

Town Supervisor
Timothy Doney
Town Board Members
Kenneth Knapp
Donna Patchen
James Kenney
Kathleen LaClair



Town of Clayton
405 Riverside Drive
Clayton, New York 13624
Telephone: (315) 686-3512
Fax: (315) 686-2651
www.townofclayton.com

Town Clerk
Megan Badour

TOWN BOARD WORKSHOP MEETING AGENDA

Wednesday, March 26, 2025 • 5:00pm • Cerow Recreation Park Arenal

1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
 - A. **Town Clerk**
 - i. *Correspondence* that Needs Recording
 - ii. *Minutes* from 03/13/24 Regular Meeting
 - B. **Public: Comment on Agenda Items**
 - C. **Workshop Discussion Items:**
 - i. Local Law 1 of 2025: Noise Ordinance- Set Public Hearing for April 9, 2025 at 5:15PM
 - ii. Resolution 38 of 2025: A Resolution Designating a Certifying Officer and Establishing Responsibilities for Environmental Reviews
 - iii. Depauville Wastewater Disinfection Project Tribal Letters
 - iv. Resolution 39 of 2025: Climate Smart Communities
 - v. ZBA Alternate
 - vi. Cerow Park Arena Concession Stand Bid Extension
 - vii. Riverwalk Irrigation RFP
3. **Adjournment** **Next Meeting:** *Wednesday, April 10, 2024 @ 5:00pm Cerow Recreation Park Arena*



**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

March 11, 2025

Town of Clayton C/O Town Clerk
405 Riverside Drive
Clayton, NY 13624

Re: Owner Occupied Home Rehabilitation Program

To whom it may concern,

Neighbors of Watertown, INC. is currently conducting outreach to towns and villages within Jefferson County. One of the many services our agency has to offer is our Owner-Occupied Home Rehabilitation program. This program facilitates the distribution of government grants to homeowners to rehabilitate their homes and improve overall housing conditions within the county. We are currently encouraging homeowners in our service area to apply, particularly veterans, individuals with disabilities, senior citizens, single parents, and those who are otherwise low-income and in need of assistance. Enclosed, you will find copies of our brochures and a copy of our application to distribute as you see fit. If you have any questions, concerns or just want more information about our programs we can be reached at the contact information below.

Thank you for your time,

Delanie Seaver
Housing Program Assistant

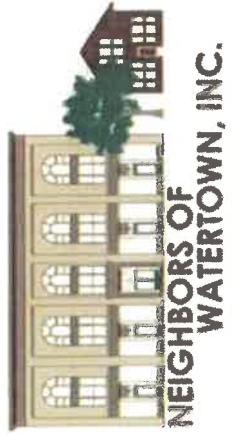


The Housing & Redevelopment Store
112 Franklin Street, Watertown, NY 13601
Phone (315) 782-8497 Fax (315) 782-0102
www.neighborsofwatertown.com



OUR PURPOSE

The purpose of this program is to improve housing conditions in Jefferson County by promoting repair and rehabilitation of the existing homes. Primary objective is to eliminate any conditions that may become hazardous to the health and safety to the homeowners and their family.



"Neighbors of Watertown will revitalize communities through development and partnering with others. We will ensure that our communities have quality affordable housing. Neighbors will advocate for and empower members of our communities on housing opportunities and programs."

County Wide Owner
Occupied Home

Rehabilitation Program

Administered By:

Neighbors Of Watertown, Inc.
112 Franklin Street, Watertown
NY 13601

(315) 782-8497



ELIGIBILITY REQUIREMENTS

- Proof of ownership in the form of a deed or land contract.
- Property situated must be within the city of Watertown.
- Assisted residential unit must be the primary/permanent residence of the eligible applicant. Applicant must secure adequate insurance for the property before any work.
- Real estate taxes and all charges for water and sewer must be paid.

Examples of ineligible activities include substantial renovations, landscaping, luxury upgrades, and other unnecessary improvements.

Financial Assistance: Applications that qualify may receive loan financing to cover 100% of the costs of eligible rehabilitation (up to \$25,000) determined by the local program administrator. The homeowner agrees to a 5-year lien placed on the property at the completion of work. Repayments will be deferred if the owner occupies their home as their primary residence and satisfies all requirements of this program during the five-year regulatory period.

INCOME LIMITS

Effective May 1, 2024

Family Size:	Income Limit:
1	\$46,800
2	\$53,450
3	\$60,150
4	\$66,800
5	\$72,150
6	\$77,500
7	\$82,850
8	\$88,200

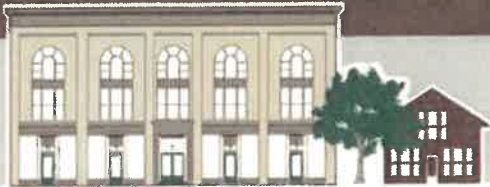
Household income cannot exceed 80% of area median income.

Determining work scope:

Once you have been selected and determined eligible an inspection will be scheduled. The inspector will come up with a work scope that is agreed upon with the homeowner.

Financial Assistance Applications: that qualify may receive loan financing to cover 100% of the costs of eligible rehabilitation (up to \$25,000) determined by the local program administrator. Repayments will be deferred if the owner occupies their home as their primary residence and satisfies all requirements of this program during a five-year regulatory period that begins when the work is completed.





**NEIGHBORS OF
WATERTOWN, INC.**

**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Owner Occupied Rehabilitation Program

Applicant Information

Name: _____ Date: _____

Address: _____ Apt. # _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Total Units: _____ #People in Household: _____ # of children under 18: _____

of people over 60: _____ # of people that are Disabled: _____

Are you a Veteran who served at least 90 active days during a time of War? YES NO

Are you a single parent with minor children? YES NO

Is your home a mobile/manufactured home? YES NO

If yes, is it a single or double wide? _____

Do you have tenants in this property? YES NO

Have you received State/Federal grant assistance before? YES NO

DATE OF WORK:	WORK DONE:	COST OF WORK:



The Housing & Redevelopment Store
112 Franklin Street, Watertown, NY 13601
Phone (315) 782-8497 Fax (315) 782-0102
www.neighborsofwatertown.com



Town of Clayton Regular Meeting Minutes
Wednesday, March 12, 2025

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

The following persons attended:

Tim Doney
James Kenney

Kenneth Knapp
Donna Patchen

Megan Badour
James Jones

Steve Dorr, I.
Mariah LaClair

1. Pledge of Allegiance: Supervisor Doney led the pledge of allegiance.
2. Guests: N/A
3. Town Clerk:
 - a. Correspondence:
 - Charter Communications (see attached)
 - Letter from Cindy Hazelton (see attached)
 - 1000 Land Trust Save the Date (see attached)
 - Pivot Update (see attached)
 - VTC Letter (see attached)
 - b. Minutes: Motion to approve minutes from 2/12/2025 Workshop Meeting made by James Kenney, seconded by Kenneth Knapp. **Motion carried.**
4. Public: N/A
5. General Discussion Items:
 - A. Bills and Transfers:
 - i. Abstract #3 of 2025
Motion was made by Donna Patchen, seconded by James Kenney to approve Abstract #3, in the amount of \$252,412.55. **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 Donna Patchen, to approve the Supervisor report and bank reconciliations for February 2025. **Motion carried.**
 - C. Balance Sheets: February 2025
 - D. Resignations and Appointments:
 - i. Resignations: ZBA Member Ashley Owens
Motion was made to regretfully accept the resignation of ZBA Member Ashley Owens effective April 1, 2025 by James Kenney, seconded by Kenneth Knapp. **Motion carried.**
 - ii. Positions/Appointments: Nick Reddick

Motion to appoint Nick Reddick to Full-Time ZBA Member effective April 1, 2025, pending Village approval to fulfill Ashley Owens term ending December 31, 2025 made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**

b. Advertise for Alternate ZBA and Alternate for Planning.

Motion to advertise for one vacant Joint Town/Village Zoning Board of Appeals Alternate position and one Joint Town/Village Planning Board Alternate Board member position made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

c. Appointment- Planning Board Vice Chair

Motion to appoint Adam Powers as Vice Chairman for the Planning Board as recommended by the Planning Board made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**

d. Appointment- Advertise for Rec Park Laborer

Motion to advertise for Rec Park Laborer position by Donna Patchen, seconded by James Kenney. **Motion carried.**

e. Rate Changes: N/A

E. Training: Mandatory annual compliance training is tentatively scheduled for April 30th at the Cerow Recreation Park Arena. Other municipalities to be invited.

F. Local Law 1 of 2025: Noise Ordinance

- Local Law No. 1 of 2025, a local law regarding noise, introduced by Kenneth Knapp, seconded by James Kenney. **Motion carried.**
- Motion to set a Public Hearing for 3/26/2025 AT 5:15 PM made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

G. RFP Award for Administrative Services for Depauville Wastewater Disinfection

Project: Three proposals were submitted by the following:

- Adroit Consultants, LLC
- Fourth Coast, Inc.
- J Piper Consulting, LLC.

Motion to award Depauville Wastewater Disinfection Project administrative services to Fourth Coast, Inc. made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

H. RFQ Award for Engineering services for Depauville Wastewater Disinfection Project:

Only one firm submitted qualifications:

- St. Lawrence Engineering, DPC.

Motion to award Depauville Wastewater Disinfection project engineering services to St. Lawrence Engineering, DPC made by Donna Patchen, seconded by Kenneth Knapp.

Motion carried.

I. Rte 12 Sewer District Levy Refund

Motion to refund Ellen Stiefel in the amount of \$1,500.00 for the Rte 12 Sewer Tax Levy Overpayment for parcel 20.11-2-12.51 made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

J. 2024 AFR

The Annual Financial Report, formerly known as the AUD (Annual Update Document) has been filed with the Office of the State Comptroller. A draft copy is available at the Town Clerk's office. The Board will be updated when the OSC has approved the AFR.

K. NNY Online Network Cybersecurity Compliance Assessment

Motion to approve NNY Online to run a diagnostic in order to remain compliant with Cyber-Security insurance made by James Kenney, seconded by Donna Patchen. **Motion carried.**

L. Deputy Clerk Summer Hours

Motion made to adopt new summer office hours from Memorial Day to Labor Day, from 7:00AM to 3:30PM made by Donna Patchen, seconded by Kenneth Knapp. **Motion carried.**

M. Cerow Rec Park Concession Stand- Motion to solicit bids for rental of the Cerow Recreation Park concession stand for contract with a return date of Wednesday, April 2, 2025 at 2:00 PM at the Town Hall made by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

N. Climate Smart Communities

Supervisor Doney discussed the benefits of Climate Smart Communities with the Board. Work has already been completed to achieve climate smart goals and funding agencies prioritize climate smart communities.

6. Supervisor's Report:

Supervisor Doney reported that information is being sought in regards to essential housing and what this could look like for Clayton.

7. Department Head Reports:

- A. Highway Superintendent: Steve Dorr- Provided updated information of trucks that are waiting to be delivered. Discussion about assisting with Lion's Park demo.
- B. Buildings & Grounds: James Jones- At this time, preparation is underway for Irish Festival at the Cerow Recreation Park Arena.
- C. Assessor: Alex reported to Supervisor Doney that the deadline to submit property tax exemption paperwork has passed and he is currently working on entering them. His team is also working on completing the 2025 Tentative Assessment roll which he has to turn in to Jefferson County in April.
- D. Codes/Zoning: Richard Ingerson- See attached

8. Council Reports

- Councilwoman LaClair: Absent
- Councilwoman Patchen: Donna mentioned the Irish Fest being held at the Arena this weekend.
- Councilman Knapp: Ballon Festival has been confirmed for this summer and Hawn is running regular schedule.
- Councilman Kenney: James informed the Board that the Youth Commission is looking to reconstruct the existing bathrooms on the Lions Field and will be attending one of the upcoming Planning Board meetings.

9. Public: N/A

10. Adjournment:

Motion was made by Kenneth Knapp, seconded by James Kenney to adjourn at 5:55 PM. **Motion carried. Next Meeting: March 26, 2025 @ 5:00 PM at the Cerow Recreation Park Arena.**

KENDALL, HARRIENGER & BURROWS

Attorneys-at-Law

120 Washington Street, Suite 500A
Watertown, NY 13601
Phone: 315-753-8080
Fax: 315-753-8090

*Service of Papers by Email
or Fax is Not Authorized*

February 25, 2025

Town of Clayton
ATTN: TOWN BOARD
405 Riverside Drive
Clayton, NY 13624

RE: Local Law – Noise
KJB File #: 46385.0000

Dear Supervisor Doney and Town Board:

We have reviewed your proposed Local Law and offer “changes” to that Local Law. In our experience certain noise emitters elicit questions and concerns from citizens. Many of those emitters are included in this draft Local Law. The following outlines steps that should be taken in connection with adoption of a Local Law in regard to Noise in the Town of Clayton.

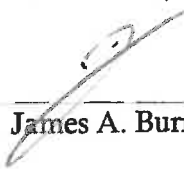
1. The Local Law should be provided to members of the Town Board for their review and consideration at least ten (10) days prior to any activity.
2. A Public Hearing should be scheduled and published in the Town’s official newspaper. At least five (5) days must elapse between the date of publication of the notice and the date of the Public Hearing.
3. The Town Board may make changes to the draft and potentially vote on the Local Law at any time after the Public Hearing.
4. The Local Law must be filed with the Secretary of the State.
5. No SEQR review is necessary for this potential action.

A proposed Local Law, Notice of Public Hearing, Resolution adopting the Local Law and the NYS Filing form are enclosed for your consideration.

Feel free to contact me, or Sue, directly with any questions or concerns you might have in this process.

Very truly yours,

KENDALL, HARRIENGER & BURROWS


James A. Burrows

/sjw
Enclosures

Megan S. Kendall

Kathryn J. Harrienger

James A. Burrows

**TOWN OF CLAYTON
NOTICE OF PUBLIC HEARING**

RE: LOCAL LAW REGARDING NOISE

PLEASE TAKE NOTICE that a Local Law has been introduced by the Town Board of the Town of Clayton regarding Noise in the boundaries of the Town of Clayton, but outside the Village of Clayton limits.

PLEASE TAKE NOTICE that a Public Hearing upon the Local Law will be held at the **Town Offices 405 Riverside Drive, Clayton, NY 13624 on April 9, 2025 at 5:15 p.m.** and that an opportunity to be heard in regard thereto will then and there be given to all persons.

Dated: _____, 2025

Megan Badour, Town Clerk

TOWN OF CLAYTON

405 Riverside Drive
Clayton, NY 13624
(315) 686-3512

RESOLUTION # ___ of 2025

TO ADOPT LOCAL LAW NO. ___ OF 2025 Chapter 225 -of the Village Code – Noise

WHEREAS, the Town Board for the Town of Clayton, New York has devoted considerable time and attention to address noise impacts and concerns within the Town’s boundaries; but outside the Village of Clayton limits; and

WHEREAS, the Town Board has reviewed the proposed legislation that might be added to the Town’s Code to address the same; and

WHEREAS, this Board has considered the New York Environmental Quality Review Act, and has determined that the proposed legislation is not subject to that review .

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Clayton, New York as follows:

1. The forgoing recitations are incorporated herein and made a part hereof as if set forth hereafter.
2. The Town Board hereby enacts the Local Law adding Chapter 225 – Noise to the Town Code as being in the best interests of the Town of Clayton.
3. The Supervisor for the Town of Clayton and the Town Clerk for the Town of Clayton, their respective agents and employees are authorized to sign all documents and take all steps necessary to enact this legislation.
4. This Legislation shall be filed with the New York State Department of State, and with the Town Clerk of the Town of Clayton.

-
5. This Resolution shall take effect immediately.

The foregoing Resolution was offered by Board Member, _____, and seconded by Board Member, _____, and upon roll call vote of the Board was duly adopted as follows:

Tim Doney, Supervisor	Yes ___	No ___
Kenneth Knapp	Yes ___	No ___
Donna Patchen,	Yes ___	No ___
James Kenney	Yes ___	No ___
Kathleen LaClair	Yes ___	No ___

Dated: _____, 2025

Megan Badour, Town Clerk

Town of Clayton

LOCAL LAW NO. ____ OF 2025

CHAPTER 225 - NOISE

§225-1. Purpose.

The purpose of this law is to regulate noise that is loud, excessive and possibly harmful to citizens in the Town of Clayton and outside the Village of Clayton limits. This prohibition is intended to prohibit unreasonable noise by whatever means created or from whatever source.

§ 225-2. General Prohibition and Definitions.

A. General prohibition. The creation of any unreasonably loud, disturbing noise in the Town and outside the boundary of the Village of Clayton is prohibited. Noise of such character, intensity or duration as to endanger public comfort, peace or repose or to be detrimental to the life or health of any individual is declared to be a nuisance, shall constitute unreasonable noise, and is prohibited.

B. Definitions.

AUTHORIZED EMERGENCY VEHICLE — Every ambulance, police vehicle, fire vehicle and civil defense vehicle when on emergency calls.

EMERGENCY — A public calamity or an exposure of any person or property to imminent danger.

EMERGENCY WARNING DEVICE — Any sound signal device that is designed to be used and is actually used to warn of an emergency.

PERSON — Any individual, partnership, company, corporation, association, firm, organization, or any other group of individuals, or any person or employee thereof.

REAL PROPERTY BOUNDARY — An imaginary line exterior to any structure, along the ground surface, which separates the real property owned by one person from that owned by another person, and the vertical extension of such line.

SOUND REPRODUCTION DEVICE — A device intended primarily for the production or reproduction of sound including, but not limited to, any musical instrument, radio receiver, tape recorder, cd player, phonograph or sound amplification system, and the like.

SOUND SOURCE SITE — Any land under the ownership or control of a person in or upon which one or more sound sources are located. The sound source site includes all individual sound sources that are located on such site, whether stationary, movable or mobile.

UNREASONABLE NOISE — Any excessive or unusually loud sound which either annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of a reasonable person of normal sensibilities, or which causes injury to animal or damage to property or business. Standards to be considered in determining whether unreasonable noise exists in a

given situation include, but are not limited to, the following:

- (1) The intensity of the noise.
- (2) Whether the nature of the noise is usual or unusual.
- (3) Whether the origin of the noise is natural or unnatural.
- (4) The intensity of the background noise.
- (5) The proximity of the noise to sleeping facilities.
- (6) The nature and the zoning district of the area within which the noise emanates.
- (7) The time of day or night the noise occurs.
- (8) The duration of the noise.
- (9) Whether the sound source is temporary.
- (10) Whether the noise is continuous or intermittent.
- (11) Whether alternative methods are available to achieve the objectives of the sound-producing activity.
- (12) Specific examples of sounds which may create unreasonable noise are specified hereafter at subsections 3 - 9.

§225-3. Bells.

No person shall sound or cause to be sounded any bell, except a church bell, in such manner or with such volume as to create unreasonable noise.

§225-4. Amplifiers and Loud Speakers.

- A. No person shall use, operate or maintain, or, being the owner or lessee of any premises, permit the use, maintenance or operation thereon of any radio, phonograph, loudspeaker, amplifier or any like reproducing device in such a manner or with such volume at any time as to create unreasonable noise.
- B. The Town Board may grant permission in writing to any person to reasonably broadcast or amplify in or upon the streets, or other areas, of the Town, and if and when such permission is granted and broadcasting or amplifying is done pursuant to such permission, the same shall not constitute unreasonable noise.

§225-5. Truck Motors.

No person shall permit the motor of a tractor or truck to continue operating while such tractor or truck is not in motion and is standing or parked on any public street or in any public place in any residential zone during the hours between 10:00 p.m. and 6:30 a.m., as to create unreasonable noise.

§225-6. Emergency Warning Devices.

No person shall operate or cause to be operated any emergency warning device, which creates unreasonable noise except:

- A. To give notice as a warning of any emergency.
- B. On an authorized emergency vehicle when such vehicle is engaged in emergency operations provided that such device is not operated to create unnecessary noise or for a period of time longer than is necessary to respond to such emergency.

C. When such device is under test.

§225-7. Exhausts.

No person shall cause or permit the discharge into the open air the exhaust of any device, including but not limited to any diesel engine, internal combustion engine or turbine engine, so as to create unreasonable noise.

§225-8. Sound Reproduction.

No person shall operate, play or permit the operation or playing of any radio, television, phonograph, drum, musical instrument, sound amplifier or similar device which produces, reproduces or amplifies sound:

- A. In such a manner as to create unreasonable noise plainly audible across a real property boundary.
- B. In such a manner as to create unreasonable noise that is plainly audible at 50 feet from such device, when operated in or on a motor vehicle on a public highway.
- C. In such a manner as to create unreasonable noise to any person other than the operator of the device.
- D. In such a manner as to create unreasonable noise that enters an apartment or dwelling unit that is separate and distinct from the apartment or dwelling unit from which the unreasonable noise originated.

The Town Board, or its designee, may issue a permit to authorize sound reproduction upon such conditions as the Board deems appropriate and pursuant to such rules or regulations and fees as promulgated by the Town Board.

§225-9. Squealing Tires.

No person shall operate a motor vehicle in such a manner as to cause unreasonable noise by spinning or squealing the tires of such motor vehicle.

§225-10. Penalties for Offenses.

Any person violating any provision of this chapter shall, upon conviction, be subject to a fine of not less than \$50 nor more than \$250. Each day of continued violation is a separate and distinct offense. The Town Board may also seek injunctive relief from a court of competent jurisdiction against such person.

§225-11. Severability.

If any provision or subsection of this law shall be held to be invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of this chapter, but shall be confined to the clause, sentence, or paragraph thereof directly involved in such controversy.

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one:)

of Clayton

Local Law No. _____ of the year 20²⁵

A local law Noise
(Insert Title)

Be it enacted by the Town Board of the
(Name of Legislative Body)

County City Town Village
(Select one:)

of Clayton _____ as follows:

SEE ATTACHED

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20²⁵ of the ~~(County)(City)~~(Town)(Village) of Clayton Town Board was duly passed by the _____ on _____ 20²⁵, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ and was deemed duly adopted (Elective Chief Executive Officer*) on _____ 20____, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____. (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the ~~(County)(City)~~(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 above.

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: _____

(Seal)

RESOLUTION # _____ - 2025

A RESOLUTION DESIGNATING A CERTIFYING OFFICER AND ESTABLISHING RESPONSIBILITIES FOR ENVIRONMENTAL REVIEWS

At a regular meeting of the Town Board of the Town of Clayton, Jefferson County, New York, held at 600 East Line Road, Cayton, NY 13624 on the 26th day of March 2025 at 5:00 p.m., prevailing time. The meeting was called to order by Supervisor and upon roll being called, the following were:

PRESENT: Tim Doney, Town Supervisor
Ken Knapp, Town Councilman
Donna Patchen, Town Councilwoman
James Kenney, Town Councilman
Kathy LaClair, Town Councilwoman

ABSENT: _____

WHEREAS, the Town of Clayton has received a Community Development Block Grant and must designate a Certifying Officer responsible for acting as the Responsible Entity in conducting environmental reviews; and

WHEREAS, the Certifying Officer may be the chief elected official or a designated representative with the authority to ensure compliance with all environmental requirements; and

WHEREAS, the Certifying Officer must be capable of assuring compliance with all environmental regulations and representing the Town of Clayton in any challenge to such compliance; and

NOW, THEREFORE, BE IT RESOLVED by the Tim Doney of the Town of Clayton that:

1. Designation of Certifying Officer: Tim Doney is hereby designated as the Certifying Officer for the Town of Clayton.
2. Authority and Responsibilities: The Certifying Officer shall be responsible for ensuring compliance with all environmental requirements, conducting or overseeing environmental reviews, and representing the Town of Clayton in any challenges related to environmental compliance.
3. Oversight of Consultants: In cases where a consultant conducts environmental research, the Certifying Officer shall monitor the consultant's work and sign off on the appropriate certifications.

A motion to adopt the foregoing resolution was made by Trustee _____ and seconded by Trustee _____ and upon a roll

call vote of the Board was duly adopted as follows:

Tim Doney, Town Supervisor
Ken Knapp, Town Councilman
Donna Patchen, Town Councilwoman
James Kenney, Town Councilman
Kathleen LaClair, Town Councilwoman

Voting ____
Voting ____
Voting ____
Voting ____
Voting ____

By Order of the Town Board
Of the Town of Clayton

Megan Badour, Town Clerk

(SEAL)

DRAFT

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

March 18, 2025

Mr. Ray Halbritter, Nation Representative

Oneida Indian Nation
5218 Patrick Road, Verona, NY 13421
info@oneida-nation.org

Re: Town of Clayton – Hamlet of Depauville Wastewater Treatment Facility Disinfection Project (32333 Library Ln, Depauville, NY 13632) HUD Program

Dear Mr. Halbritter,

The Town of Clayton is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the Town of Clayton has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Town of Clayton will conduct a review of this project to comply with Section 106 of the National Historic Preservation Act and its implementing regulations 36 CFR Part 800. We would like to invite you to be a consulting party in this review to help identify historic properties in the project area that may have religious and cultural significance to your tribe, and if such properties exist, to help assess how the project might affect them. If the project might have an adverse effect, we would like to discuss possible ways to avoid, minimize or mitigate potential adverse effects.

The State Historic Preservation Office (SHPO) issued a No Effect determination letter for the Town of Clayton – Hamlet of Depauville Wastewater Treatment Facility Disinfection Project on July 5, 2022. This determination confirms that the project, as proposed, will not impact historic properties.

Additionally, on July 7, 2022, our consultants sent the original consultation letters regarding this project to relevant stakeholders, including tribal representatives. The scope of work remains unchanged from the original proposal. Any responses or additional input from these entities will be taken into account as part of the ongoing review process.

To meet project timeframes, if you would like to be a consulting party on this project, can you please let us know of your interest within 30 days? If you have any initial concerns with impacts of the project on religious or cultural properties, can you please note them in your response?

Enclosed is a map that shows the project area and, if applicable, an additional area of potential indirect effects. The project consists of a new 10' x 20' building addition will be added to the existing storage garage or located by the outfall line adjacent to the sand filters to house new UV equipment and controls. To provide disinfection, two closed vessel UV reactors, one duty, one redundant will be installed inside the new building addition. Effluent from the sand filters will be directed to a new duplex pumping station located adjacent to the existing outfall manhole. New piping will be installed to the pump station, UV units, and final outfall.

More information on the Section 106 review process is available at <http://www.onecpd.info/environmental-review/historic-preservation/>.

HUD's process for tribal consultation under Section 106 is described in a Notice available at <https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58>.

If you do not wish to consult on this project, can you please inform us? If you do wish to consult, can you please include in your reply the name and contact information for the tribe's principal representative in the consultation? Thank you very much. We value your assistance and look forward to consulting further if there are historic properties of religious and cultural significance to your tribe that may be affected by this project.

Sincerely,

Tim Doney
Town of Clayton Supervisor
(315) 686-6007
townsupervisor@townofclayton.com
(315) 686-2651

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

March 18, 2025

Mr. Anthonyy Gonyea, THPO

Onondaga Nation
4040 Route 11, Nedrow, NY - 13120
tony61gonyea@gmail.com

Re: Town of Clayton – Hamlet of Depauville Wastewater Treatment Facility Disinfection Project (32333 Library Ln, Depauville, NY 13632) HUD Program

Dear Mr. Gonyea,

The Town of Clayton is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the Town of Clayton has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

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(315) 686-6007
townsupervisor@townofclayton.com
(315) 686-2651

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

March 18, 2025

Mr. William Tarrant, THPO

Seneca-Cayuga Nation
P.O. Box 453220, Grove, OK 74345
wtarrant@sctribe.com

Re: Town of Clayton – Hamlet of Depauville Wastewater Treatment Facility Disinfection Project (32333 Library Ln, Depauville, NY 13632) HUD Program

Dear Mr. Tarrant,

The Town of Clayton is considering funding the project listed above with federal funds from the U.S. Department of Housing and Urban Development (HUD). Under HUD regulation 24 CFR 58.4, the Town of Clayton has assumed HUD's environmental review responsibilities for the project, including tribal consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

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Sincerely,

Tim Doney
Town of Clayton Supervisor
(315) 686-6007
townsupervisor@townofclayton.com
(315) 686-2651

RESOLUTION # _____

A Resolution Adopting the New York State Climate Smart Community Pledge

At a meeting of the Town of Clayton, held at The Cerow Recreation Park, 600 East Line Road, Clayton NY, on 11 June 2024, there were:

Present:

Tim Doney, Town Supervisor
Ken Knapp, Councilman
Donna Patchen, Councilwoman
James Kenny, Councilman
Kathy LaClair, Councilwoman

WHEREAS, the Town of Clayton (hereinafter "local government") believes that climate change poses a real and increasing threat to our local and global environments and is primarily due to the burning of fossil fuels; and

WHEREAS, the effects of climate change will endanger our infrastructure, economy and livelihoods; harm our farms, orchards, and ecological communities, including native fish and wildlife populations; spread invasive species and exotic diseases; reduce drinking water supplies and recreational opportunities; and pose health threats to our citizens; and

WHEREAS, we believe that our response to climate change provides us with an unprecedented opportunity to save money, and to build livable, energy-independent and secure communities, vibrant innovation economies, healthy and safe schools, and resilient infrastructures; and

WHEREAS, we believe the scale of greenhouse gas (GHG) emissions reductions required for climate stabilization will require sustained and substantial efforts; and

WHEREAS, we believe that even if emissions were dramatically reduced today, communities would still be required to adapt to the effects of climate change for decades to come,

IT IS HEREBY RESOLVED that Town of Clayton, in order to reduce greenhouse gas emissions and adapt to a changing climate, *adopts the New York State Climate Smart Communities pledge, which comprises the following ten elements:*

- 1) **Build a climate-smart community.**
- 2) **Inventory emissions, set goals, and plan for climate action.**
- 3) **Decrease energy use.**
- 4) **Shift to clean, renewable energy.**
- 5) **Use climate-smart materials management.**
- 6) **Implement climate-smart land use.**
- 7) **Enhance community resilience to climate change.**
- 8) **Support a green innovation economy.**

9) Inform and inspire the public.

10) Engage in an evolving process of climate action.

A motion to adopt the foregoing order was made by _____ and seconded by _____ and upon a roll call vote of the Board was duly adopted as follows:

Tim Doney, Town Supervisor	Yes ___	No ___
Ken Knapp, Councilman	Yes ___	No ___
Donna Patchen, Councilwoman	Yes ___	No ___
James Kenney, Councilman	Yes ___	No ___
Kathy LaClair, Councilwoman	Yes ___	No ___

CERTIFICATION:

I, Megan Badour, Town Clerk of the Town of Clayton, do hereby certify that the above resolution was adopted at a special meeting of the Town Council of the Town of Clayton held on June 11, 2024 and it is on file and of record and that said resolution has not been altered, amended, or revoked and it is in full force and effect.

(seal)

Megan Badour, Clerk

DRAFT



Mariah LaClair <mclair@townofclayton.com>

Fw: Zoning Board

Tim Doney <townsupervisor@townofclayton.com>

Fri, Mar 14, 2025 at 10:42 AM

To: "swright@townofclayton.com" <swright@townofclayton.com>, "mclair@townofclayton.com" <mclair@townofclayton.com>

From: pj@propertylm.com <Pj@propertylm.com>

Sent: Wednesday, March 12, 2025 3:23 PM

To: Tim Doney <townsupervisor@townofclayton.com>

Subject: Fwd: Zoning Board

Sent from my iPhone

Begin forwarded message:

From: pj@propertylm.com

Date: March 7, 2025 at 8:50:41 AM EST

To: smccarger@townofclayton.com

Subject: Zoning Board

Hello my name is Parker Schleher and after conversation with Supervisor Doney I am asking to join the Zoning Board. I have been a resident of Clayton for over 40 years and I care deeply about our community.
Sent from my iPhone

NOTICE TO BIDDERS

The Town of Clayton is soliciting bids for Cerow Recreation Park Arena for the operation of concession stand. The awarded bidder will rent the concession stand during the months of October through March. A contract will be required for each successful bidder. Bidders must meet the following requirements:

- Bidders shall be fully insured and be able to produce a Certificate of Insurance to the Town of Clayton both at the time of award and at any later date during agreement upon the Town's request.
- Awarded bidder must provide a copy of NYS Food Handling Certificate from the NYS Health Department before operation.

Concession stand hours of operation must be:

- During all hockey games, tournaments, and figure skating shows.
- Weekend Public skate, and all Rock N' Skate events
- Scheduled school vacations & holidays
- Operator may schedule any additional hours of operation

Any additional information or any questions can be directed to James Jones, Rec Park Supervisor, at 315-399-7729 or jejones@townofclayton.com. The Town of Clayton reserves the right to accept or reject any and all bids, or any part thereof, if it is in the best interest of the Town.

Bids must be submitted by April 21, 2025 at 2:00PM. Please mail them or deliver them to:

Town of Clayton
Attn: James Jones
405 Riverside Drive
PO Box 379
Clayton, NY 13624

BY ORDER OF THE TOWN BOARD
Megan Badour, Town Clerk

PUBLIC NOTICE: REQUEST FOR PROPOSALS

The Town of Clayton, Jefferson County, New York is seeking proposals from qualified vendors for the supply, design and installation of a Wi-Fi Irrigation system.

The purpose of the irrigation system is to provide water to the landscaping of the Town of Clayton Riverwalk, beginning at the Frink Park entrance and ending at the Clayton Harbor Municipal Marina attenuator located at 301 Webb Street. The size of the area needing coverage is 475'L x 33'W and should include the following:

- Head-to-Head coverage with rotor's
- Hose connectors for Flower Beds
- 100' from pump location to electrical connection
- 100' pump wire and conduit
- Pressurized system
- Submersible pump inside screened jet tube

NYS prevailing wage rates shall apply as required by law. Prevailing Rate Case (PRC)# 2025003518 has been assigned to the project.

PROPOSAL REQUIREMENTS

Proposers are requested to verify compliance with the following requested items and include with the proposal those items as requested. Lack of compliance may result in automatic disqualification.

1. Return Proposal with signed Statement of Non-Collusion.
2. Certificate of Insurance naming the Town of Clayton, etc. as additional insured upon notification of award.
3. References upon notification of award.
4. Signature of the authorized proposer.
5. Authorization to Bid (Corporations)

PROPOSER'S RESPONSIBILITY

Proposers who respond to the Town of Clayton's request hereby acknowledge and accept responsibility for the following, and as a condition of the proposal process, agree as follows:

- (a) To submit a complete and legibly prepared proposal;
- (b) Submit proposal form and any enclosed documents in duplicate;
- (c) To submit proposal pricing based upon requirements promulgated by the Town of Clayton;
- (d) To submit the proposal on the Official Proposal Form;
- (e) To be responsible for the mathematical accuracy of their proposal;

The Town of Clayton reserves the right to reject any proposal which, through proposer error or omission, is found to be mathematically incorrect, otherwise incomplete, or not in compliance with the Town of Clayton's requirements. This right to reject proposals that are incomplete, inaccurate, or not in compliance shall be exercised in the best interest of the Town of Clayton.

SUBMISSION

The envelope shall be marked on its face with the name of the person, firm, or corporation and labeled "Riverwalk Irrigation Proposal". **Proposals are due at the Town of Clayton offices at 405 Riverside Drive by 2 p.m. on April 21, 2025.**

All proposals shall be addressed to:

Town of Clayton
Timothy Doney, Town Supervisor
PO Box 379
405 Riverside Drive
Clayton NY 13624

Questions regarding the scope of the project may be submitted to James Jones, Recreation Park Supervisor at jejones@townofclayton.com or by calling (315) 399-7729

NON-COLLUSIVE PROPOSAL CERTIFICATE

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

(Signed) _____

Title _____

RESOLUTION-FOR CORPORATE PROPOSERS ONLY

RESOLVED that _____ (individual) be authorized to sign and submit the proposal of this corporation for the following project (describe project)

And to include in such proposal the certificate as to non-collusion required by section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate proposer shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ Corporation at a meeting of its Board of Directors held on the _____ day of _____ 2025.

(SEAL OF CORPORATION)

Secretary

AUTHORIZATION TO BID

RESOLVED, that _____
(Name of Individual)

be authorized to sign and submit the bid or proposal of

(Name of Corporation)

for the supply, design and installation of a Wi-Fi Irrigation system. and to include in such bid or proposal the certificate of non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

* * * * *

The foregoing is a true and correct copy of the resolution adopted by
_____ at a meeting of this board of directors

(Name of Corporation)

Held on the _____ day of _____, _____.

Secretary

(CORPORATE SEAL)