

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



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, December 31, 2025 • 8:30am • Town Hall

1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
 - A. **Town Clerk**
 - i. *Correspondence* that Needs Recording
 - ii. *Minutes* from 12/12/2025 Meeting
 - B. **Public: Comment on Agenda Items**
 - C. **Workshop Discussion Items:**
 - i. Abstract #13 2025 in the amount of \$81,244.40
 - ii. Authorize Prepay Expenses
 - iii. Budget Amendments
 - iv. Planning Board Member Resignation- Kevin Patchen- Effective 12/15/2025
 - Appoint Tom Williams to Full Time Effective 12/16/2025- Term expiring 12/31/2032
 - Advertise for two Vacant Alternate Planning Board Positions
 - v. Set Annual Meeting for January 14, 2026 at 8:30 AM at the Town Hall
 - vi. Diver Safety Sign Request
3. **Adjournment** **Next Meeting:** *Wednesday, January 14, 2025 @ 5:00pm Cerow Rec Park Arena*



Alice J. Kim
Senior Director, Government Affairs

December 15, 2025

RE: Charter Communications - Upcoming Changes

Dear Municipal Official:

Charter values our customers and works hard to keep prices as low as possible. Despite our best efforts, rising costs have impacted our prices.

Our Spectrum TV Select and Spectrum TV Platinum packages, in addition to live TV, include access to thousands of On Demand programming options and regional sports networks. Additionally, customers now have access to major programmer's streaming services with a retail value of over a \$100 per month at no additional cost to the customer including HBO Max Basic with Ads, ESPN Unlimited, Hulu, Disney+ Basic, Paramount+ Essential, Peacock Premium with Ads, FOX One, AMC+ with Ads, Tennis Channel, VIX Premium with Ads, and coming soon discovery+ with ads and BET+. That's thousands of hours' worth of movies, popular TV shows for the whole family, exclusive originals, live sports and more.

Spectrum customers can get tailored ways to save without compromising the quality and reliability they deserve.

- They can access special offers through My Spectrum App.
- See how much they can save with our [online savings calculator](https://www.spectrum.com/packages/savings-calculator) (<https://www.spectrum.com/packages/savings-calculator>).
- Or they can call for an account review and speak to an agent for ways to save.

Customers are being notified via bill message regarding the following price changes that will take effect on or after January 15, 2026. For customers who may be paying a promotional price, the retail price does not take effect until the end of the promotional period.¹

Spectrum Pricing & Packaging <i>*Includes Broadcast TV Surcharge</i>	Price Change
Spectrum TV Basic*	Will increase by \$5 per month.
Spectrum TV Select*	Will increase by \$10 per month.
Spectrum TV Silver*	Will increase by \$10 per month.
Spectrum TV Gold*	Will increase by \$10 per month.
Spectrum TV Select Signature*	Will increase by \$10 per month.
Spectrum TV Select Plus*	Will increase by \$10 per month.
Spectrum TV Platinum*	Will increase by \$10 per month.



North Country Regional EMS Council, Inc.

“Serving Jefferson, Lewis & St. Lawrence Counties”

www.fdrhpo.org/ems

December 11, 2026

To Whom It May Concern:

Natural Bridge Volunteer Ambulance, Inc. has submitted an application to expand their territory to the North Country Regional Emergency Medical Services Council, Inc. Their request is for approval to expand their ambulance service to include “Town of Diana (Lewis County) including the Village/Hamlet of Harrisville, and the Town of Pitcairn (St. Lawrence County)”. In order for the North Country Regional Emergency Medical Services Council, Inc. (NC REMSCo) to approve this application, Natural Bridge Volunteer Ambulance, Inc. must meet the definition of Public Need, which can be found in the NYS DOH Policy Statement 06-06.

Public Need is defined as, *“the demonstrated absence, reduced availability or an inadequate level of care in an ambulance or emergency medical service available to a geographical area which is not readily correctable through the reallocation or improvement of existing resources.”* The policy can be viewed online in its entirety by going to www.health.state.ny.us/nysdoh/ems/pdf/06-06.pdf.

Public Health Law, Article 30, Section 3003 states *“The regional council shall have the responsibility to make determinations of public need for the establishment of additional emergency medical services and ambulance services and to make the determinations of public need as provided in section three thousand eight.”*

There will be a public hearing on Monday, January 5, 2026 (inclement weather date of Wednesday, January 7, 2026). The public hearing will begin at 7 pm at the Harrisville Central School, 14371 Pirate Lane, Harrisville, NY 13648. If you plan to speak at this public hearing, you will need to register upon arrival at the hearing location. Please be advised that there may be a time limit put in place for those wishing to speak. The Vote on the CON Will be held on February 25th, 2026, at 7 pm at the FDRHPO Office, 120 Washington Street, Suite 230, Watertown, NY 13601

If you wish to make written comments on this application you may do so by sending them to North Country Regional EMS Council, Inc., 120 Washington Street, Suite 230, Watertown, NY, 13601 ATTN: CON Committee. The NC REMSCo must be in receipt of all written correspondence by the close of business on Monday, December 29, 2025.

A copy of this CON is available for public viewing at the NC REMSCo Office and at the public hearing. The full CON document is available on the Program Agency website at <https://www.fdrhpo.org/north-country-remac-remsc>. Please be advised that this document is large and may take a few moments to load. If you require a copy of this CON, contact the NC REMSCo Office in Watertown at the address below.

Sincerely,

Debbie Singleton
NC REMSCo Chair



Department of Transportation

KATHY HOCHUL
Governor

MARIE THERESE DOMINGUEZ
Commissioner

ROBERT A. HAYNES, P.E.
Regional Director

December 5, 2025

Joseph E. Wasilewski
Superintendent of Highways
Jefferson County Department of Highways
21897 County Road 190
Watertown, NY 13601

Superintendent Wasilewski:

The New York State Department of Transportation (NYSDOT) received a request (November 3rd, 2025) for a reduction of the existing speed zones on a portion of County Road 179 (between County Road 54 and the Clayton Town limits) in the Town of Clayton.

In order for the NYSDOT to complete the study, field work will be required that needs to be obtained on bare, dry roads. The NYSDOT will perform the study in the Spring and notify you of the results.

Prior to the NYSDOT conducting the study, please confirm the limits of this request. The town resolution is requesting a 2 ½ mile long 25 MPH speed zone of which the majority is very rural with sparse development. The petition and resolution reference "Caroline Street", the library, and playground; all of which are within the existing 35 MPH speed zone in the Hamlet of Depauville. Please notify Brendon Hunter via email (brendon.hunter@dot.ny.gov), confirming the study limits.

If you have any questions, please contact Brendon Hunter at 315-785-2324 or me at 315-785-2321.

Sincerely,



Aaron L. Docteur P.E.
Regional Traffic Engineer

cc: **Megan Badour, Clerk, Town of Clayton**
John Greene, Junior Civil Engineer, Jefferson County Highway
7260001 – 22.28



A New Direction

Prevention & Health Services

Watertown & Lowville Office: 315-788-4660

Fax: 315-788-4922

www.pivot2health.com

Employee Assistance Program

Watertown & Lowville Office: 315-788-4790

Ogdensburg Office: 315-713-4861

Toll Free: 1-877-327-6327

www.pivot2eap.com

November 12, 2025

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

Dear Ms. Dewey:

Enclosed you will find your third-quarter statistics. Please take a few moments to review them and note the areas most utilized by your staff. Pivot Employee Assistance Program will continue to track the number of visits to both our offices and your worksites to give you a clear picture of how your organization is using the program.

Thank you for your continued support of our services and I hope that we can become an even greater resource for your organization. Your feedback is invaluable in guiding the ongoing development of the Pivot Employee Assistance Program, and I encourage you to continue sharing your ideas and suggestions for how we can best serve you and your employees.

If you have any questions, comments, or additional thoughts, please don't hesitate to contact me at **315-788-4790**.

Warm regards,

Kelly Flanagan Hall, MS, CEAP
Coordinator, Pivot Employee Assistance Program

2025 Pivot Employee Assistance Services Town of Clayton Quarterly Report

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



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

KATHY MOSER
Acting Commissioner

December 23, 2025

TO: Town Clerk, Town Deputy Clerk, Town and Village of Clayton
NAME OF PROJECT: Dock and Breakwater Replacement at Canoe Point
LOCATION: Canoe-Picnic Point State Park
SUBJECT: Town and Village of Clayton LWRP Coastal Consistency Review

The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) is lead agency under the State Environmental Quality Review Act (SEQR) for the above-mentioned project.

This project proposes to replace the existing southern floating two-finger dock with 38 slips, with a floating three-finger dock with 66 total slips. Replace existing one-piece eastern steel tube floating breakwater with a two-piece (north section and south section) steel floating breakwater with a gap in the middle. Anchor new breakwater sections with 6-ton reinforced concrete anchor blocks placed on river bottom. Replace existing concrete abutment with a new 11' x 11' abutment constructed of 30"x30"x60" precast concrete stackable wall blocks installed on a crushed stone bed. This project is within the Town and Village of Clayton Local Waterfront Revitalization Program boundary.

Attached please find a copy of the Short Environmental Assessment Form Part 1, completed Town/Village LWRP Coastal Consistency Waterfront Assessment Form with Policy assessment, and project map.

OPRHP is requesting the Town/Village's coastal consistency review for this project. If no response is received within 30 days of this submission, OPRHP will assume concurrence.

If you have any questions regarding this project, please feel free to contact me at (518) 457-0984 or amy.labarge@parks.ny.gov.

Sincerely,

Amy LaBarge
Environmental Analyst
Division of Environmental Stewardship and
Planning

Cc: Chad Woods, OPRHP

Short Environmental Assessment Form

Part 1 - Project Information

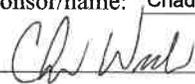
Instructions for Completing

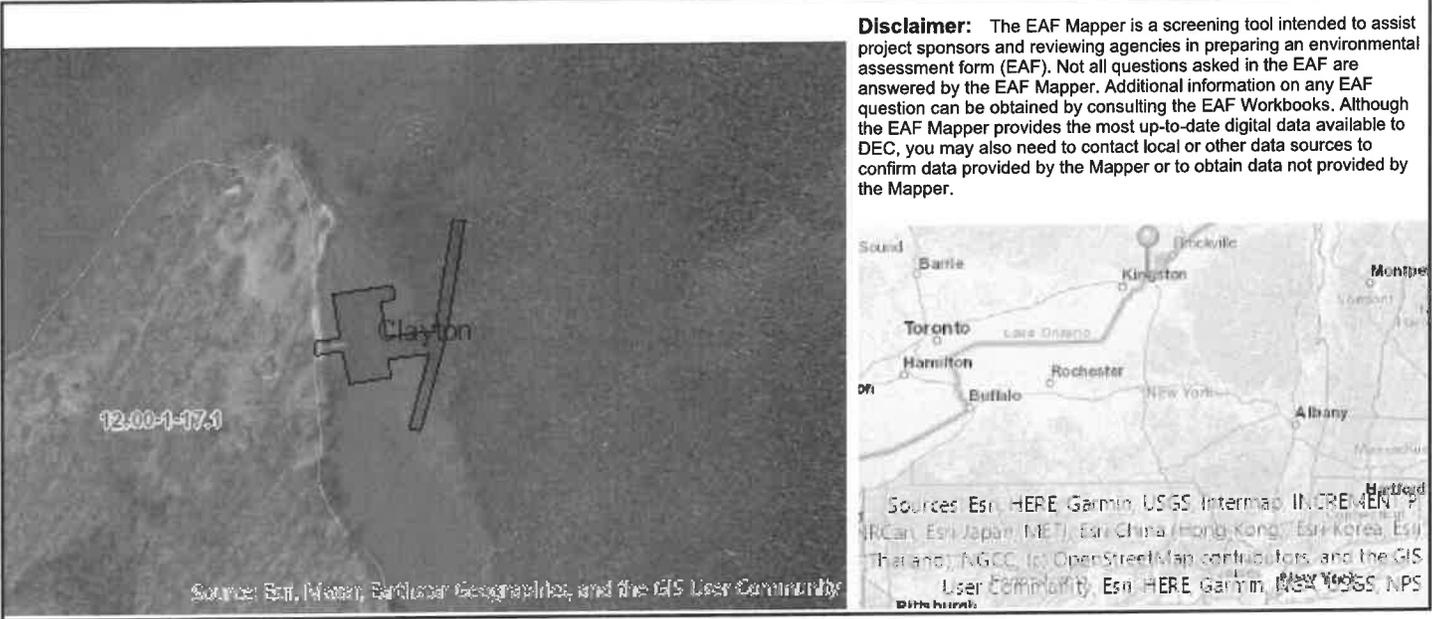
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Replace Southern Floating Dock and Eastern Floating Breakwater			
Project Location (describe, and attach a location map): Canoe Picnic Point State Park - 44348 Canoe Point, Clayton, NY 13624			
Brief Description of Proposed Action: Replace existing southern floating two-finger main dock with a floating three-finger main dock comprised of two 140' long sections and one 160' long section. The center section will add additional slips. Anchor new dock with precast concrete block anchorage - 3.5'x3.5' (3-ton) concrete blocks in the water at the end of each main section (6 total) and at four locations on land. Replace existing gangway with a new 50' x 5' gangway. Replace existing one-piece eastern steel tube floating breakwater with a two-piece (north section and south section) steel floating breakwater with a gap in the middle. Anchor new breakwater sections with 6-ton reinforced concrete anchor blocks placed on river bottom connected with 5/8" GR 70 hot-dipped galvanized chain. Replace existing concrete abutment with a new 11' x 11' abutment constructed of 30"x30"x60" precast concrete stackable wall blocks installed on a crushed stone bed set on bedrock. The blocks will be filled inside with crushed stone and capped with a reinforced concrete slab. Existing riprap will be removed and reinstalled in the same place. A cofferdam may be used to dewater around the abutment and a pump will run to a filter bag on land for dewatering. Backfill will be placed landward from and below the abutment. 6" topsoil and seed will be placed landward. All materials will be brought in by barge and may be temporarily stored on land adjacent to the work area. The docks and breakwater may be installed directly from the barge or floated into the project site. Equipment may include a jackhammer and excavator and will access the existing abutment via the existing landing near the dock.			
Name of Applicant or Sponsor: NYS Office of Parks, Recreation and Historic Preservation		Telephone: 315-948-3718	
		E-Mail: chad.woods@parks.ny.gov	
Address: 45165 NYS Route			
City/PO: Alexandria Bay		State: New York	Zip Code: 13607
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: ACOE, NYSDOS, NYSOGS, NYSDEC.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		~1 acre acres	
b. Total acreage to be physically disturbed?		~1 acre acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		70 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)			
<input checked="" type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input checked="" type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input checked="" type="checkbox"/> Parkland			

		NO	YES	N/A
5. Is the proposed action,	a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?			NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?			NO	YES
If Yes, identify: _____		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?			NO	YES
	b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?			NO	YES
If the proposed action will exceed requirements, describe design features and technologies: _____ Not Applicable		<input type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?			NO	YES
If No, describe method for providing potable water: _____ Not Applicable - in water dock and breakwater replacements.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?			NO	YES
If No, describe method for providing wastewater treatment: _____ Not Applicable - in water dock and breakwater replacements.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?			NO	YES
	Canoe Point Complex Native American Burial Site (USN 04507.000153)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?			NO	YES
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ St. Lawrence River. River bottom disturbance for placing anchors will be less than one acre and will replace existing anchorage.				

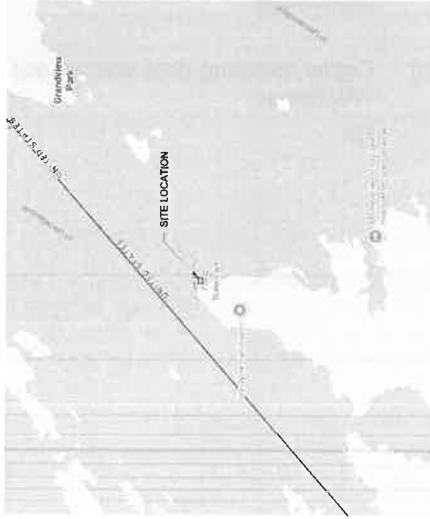
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input checked="" type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
Bald Eagle	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, briefly describe: _____ _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	NO	YES
If Yes, describe: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	NO	YES
If Yes, describe: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor/name: <u>Chad Woods, PE</u> Date: <u>12-9-25</u>		
Signature: <u></u> Title: <u>Professional Engineer 1</u>		



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Bald Eagle
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	No

CANOE POINT STATE PARK

CANOE POINT STATE PARK
44348 CANOE PARK
CLAYTON, NY 13624



PROJECT LOCATION MAP



SITE LOCATION MAP



Thousand Islands Region:
45165 NYS Route 12
Alexandria Bay, NY 13607
(315) 482-2593

Canoe Point State Park
Site Improvements

Project Location:
44348 CANOE PARK
Clayton, NY 13624

KEY PLAN

REVISIONS	Date:
1	1/11/11
2	1/11/11
3	1/11/11
4	1/11/11
5	1/11/11
6	1/11/11
7	1/11/11
8	1/11/11
9	1/11/11
10	1/11/11
11	1/11/11

Drawn By: KLMW
Checked By: REE
Checked By: JLB
Checked By: REE
Date: 09/22/2025

Sheet Title: TITLE SHEET
Drawing Number: T100

Project Number: D006052
Sheet: 1 of 11

3. Location of action: Canoe Picnic Point State Park, at Canoe Point
36661 Cedar Point State Park Drive, Clayton, NY 13624

Street or Site Description

4. Size of site: 70 acres

5. Present land use: Public Recreational Use, boating, swimming, fishing, camping, hunting.

6. Present zoning classification: Owned by NYS Office of Parks, Recreation and Historic Preservation

7. Describe any unique or unusual land forms on the project site (i.e. steep slopes, swales, ground depressions, other geological formations): None. In water work and on shoreline for abutment replacement.

8. Percentage of site which contains slopes of 15% or greater: 0

9. Streams, lakes, ponds or wetlands existing within or contiguous to the project area?

(1) Name: Canoe Point is on the St. Lawrence River

(2) Size (in acres): Project Area is approximately 1 acre

10. If an application for the proposed action has been filed with the agency, the following information shall be provided:

(a) Name of applicant: Peyton Taylor, Regional Director

(b) Mailing address: 45165 NYS Route 12, Alexandria Bay NY 13607

(c) Telephone number: Area Code (315) 482-2593

(d) Application number, if any: _____

-11.- Will the action be directly undertaken, require funding, or approval by a state or federal agency?

Yes X No ___ If yes, which state or federal agency? NYS DOS, DEC, OGS (maybe). ACOE.

C. COASTAL ASSESSMENT

(Check either "Yes" or "No" for each of the following questions)

	YES	NO
1. Will the proposed action be located in, or contiguous to, or have a potentially adverse effect upon any of the resource areas identified on the waterfront area map.....	___	___
a. Significant fish or wildlife habitats?	<u>X</u>	___
b. Scenic resources of local or statewide significance?	___	<u>X</u>
c. Important agricultural lands?	___	<u>X</u>
d. Natural protective features in an erosion hazard area.....	___	<u>X</u>

If the answer to any question above is yes, please explain in Section D any measures which will be undertaken to mitigate any adverse effects.

2. Will the proposed action have a significant effect upon:	YES	NO
a. Commercial or recreational use of fish and wildlife resources?	___	<u>X</u>
b. Scenic quality of the waterfront environment?	___	<u>X</u>
c. Development of future, or existing water dependent uses?	___	<u>X</u>
d. Operation of the State's major ports?	___	<u>X</u>
e. Land or water uses within a small harbor area?	___	<u>X</u>
f. Stability of the shoreline?	___	<u>X</u>
g. Surface or groundwater quality?	___	<u>X</u>
h. Existing or potential public recreation opportunities?.....	___	<u>X</u>
i. Structures, sites or districts of historic, archeological or cultural significance to the Town of Clayton, State or nation?.....	___	<u>X</u>

3. Will the proposed action involve or result in any of the following:	YES	NO
a. Physical alteration of land along the shoreline, land under water or		

	waterfront waters?.....	___	<u>X</u>
b.	Physical alteration of two (2) acres or more of land located elsewhere in the waterfront area?	___	<u>X</u>
c.	Expansion of existing public services or infrastructure in undeveloped or low density areas of the WRA?	<u>X</u>	___
d.	Energy facility not subject to Article VII or VIII of the Public Service law?	___	<u>X</u>
e.	Mining, excavation, filling or dredging in WRA waters?	<u>X</u>	___
f.	Reduction of existing or potential public access to or along the shore?	___	<u>X</u>
g.	Sale or change in use of publicly-owned lands located on the shoreline or under water?.....	___	<u>X</u>
h.	Development within a designated flood or erosion hazard area?	___	<u>X</u>
i.	Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion?.....	___	<u>X</u>
j.	Construction or reconstruction of erosion protective structures?	___	<u>X</u>
k.	Diminished surface or groundwater quality?	___	<u>X</u>
l.	Removal of ground cover from the site?	___	<u>X</u>
4.	PROJECT	YES	NO
(a)	If a project is to be located adjacent to shore:		
(1)	Will water-related recreation be provided?	<u>X</u>	___
(2)	Will public access to the foreshore be provided?	<u>X</u>	___
(3)	Does the project require a waterfront site?	<u>X</u>	___
(4)	Will it supplant a recreational or maritime use?	___	<u>X</u>
(5)	Do essential public services and facilities presently exist at or near the site?	___	<u>X</u>

(6)	Is it located in a flood prone area?.....	___	<u>X</u>
(7)	Is it located in an area of high erosion?.....	___	<u>X</u>
(b) If the project site is publicly owned:		YES	NO
(1)	Will the project protect, maintain and/or increase the level and types of public access to water- related recreation resources and facilities?.....	<u>X</u>	___
(2)	If located in the foreshore, will access to those and adjacent lands be provided?.....	<u>X</u>	___
(3)	Will it involve the siting and construction of major energy facilities?	___	<u>X</u>
(4)	Will it involve the discharge of effluents from major steam electric generating and industrial facilities into waterfront facilities?	___	<u>X</u>
(c)	Is the project site presently used by the community neighborhood as an open space or recreation area?.....	<u>X</u>	___
(d)	Does the present site offer or include scenic views or vistas known to be important to the community?.....	___	<u>X</u>
(e)	Is the project site presently used for commercial fishing or fish processing?	___	<u>X</u>
(f)	Will the surface area of any waterways or wetland areas be increased or decreased by the proposal?	___	<u>X</u>
(g)	Does any mature forest (over 100 years old) or other locally important vegetation exist on this site which will be removed by the project?	___	<u>X</u>
(h)	Will the project involve any waste discharges into WRA waters?	___	<u>X</u>
(i)	Does the project involve surface or subsurface liquid waste disposal?	___	<u>X</u>
(j)	Does the project involve transport, storage, treatment or disposal of solid waste or hazardous materials?.....	___	<u>X</u>
(k)	Does the project involve shipment or storage of petroleum products?	___	<u>X</u>
(l)	Does the project involve discharge of toxics, hazardous substances or other pollutants into WRA waters?.....	___	<u>X</u>

- (m) Does the project involve or change existing ice management practices?..... X
- (n) Will the project affect any area designated as a tidal or freshwater wetland? X
- (o) Will the project alter drainage flow, patterns or surface water runoff on or from the site? X
- (p) Will best management practices be utilized to control storm water runoff into WRA waters? X
- (q) Will the project utilize or affect the quality or quantity of sole source or surface water supplies?..... X
- (r) Will the project cause emissions which exceed federal or state air quality standards or generate significant amounts of nitrates or sulfates?..... X

D. REMARKS OR ADDITIONAL INFORMATION: (Add any additional sheets to complete this form.)

Please refer to the attached forms for a detailed Coastal Policy Assessment.

If assistance or further information is needed to complete this form, please contact Town of Clayton Clerk at 405 Riverside Drive, Clayton, NY 13624; Phone: (315) 686-3512.

Preparer's Name: Amy LaBarge Telephone Number: (518) 457-0984

Title: Environmental Analyst Agency: Office of Parks, Recreation and Historic Preservation

Date: 12/23/2025

(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.)

**Canoe-Picnic Point State Park – Dock and Breakwater Replacement at Canoe Point
NYS Office of Parks, Recreation & Historic Preservation
Town and Village of Clayton LWRP Coastal Policy Review, Using the 13 Policies and Waterfront
Assessment Form from the Town and Village of Clayton LWRP.
Waterfront Program Consistency Assessment Form (WAF) Attachment
December 23, 2025**

Proposed work at Canoe Picnic Point includes upgrading existing structures currently in place. The existing one-piece steel breakwater at Canoe Point is aging and will be replaced with a similar two-piece steel structure. The existing southern dock, currently a two-finger structure will be replaced with a three-finger structure allowing additional boat slips. The existing concrete abutment will be replaced in the same place with a similar concrete abutment. Replacement and upgrade of these existing structures with new structures is not expected to create any significant changes in the environment as no new development will occur, yet a water dependent site will be improved for public use. The project site is located within the **Town and Village of Clayton LWRP**. Therefore, the 13 LWRP Policies are addressed below.

Policy 1. Foster a pattern of development in the waterfront area that enhances community character, preserves open space, makes efficient use of infrastructure, makes beneficial use of a waterfront location, and minimizes adverse effects of development.

Waterfront structures including a floating dock and floating breakwater already exist at the Canoe Point water-dependent location. The eastern one-piece floating breakwater is aging and needs to be replaced. This one piece breakwater will be replaced with a similar two-piece floating steel breakwater. The existing two-finger dock with 38 slips will be replaced with a three-finger dock with 66 total slips, making greater use of an existing public use waterfront site. The existing concrete abutment will be replaced with a similar concrete block type structure. No new development will occur as part of this project, but existing structures will be revitalized for public use.

Policy 2. Preserve historic resources of the waterfront area.

The project area lies within an archaeologically sensitive area (LWRP Policy 2.2, Protect and Preserve Archaeological Resources). The project is adjacent to a previously identified Canoe Point Complex Native American Burial Site. OPRHP is in communication with the Division for Historic Preservation (DHP) regarding this project work and will comply with recommendations/requirements from DHP that may be required during site work.

Policy 3. Enhance visual quality and protect scenic resources throughout the waterfront area.

River views from land, island or water will not be impaired by this project. Existing aging/failing structures will be replaced with very similar new structures in the same or close to the same locations. Visual quality is not expected to change as part of upgrading existing structures.

Policy 4. Minimize loss of life, structures, and natural resources from flooding and erosion.

According to the Clayton LWRP Policy 4 description, The Town and Village waterfront areas have no Waterfront Erosion Hazard Areas, however, portions of Clayton's St. Lawrence River shoreline are located within the 100-year floodplain: "Shoreline stabilization, especially in the waterfront/shoreline

area, is vulnerable to seasonal water-level fluctuations, wind driven wave action, and ice movement, causing both long- and short-term damage to shoreline structures". This project, which will occur on and near the very north-eastern tip of Grindstone Island proposes floating structures that will adjust to water level elevations and may be removed in the off-season. Since this is an in-water project, natural resources such as bluffs, wetlands and vegetation are not expected to be impacted. Equipment and materials are planned to be brought in by boat, to avoid impacting the shoreline of the island. Additionally, in reference to LWPR Policy 4.6, Reconstruction of docks...and other Shoreline Structures, replacing the currently aging breakwater with a new structure should prolong this utility's structure and benefits to public use of the dock area. Upgrading the structures at this site is not expected to have any impact on water level (please refer to Policy 6 below regarding the Significant Coastal Fish and Wildlife Habitat at Grindstone Island).

Policy 5. Protect and improve water quality and supply.

Replacement of existing floating structures with new floating steel structures and related anchoring is not expected to affect water quality in the area. Regarding LWRP Policy 5.3: If necessary, a temporary cofferdam will be installed during the excavation and removal of the existing abutment and installation of the new one to keep water out of the proposed shoreline work. The coffer dam will create a dry area in which concrete replacement can occur, and a pump will be used to dewater that area through a filter bag on land. Rip rap that surrounds the existing concrete abutment will be temporarily removed for abutment installation and then reinstalled in the same location. A suitable backfill will be placed on the landward side of the abutment, and a suitable granular backfill material will be placed within and below the new concrete block abutment. Water quality is not expected to be impacted as a result of structure upgrades.

Policy 6. Protect and restore the quality and function of the ecosystem.

Regarding LWRP Policy 6.2 of the Clayton LWRP, this project is located within the Grindstone Island Significant Coastal Fish and Wildlife Habitat. Grindstone Island is the second largest island in New York's portion of the upper St. Lawrence River, located approximately three miles northwest of the Village of Clayton, in the Town of Clayton, Jefferson County. The fish and wildlife habitat consists of four large coastal wetland and bay areas on the island, including the littoral shoreline which extends from Canoe Point south along the eastern part of the island. The project includes replacement of already existing structures including a dock with abutment, and an eastern breakwater. These structures already exist and will be replaced with new. No significant disturbance is expected within this Significant Coastal Fish and Wildlife Habitat. Structures are planned to be installed from a floating barge, and a temporary coffer dam may be used during replacement of the abutment. Concrete anchors will be placed on the bottom of the St. Lawrence River with chains connected to the dock and breakwater. Four anchors will be placed on the shoreline. Since most of these structures currently exist, upgrading them to new and similar structures in the same or close by locations are not expected to have a negative impact. Work will be permitted through regulatory agencies and permit requirements will be followed.

Regarding Policy 6.3 of the Clayton LWRP, this project site is not located in formerly mapped or informational state wetlands. The nearest informational wetland is located over 500 feet to the south as shown on the NYSDEC Environmental Resource Mapper. The NYSDEC will provide direction as part of their review of the permitting process for this project. The St. Lawrence River is identified as a federally regulated riverine and will be regulated by the Army Corp. of Engineers as part of their permitting review of this project.

New materials will be brought, and debris will be removed by boat/barge to avoid impact to land, and no trees are planned for removal as part of this project. Regarding LWRP Policy 6.4: Although this project is mostly in-water work and no trees are planned for removal, Region 6 NYSDEC was contacted regarding Bald Eagles in the area, and project work will follow their recommendations.

Policy 7. Protect and improve air quality in the waterfront area.

Not applicable. This project may generate temporary odors for a short period during construction via use of a jackhammer and/or small excavator but will not permanently impact air quality.

Policy 8. Minimize environmental degradation in the waterfront area from solid waste and hazardous substances and wastes.

Not applicable. No solid wastes or hazardous substances/wastes are expected to be generated during site work.

Policy 9. Provide for public access to, and recreational use of, the waterway, public lands, and public resources of the waterfront area.

Canoe Picnic Point State Park is a public recreational resource. Upgrading the breakwater and increasing the dock size may create more public interest in using this area. Regarding Clayton LWRP Policy 9.2, replacement of the currently aging breakwater will provide safer usage of this water-dependent site.

Policy 10. Protect water-dependent uses and promote siting of new water-dependent uses in suitable locations and support efficient marina operations.

This project is expected to promote existing water-dependent use of this recreational area, including boating and fishing. Upgrading the existing dock structure from 38 existing slips to 66 total new slips may encourage greater public interest in boating and fishing in this area, which may have a positive impact on visitation to local businesses on the mainland.

Policy 11. Promote sustainable use of fish and wildlife resources.

This project is not expected to significantly change current fishing, hunting, or bird-watching and photography recreation in this waterfront area. It is simply a replacement of existing aging water structures.

Policy 12. Protect the agricultural lands.

Not Applicable.

Policy 13. Promote appropriate use and development of energy and mineral resources.

Not Applicable.

This project is consistent with these policies and/or does not impede the implementation of these policies.

Town of Clayton Regular Meeting Minutes

Wednesday, December 10, 2025

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, at Cerow Recreation Park Arena, 600 East Line Rd, Clayton, NY 13624.

The following persons attended:

Timothy Doney	Kenneth Knapp	Donna Patchen	Savarah Wright
James Kenney	Kathleen LaClair	James Jones	Megan Badour
Steve Dorr, I.	Mariah LaClair	Kevin Patchen	Pamela McDowell
Raymond Robinson			

1. Pledge of Allegiance: Supervisor Doney opened the meeting with the Pledge of Allegiance

2. Guests: N/A

3. Town Clerk:

A. Correspondence:

- ABM card (see attached)
- St. Pauly Textile letter (see attached)
- Charter Communications update (see attached)
- Card of thanks from Candie Pecor (see attached)

B. Minutes:

- Motion made by Kenneth Knapp, seconded by Donna Patchen to approve meeting minutes from 11/12/2025 regular meeting. **Motion carried.**

4. Public: No comment on agenda items.

5. Workshop Discussion Items:

A. Bills and Transfers:

i. Abstract #12 of 2025:

Motion was made by Donna Patchen, seconded by Kenneth Knapp, to approve Abstract #12 of 2025, in the amount of \$380,963.33. **Motion carried.**

ii. Transfers: N/A

iii. Budget Amendments:

Motion was made by Kenneth Knapp, seconded by James Kenney to approve the budget amendments as listed: 2025 RAM 5500 purchase in the amount of \$73,187.50. **Motion carried.**

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations:

Motion made by Kenneth Knapp, seconded by Kathleen LaClair to approve the November 2025 Supervisor's Report & Bank Reconciliations. **Motion carried.**

C. Balance Sheets: November 2025

D. Resignations, Appointments, & Rate Changes:

i. Resignations & Appointments:

- a. Motion made by Donna Patchen, seconded by Kenneth Knapp to re-appoint N. Reddick effective 10/1/2025 with a term ending 09/30/2030 and J. Taylor effective 10/1/2025 with a term ending 9/30/2030 to the Board of Assessment Review. **Motion carried.**
- b. Motion made by Kenneth Knapp, seconded by Kathleen LaClair to regretfully accept the resignation of Town Board member, Donna Patchen, effective 12/15/2025. **Motion carried.**
- c. Motion made by Kenneth Knapp, seconded by James Kenney to appoint Interim Town Councilmember appointment of Kevin Patchen to fulfill Donna Patchen's term, effective 12/16/2025 with a term expiring 12/31/2026.

ii. Rate Changes:

Motion to approve the step increase for K. Delaney of + \$.50/hour to \$26.48/hour effective 1/1/2026, by Kenneth Knapp, seconded by Donna Patchen. **Motion carried.**

E. Training: N/A

F. Highway Purchases:

i. 9' Aluminum Dump Box:

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to approve the purchase of 9' Aluminum Dump Box in the amount of \$22,500.00 from Empire Automotive. **Motion carried.**

ii. Plow Attachments:

Motion was made by Kenneth Knapp, seconded by James Kenney to approve the purchase of plow attachments in the amount of \$10,250.00 from Conway Beam. **Motion carried.**

G. Resolution #54 of 2025: NYS DOT Snow and Ice Agreement:

Resolution #54 of 2025 was introduced by Kenneth Knapp, seconded by James Kenney to amend the NYS DOT Municipal Snow and Ice Agreement ACCOUNT 9700 022153 7 INVOICE 995167 due to expire on 6/30/2029. Roll call vote: Kenney-aye; Knapp-aye; Doney-aye; LaClair- aye; Patchen- aye. **Passed.**

6. Supervisor's Report: N/A

7. Department Head Reports:

A. Highway Superintendent: Raymond Robinson- At this time trucks are readying for winter weather.

B. Buildings & Grounds: James Jones- EV chargers are ready, six in total.

C. Assessor: Christina Johnson- N/A

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

8. Council Reports

- Councilman Knapp: Christmas Parade was once again a huge success. Depauville Library is continuing to plan for their expansion.
- Councilwoman Patchen: See Buildings & Grounds
- Councilman Kenney: N/A
- Councilwoman LaClair: N/A

9. Executive Session:

Motion was made by Kenneth Knapp seconded by James Kenney to close the regular meeting at 5:19 PM. **Motion carried.**

Motion was made by Kenneth Knapp, seconded by James Kenney to enter Executive Session at 5:19 PM 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. **Motion carried.**

Motion was made by seconded Kenneth Knapp, seconded by Donna Patchen to close Executive Session at 5:23 PM. **Motion carried.**

Motion was made by James Kenney seconded by Kenneth Knapp to open the regular meeting at 5:24 PM. **Motion carried.**

Motion was made to approve the 2026 Memorandum of Understanding for Raymond Robinson with Teamsters Local Union 687 by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

10. Adjournment:

Motion was made by Kenneth Knapp, seconded by Donna Patchen to adjourn meeting at 5:24 PM. **Motion carried.**

Next Meeting: Wednesday, December 31, 2025 @ 8:30 AM located at the Town Offices, 405 Riverside Dr, Clayton, NY 13624.

Megan Badour, Town Clerk

Ranges	Item Status	Purchase Types	Misc
Range: First to Last Rcvd Batch Id Range: First to Last Encumbrance Date Range: 12/23/25 to 12/29/25	Open: N Void: N Paid: N Held: N Aprv: N Rcvd: Y	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All

PO #	PO Date	Vendor	Contract	PO Type
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Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00941	12/23/25 NATGRI		NATIONAL GRID							
1	E LINE ROAD LITE	\$46.53	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/23/25	12/29/25		
2	600 CTY RT 3	\$9,601.72	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/23/25	12/29/25		
3	TRANSFER SITE	\$140.81	A -8160-40	E	TRANSFER SITE-CONTRACTUAL E)	R	12/23/25	12/29/25		
4	403 RIVERSIDE	\$1,708.98	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	12/23/25	12/29/25		
5	STEPHANIE ST	\$71.34	GD -8130-40	E	DEPAUVILLE SEWER-CONTRACTU/	R	12/23/25	12/29/25		
6	CAROLINE ST	\$46.08	GD -8130-40	E	DEPAUVILLE SEWER-CONTRACTU/	R	12/23/25	12/29/25		
7	AMELIA ST	\$24.67	GD -8130-40	E	DEPAUVILLE SEWER-CONTRACTU/	R	12/23/25	12/29/25		
8	RT 12 SALT BARN	\$125.51	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/23/25	12/29/25		
9	CLAYTON CNTR	\$24.08	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/23/25	12/29/25		
10	E LINE RD	\$94.52	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/23/25	12/29/25		
11	615 CTY RT 3	\$945.96	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/23/25	12/29/25		
12	DPV LIB	\$533.29	B -7410-40	E	DEPAUVILLE LIBRARY-CONTRACTL	R	12/23/25	12/29/25		
13	HH PUMP	\$62.54	GH -8130-40	E	HERITAGE HEIGHTS SEWER-CONT	R	12/23/25	12/29/25		
14	DPV LTG	\$446.94	SL1-5182-40	E	DEPAUVILLE STREET LIGHTING-CC	R	12/23/25	12/29/25		
15	HH LTG	\$74.48	SL2-5182-40	E	HERITAGE HTS STREET LIGHTING-I	R	12/23/25	12/29/25		
16	DOCKS	\$667.58	A -5720-40	E	TRANSIENT DOCKING-CONTRACTL	R	12/23/25	12/29/25		

\$14,615.03

25-00942	12/23/25 WESTEL		WESTELCOM							
1	JUSTICE PHONE	\$39.49	A -1110-41	E	COURT-JOINT COURTROOM EXPEN	R	12/23/25	12/29/25		
2	JUSTICE INTERNET	\$99.95	A -1110-41	E	COURT-JOINT COURTROOM EXPEN	R	12/23/25	12/29/25		
3	TOWN PHONE/INTERNET	\$1,414.57	A -1650-40	E	CENTRAL COMMUNICATIONS-CON	R	12/23/25	12/29/25		

\$1,554.01

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00943	12/23/25	VERWIR			VERIZON WIRELESS					
1	WIRELESS CHARGES	\$18.99	A -3620-40	E	CODE ENFORCEMENT-CONTRACTU	R	12/23/25	12/29/25		
2	WIRELESS CHARGES	\$37.99	A -1220-40	E	SUPERVISOR-CONTRACTUAL EXP	R	12/23/25	12/29/25		
3	WIRELESS CHARGES	\$19.00	B -8010-40	E	ZONING-CONTRACTUAL EXPENSE	R	12/23/25	12/29/25		
4	WIRELESS & EQUIPMENT CHARGES	\$37.30	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/23/25	12/29/25		
		\$113.28								
25-00944	12/23/25	KONIC005			KONICA MINOLTA PREMIER FINANCE					
1	BOARD ROOM COPIER - B&W	\$156.65	A -1650-40	E	CENTRAL COMMUNICATIONS-CON	R	12/23/25	12/29/25		
2	ARENA COPIER	\$48.35	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/23/25	12/29/25		
3	HIGHWAY COPIER	\$48.35	A -5010-40	E	HIGHWAY SUPERINTENDENT-CONT	R	12/23/25	12/29/25		
4	BOARD ROOM COPIER - COLOR	\$80.00	A -1650-40	E	CENTRAL COMMUNICATIONS-CON	R	12/23/25	12/29/25		
		\$333.35								
25-00945	12/23/25	KONIC005			KONICA MINOLTA PREMIER FINANCE					
1	CLERK COPIER CONTRACT	\$138.57	A -1410-40	E	TOWN CLERK-CONTRACTUAL EXPE	R	12/23/25	12/29/25		
25-00946	12/23/25	BABHIG			BABCOCK HIGHWAY SUPPLY, INC.					
1	CARBIDE/CARRIAGE BOLTS	\$5,005.94	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		58302-A
2	GREEN DELINEATOR POST	\$1,771.10	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		58302-B
		\$6,777.04								
25-00947	12/23/25	BACRET			BACH RETAIL SALES & SERVICES,					
1	20# PROPANE	\$17.13	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/23/25	12/29/25		
25-00948	12/23/25	BEAMAC			BEAM MACK SALES & SERV., INC.					
1	PUMP	\$92.08	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		269849W
2	WAREF	\$496.00	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		269896W
3	WALL2 FLAP24/WARE3 POWERS	\$118.00	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		269944W
4	KIT	\$103.83	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		269954W
5	WIPERS	\$538.92	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		269991W
6	WIPERS	\$106.52	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		270031W
7	FAN	\$464.43	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/23/25	12/29/25		270109W
8	RAM 5500 PLOW	\$10,250.00	DA -5130-20	E	MACHINERY-EQUIPMENT & CAPITA	R	12/23/25	12/29/25		126389

Town of Clayton
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00948	12/23/25	BEAMAC	BEAM MACK SALES & SERV., INC.		<i>Account Continued</i>					
9	TRUCK 88 OIL	\$125.84	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/23/25	12/29/25		270270W
10	WAREF	\$207.01	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/23/25	12/29/25		270289W
11	WAREF CORE CREDIT	225.00-	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/23/25	12/29/25		270291W
		\$12,277.63								
25-00949	12/23/25	BMSSMA	B M S SMALL ENGINE							
1	JONSERED SAW	\$127.13	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/23/25	12/29/25		3501887
25-00950	12/23/25	BSNSPO	BSN SPORTS, INC.							
1	YOUTH COMMISSION SUPPLIES	\$1,358.12	JY -7310-40	E	YOUTH COMMISSION-CONTRACTU	R	12/23/25	12/29/25		932311294
25-00951	12/23/25	CHAGAR	CHAS. GARLOCK & SONS, INC.							
1	REDI MIX CONCRETE	\$355.81	A -8160-40	E	TRANSFER SITE-CONTRACTUAL E	R	12/23/25	12/29/25		466808
25-00952	12/23/25	CLAYT015	CLAYTON SAND & GRAVEL							
1	STONE	\$196.00	HR -5720-22	E	REDI MARINA- CAPITAL EXPENSES	R	12/23/25	12/29/25		6410
2	STONE	\$770.00	HR -5720-22	E	REDI MARINA- CAPITAL EXPENSES	R	12/23/25	12/29/25		6443
		\$966.00								
25-00953	12/23/25	DONNA005	DONNA PATCHEN							
1	CELL PHONE REIMB	\$120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/23/25	12/29/25		
Tracking Id: CELL		CELL PHONE REIMBURSEMENT								
25-00954	12/23/25	FINGE005	FINGER LAKES SYSTEM CHEMISTRY,							
1	CASTLE BRAKE CLEAN	\$51.00	DA -5130-41	E	MACHINERY-JT VILLAGE CONTRAC	R	12/23/25	12/29/25		934222
2	WALNUT HAND CLEANER/SHOP SOLV	\$58.90	DA -5130-41	E	MACHINERY-JT VILLAGE CONTRAC	R	12/23/25	12/29/25		934340
		\$109.90								
25-00955	12/23/25	FOUCA	FOURTH COAST, INC.							
1	HVAC MAINTENTANCE/ FAN REPAIR	\$1,829.06	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/23/25	12/29/25		2.100-3
2	HVAC MAINT/ BOILER REPAIR	\$300.00	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	12/23/25	12/29/25		2.100-4
		\$2,129.06								

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00961	12/29/25	INTER010	INTERSTATE BILLING SERVICE, IN		<i>Account Continued</i>					
1	UTICA MACK EGR COOLER BOX KIT	\$3,489.18	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		103215691.02
25-00962	12/29/25	JCREC	JEFFERSON COUNTY RECYCLING							
1	SOLID WASTE FEES ISW	\$5,313.60	A -8160-40	E	TRANSFER SITE-CONTRACTUAL E	R	12/29/25	12/29/25		
2	SOLID WASTE FEES MSW	\$800.00	A -8160-40	E	TRANSFER SITE-CONTRACTUAL E	R	12/29/25	12/29/25		
3	RECYCLING FEES TIPPING	\$800.00	A -8160-40	E	TRANSFER SITE-CONTRACTUAL E	R	12/29/25	12/29/25		
		\$6,913.60								
25-00963	12/29/25	JEFFR005	JEFFREY TUCKER							
1	CELL PHONE REIMBURSEMENT PLAN	\$120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/29/25	12/29/25		
	Tracking Id: CELL CELL PHONE REIMBURSEMENT									
25-00964	12/29/25	JCHIG	JEFFERSON COUNTY HIGHWAY DEPAR							
1	ROAD SIGNS	\$382.18	DB -5110-40	E	MAINTENANCE OF ROADS-CONTR/	R	12/29/25	12/29/25		25-065 SGN
25-00965	12/29/25	KATLAC	KATHLEEN E. LACLAIR							
1	CELL PHONE REIMBURSEMENT	\$120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/29/25	12/29/25		
	Tracking Id: CELL CELL PHONE REIMBURSEMENT									
25-00966	12/29/25	JAMES010	JAMES KENNEY							
1	\$600 PLAN REIMBURSEMENT	\$600.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/29/25	12/29/25		
	Tracking Id: 600PLAN \$600 PLAN REIMBURSEMENT									
2	CELL PHONE REIMBURSEMENT	\$120.00	A -9070-80	E	BENEFITS-\$600 PLAN	R	12/29/25	12/29/25		
		\$720.00								
25-00967	12/29/25	LOWES	LOWE'S							
1	EXTENDIBLE FLOOR ROLLER	\$52.30	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	12/29/25	12/29/25		995167
25-00968	12/29/25	MCQBAN	MCQUADE & BANNIGAN INC.							
1	CAM 1TON SP ANCHOR SHACK TRK66	\$59.43	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		4300494
25-00969	12/29/25	NNYONLIN	NNYonline LLC							
1	MONTHLY HOST SERVER FEES	\$755.00	A -1650-41	E	CENTRAL COMMUNICATIONS- INFC	R	12/29/25	12/29/25		29193

Town of Clayton
Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00970	12/29/25	NORSHO			NORTH SHORE SOLUTIONS					
1	SSL CERT 1 YEAR RENEWAL	\$250.00	A -1650-40	E	CENTRAL COMMUNICATIONS-CON	R	12/29/25	12/29/25		2010-7711
25-00971	12/29/25	NORTHMAR			NORTHERN MARINE, INC.					
1	NEW BOAT PROP	\$249.47	A -5310-40	E	MARINE TRANSPORTATION: BOAT/	R	12/29/25	12/29/25		16861
25-00972	12/29/25	NUM1			NUMBER 1 SPEED EQUIPMENT, INC.					
1	RUNNING BOARDS 2025 RAM 5500	\$525.00	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/29/25	12/29/25		78293
25-00973	12/29/25	PEPES005			PEPE'S PARTS XPRESS					
1	AIR CAT HAMMER KIT	\$288.75	DA -5130-41	E	MACHINERY-JT VILLAGE CONTRAC	R	12/29/25	12/29/25		22801
25-00974	12/29/25	POMSEP			POMERVILLE SEPTIC SERVICES INC					
1	32523 ST RTE 12 (P.O./DINER)	\$375.00	GD -8130-40	E	DEPAUVILLE SEWER-CONTRACTUA	R	12/29/25	12/29/25		26379
25-00975	12/29/25	RJMAR			RJ MARINE ASSOCIATES, LTD.					
1	BARGE TO GRINDSTONE ISLAND	\$560.00	DB -5110-40	E	MAINTENANCE OF ROADS-CONTR	R	12/29/25	12/29/25		102-3.201
25-00976	12/29/25	STAIND			STATE INDUSTRIAL PRODUCTS					
1	CLEANING SUPPLIES	\$1,228.51	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	12/29/25	12/29/25		904031859
25-00977	12/29/25	STESIG			STEWART SIGNS & APPAREL, LLC					
1	TRUCK LOGOS	\$1,000.00	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPE	R	12/29/25	12/29/25		9336
25-00978	12/29/25	SUPER005			SUPERIOR PLUS PROPANE					
1	OPERA HOUSE PROPANE	\$2,232.33	A -7560-40	E	TOWN HALL-CONTRACTUAL	R	12/29/25	12/29/25		
2	ZAMBONI PROPANE	\$1,258.98	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/29/25	12/29/25		
3	REC PARK PROPANE	\$384.89	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/29/25	12/29/25		
4	HIGHWAY GARAGE PROPANE	\$1,165.20	A -1640-41	E	CENTRAL GARAGE-JT HIGHWAY CC	R	12/29/25	12/29/25		
		\$5,041.40								
25-00979	12/29/25	UNIREN			UNITED RENTALS, INC.					

PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00979	12/29/25	UNIREN	UNITED RENTALS, INC.		<i>Account Continued</i>					
1	CROSSING PLATE NONSKID 4' x 8'	\$850.00	HR -5720-22	E	REDI MARINA- CAPITAL EXPENSES	R	12/29/25	12/29/25		256112555-001
25-00980	12/29/25	WHILUM	WHITE'S LUMBER							
1	SUPPLIES	\$397.45	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		
2	SUPPLIES	\$298.38	A -7110-40	E	REC PARK-CONTRACTUAL EXPENS	R	12/29/25	12/29/25		
3	SUPPLIES	\$19.98	B -7410-40	E	DEPAUVILLE LIBRARY-CONTRACTL	R	12/29/25	12/29/25		
		\$715.81								
25-00981	12/29/25	WHITEPLW	WHITESBORO PLOW SHOP INC.							
1	SLEEVE NUT 28MM SL	\$209.76	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		252800005
2	REPAIR LEFT REAR TRUCK 81	\$738.72	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		1252960009
3	LOAD SPRING/BOLT	\$641.60	DA -5130-40	E	MACHINERY-CONTRACTUAL EXPEN	R	12/29/25	12/29/25		253530008
4	SANDER FOR 2025 RAM 5500	\$7,975.00	DA -5130-20	E	MACHINERY-EQUIPMENT & CAPITA	R	12/29/25	12/29/25		1253300006
		\$9,565.08								
25-00982	12/29/25	WOODBOAT	WOOD BOAT BREWERY							
1	CHARTER ROOM	\$3,650.13	A -1430-40	E	PERSONNEL-CONTRACTUAL EXP	R	12/29/25	12/29/25		
Total Purchase Orders: 42 Total P.O. Line Items: 103 Total List Amount: \$81,244.40 Total Void Amount: \$0.00										

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	5-A	\$38,450.84	\$0.00	\$0.00	\$38,450.84
General Fund B	5-B	\$699.47	\$0.00	\$0.00	\$699.47
Highway Town Wide Fund	5-DA	\$36,876.74	\$0.00	\$0.00	\$36,876.74
Highway Part Town Fund	5-DB	\$942.18	\$0.00	\$0.00	\$942.18
Depauville Sewer Fund	5-GD	\$517.09	\$0.00	\$0.00	\$517.09
Heritage Heights Sewer Fund	5-GH	\$62.54	\$0.00	\$0.00	\$62.54
REDI CAPITAL PROJECT	5-HR	\$1,816.00	\$0.00	\$0.00	\$1,816.00
Youth Commission Fund	5-JY	\$1,358.12	\$0.00	\$0.00	\$1,358.12
Depauville Street Light	5-SL1	\$446.94	\$0.00	\$0.00	\$446.94
Heritage Heights Street Light	5-SL2	\$74.48	\$0.00	\$0.00	\$74.48
Total Of All Funds:		\$81,244.40	\$0.00	\$0.00	\$81,244.40

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
General Fund	A	\$38,450.84	\$0.00	\$0.00	\$38,450.84
General Fund B	B	\$699.47	\$0.00	\$0.00	\$699.47
Highway Town Wide Fund	DA	\$36,876.74	\$0.00	\$0.00	\$36,876.74
Highway Part Town Fund	DB	\$942.18	\$0.00	\$0.00	\$942.18
Depauville Sewer Fund	GD	\$517.09	\$0.00	\$0.00	\$517.09
Heritage Heights Sewer Fund	GH	\$62.54	\$0.00	\$0.00	\$62.54
REDI CAPITAL PROJECT	HR	\$1,816.00	\$0.00	\$0.00	\$1,816.00
Youth Commission Fund	JY	\$1,358.12	\$0.00	\$0.00	\$1,358.12
Depauville Street Light	SL1	\$446.94	\$0.00	\$0.00	\$446.94
Heritage Heights Street Light	SL2	\$74.48	\$0.00	\$0.00	\$74.48
Total Of All Funds:		\$81,244.40	\$0.00	\$0.00	\$81,244.40

Town of Clayton
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
General Fund	5-A	\$38,450.84	\$0.00	\$0.00	\$0.00	\$38,450.84
General Fund B	5-B	\$699.47	\$0.00	\$0.00	\$0.00	\$699.47
Highway Town Wide Fund	5-DA	\$36,876.74	\$0.00	\$0.00	\$0.00	\$36,876.74
Highway Part Town Fund	5-DB	\$942.18	\$0.00	\$0.00	\$0.00	\$942.18
Depauville Sewer Fund	5-GD	\$517.09	\$0.00	\$0.00	\$0.00	\$517.09
Heritage Heights Sewer Fund	5-GH	\$62.54	\$0.00	\$0.00	\$0.00	\$62.54
REDI CAPITAL PROJECT	5-HR	\$1,816.00	\$0.00	\$0.00	\$0.00	\$1,816.00
Youth Commission Fund	5-JY	\$1,358.12	\$0.00	\$0.00	\$0.00	\$1,358.12
Depauville Street Light	5-SL1	\$446.94	\$0.00	\$0.00	\$0.00	\$446.94
Heritage Heights Street Light	5-SL2	\$74.48	\$0.00	\$0.00	\$0.00	\$74.48
Total Of All Funds:		\$81,244.40	\$0.00	\$0.00	\$0.00	\$81,244.40



Mariah LaClair <mclair@townofclayton.com>

Planning Board

1 message

kevin <kevinpatchen@msn.com>

Mon, Dec 15, 2025 at 8:38 AM

To: Mariah LaClair <mclair@townofclayton.com>

Dear Town and Village of Clayton, after being appointed to a position on the Clayton Town Board effective 12-16-25 I must submit this letter of resignation from the Town/Village of Clayton Planning Board. The past 7 years has been a pleasure working with all the past and present Planning Board members. Thank you for the opportunity and I look forward to continue working to make this Town flourish. Thank you. Kevin Patchen



Mariah LaClair <mclair@townofclayton.com>

Fwd: Request to Install Diver Safety Sign at Clayton Marina

1 message

Tim Doney <townsupervisor@townofclayton.com> Tue, Dec 23, 2025 at 9:02 AM
To: Savarah Wright <smccargar@townofclayton.com>, Mariah LaClair <mclair@townofclayton.com>, James Jones <jejones@townofclayton.com>

Can this be put on the agenda and discussed. I'm in favor of them doing this but would like everyone's input.
Thanks
Tim

----- Forwarded message -----
From: **Todd** <tidiversalliance@gmail.com>
Date: Mon, Dec 22, 2025 at 9:56 AM
Subject: Request to Install Diver Safety Sign at Clayton Marina
To: <townsupervisor@townofclayton.com>

Dear Supervisor Doney:

I am writing on behalf of the Thousand Islands Divers Alliance, a nonprofit organization dedicated to promoting safe recreational diving, environmental stewardship, and historic preservation in the St. Lawrence River region. We are a new enterprise starting with a few simple initiatives to build our capabilities. You can learn more at our website <http://www.tidivers.org>

We are launching a Diver Down Awareness Initiative, designed to improve boater awareness of active diving operations at high-traffic launch sites. As you know, the St. Lawrence River supports a diverse range of recreational users, and increased awareness benefits all who enjoy these waters.

We respectfully request permission to install a professionally manufactured diver-down awareness sign at the marina this spring. The sign would be installed at no cost to the town, would require no utilities or construction, and would be maintained entirely by our organization. The timing and placement would of course be coordinated with your harbor master.

This initiative is educational in nature, contains no enforcement language, and aligns with public safety and recreation goals that I know your town supports. The sign would be road sign-grade aluminum, 18" x 24" (image attached).

Please feel free to contact me anytime with questions or for clarification.

Respectfully yours,

Todd



Preserve - Protect - Explore

Todd D. Keister
Executive Director

tidiversalliance@gmail.com

(315) 775-8626

www.tidivers.org



DIVER DOWN

When this flag is displayed on a vessel or on the water's surface, scuba diving operations are underway.

ATTENTION BOATERS

Please reduce speed and maintain a safe distance:

- **300 FEET — OPEN WATER**
- **100 FEET — CHANNELS & INLETS**

This sign is provided for safety awareness only and does not replace applicable navigation laws.



Installed by **Thousand Islands Divers Alliance**
in partnership with this facility