

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
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Town Clerk
Megan Badour

TOWN BOARD WORKSHOP MEETING AGENDA

Wednesday, June 26, 2024 • 5:00pm • Cerow Recreation Park Arena

1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
 - A. **Guests:**
 - B. **Town Clerk**
 - i. Correspondence that needs recording
 - ii. Minutes from 6/12/2024 Regular Meeting
 - C. **Public:** Comment on Agenda Items
 - D. **Workshop Discussion Items**
 - i. Work Shop Meeting August 28,2024 @ 5:00 PM at the Depauville Free Library
 - ii. Jeff Staples Resignation
 - iii. Adopt Revised Lactation Policy
 - iv. Summer Day Camp Instructors:
 1. Katie Day-Camp Director-\$25.00/hr
 2. Richelle Robbins-Asst. Camp Director-\$18.00/hr
 3. Ami Robbins-Counselor- \$15.00/hr
 4. Meka Robbins-Counselor-\$15.00/hr
 - v. Lifeguards-
 1. Maxwell Smith-Sub Lifeguard- \$15.00/hr
 2. Andrew Brown- Sub Lifeguard-\$15.00/hr
 - E. **Public:** *Comment on Agenda Items*
3. **Executive Session:** *NYS POL Chapter 47 Section 7 §105(f)*
4. **Adjournment**

Next Board Meeting: *Wednesday, July 10, 2024 @ 5:00pm at Cerow Recreation Park Arena*



Megan Badour <townclerk@townofclayton.com>

2024.06.21 Charter Program Notice (BTN add)ac

1 message

Andalora, Catherine A <Catherine.Andalora@charter.com>

Fri, Jun 21, 2024 at 7:09 AM



June 21, 2024

RE: Charter Communications Notification

Dear Municipal Official:

Spectrum Northeast, LLC ("Spectrum") is making its customers aware that on or around July 22, 2024, Spectrum will add a new locally zoned Big Ten Network ("BTN") on channel 386 (338 in Plattsburgh) on the channel lineup serving your community and at the same time will be dropping the national BTN feed.

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

Sincerely,

Alex Camarda

Associate VP, State Government Affairs
Charter Communications

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and

Town of Clayton Regular Meeting Minutes
Wednesday, June 12th, 2024

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

The following persons attended:

Tim Doney	Kenneth Knapp	Kathleen LaClair	Rylee Babcock
James Kenney	Donna Patchen	Pamela McDowell	Mariah LaClair
Savarah McCargar	Robert Company	James Jones	Kevin Patchen
Jake Tibble	Steve Dorr, Sr.		

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

2. Guests: N/A

3. Town Clerk

Correspondence that Needs Recording

- Charter Communications Notice
- Beaver River Hydroelectric Project Notice

Minutes from 5/22/2024

Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to approve the 5/22/2024 minutes. **Motion carried.**

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

5. General Discussion Items:

1. Bills & Transfers

i. Abstract #6 of 2024

Motion was made by Donna Patchen, seconded by James Kenney to approve Abstract #6 of 2024 in the amount of \$419,254.72. **Motion carried.**

ii. Transfers: N/A

iii. Budget Amendment: N/A

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations: Motion was made by Kenneth Knapp, seconded by James Kenney to approve May 2024 Supervisors report and bank reconciliations. **Motion carried.**

C. Balance Sheets: May 2024

D. Resignations, Appointments & Rate Changes

i. Resignations & Appointments:

a. N/A

i. Rate Changes:

a. Motion to approve a step increase of + \$.50 per hour for Kyle Delaney effective 7/1/2024 made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

b. Motion to approve rate change of + \$1.00 per hour for Savarah McCargar and Mariah LaClair effective 7/1/2024 made by James Kenney, seconded by Donna Patchen. **Motion carried.**

- E. Training: N/A
- F. Grindstone Island Board Meeting
Motion to set July 24th 2024 workshop meeting at Dodge Hall on Grindstone at 5:00PM made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.** Shuttle service will be provided by Clayton Island Tours for any member of the public needing transportation to and from the Island. Pick up will be at the Village Rotary Park Dock located at 400 Riverside Drive, Clayton, NY at 4:30PM.
- G. Chamber of Commerce Fireworks Application
Motion to approve fireworks application for the Clayton Chamber of Commerce on July 3rd, 2024 made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**
- H. Chamber of Commerce Fireworks Fee Waiver Request
Motion to waive fireworks application fee for the Clayton Chamber of Commerce July 3rd Independence Day celebration due to being a non-for-profit organization made by Donna Patchen, seconded by Kathleen LaClair. **Motion carried.**
- I. NYS Climate Smart Communities Resolution Discussion
Rob Company discussed this with the board
- J. Resolution #43 of 2024
Resolution #43 of 2024, A resolution authorizing CBDG application public hearing for the Town of Clayton Depauville Sewer District to be set for July 10, 2024 at 5:15 PM at the Cerow Recreation Park Arena, 600 East Line Road, Clayton, NY Introduced by Kenneth Knapp, seconded by James Kenney. Doney- aye; Knapp- aye; Kenney- aye; Patchen- aye; LaClair- aye. **Passed.**
- K. Resolution #44 of 2024
Resolution 44 of 2024, A resolution declaring the Town Board of the Town of Clayton lead agency on Route 12 West Sewer District SEQR introduced by Kenneth Knapp, seconded by Kathleen LaClair. Doney- aye; Knapp- aye; Kenney- aye; Patchen- aye; LaClair- aye. **Passed.**
- L. TIPAF Lift Approval
Motion to approve Thousand Islands Performing Arts Fund adding a lift at the Opera House made by Kenneth Knapp, seconded by Kathleen LaClair. **Motion carried.**
- M. Rights of Nature Resolution Discussion
The board discussed, and decided to save for a later meeting when they have more information to make a decision.

6. Supervisor's Report: Highway, Consolidated Health District, Youth Commission & Antique Boat Museum: The REDI Shoreline project is near completion with an end date goal of July 30, 2024. Supervisor Doney would like to look into adding viewing binoculars on the Riverwalk. Supervisor Doney has a meeting on Monday with Town Engineer Robert Company to discuss the ongoing projects.

7. Department Head Reports:

- A. Highway Superintendent: Steve Dorr reported on the work his crew is completing on Wellesley Island, mowing along roadsides and truck repairs.
- B. Buildings & Grounds: James Jones reported that the Food & Wine festival was a great success. Still in the process of onboarding dock attendants/lifeguards. A Jem and Mineral Show has been booked for September 14th, 2024. James is currently looking into hosting the Irish Fest in March 2025.
- C. Assessor: Interim Alexander Marchenkoff: Greivance Day with the Board of Assessment Review went smoothly, with about 475 less RP-524 applications than last year. Staff is currently working on RP-525, notice of determination of Board of Assessment Review, letters.

D. Codes/Zoning: Richard Ingerson report indicates fee collection of \$5,336.20 in May. (See attached).

8. Council Reports:

A. *Councilman Knapp*: Libraries & Chamber of Commerce: Mentioned the success of the Food & Wine Festival, as well as the Farmers Market on Thursdays. Summer reading kickoff at the Depauville Library. Strawberry Festival in Depauville on June 20th. Children at the Depauville Library are enjoying the new playground equipment and the library is hosting a composting class. Councilman Knapp also made a statement that he feels it is very important for members of the public to attend the Customs and Border Patrol public forum at the Cerow Recreation Park Arena on July 25th & 26th.

B. *Councilwoman Patchen*: Buildings & Grounds, Cemeteries, and Purchasing & Personnel: Concurred with James Jones report.

C. *Councilman Kenney*: Safety Coordinator, Planning/Zoning, and Sewer Districts: Safety inspections are complete, G & G Municipal Consulting has completed income surveys in Depauville and we have received the results needed for the Depauville wastewater treatment improvement project grant application process.

D. *Councilwoman LaClair*: TIERS, Paynter Center and CLDC: Nothing to report at this time.

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

- Jake Tibbles: Mr. Tibbles addressed the Board on behalf of TILT regarding the Customs and Border Patrol Meeting requesting support and attendance. He also requested permission to set up tables outside of the arena during the CBP public forums with informational packets on the environmental and economical impacts of the proposed CBP facility.
- Motion to authorize TILT to set up tables at the entrance of the Cerow Recreation Park Arena July 25 & 26 with the purpose of handing out information in regards to the proposed Customs & Border Patrol facility made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

10. Executive Session:

A. Motion was made by Kenneth Knapp, seconded by James Kenney to close the regular meeting at 5:45 PM. **Motion carried.**

B. Motion was made by Kenneth Knapp, seconded by James Kenney to enter Executive Session in accordance with NYS POL Chapter 47 Section 7 §105(f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation at 5:46 PM. **Motion carried.**

C. Motion was made by _____ seconded by _____ to close Executive Session at _____ PM. **Motion carried.**

D. Motion was made by _____ seconded by _____ to open the regular meeting at _____ PM. **Motion carried.**

11. Adjournment:

Motion was made by _____, seconded by _____ to adjourn at _____ PM. **Motion carried.**

Next Board Meeting: Wednesday, June 26th, 2024 @ 5:00pm at Cerow Recreation Park Arena

Rylee Babcock, Deputy Clerk

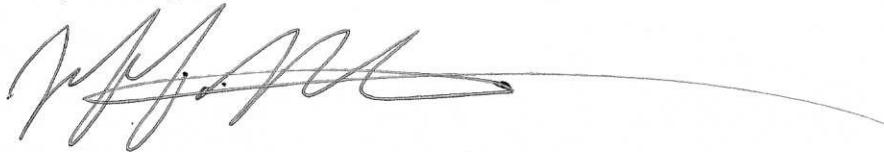
Clayton Village Zoning Board
Riverside Drive,
Clayton, NY 13624

To Whom it May Concern,

As of June 19, 2024 I, Jeff Staples, respectfully resign from my position as Alternate for the Clayton Zoning Board. I am unable to commit my attention to the board and its service to the Clayton community at this time.

Wishing you all the best as you move forward in your mission.

Respectfully,

A handwritten signature in black ink, appearing to read 'Jeff Staples', with a long horizontal flourish extending to the right.

Jeffrey E, Staples

829 State Street,
Clayton NY 13624

**TOWN OF CLAYTON
LACTATION POLICY
Revised 7-xx-2024**

Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Workplace

Lactation Policy:

The Town of Clayton will accommodate the needs of lactating mothers to express breastmilk during the workday, in accordance with all applicable laws including Section 206-c of the New York State Labor Law and the federal PUMP Act.

Lactation Accommodation Provisions

Reasonable Time to Express Milk at Work

Employees shall be provided ~~reasonable time~~thirty (30) minutes of paid break time to express milk while at work for up to three years following the birth of a child. Employees should use usual break and meal periods for expressing milk, ~~when possible~~ if additional time for breast milk expression beyond the thirty (30) minutes is necessary. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time during the department's normal hours of operation. Employees who work remotely have the same rights to paid time off for the purpose of expressing breast milk, as all other employees who perform their work in person. The Town recognizes that the employee's lactation accommodation needs may change over time.

Employees may request a change to their existing lactation accommodation at any time by contacting the Town Supervisor's Office.

A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- Be in close proximity to the employee's workstation when possible.
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public.
- Be well lit.
- Ensure privacy by covering any windows with a curtain, blind, or other covering.
- Contain at a minimum a chair and a small table, counter, or other flat surface and an electrical outlet.
- Ideally, have nearby access to clean running water and refrigeration.

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

This policy shall be communicated to all current employees and included in new employee orientation training. Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

Employer Responsibilities

The Town of Clayton will:

- Maintain the general cleanliness (sweeping, vacuuming, dusting, and emptying of garbage) of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees returning to work following the birth of a child of their rights to express breastmilk at work. This notice will be provided individually to affected employees and to all employees generally through inclusion in the employee handbook.
- Respond to lactation accommodation promptly, and no later than **five (5)** business days after receipt of the request.
- If the Town of Clayton believes that the lactation accommodation requested poses an undue hardship on the Town, we will discuss reasonable alternatives with the employee to accommodate the employee's needs, initiating a cooperative dialogue as quickly as possible, but absolutely no later than five (5) business days from the date of the request. The conversation between the Town and the employee will be in good faith, may occur orally or in writing, and will conclude with a final written determination of the accommodation granted or denied.

Employee Responsibilities

Breastfeeding employees utilizing lactation support services will:

- Notify the Town Supervisor's office of the need for lactation accommodation, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler. Employees who choose to store breast milk in a Town refrigerator are required to label their breast milk and take it home at the end of their shift each day.

Employee Rights

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, they should contact the New York State Department of Labor's Division of Labor Standards at 1-888-52-LABOR or LSAsk@labor.ny.gov, or they may visit their website at dol.ny.gov/breast-milk-expression-workplace to file a complaint.