR KIT T&S	88.55	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	04798101
4 WTR FEEDER	204.22	A -7180-40		E POOL-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	04788101
	<u>677.39</u>							
24-00361	05/02/24	SCHELE SCHINDLER ELEVATOR CORP						
1 ANNUAL ELEVATOR INSP	3,819.59	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	8106535481
24-00362	05/02/24	SHEWIL THE SHERMAN-WILLIAMS CO.						
1 PAINT-BOAT SHOW	289.88	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/02/24	05/02/24	4971-4
2 PAINT	246.90	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/02/24	05/02/24	4999-5
3 PAINT-BLACK	215.55	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/02/24	05/02/24	5003-5
4 BLACK PAINT	143.70	A -1640-41		E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL	R	05/02/24	05/02/24	5383-1
	<u>896.03</u>							
24-00363	05/02/24	STESIG STEWART SIGNS & APPAREL, LLC						
1 SIGN FABRICATION	475.00	A -8160-40		E TRANSFER SITE-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	8588
24-00364	05/02/24	STLAWENG ST. LAWRENCE ENGINEERING, DPC						
1 GSHP UNIT SERVICE	306.00	A -7110-40		E REC PARK-CONTRACTUAL EXPENSE	R	05/02/24	05/02/24	2.27-19

PO #	PO Date	Vendor	Amount	Charge Account	Contract Acct Type	PO Type Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-00365	05/02/24	STAIN D STATE INDUSTRIAL PRODUCTS									
		1 HORNET SPRAY/WEED KILLER	1,129.52	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		903325613
24-00366	05/02/24	TIELE005 TI ELECTRICAL SUPPLY LLC									
		1 LED WRAP FIXTURE	374.40	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		7032
24-00367	05/02/24	TRAROA TRACEY ROAD EQUIPMENT, INC.									
		1 BOLT FLANGE/PLUG/WA`SHER	48.36	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		X103060919:01
24-00368	05/02/24	TIPRI T. I. PRINTING CO., INC.									
		1 FINANCIAL REPORT NOTICE	27.11	A -1670-40	E CENTRAL PRINTING-CONTRACTUAL EXP		R	05/02/24	05/02/24		197214
		3 REVIEW OF ASSESSMENT NOTICE	31.46	A -1355-40	E ASSESSMENT-CONTRACTUAL		R	05/02/24	05/02/24		197216
			58.57								
24-00369	05/02/24	UNIF1005 UNIFIRST FIRST AID + SAFETY									
		1 BAND AIDS	57.26	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL		R	05/02/24	05/02/24		C556442
24-00370	05/02/24	UNICOR UNIFIRST CORPORATION									
		1 UNI FORMS	77.74	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		
		2 UNI FORMS/TOWELS	230.70	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		
			308.44								
24-00371	05/02/24	UNICOR UNIFIRST CORPORATION									
		1 GARAGE MATS	122.68	A -1640-41	E CENTRAL GARAGE-JT HIGHWAY CONTRACTUAL		R	05/02/24	05/02/24		
		2 TOWN HALL MATS	127.40	A -7560-40	E TOWN HALL-CONTRACTUAL		R	05/02/24	05/02/24		
			250.08								
24-00372	05/02/24	VILCLA VILLAGE OF CLAYTON									
		1 JOINT COURT LEASE	1,470.00	A -1110-41	E COURT-JOINT COURTROOM EXPENSES		R	05/02/24	05/02/24		
24-00373	05/02/24	VEST1005 VESTIS									
		1 NO POCKET TEE/EMBROIDERY	55.92	A -7110-40	E REC PARK-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		26330153
24-00374	05/02/24	WHI TEPLW WHITESBORO PLOW SHOP INC.									
		1 BRAKE DRUM BALANCED TRK 78	1,377.04	DA -5130-40	E MACHINERY-CONTRACTUAL EXPENSE		R	05/02/24	05/02/24		241160001
24-00375	05/02/24	WATERGUI WATERWAY GUIDE INC.									
		1 MARINA ADVERTISING	3,219.00	A -6410-45	E PUBLICITY-MARINE CONTRACTUAL		R	05/02/24	05/02/24		2258

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	4-A	79,916.54	0.00	0.00	79,916.54
General Fund B	4-B	1,817.64	0.00	0.00	1,817.64
Highway Town Wide Fund	4-DA	43,587.81	0.00	0.00	43,587.81
Highway Part Town Fund	4-DB	8,553.26	0.00	0.00	8,553.26
Depauville Sewer Fund	4-GD	203.32	0.00	0.00	203.32
Heritage Heights Sewer Fund	4-GH	74.77	0.00	0.00	74.77
Depauville Street Light	4-SL1	356.42	0.00	0.00	356.42
Heritage Heights Street Light	4-SL2	61.34	0.00	0.00	61.34
Total Of All Funds:		<u>134,571.10</u>	<u>0.00</u>	<u>0.00</u>	<u>134,571.10</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	A	79,916.54	0.00	0.00	79,916.54
General Fund B	B	1,817.64	0.00	0.00	1,817.64
Highway Town Wide Fund	DA	43,587.81	0.00	0.00	43,587.81
Highway Part Town Fund	DB	8,553.26	0.00	0.00	8,553.26
Depauville Sewer Fund	GD	203.32	0.00	0.00	203.32
Heritage Heights Sewer Fund	GH	74.77	0.00	0.00	74.77
Depauville Street Light	SL1	356.42	0.00	0.00	356.42
Heritage Heights Street Light	SL2	61.34	0.00	0.00	61.34
Total Of All Funds:		<u>134,571.10</u>	<u>0.00</u>	<u>0.00</u>	<u>134,571.10</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	4-A	79,916.54	0.00	0.00	0.00	79,916.54
General Fund B	4-B	1,817.64	0.00	0.00	0.00	1,817.64
Highway Town Wide Fund	4-DA	43,587.81	0.00	0.00	0.00	43,587.81
Highway Part Town Fund	4-DB	8,553.26	0.00	0.00	0.00	8,553.26
Depauville Sewer Fund	4-GD	203.32	0.00	0.00	0.00	203.32
Heritage Heights Sewer Fund	4-GH	74.77	0.00	0.00	0.00	74.77
Depauville Street Light	4-SL1	356.42	0.00	0.00	0.00	356.42
Heritage Heights Street Light	4-SL2	61.34	0.00	0.00	0.00	61.34
Total Of All Funds:		134,571.10	0.00	0.00	0.00	134,571.10

Lifeguards & Dock attendants

Lifeguards:

Courtney Evans-Eppolito Pool Director - \$20.00

Franchesca Cartaya Head Guard - \$18.00

Claire Pettit Lifeguard - \$18.00

Grace Folsom Lifeguard - \$17.00

Mackenzie Allen Lifeguard - \$17.00

Bailey Drake Lifeguard - \$17.00

Emily Durr Lifeguard - \$17.00

Eleanor Foody Lifeguard - \$17.00

Anna Huizenga Lifeguard - \$17.00

Kyleigh Razzano Lifeguard - \$17.00

Urf 1st year Lifeguard - \$15.00

Dock Attendants:

Traigh Kittle - \$15.00

Sean Loveland - \$15.00

Sawyer Brown - \$15.00

Gaige Badour - \$15.00

Jack Bashaw - \$15.00

Kyle Natali - \$15.00

Cooper Swenson - \$15.00



Mariah LaClair <mclair@townofclayton.com>

Fw: Letter

1 message

Tim Doney <townsupervisor@townofclayton.com>
To: "mclair@townofclayton.com" <mclair@townofclayton.com>

Wed, Apr 24, 2024 at 11:26 AM

From: Thomas LaClair <historian@townofclayton.com>
Sent: Thursday, April 4, 2024 2:48 PM
To: Mayor Hyde <mayorhyde@villageofclayton.org>
Cc: townsupervisor <townsupervisor@townofclayton.com>
Subject: Re: Letter

Hello Mayor Nancy Hyde,

Yes, I am sure this came as a surprise to you. I have given this plenty of thought over the past year. It was not a decision made on a whim. I do enjoy genealogy and I am going to pursue some education in that field. I have been doing genealogy research for most of my adult life and I have built a formidable foundation of my family history. I now wish to take it to the next level and locate my roots in Ireland, England, Germany, and France. Additionally, my son just gave birth to my first biological grandchild (my wife Janine has four that I call grandchildren as well) so I hope to travel out west more to visit my son. My daughter is out west as well.

As far as possible replacements. In no specific order:

Paul Frickman. He has recently written several articles for the T. I. Museum and he gave a presentation at this year's Hashing Over History. He has been passionate about history for many years. He wants to delve into Clayton's history even more. He has lived in Florida in recent years and just recently moved back to Clayton to assist a sister with cancer. He has shown some interest in the job.

Jordan Bannister Coughlin. This is Tricia Bannister's daughter. She is young, with two children at home, but she has shown a strong interest in being Clayton's Historian and has told me more than once she wants the job if it ever came open. The positive aspects would be her energy and ability to reach a young audience. Having children at home could limit her schedule. She did come out to one of my recent programs at the Paynter Center.

Patti Wagner Lashomb. Patti may not be interested, but worth asking. She is currently a board member at the T. I. Museum. A historian can not be a museum board member or vice versa. I believe if she stepped down from being a board member, she could still work with the museum and accomplish a great deal. If you went this route, include Sharon Bourquin in the discussions. Sharon would not want to lose Patti as a board member but might consider the possibilities.

Brad Minnick. Brad is the co-owner of the Thousand Islands Inn. His mother Virginia Minnick was a Clayton Historian years ago and he has a lot of local knowledge. He may not be interested in the position, however, he may jump at it. You never know unless you ask. He has presented several times through the years. He is a great speaker.

You may want to talk to Sharon Bourquin sometime, She may have recommendations as well.

I hope this helps.

Regards, Tom LaClair
Clayton Historian

On Wed, Apr 3, 2024 at 6:10 PM Mayor Hyde <mayorhyde@villageofclayton.org> wrote:
Hi Tom,

I received your resignation letter today. I and the Village are very sorry to hear this. You and your passion for history have been wonderful for Clayton. If you have ideas for your replacement, I would welcome your help.

Thank you for completing this year.

Regards,

Nancy

--

Respectfully, Tom

Thomas F. LaClair
Clayton Historian
T. I. Museum, 312 James Street
315-686-5794
Wednesdays 10:00 - 4:00 and by Appointment
Facebook: Town and Village of Clayton Historian



20104 STATE ROUTE 3
WATERTOWN, NY 13601
BOCES.COM

(315) 779-7000
(315) 377-7000
(800) 356-4356

FAX:
(315) 779-7009
(315) 377-7009

Stephen J. Todd
DISTRICT SUPERINTENDENT

Leslie A. LaRose-Collins
ASSISTANT SUPERINTENDENT
FOR PROGRAMS

Michele A. Traynor
ASSISTANT SUPERINTENDENT
FOR BUSINESS

April 1, 2024

Alicia Dewey
615 Eastline Road
Clayton, NY 13624

Dear Ms. Dewey:

We are now required to have a signed Municipal Agreement on file with all facilities enrolled in our Drug and Alcohol Program. Please find enclosed a Municipal Agreement for signature. The enclosed document will serve as a formal Agreement between your organization and BOCES. This Agreement shall be for one fiscal year, beginning July 1, 2024 through June 30, 2025, at which time may be renewed for successive one year terms.

Please sign and return by email to opacific@boces.com, (fax) 315-779-7009, or mail to:

Jefferson-Lewis BOCES
Attn: Olivia Pacific
20104 NYS Rte 3
Watertown, NY 13601

Please contact our office with any questions or concerns.

Charity Gregory
School Transportation Safety Officer

Enclosure

Memorandum of Inter-Municipal Agreement

Between

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES

and

TOWN OF CLAYTON

This Agreement, dated 3/22/2024, by and between Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services, (hereinafter “BOCES”), with offices at 20104 State Route 3, Watertown, New York 13601, and Town of Clayton (hereinafter “Town of Clayton”), with offices at 615 Eastline Road Clayton, NY 13624, (together, the “Parties”).

RECITALS

Whereas, BOCES is a duly constituted Board of Cooperative Educational Services formed pursuant to the provisions of Article 40 of the New York State Education Law; and

Whereas, Town of Clayton is a municipal corporation formed pursuant to the laws and the Constitution of the State of New York; and

Whereas, New York State General Municipal Law, Article 5-G (§§119-m through 119-oo) authorizes the Parties to each enter into an inter-municipal cooperation agreement (“ICA”) to carry out any function or responsibility each has authority to undertake alone.

Whereas, BOCES, as part of its administrative support services offers facilitation of Drug and Alcohol Testing of bus drivers and others holding a Commercial Driver’s License (“CDL”) pursuant to the Federal Motor Carrier Safety Act (“FMSCA”) and assists with maintaining compliance with the Federal Motor Carrier Clearinghouse mandate; and

Whereas, Town of Clayton desires to participate in BOCES program of Drug and Alcohol Testing; and

Whereas, BOCES is willing to accept Town of Clayton into its Drug and Alcohol Testing program, subject to the terms and conditions set forth below and Town of Clayton’s agreement to abide by the same.

NOW, THEREFORE, in consideration of mutual promises and covenants contained herein, and other good and valuable consideration, receipt of which is hereby mutually acknowledged, it is agreed as follows.

COVENANTS

1. Term and Termination.

This agreement shall be for one fiscal year, July 1, 2024 through June 30, 2025, and may be renewed, in writing, for successive one year terms at a mutually agreed upon reimbursement rate for services for the successive years. Both Parties reserve the right to terminate this Agreement upon providing sixty (60) days written notice to the other.

2. Program Description.

BOCES assists school districts and other municipal entities in complying with FMSCA drug and alcohol testing rules and regulations related to of bus drivers and others holding a commercial driver's license or a commercial learner’s permit. BOCES additionally assists school districts and other municipal entities with maintaining compliance with the Federal Motor Carrier Clearinghouse mandate. BOCES may assist with drug and alcohol screening for non-regulated employees as well as coordinate the provision of drug and alcohol awareness training for supervisors, bus drivers, and other CDL holders.

3. **Scope of Work.**

A. Alcohol Testing Services shall include, but not be limited to:

- Provide a certified Breath Alcohol Technician (BAT) to perform testing.
- Provide an approved (and calibrated) evidential breath measurement device.
- Provide testing and record keeping in accordance with the regulations.
- Report positive test results to BOCES/employer immediately.
- All testing services shall be in accordance with Federal DOT and any applicable State regulations.

B. Urine Collection Process shall include, but not be limited to:

- Provide on-site collection for pre-employment, random sampling, reasonable suspicion, post-accident, and other tests that may be required for NIDA/DOT panel test (specimen collection must be done in accordance with the DHHS regulations).
- Chain-of-custody forms shall be submitted to BOCES and the MRO within twenty-four hours of collection.
- Monitoring of the collection process.
- Contractor performing the collection shall be certified by an approved body.
- All collection services shall be in accordance with Federal DOT and any applicable State regulations.
- BOCES will direct the Contractor as to the SAMHSA/NIDA and DOT certified laboratory to use. BOCES will have the laboratory under contract and all samples will be sent to the laboratory BOCES has selected.

C. Medical Review Officer (MRO) Services shall include, but not be limited to:

- Provide standard operating procedures and time frames for contacting employees who have tested positive. All positive tests reported to the employer by the MRO, in which the MRO did not discuss the results with the driver, shall be so noted and be accompanied by complete documentation of the MRO's efforts to contact the driver. The documentation must include contacts made with an employer's designated management official.
- Provide certified MRO services to receive all test results from the laboratory for negative and positive determination.
- The MRO shall contact employees for medical information, if required.
- The MRO shall investigate information, review it, and make a determination as to the positive or negative status of substance use.
- Communicate test results in legally accepted format to BOCES and its clients. Provide format example that is acceptable to BOCES. Negative results will be forwarded to BOCES within five (5) work days. BOCES and its clients will be notified, as soon as practicable, of positive results and paperwork will be required within two (2) working days of notification.
- Documentation of all test results in accordance with the applicable rules and regulations.
- All MRO services shall be in accordance with Federal DOT regulations and any applicable State regulations.

D. Laboratory Services shall include, but not be limited to:

- Contracting with, and directing collected samples be submitted to, a drug testing laboratory or laboratories as provided in 49 CFR Part 40, Subpart F.

4. **BOCES Responsibilities.**

- BOCES will contract with independent contractors to perform on-site urine specimen sample collections and alcohol testing.
- BOCES will contract with a SAMHSA/NIDA and DOT certified laboratory (49 CFR Part 40, subpart F) for required specimen testing and will instruct that samples collected be directed to the contracted laboratory for testing.
- BOCES will contract for MRO Services as described above.
- All collection/testing/MRO services shall be in accordance with FMCSA, Federal DOT and any applicable State regulations, including but not limited to the United States Department of Transportation Rule 49 CFR Parts 40 & 49 and CFR Part 382 otherwise known as the Omnibus Transportation Act of 1991 enacted on October 28, 1991.

5. **Town of Clayton Responsibilities.**

- Town of Clayton will refer only individuals subject to FMCSA drug and alcohol testing who have confirmed enrollment in FMCSA Drug & Alcohol Clearinghouse and/or individuals who are holders of a commercial driver's license or a commercial learner's permit.
- Town of Clayton will ensure driver trainee compliance to program policies and procedures.
- Town of Clayton will ensure that its employees appear as required for drug and alcohol testing procedures and acknowledges that it will be charged a "no show" fee for employees that fail to appear as scheduled and a "cancellation" fee if a scheduled drug or alcohol testing procedure appointment is cancelled on less than two (2) business days notice to the Collecting/Testing Contractor by telephone with a confirming email.
- Town of Clayton will in consideration of the services provided, compensate BOCES according to the annexed fee schedule.

6. **Fees.**

Fees will be charged for the following as detailed in the fee schedule annexed at "Addendum A":

- An administrative/subscription fee (charged on an annual basis).
- A per-person fee for each drug specimen collection/alcohol test.
- A per-specimen fee for each "bottle B" drug specimen submitted to an alternate laboratory for analysis/testing.
- A fee for MRO services occasioned by a report of a positive drug or alcohol test result.
- A "no show" fee in the event of a failure of an individual to appear for a scheduled drug test specimen sample collection or a scheduled alcohol breath test.

- A “cancellation” fee if a scheduled drug test specimen sample collection or a scheduled alcohol breath test is cancelled on less than two (2) business days notice to the Collecting/Testing Contractor by telephone with a confirming email.

7. **Insurance.**

BOCES agrees to carry and maintain insurance in effect at all times throughout the performance of its responsibilities under this agreement, to include general liability, excess/umbrella, and business auto insurance coverage. The levels of such insurance coverage shall be set at customary standard levels, as determined by the BOCES. Evidence of such coverage, including coverage amounts, shall be provided to Town of Clayton upon Town of Clayton’s written request.

8. **Indemnification.**

Town of Clayton shall, to the fullest extent allowed by law, indemnify and hold harmless BOCES, and its officers, directors, agents, representatives and employees for any and all losses, damages, costs and expenses (including reasonable attorney’s fees) caused by or arising out of any negligent acts or omissions of Town of Clayton, its agents, employees, or representatives in the course of the performance of this agreement. This duty shall survive the expiration or termination of this agreement.

9. **Limitation of Liability.**

Town of Clayton, affirmatively and without reservation, agrees that the full extent of any and all BOCES liability shall be limited to that amount of insurance coverage provided by the BOCES under the terms of this agreement.

10. **Notices.**

Except as otherwise provided in this Agreement, all notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by a recognized overnight courier service, with delivery confirmation, to the other party at its address set forth below:

If to the District:

Assistant Superintendent for Business
Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services
20104 State Route 3
Watertown, NY 13601
Phone: (315) 779-7020

If to the Town of Clayton:

[Name]
[Address]

11. **Miscellaneous Provisions.**

- **Authorization.** The Parties hereby acknowledge that this Agreement has been properly authorized pursuant to the process and procedure established by their respective governing boards.
- **Entire Agreement.** This Agreement, including the attached Addendum, represents the entire agreement of the Parties with respect to the subject matter thereof and may not be modified, changed, altered or extended except in writing duly signed and acknowledged by the Parties.
- **Governing Law, Jurisdiction, and Venue.** This Agreement shall be interpreted by and in accordance with the laws of the State of New York except that there shall be no presumption against either party as the draftsman in the interpretation of this Agreement by any court. Any legal action brought relating in any way to this Agreement shall be brought exclusively in a court of competent jurisdiction located in and for Jefferson County, New York in accordance with the rules of such court, and each party expressly consents to the venue and jurisdiction of such court(s).
- **Waiver.** Failure or delay by either Party in exercising any right or power under this Agreement shall not operate as a waiver thereof.
- **Invalidity.** If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, void or unenforceable, the illegality or unenforceability of such provision shall not impair the enforceability of any other provision of this Agreement.
- **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which, when taken together shall constitute one and the same Agreement. A facsimile or other electronic copy of a signature on this Agreement shall for all purposes be deemed to be an original.
- **Survival.** All provisions of this Agreement that by their terms may require performance by a Party following the expiration or termination of this Agreement shall survive such expiration or termination.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have affixed their respective signatures below.

Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES:

By: Stephen J. Todd, District Superintendent

Date

TOWN OF CLAYTON:

By: [Name], [Title]

Date

Addendum A

****** *The specific fees as outlined below may be adjusted based on changes/ fluctuations in market pricing and costs of personnel, supplies, and required equipment. Town of Clayton will be notified, in writing, of proposed fee adjustments no less than sixty (60) days prior to their implementation.*

ANNUAL CHARGES:

Administration Fee: \$400.00

QUARTERLY CHARGES:

Random Drug Test: \$82.00 per test

Random Alcohol Test: \$45.00 per test

Random testing is completed at employer's facility, except when an employee is not available for testing an alternate may need to be used.

Cost of each test includes collector, laboratory, medical review officer & shipping charges.

SPECIALTY TESTS:

Substance:

Alcohol:

Pre-employment

\$90.00

\$55.00

Post-accident

\$90.00

\$55.00

Reasonable Suspicion

\$90.00

\$55.00

Return-to-Duty

\$90.00

\$55.00

Follow-up

\$90.00

\$55.00

Other

\$90.00

\$55.00

Rapid Tests

\$50.00

Cost of each substance test includes collector, laboratory, medical review officer & shipping charges.

MISCELLANEOUS CHARGES:

Laboratory Testing Fee (Confirmation test, if required)

\$ Per Specimen Tested

A per-specimen fee for each "Bottle B" specimen submitted to an alternate laboratory for analysis/testing

Handling/Shipping Charge (if required)

\$ Alternate Lab Fee

After-Hours Fee (if required)

\$ Collection Site Fee

Observed Test Fee (if required)

\$ Collection Site Fee

Positive Alcohol Confirmation (if required):

\$55.00

Mileage/Collector Fee per hour (if required):

\$50.00

(Specialty tests situations ONLY where the collector is not scheduled to be on site)

Medical Review Officer (MRO) Services:

Per Individual MRO Intervention (Positive or non-negative results)

(if required)

\$50.00



Office of the New York State Comptroller
New York State and Local Retirement System
110 State Street, Albany, New York 12244-0001

Please type or print clearly
in blue or black ink

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 4 9 1

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the Town of Clayton / 30491 hereby established the following standard work days for these titles and will

(Name of Employer) (Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
REBECCA KINNIE	[REDACTED]	[REDACTED]	TOWN JUSTICE	1/1/2024-12/31/2027	6	1.31	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
STEVE DORR	[REDACTED]	[REDACTED]	HIGHWAY SUPERINTENDENT	1/1/2024-12/31/2027	8	26.94	<input type="checkbox"/>	BIWEEKLY	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, MEGAN BADOUR (Name of Secretary or Clerk), secretary/clerk of the governing board of the TOWN OF CLAYTON (Name of Employer), of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 8TH day of MAY, 2024

on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the TOWN OF CLAYTON on this 8TH day of MAY, 2024.

(Name of Employer)

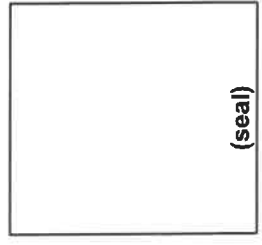
(Signature of Secretary or Clerk) _____ being duly sworn, deposes and says that the posting of the Resolution began on

5/8/2024 (Date) and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at: www.townofclaytonny.gov

Official sign board at: 405 Riverside Drive, Clayton, NY 13624

Main entrance Secretary or Clerk's office at: 405 Riverside Dr., Clayton, NY 13624



Record of Activities

Name Rebecca Kinnie

Title Town Justice

Employer Town of Clayton

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
1/14	Onboarding meet with Court Clerk	Select Start Time	Select End Time	.5
1/15	Call mentor judge	Select Start Time	Select End Time	.5
1/16	Attend arraignment	4	7	3
1/20	Go to bank to establish accounts	1	3	2
1/30	Talk to OCJS	10	10:30	.5
1/30	Go over new judge packet	4	4:30	0.5
2/6	Court	4	8:30	4.5
2/20	Court	5	7:30	2.5

2/22	Meet with Mentor Judge	4:00	5:00	1
2/27	DA day with Mentor Judge	1:00	6:00	5
3/5	Court	4:00	8:00	4
3/12	Paperwork	9:30	10:00	0.5
3/19	Court	5:00	8:00	3

Add New Row

Update Total

23.5

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

Rebecca Kinnie

Signature

4/15/24

Date



Office of the NEW YORK
STATE COMPTROLLER
NYS Comptroller Thomas P. DiNapoli

New York State & Local Retirement System

Reporting Elected and Appointed Officials



ROA Result Calculator

Use this calculator to determine the ROA result (average number of days worked per month) for an elected or appointed official.

Calculate the ROA result:

Total Hours Recorded on the ROA:

Number of Months used to Calculate the ROA:



Note: must be a minimum of three months.

Hours in Standard Work Day:



ROA Result — Average Days Worked per Month:



Please type or print clearly in blue or black ink

NYSLRS ID

[Redacted NYSLRS ID]

Received Date

Social Security Number (last 4 digits)

XXX-XX-[Redacted]

Recertification of the Record of Activities

RS 2419

(Rev. 06/22)

Retirement System (check one)

Employees' Retirement System (ERS)

Police and Fire' Retirement System (PFRS)

I, STEVE DORR, certify that I completed a 3-month record of activities for the term that began 1/1/2020 for my position as HIGHWAY SUPERINTENDENT. I attest that the record of activities maintained for the above named term is still representative of my hours worked and that my responsibilities have not substantially or materially changed. My current term begins on 1/1/2023 and ends on 12/31/2027.

Signature of Member

1-29-24

Date

Employer Location Code: 30491

NOTE: A record of activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained.

Please keep this form on file in your records and submit a copy to NYSLRS only upon request.