

Town Supervisor
Timothy Doney
Town Board Members
Kenneth Knapp
James Kenney
Steve Dorr
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, February 23, 2026 • 5:00pm • Cerow Rec Park Arena

1. **Pledge of Allegiance**
2. **Guest:**
3. **Town Clerk**
 - i. *Correspondence* that Needs Recording
 - ii. 02/14/2026 Regular Meeting Minutes
4. **Public:** *Comment on Agenda Items*
5. **Workshop Discussion Items:**
 - a. LWRP Open House
 - b. Skate Sharpener Vendor Quote
 - c. Review Village/Town Intermunicipal Agreements
 - d. Planning/Zoning Board Appointments
6. **Adjournment** **Next Meeting:** *Wednesday, March 11, 2026 @ 5:00pm Cerow Rec Park Arena*



Town of Clayton
David Gordon & Cynthia Phillips-Gordon,
Ventrice Real Estate Company,
Blind Bay Associates LLC

Re: OGS Notice of Application – Sincere Apologies LLC (Steve and Nancy Schaal)
17930 Waters Edge Lane, Clayton, NY 13624

Dear Municipal Representatives and Adjoining Property Owners:

I am writing to introduce myself as the Architect for the waterfront project located at 17930 Waters Edge Lane, Clayton, NY 13624, which adjoins your property. In that capacity, I am responsible for coordinating and obtaining the necessary permits and approvals associated with the project.

Enclosed please find a formal Notice of Application being submitted to the New York State Office of General Services (OGS) pursuant to Article 6, Section 75(7b) of the Public Lands Law. This filing relates to a license for use of lands underwater associated with the existing dock and shoreline improvements.

The project has previously been permitted and constructed, and the improvements are currently in place. The present application is an administrative requirement of OGS for licensing of State-owned underwater lands and does not propose any additional construction or modification to the existing structure.

This notice is being provided in accordance with OGS procedures, which require notification of adjoining waterfront property owners. Should you have any questions regarding the filing, please feel free to contact me directly.

Thank you for your time.

Sincerely,

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

Andrew T. Garlock, AIA, NCARB
Principal Architect

**NEW YORK STATE OFFICE OF GENERAL SERVICES
NOTICE OF APPLICATION FOR USE OF LAND UNDERWATER
PURSUANT TO THE PUBLIC LANDS LAW
ARTICLE 6 -- SECTION 75 (7b)
MARINAS, BOATHOUSES, LARGE DOCKS, DOCKS WITH MORE THAN 5 SLIPS**

Check one:

- Existing facility
- Expansion of existing facility
- New facility

In the Matter of the Application of Sincere Apologies LLC :

NOTICE OF APPLICATION

for a grant of license in lands under the waters of St. Lawrence River:

(Town) (City) (Village) Town of Clayton County of Jefferson :

TO: Town of Clayton, and David C Gordon & Cynthia Phillips-Gordon,
and Ventrice Real Estate Company, and Blind Bay Associates LLC

You are hereby notified that it is the intention of the undersigned to apply on the 9th

day of March, 20 26, to the Commissioner of General Services, Albany, New York, for a grant of license, pursuant to the provisions of Section 75, Subdivision 7(b), of the Public Lands Law in under water land of the State of New York, described as follows (insert brief description of proposed license area including dimensions and use):

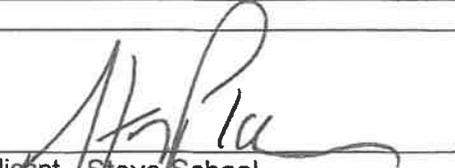
The applicant proposes to construct a permanent boat port structure on the property. The boat port extends 60' out from the shoreline at its furthest point. The boat port roof measure 30' wide x 32' long. At its peak, the boat port roof is 18'-3" above the ordinary high water mark. The total area of the proposed boat port (beyond the ordinary high water mark) is 1,228 SF.

If you believe yourself to be adversely affected by reason of such grant of license to the undersigned, you should, on or before the above date, file with the Commissioner of General Services, Albany, New York, your written objection and your reason for opposing the granting of such license.

The adjacent upland of the undersigned is located at:

17930 Waters Edge Lane Clayton, NY 13624

Dated: February 13, 20 26


Applicant Steve Schaal
Post Office Address: 626 Blairshire Cir
Winter Park, FL 32792



Town of Clayton

Dear Friends,

Happy New Year! We're excited to share with you the impact your clothing shed made over the last year...

- 11,094 pounds of clothing were donated to your shed in 2025
- This was enough to clothe an estimated 2,044 people all over the world
- Based on this volume of clothing, your organization received \$444

Thank you so much for everything you, your volunteers, and your communities do to support the clothing shed program!

Sincerely,
The Team at
St. Pauly Textile, Inc.

Important news about your electricity bill

Town Of Clayton
405 Riverside Dr
403 Riverside Drive
Clayton NY 13624-1024

January 30, 2026

Dear Valued Customer,

We are writing to let you know of a new kilowatt-hour (kWh) surcharge that will be appearing on your monthly National Grid bill. As directed by the Village of Clayton, the new kWh surcharge will be in effect for a period of 30 years and applied to all National Grid electricity customers residing or operating a business within the Village of Clayton tax district. This includes customers who choose another electricity supplier.

The new kWh surcharge is a result of the Village of Clayton, under an approved board resolution (Local Law No. 2), requiring all overhead utilities and services in the Village's "Historic District" from James Street/Huginin Street to Riverside Drive/Webb Street to be converted from overhead to underground service, and the Village's decision to have the work funded through the surcharge. The new kWh surcharge is pursuant to National Grid's PSC No. 22 Electricity Tariff - Rule 32.2.

The charge will appear on your bill under Electricity Delivery as "**Municipal Undergrounding Surcharge**" and will be in the amount of **\$0.015494 per kWh**, beginning within the next two months. While the surcharge is a fixed amount, its impact on your total bill will be determined by your electricity use.

Please direct any questions to the Village of Clayton, or you may call our Customer Service Center at **1-800-642-4272**. You can also find information on our website at **ngrid.com**.

We appreciate the opportunity to serve you.

Sincerely,

National Grid

This is an important notice. Please have it translated.

Este é um aviso importante. Quiera mandá-lo traduzir.

Este es un aviso importante. Sirvase mandarlo traducir.

Avis important. Veuillez traduire immédiatement.

Questa è un'informazione importante, si prega di tradurla.

Это очень важное сообщение. Пожалуйста, попросите чтобы вам его перевели.

Đây là một thông báo quan trọng. Xin vui lòng dịch thông báo này.

這是一個重要的通知。請翻譯一下。

مهم جرت ی حرت مهم راطخ اده

এটা একটা গুরুত্বপূর্ণ বজ্জি-এপ্তা অনুগ্রহ করে এটা অনুবাদ করে ননি।

Sa a se yon avi enpòtan. Tanpri, fè li tradwi.

טצעזרעביא עטיב. גזנא עקטיוו א זיא טאט



North Country Regional EMS Council, Inc.

“Serving Jefferson, Lewis & St. Lawrence Counties”

www.fdrhpo.org/ems

February 6, 2026

To Whom It May Concern:

Natural Bridge Volunteer Ambulance, Inc. has submitted an **amended** 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.

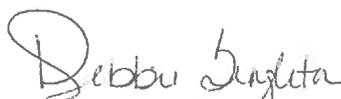
Public Need is defined as, *“the demonstrated absence, reduced availability or an inadequate level of care in an ambulance or emergency medical service available to a geographical area which is not readily correctable through the reallocation or improvement of existing resources.”* The policy can be 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, March 2nd, 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.

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 Friday, February 20, 2026.

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

North Country EMS Program Agency | 120 Washington Street, Suite 230, Watertown, NY 13601

Office: (315) 755-2020 ext. 56 • Fax: (315) 755-2022 | www.fdrhpo.org/ems

Town of Clayton Regular Meeting Minutes

Wednesday, February 11, 2026

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

The following persons attended:

Timothy Doney	Kenneth Knapp	Kevin Patchen	Steve Dorr, I.
Robert McDowell	Pamela McDowell	Mariah LaClair	Megan Badour
Raymond Robinson	James Jones	Justin Taylor	Nancy Hyde
Ronald Duford			

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

2. Guests: N/A

3. Town Clerk

A. Correspondence that Needs Recording

- Charter Communications Updates (see attached)
- Letter from the family of Therese Christensen (see attached)
- Letter from Betty McMurtrie (see attached)

B. Meeting Minutes

- Motion was made by Kenneth Knapp, seconded by Kevin Patchen to approve 1/28/26 workshop meeting minutes. **Motion carried.**

4. Public: Comment on Agenda Items:

Nancy Hyde- Mayor Nancy Hyde spoke to the Board in regards to the Joint Town of Clayton/Village of Clayton Planning Board Intermunicipal Agreement (IMA). Mayor Hyde noted that both the Town and Village Boards were not following this agreement as it was agreed upon. The request was to move forward, recognizing this error and correcting so as to move forward successfully. The concern was stated that the agreement reflects that the Village appoints three members and the Town appoints three members, and one is appointed jointly.

Robert McDowell- Mr. McDowell echoed the concern of Mayor Hyde and stated that moving forward, we additionally must review all intermunicipal agreements on an annual basis regardless of their expiration date.

5. General Discussion Items:

A. Bills & Transfers:

i. Abstract #2 of 2026 in the amount of \$1,110,958.83

Motion was made by Steve Dorr, seconded by Kenneth Knapp, to approve Abstract #2 of 2026, in the amount of \$1,110,958.83. **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 Kevin Patchen to approve the Supervisor's Report & Bank Reconciliations for January 2026. **Motion carried.**

C. Balance Sheets: January 2026

D. Resignations, Appointments & Rate Changes:

i. Resignations & Appointments: Planning & Zoning Board of Appeals Alternates

- Benjamin Barton: Planning Board
- Lori Arnot: Planning Board
- Christine Thurston: Planning Board or Zoning Board of Appeals

At this time a motion was made to table these appointments pending further information by Kenneth Knapp, seconded by Steve Dorr. **Motion carried.**

ii. Rate Changes: N/A

E. Training:

i. Tug Hill Training Authorization: Planning Board & Zoning Board of Appeals

Motion was made to approve the authorization of training and reimbursement for all the Planning Board/Zoning Board of Appeal Members to attend the Annual Tug Hill training should they so choose by Kenneth Knapp, seconded by Kevin Patchen. **Motion carried.**

6. Supervisor's Report: Highway, Consolidated Health District, Youth Commission & Antique Boat Museum. Supervisor Doney indicated that all is moving as planned for winter time tasks.

7. Department Head Reports:

A. Highway Superintendent: Raymond Robinson reported that the winter supplies are still in okay standings, but trucks have been hit with some necessary repairs given the amount of use that they have had this winter and they are awaiting an additional salt delivery

B. Buildings & Grounds: James Jones reported that the ice will be removed March 3 several events on the ice prior to that and events in the arena scheduled for following removal. Discussion with regards to the needs at the Opera House for work on the boiler and plaster work on a ceiling in the Opera House.

C. Assessor: Christina Johnson: No report

D. Codes/Zoning: Richard Ingerson: No report

8. Council Reports:

A. Councilman Knapp: Libraries & Chamber of Commerce: Mr. Knapp reported the Depauville Library is looking into the handicap ramp and their commitment to maintaining it where it currently is placed.

B. Councilwoman Patchen: Buildings & Grounds, Cemeteries, and Purchasing & Personnel: Research is continuing with regard to the solar panels at the arena, pavilion and highway department. It does appear that the panels are still effective but there may be room to expand.

C. Councilman Kenney: Safety Coordinator, Planning/Zoning, and Sewer Districts: N/A

D. Councilwoman Dorr: Met with several Jefferson County officials with regard to grants for salt saving techniques, salt storage, and plow blades. Further discussions to follow.

9. Public: Submitted Requests to Address the Board:

Justin Taylor- Mr. Taylor addressed the Board concerning Short Term Rentals and the need for a law in place to support such for Clayton. Mr. Taylor also questioned the Office of the Assessor and the monthly report submission. Mr. Taylor reminded the Board that Jefferson County made a commitment to review all properties in the Town of Clayton to be completed in the years 2026 and 2027 and that as a result of this the Board should be requesting documentation of their progress in their monthly report. Mr. Taylor also spoke to the needs of the Essential Housing committee and the necessary progress and partnership

with the Village for this project. Additionally, Mr. Taylor spoke to the necessity to review all IMAs on an annual basis.

10. Adjournment

Motion was made by Kenneth Knapp, seconded by Steve Dorr, to adjourn regular meeting at 5:55 PM.

Motion carried.

Next Board Meeting: Wednesday, February 25, 2026 @ 5:00pm, located at Cerow Rec Park Arena, 600 East Line Rd, Clayton, NY 13624.

Megan Badour, Town Clerk



TOWN AND VILLAGE OF CLAYTON

Village and Town of Clayton Local Waterfront Revitalization Program Update

PRESS RELEASE

PUBLIC INFORMATION OFFICE

FOR IMMEDIATE RELEASE

February 12, 2026,

CONTACT:

Kristi Dippel

Phone: (315) 686-3212

cldc@townofclayton.com

Town and Village of Clayton Invites Community to First Local Waterfront Revitalization Program (LWRP) Open House

Clayton, N.Y. – The Town and Village of Clayton invites residents, business owners, and community stakeholders to attend a Public Open House to learn about the Local Waterfront Revitalization Program (LWRP) Update. The Open House will provide an opportunity to share ideas, ask questions, and offer input on the future of Clayton’s waterfront.

The open house-style workshop will be held on Wednesday, March 4, 2026, from 4:00 – 7:00 PM at the Clayton Municipal Building, 425 Mary St., Clayton, NY 13624. This drop-in, interactive workshop welcomes community members to stop by anytime during the scheduled hours. There will be no formal presentation, but project team members will be available to answer questions, provide guidance, and hear your feedback.

Attendees will have the opportunity to explore displays with project information, maps, and hands-on activities. All ages are welcome, and a children’s activity table will be provided. Come by, learn about the project, and share your ideas at your own pace!

An (LWRP) is a long-term plan that outlines a vision for the waterfront. Developed through community engagement, the LWRP identifies future projects and programs and serves as a regulatory tool that tailors State coastal policies and local regulations to reflect community priorities. This LWRP is an update to the Town and Village of Clayton’s approved 2013 LWRP. Key objectives of the updated LWRP include expanding public access and connections to the waterfront, enhancing resiliency, and balancing recreational and commercial uses.

Public engagement is a key component of the project and fundamental to the implementation and success of the plan. Future public meetings and engagement opportunities will be announced on the project website, where community members can also sign up for updates and submit comments or ideas. Visit www.claytonlwrp.com for more information.

The LWRP is being prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.

“The LWRP presents a valuable opportunity to create thoughtful policies for our waterfronts. Very often, the best ideas come from residents who have firsthand experience, and I encourage members of the public to share their ideas at our upcoming workshop.” – Mayor Nancy Hyde

“The waterfront is the heart of Clayton’s identity and community life. The LWRP will help shape its future to ensure it remains vibrant and is accessible and resilient for generations to come.” Tim Doney, Town Supervisor

The LWRP is being developed by the Town and Village of Clayton and guided by a Waterfront Advisory Committee. The process is being facilitated by a consultant team led by MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. and supported by E.M. Pemrick & Company, and Andropogon Associates.



PUBLIC OPEN HOUSE

Town and Village of Clayton LWRP



Wednesday, March 4, 2026
 4:00 PM - 7:00 PM



Clayton Municipal Building
 425 Mary Street,
 Clayton, NY 13624



- Drop in anytime & visit interactive stations to learn about the LWRP process and share your ideas.
- All ages are welcome! Kids activity table available.
- Scan the QR code for more information on your mobile device or visit ClaytonLWRP.com

What is a Local Waterfront Revitalization Plan (LWRP) and what can it do?

- A long-term plan to guide the future of a community's waterfront
- Helps protect natural resources while supporting economic development
- Identifies potential land and water projects to improve public spaces and infrastructure
- Informs local decision-making on land use, infrastructure, and public access

This document was prepared with funding provided by the New York State Department of State under Title 11 of the Environmental Protection Fund.



Town of Clayton

Vendor Quote Form

Please complete this form to provide evidence that you have contacted three vendors for price quotes, unless you have one quote for a State Contract or Preferred Source service or product. Instructions for completing the form are on the reverse side.

Vendor's Name and Address	Description of Item or Service	State Contract No. & Quoted Price	Date Received
CAG One 655 Pierre-Bertrand Quebec, Quebec, G1M 2E4 Canada	CAG ONE Evolution 2025	\$\$5,351.43 They will also give us \$1000 for our old machine bringing the total down to: \$4,351.43	2/19/2022
Pro Sharp	Pro Sharp	\$6,200	2/19/2022
Elite S4	Elite S4	\$55,000	2/19/2022