

**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](http://www.townofclayton.com)

**Town Clerk**  
Megan Badour

## **TOWN BOARD WORKSHOP MEETING AGENDA**

*Wednesday, June 24, 2026 • 5:00pm • Cerow Recreation Park Arena*

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1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
  - A. **Town Clerk**
    - i. *Correspondence* that Needs Recording
    - ii. *Minutes* from 06/10/2026 Regular Meeting
  - B. **Public:** *Comment on Agenda Items*
  - C. **Workshop Discussion Items:**
    - i. Fireworks Applications:
      1. July 3<sup>rd</sup> Independence Day Celebration
      2. 1000 Islands Poker Run
    - ii. AUP
    - iii. Rebid Depauville WWTP Disinfection Project Contract No. 2
    - iv. REDI Marina Bid Award Resolution
    - v. Joint Meeting Reminder for July 8<sup>th</sup>, 5PM @ Cerow Rec Park
  - D. **Public:** *Comment on Non-Agenda Items*
3. **Adjournment**    **Next Meeting:** *Wednesday, June 10, 2026 @ 5:00pm Cerow Recreation Park Arena*



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

**KATHY HOCHUL**  
Governor

**KATHY MOSER**  
Acting Commissioner

June 11, 2026

Mr. Rob Campany  
Engineer  
Town of Clayton  
405 Riverside Drive  
Clayton, NY 13624

Dear Mr. Company,

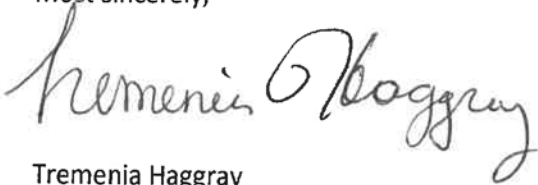
Congratulations! I am pleased to inform you that your proposal for a matching grant of **\$975,058.00** was conditionally approved under the U.S. Fish and Wildlife, Boating Infrastructure Grant Program for the **Clayton Harbor Municipal Marina** project.

It is very important that you do not incur any expenditures prior to final federal approval. At such time of approval, you will receive a formal award letter with further information and instructions.

If you are not the person who will be managing this grant, please let me know who it will be.

If you have any questions regarding this documentation, please contact me at (518) 474-8902.

Most sincerely,



Tremenia Haggray

Town of Clayton Regular Meeting Minutes

Wednesday, June 10, 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	Kevin Patchen	Steve Dorr, Sr.	James Kenney
Kenneth Knapp	Pamela McDowell	Mariah LaClair	Megan Badour
Raymond Robinson	James Jones	Savarah Wright	Chris Badour
Alicia Dewey	Justin Taylor	Robert Company	Nicole Jobson

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

2. Guests:

- Alicia Dewey, Jefferson County Deputy Director of Planning: Ms. Dewey spoke with regard to the potential of upcoming grants for recreational purposes. Previously, this type of funding was non-existent. However, upcoming trends are producing evidence in the favor of this type of grant. Ms. Dewey discussed the history of the Town of Clayton with regard to Cerow Recreational Park when originally drafted there were two phases, phase one was completed several years ago. With the trend towards grants favoring recreation, this may be the opportune time for the Town to move forward with the plan to work on phase two of this project, the Field House portion.
- Rob Company: Mr. Company discussed information with regard to the Depauville Wastewater System Improvements Project as further referenced in the resolutions below.

3. Town Clerk:

- Correspondence that Needs Recording: N/A
- Minutes: Motion was made by Kenneth Knapp, seconded by Steve Dorr, I. to approve 5/27/26 Workshop Meeting Minutes. **Motion carried.**

4. Public:

- Justin Taylor: Mr. Taylor spoke to the board with regard to his pleasure in seeing the Board members work collaboratively in their decision making for the Town of Clayton. He spoke with reference to the planning for the docks and referenced other projects in which the town was prepared in advance for upcoming opportunities and how this worked in favor for the town. He is grateful for the future vision and plans.

5. General Discussion Items:

A. Bills & Transfers

- Abstract #6 of 2026 in the amount of \$230,621.38.  
Motion was made by James Kenney, seconded by Kenneth Knapp to approve Abstract #6 of 2026, in the amount of \$230,621.38. **Motion carried.**
- Transfers: Depauville Sewer Project Transfer

Motion was made to authorize the transfer to pay St. Lawrence Engineering invoice made by Kenneth Knapp, seconded by Kevin Patchen. **Motion carried.**

B. New Accounts/Special Entries: N/A

C. Supervisor's Report & Bank Reconciliations: May 2026

Motion was made by Steve Dorr, I., seconded by Kevin Patchen, to approve the Supervisor's Report & Bank Reconciliation for May 2026. **Motion carried.**

D. Balance Sheets: May 2026

E. Resignations, Appointments & Rate Changes

i. Resignations & Appointments:

A. *Appoint Day Camp Counselors*:

- Krista Colton, Director - \$25.00/hr
- Rachelle Robbins - \$18.00/hr
- Ami Robbins - \$17.00/hr
- Thomas Bernhardt - \$17.00/hr
- Mia Lanzione - \$17.00/hr
- Luik Hopper - \$17.00/hr
- Hart Natali - \$17.00/hr

Motion to appoint Krista Colton, Director @ \$25.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Rachelle Robbins @ \$18.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Ami Robbins @ \$17.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Thomas Bernhardt @ \$17.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Mia Lanzione @ \$17.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Luik Hopper @ \$17.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

Motion to appoint Hart Natali @ \$17.00/hr effective July 6, 2026 made by Kevin Patchen, seconded by Kenneth Knapp. **Motion carried.**

B. *Appoint Lifeguard*:

Motion to approve appointment of Genevieve Cartaya, Lifeguard @ \$19.00/hr effective June 15, 2026 made by Kenneth Knapp, seconded by Kevin Patchen. **Motion carried.**

C. *Resignation of Steve Mack*:

Motion to regretfully accept the resignation of Steve Mack from the Zoning Board effective July 20, 2026, made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

ii. Rate Changes: N/A

F. Training: N/A

G. Set July Town Board Workshop meeting on Grindstone Island:

Motion was made to set the Town Board Workshop Meeting on Grindstone Island for July 22, 2026 @ 5:00 pm located at Dodge Hall made by Steve Dorr, I., seconded by Kenneth Knapp. **Motion carried.**

H. Town Clerk Copier Lease:

Motion to approve the renewal of the Lease Agreement for the Town Clerk copy machine made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

I. Depauville Wastewater System Improvements Project

Motion to award Contract #1 to Blue Heron Construction made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

Motion to table Contract #2 at this time due to no bidders made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

Motion to award Contract #3 to Blackstone Electrical made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

**Contract No. 1 – General Construction Work – Treatment Plant Renovations**

Bidder	Bid Security	AD #1	AD #2	Total Base Bid	Alternate No. 1 Asphalt Pavement Work	Alternate No. 2 BABAA compliant UV Disinfection System
Continental Construction	x	x	x	\$902,745.00	\$56,162.00	\$150,375.00
CO Falter Construction	x	x	x	\$943,101.00	\$42,000.00	No Bid
<b>Blue Heron Construction</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>\$820,611.00</b>	<b>\$50,130.00</b>	<b>\$60,000.00</b>

**Contract No. 3 – Electrical Construction Work**

Bidder	Bid Security	AD #1	AD #2	Total Base Bid
Kahrs Construction	x	x	x	\$198,000.00
NYTRIC Electrical	x	x	x	\$182,000.00
<b>Blackstone Electrical</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>\$144,500.00</b>

J. Resolution No. 44 of 2026: Accepting Bids and Awarding Contracts

Resolution No. 44 of 2026, a resolution to accept bids and award contracts for the Depauville Wastewater System Improvements Project was introduced by Kenneth Knapp, seconded by James Kenney. Roll call vote: Kenney-aye; Knapp- aye, Doney-aye; Dorr- aye; Patchen-aye.

**Passed.**

K. Town Hall Parking

At this time, John Buker has informed the Town that in the near future he plans on instating a parking fee for the use of parking spaces at 307 Riverside Dr, and provided the Town with a letter of consideration.

6. Supervisor’s Report: Consolidated Health District, Youth Commission & Antique Boat Museum: Supervisor Doney shared that there will be an Employee BBQ held for the Town staff on 6/18/2026.

7. Department Head Reports:

A. Highway Superintendent: Raymond Robinson: Mr. Robinson reports that at this time all of the trucks have been inspected and switched over for summer work. Roads on Grindstone have been completed. Paving schedule will begin June 29, 2026.

B. Buildings & Grounds: James Jones: Mr. Jones reports that at this time, the pool will be ready for a June 15, 2026 opening. Also, swimming lessons will begin on July 6, 2026. Looking into a screener for the transfer site and the dock repair went well.

C. Assessor: Interim Christina Johnson: N/A

D. Codes/Zoning: Richard Ingerson: See attached

8. Council Reports:

A. Councilman Knapp: Libraries & Chamber of Commerce: Reminder that the Depauville Library runs a Wednesday Kids Camp.

B. Councilman Patchen: Buildings & Grounds, Cemeteries, and Purchasing & Personnel: Nothing new to report.

C. Councilman Kenney: Safety Coordinator, Planning/Zoning, and Sewer Districts: Mr. Kenney reported completing his required safety walk-thrus. And a reminder that the Depauville Sewer Board needs members.

D. Councilman Dorr: Highway, TIERS, Paynter Center and CLDC: Mr. Dorr stated that the Paynter Center is continuing to seek grant funding for a bus.

9. Public: Submitted Requests to Address the Board: N/A

Motion was made by Steve Dorr, Sr. seconded by Kenneth Knapp to close the regular meeting at 5:54 PM. **Motion carried.**

10. Executive Session:

Motion was made by Steve Dorr I., seconded by Kenneth Knapp, to enter Executive Session at 5:54 PM in accordance with NYS OML §105(d) discussions regarding proposed, pending or current litigation. **Motion carried.**

Motion was made by Kevin Patchen, seconded by Steve Dorr, I. to close Executive Session at 6:07 PM. **Motion carried.**

Motion was made by Kevin Patchen, seconded by Steve Dorr, I. to open the regular meeting at 6:08 PM. **Motion carried**

11. Adjournment

Motion was made by Kevin Patchen, seconded by Steve Dorr, I. to adjourn regular meeting at 6:08 PM. **Motion carried.**

Next Board Meeting: Wednesday, June 24, 2026 @ 5:00pm located at Cerow Rec Park Arena, 600 East Line Rd, Clayton, NY 13624.

*Megan Badour, Town Clerk*

# APPLICATION FOR FIREWORKS DISPLAY PERMIT

Town of Clayton

Ref: NY State Penal Law, Article 405.00

**FEE: \$200**

Request for fee waiver (Not-for-Profit ONLY)  YES

Application Date: 06/10/2026

**(A) TO BE COMPLETED BY THE EVENT SPONSOR/ORGANIZATION:**

Event Sponsor/Organization: CLAYTON CHAMBER OF COMMERCE

Address: 517 RIVERSIDE DRIVE

Phone: 315-688-3771 Contact Person: ALEX BUDUSON

**TO BE COMPLETED BY THE FIREWORKS SHOW CONTRACTOR:**

Company Name: Northern NY Display Fireworks LLC

Address: 17 Sullivan Rd. Potsdam, NY 13676

Phone: 315-244-0235 Contact Person: Allan LaValley

NYS Dept. of Labor Explosives Licence# 4-40428-5 Expires: 06/27

**Operator - Name of the certified pyrotechnician who will be in charge of the display**

Name	Certificate #	Expires
<u>Jimmy Card</u>	<u>PR-791</u>	<u>06/28</u>

**Authorized Assistants:** Names of the individuals who are authorized by the operator to work on the show, identified either by their certificate number and expiration date, if they are certified, or by their age and phone number, if they are not certified.

Name	Certificate# / Age	Expires / Phone
<u>Travis Church</u>	<u>38</u>	<u>315 261-3782</u>
_____	_____	_____
_____	_____	_____

(Continue on a separate sheet, if necessary).

(B) Display Date/Time: JULY 3, 2026 / DUSK Expected Duration: 22-24 mins

(C) Display Location: CLAYTON WATERFRONT (off barge)

(D) If display location is water-based, do you have authorization from the US Coast Guard for the activity?  
 Yes  No If so, attached authorization to this application. Note, your application will not be approved for water-based discharge without USCG approval on file.

(D) Display Content: 350 - 2.5", 230 - 3", 90 - 4", 55 - 5", 9 - 6", 650 shot ground display

- (E) How will fireworks be stored prior to display: \_\_\_\_\_
- (F) Rain Date for display: n/a
- (G) If rained out how will fireworks be stored: returned to NNYDF Magazine
- (H) For outdoor displays not before a proximate audience, attach a diagram of the area where the display will take place, showing location where the fireworks will be discharged from, the location of, and distance to: all the buildings, highways, lines of communications, location of the audience, trees, overhead obstructions or other structures or devices that could be affected by the display or fallout from it.
- (I) Proof of Insurance or Bond (Minimum One Million Dollars). The policy must provide coverage for damages to any people or property resulting from the fireworks display, as well cover the Town of Clayton, its officers, and employees from any liability related to this fireworks display. Please attach a copy of the policy certificate or other proof of insurance or Bond.
- (J) I attest that the information contained in this permit application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable versions of the NYS Penal Law.

[Signature]  
Signature of Event Sponsor/Organization

6/12/26  
Date

[Signature]  
Signature of Fireworks Operator/Contractor

06/10/2026  
Date

**Required Documents Attached:**

**Event Sponsor/Organization:** Proof of Insurance (\$1 MIL Liability Minimum) & Copy of Contract Between Sponsor and Contractor

**Fireworks Contractor/Operator:** Proof of Insurance (\$1 MIL Liability Minimum), Proof of NYS DOL Explosives License & Site Plan for display.

**ALL FIREWORKS PERMITS MUST BE REVIEWED BY THE LOCAL FIRE DEPARTMENT WITH JURISDICTION AND THE TOWN OF CLAYTON CODE ENFORCEMENT OFFICER PRIOR TO APPROVAL BY THE TOWN BOARD.**

**FOR TOWN USE ONLY:**

This application is approved with a favorable \_\_\_\_\_ to the Town Board:

\_\_\_\_\_ Code Enforcement Officer

\_\_\_\_\_ Fire Department Chief

TOWN BOARD APPROVED ON: \_\_\_\_\_ APPLICANT NOTIFIED ON: \_\_\_\_\_

**FIREWORKS DISPLAY HOLD HARMLESS AGREEMENT**

Town of Clayton

Ref: NY State Penal Law, Article 405.00

Between the Town of Clayton and Northern NY Display Fireworks  
(Print name of Fireworks Contractor)

Witnessed:

1. Allan LaValley (Contractor) agrees to release, indemnify, and hold harmless the Town of Clayton, its officers and employees, from and against any loss, damage of liability, including attorney's fees and expenses, incurred by the latter and their respective employees, agents, or other representatives arising out of or in any manner relating to the manufacture, installation, firing and disassembly of any pyrotechnic equipment or device and / or the supervision and presentation thereof:
2. The applicant (Contractor) has furnished the Certificate of Insurance with limits of liability described below:

- a. Workers Compensation / Employers Liability N/A
- b. Automobile Liability: \_\_\_\_\_
- c. General Liability: 1,000,000 / 2,000,000 Aggregate
- d. Umbrella Liability: \_\_\_\_\_

A true copy of the Certificate of Insurance is attached indicating the Municipality and applicable associations, recreations, or committees formed by the Municipality to organize the "event" named as additional insured on all liability policies.

Event Name: 1000 ISLANDS CHARITY POKER RUN Date: 7/03/26 Time: 9:45ish

Rain Date if Applicable: n/a Time: \_\_\_\_\_

Name of Applicant (Fireworks Contractor / Operator) (print): ALLAN LAVALLEY

Signature of Applicant (Fireworks Contractor / Operator) [Signature] Dated: 06/10/2026

Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Name of Applicant (Event Sponsor/Organization) (print): ALEXANDRA BUDUSON

Signature of Applicant (Event Sponsor/Organization): [Signature] Dated: 6/12/26

Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

**Required Documents Attached:**

Event Sponsor/Organization: Proof of Insurance (\$1 MIL Liability Minimum) & Copy of Contract Between Sponsor and Contractor

Fireworks Contractor/Operator: Proof of Insurance (\$1 MIL Liability Minimum), Proof of Alcohol, Tobacco & Firearms (ATF) License & Site Plan for display.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06-01-2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  PROFESSIONAL PROGRAM INSURANCE BROKERAGE DIVISION OF SPG INSURANCE SOLUTIONS, LLC 1304 SOUTHPOINT BLVD., #101 PETALUMA CA, 94954	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 415-475-4300      FAX (A/C, No): 415-475-4304 E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A : Certain Underwriters at Lloyd's, London      AA-1128623 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b>  Allan J LaValley DBA: Northern New York Display Fireworks 17 Sullivan Road Potsdam, NY 13676		

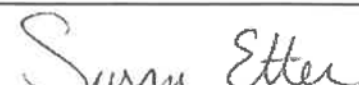
**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	PY/25-0254	10/14/2025	10/14/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					<b>THE INSURER(S) NAMED HEREIN IS (ARE) NOT LICENSED BY THE STATE OF NEW YORK, NOT SUBJECT TO ITS SUPERVISION, AND IN THE EVENT OF THE INSOLVENCY OF THE INSURER(S), NOT PROTECTED BY NEW YORK STATE SECURITY FUNDS. THE POLICY MAY NOT BE SUBJECT TO ALL OF THE REGULATIONS OF THE DEPARTMENT OF FINANCIAL SERVICES PERTAINING TO POLICY FORMS.</b>
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS    OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Clayton Chamber of Commerce is Additional Insured as respects the 1.3G Class B Aerial Fireworks, 1.4G Class C Aerial Fireworks display(s) on 7/3/2026 located at Barges offshore of the Harbor Inn Clayton, NY 13624. This policy provides a two-year extended reporting period from the date of the display. 30-day notice of cancellation applies. 10-day notice of non-payment.

<b>CERTIFICATE HOLDER</b>  Clayton Chamber of Commerce 517 Riverside Dr Clayton NY 13624	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**POLICY NUMBER: PY/25-0254**

**PYROTECHNIC LIABILITY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED**

Underwriter's at Lloyd's, London: Referred to in this endorsement as either the "Insurer" or the "Underwriters"

This endorsement modifies insurance provided under the following:

**SECTION III. PERSONS INSURED**

In consideration of the premium charged for the Policy, it is hereby understood and agreed that the following entity(ies) as shown in the schedule below is an additional insured pursuant to Section III.

**Primary and Non-Contributory**

The insurance provided to the Additional Insured scheduled below shall be primary and not contributory with any other insurance maintained by the Additional Insured where this is required by way of a written contract with **Named Insured**.

**Waiver of subrogation**

The **Named Insured** waives any right of subrogation the **Named Insured** may have against any person or organization, where required by the Insured's written contract with the Additional, because of payments made by the **Named Insured** for **Damages** and **Claims Expenses** arising out of the **Named Insured's** operations in accordance with the written contract.

<b>Additional Insured:</b>
Clayton Chamber of Commerce c/o Clayton Chamber of Commerce 517 Riverside Dr Clayton NY 13624

**All other terms, exclusions and conditions of this Policy remain unchanged.**

PY AI 02 24

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF ATF - Chief, FELC  
Correspondence To 244 Needy Road  
Martinsburg, WV 25405-9431

License/Permit Number **6-NY-089-33-8G-00660**

Chief, Federal Explosives Licensing Center (FELC)

Expiration Date **July 1, 2028**

*Shawn Stevens*

Name  
NORTHERN NEW YORK DISPLAY FIREWORKS

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

17 SULLIVAN RD  
POTSDAM, NY 13676-

Type of License or Permit

33-USER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transfer of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

LAVALLEY, ALLAN J  
NORTHERN NEW YORK DISPLAY FIREWORKS  
17 SULLIVAN RD  
POTSDAM, NY 13676-

*Allan J Lavalley*  
Licensee/Permittee Responsible Person Signature

owner/operator  
Position Title

Allan J Lavalley  
Printed Name

6/19/2025  
Date

Previous Edition is Obsolete LAVALLEY, ALLAN J-17 SULLIVAN RD-13676-NY-089-33-8G-00660-July 1, 2028-33-USER OF EXPLOSIVES

ATF Form 5400.14/5400.15 Part 1  
Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

Cut Here ✂

(Continued on reverse side)

Federal Explosives License/Permit (FEL) Information Card

License/Permit Name: LAVALLEY, ALLAN J  
Business Name: NORTHERN NEW YORK DISPLAY FIREWORKS  
License/Permit Number: 6-NY-089-33-8G-00660  
License/Permit Type: 33-USER OF EXPLOSIVES  
Expiration: July 1, 2028

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



(E) How will fireworks be stored prior to display: Northern NY Display fireworks storage magazine delivered day of event

(F) Rain Date for display: n/a

(G) If rained out how will fireworks be stored: returned to NNYDF Magazine

(H) For outdoor displays not before a proximate audience, attach a diagram of the area where the display will take place, showing location where the fireworks will be discharged from, the location of, and distance to: all the buildings, highways, lines of communications, location of the audience, trees, overhead obstructions or other structures or devices that could be affected by the display or fallout from it.

(I) Proof of Insurance or Bond (Minimum One Million Dollars). The policy must provide coverage for damages to any people or property resulting from the fireworks display, as well cover the Town of Clayton, its officers, and employees from any liability related to this fireworks display. Please attach a copy of the policy certificate or other proof of insurance or Bond.

(J) I attest that the information contained in this permit application is accurate, true and complete to the best of my knowledge, and I understand that false statements made in this permit application are subject to the applicable versions of the NYS Penal Law.

[Signature]  
Signature of Event Sponsor/Organization

6/12/26  
Date

[Signature]  
Signature of Fireworks Operator/Contractor

06/10/2026  
Date

**Required Documents Attached:**

Event Sponsor/Organization: Proof of Insurance (\$1 MIL Liability Minimum) & Copy of Contract Between Sponsor and Contractor

Fireworks Contractor/Operator: Proof of Insurance (\$1 MIL Liability Minimum), Proof of NYS DOL Explosives License & Site Plan for display.

**ALL FIREWORKS PERMITS MUST BE REVIEWED BY THE LOCAL FIRE DEPARTMENT WITH JURISDICTION AND THE TOWN OF CLAYTON CODE ENFORCEMENT OFFICER PRIOR TO APPROVAL BY THE TOWN BOARD.**

**FOR TOWN USE ONLY:**

This application is approved with a favorable recommendation to the Town Board:

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Fire Department Chief

TOWN BOARD APPROVED ON: \_\_\_\_\_ APPLICANT NOTIFIED ON: \_\_\_\_\_

# FIREWORKS DISPLAY HOLD HARMLESS AGREEMENT

Town of Clayton

Ref: NY State Penal Law, Article 405.00

Between the Town of Clayton and Northern NY Display Fireworks LLC  
(Print name of Fireworks Contractor)

Witnessed:

1. Allan LaValley (Contractor) agrees to release, indemnify, and hold harmless the Town of Clayton, its officers and employees, from and against any loss, damage of liability, including attorney's fees and expenses, incurred by the latter and their respective employees, agents, or other representatives arising out of or in any manner relating to the manufacture, installation, firing and disassembly of any pyrotechnic equipment or device and / or the supervision and presentation thereof:

2. The applicant (Contractor) has furnished the Certificate of Insurance with limits of liability described below:

- a. Workers Compensation / Employers Liability N/A
- b. Automobile Liability: \_\_\_\_\_
- c. General Liability: 1,000,000, / 2,000,000 aggregate
- d. Umbrella Liability: \_\_\_\_\_

A true copy of the Certificate of Insurance is attached indicating the Municipality and applicable associations, recreations, or committees formed by the Municipality to organize the "event" named as additional insured on all liability policies.

Event Name: 1000 ISLANDS CHARITY POKER RUN Date: 7/18/26 Time: 9:45ish

Rain Date If Applicable: n/a Time: \_\_\_\_\_

Name of Applicant (Fireworks Contractor / Operator) (print): ALLAN LAVALLEY

Signature of Applicant (Fireworks Contractor / Operator): [Signature] Dated: 8/19/26

Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Name of Applicant (Event Sponsor/Organization) (print): ALEXANDRA BUDUSON

Signature of Applicant (Event Sponsor/Organization): [Signature] Dated: 6/12/26

Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

### Required Documents Attached:

Event Sponsor/Organization: Proof of Insurance (\$1 MIL Liability Minimum) & Copy of Contract Between Sponsor and Contractor

Fireworks Contractor/Operator: Proof of Insurance (\$1 MIL Liability Minimum), Proof of Alcohol, Tobacco & Firearms (ATF) License & Site Plan for display.

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF                   ATF - Chief, FELC  
Correspondence To       244 Needy Road  
   Martinsburg, WV 25405-9431

License/Permit  
Number                   **6-NY-089-33-8G-00660**

Chief, Federal Explosives Licensing Center (FELC)

Expiration  
Date                       **July 1, 2028**

*Shawn Stevens*

Name  
**NORTHERN NEW YORK DISPLAY FIREWORKS**

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**17 SULLIVAN RD  
POTSDAM, NY 13676-**

Type of License or Permit

**33-USER OF EXPLOSIVES**

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**LAVALLEY, ALLAN J  
NORTHERN NEW YORK DISPLAY FIREWORKS  
17 SULLIVAN RD  
POTSDAM, NY 13676-**

*Allan J LaValley*  
Licensee/Permittee Responsible Person Signature

*owner/operator*  
Position/Title

*Allan J LaValley*  
Printed Name

*6/19/2025*  
Date

ATF Form 5400.14/5400.15 Part I  
Revised September 2011

Previous Edition is Obsolete   LAVALLEY, ALLAN J:17 SULLIVAN RD-13676-NY-089-33-8G-00660:July 1, 2028:33-USER OF EXPLOSIVES

**Federal Explosives License (FEL) Customer Service Information**

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: [www.atf.gov](http://www.atf.gov)

**Change of Address (27 CFR 555.54(a)(1)).** Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession (27 CFR 555.59).** (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**  
License/Permit Name: **LAVALLEY, ALLAN J**  
Business Name: **NORTHERN NEW YORK DISPLAY FIREWORKS**  
License/Permit Number: **6-NY-089-33-8G-00660**  
License/Permit Type: **33-USER OF EXPLOSIVES**  
Expiration: **July 1, 2028**  
Please Note: Not Valid for the Sale or Other Disposition of Explosives.



**POLICY NUMBER: PY/25-0254**

**PYROTECHNIC LIABILITY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED**

Underwriter's at Lloyd's, London: Referred to in this endorsement as either the "Insurer" or the "Underwriters"

This endorsement modifies insurance provided under the following:

**SECTION III. PERSONS INSURED**

In consideration of the premium charged for the Policy, it is hereby understood and agreed that the following entity(ies) as shown in the schedule below is an additional insured pursuant to Section III.

**Primary and Non-Contributory**

The insurance provided to the Additional Insured scheduled below shall be primary and not contributory with any other insurance maintained by the Additional Insured where this is required by way of a written contract with **Named Insured**.

**Waiver of subrogation**

The **Named Insured** waives any right of subrogation the **Named Insured** may have against any person or organization, where required by the Insured's written contract with the Additional, because of payments made by the **Named Insured** for **Damages** and **Claims Expenses** arising out of the **Named Insured's** operations in accordance with the written contract.

<b>Additional Insured:</b>
1000 Islands Charity Poker Run; Village of Clayton; Town of Clayton; Clayton Chamber of Commerce c/o 1000 Islands Charity Poker Run 230 James St Clayton NY 13624

**All other terms, exclusions and conditions of this Policy remain unchanged.**

PY AI 02 24

**Town of Clayton  
Agreed-Upon Procedures  
For the Year Ended December 31, 2025**

# STACKEL & NAVARRA, C.P.A., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY BANK BUILDING – 216 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3336

TELEPHONE 315/782-1220

FAX 315/782-0118

Robert F. Stackel, C.P.A.

Jacob Navarra, C.P.A.

Mark B. Hills, C.P.A.

## **Independent Accountants' Report on Applying Agreed-Upon Procedures**

To the Board of Trustees of the  
Town of Clayton

We have performed the procedures enumerated below on the various account balances in the accounting records of the Town of Clayton as of and for the year ended December 31, 2025. Town of Clayton's management is responsible for the various account balances in the accounting records of the Town of Clayton.

The Town of Clayton has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of verifying various account balances in the accounting records. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and findings are as follows:

### **General Fund**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the Town has two Town Clerk accounts that are not included in the general ledger. In discussion with management, it was noted that, in the prior year, the accounts had been included in the general ledger, but issues arose in trying to properly include all transactions, so the Town decided to take them out of the general ledger. The accounts are reconciled monthly.
2. We reconciled the money market savings accounts to the general ledger. No exceptions were noted.
3. We did not count petty cash; however, the Town did provide us with its physical count sheet of petty cash. Upon further discussion with management, it was noted that there are two additional petty cash funds for \$200 each for the tax collector and the marina that should be included in the general ledger. The tax collector petty cash was only counted

once for the two test count periods that we selected and the marina petty cash was not counted for either of the two test periods.

4. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
5. We reconciled property taxes recorded on the general ledger to the tax warrant and tax roll. No exceptions were noted.
6. We reconciled sales taxes recorded on the general ledger to the EFT payment reports. No exceptions were noted.
7. We reconciled interfund transfers and agreed to the amounts recorded in other funds – no exceptions were noted.
8. We compared payroll amounts recorded on the general ledger for all funds to the quarterly 941 filings submitted to the Internal Revenue Service. No exceptions were noted.
9. We examined the following accounts on a test basis – payroll, transient docking fees, refuse and garbage, debt service-other governments, public safety-permits/codes, mortgage tax, state aid NYSERDA, real property assistance, legal, insurance, and lifeguards. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.
10. We traced budget amendments and transfers approved by the Town Board to the general ledger accounts. No exceptions were noted.

**General Fund – Town – Outside Village**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
3. We reconciled sales taxes recorded on the general ledger to the EFT payment reports. No exceptions were noted.

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4. We reconciled interfund transfers and agreed to the amounts recorded in other funds – no interfund transfers were noted in the current year, so no exceptions were noted.
5. We examined the following accounts on a test basis – payroll and sales tax revenue. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.
6. We traced budget amendments and transfers approved by the Town Board to the general ledger accounts. No exceptions were noted.

**Special Grant Funds**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. No exceptions were noted.
2. We examined BAN's payable and agree to the general ledger – no BAN's payable in the special grant funds for the current year.
3. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
4. We reconciled interfund transfers and agreed to the amounts recorded in other funds – no interfund transfers were noted in the current year, so no exceptions were noted.
5. We examined the following accounts on a test basis – debt principal. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.
6. We traced budget amendments and transfers approved by the Town Board to the general ledger accounts. No exceptions were noted.

**Highway Fund – Town–Wide**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.

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3. We reconciled property taxes recorded on the general ledger to the tax warrant and tax roll. No exceptions were noted.
4. We reconciled sales taxes recorded on the general ledger to the EFT payment reports. No exceptions were noted.
5. We reconciled interfund transfers and agreed to the amounts recorded in other funds— no interfund transfers were noted in the current year, so no exceptions were noted.
6. We examined the following accounts on a test basis – payroll, property taxes, state snow and ice, and sale of equipment. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.
7. We traced budget amendments and transfers approved by the Town Board to the general ledger accounts. No exceptions were noted.

**Highway Fund – Part-Town**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
3. We reconciled sales taxes recorded on the general ledger to the EFT payment reports. No exceptions were noted.
4. We reconciled interfund transfers and agreed to the amounts recorded in other funds – no interfund transfers were noted in the current year, so no exceptions were noted.
5. We examined the following account on a test basis – payroll, sales tax revenue, and CHIPS revenue. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.
6. We traced budget amendments and transfers approved by the Town Board to the general ledger accounts. No exceptions were noted.

**Capital Fund**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We examined BAN's payable and agreed to the general ledger. No exceptions were noted as there wasn't a BAN for 2025.
3. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
4. We examined the following account on a test basis – state aid-economic assistance and REDI project-capital expenses. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.

**Clayton Youth Commission Fund**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We reconciled payments from the Village of Clayton, New York and the Town of Clayton, New York. No exceptions were noted.
3. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.

**Lighting, Fire Protection, Ambulance and Sewer Funds**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. We noted that the cash is part of the pooled cash with the general fund. No exceptions were noted.
2. We reconciled the fund balance to the general ledger and examined all postings to the fund balance general ledger account. No exceptions were noted.
3. We reconciled property taxes recorded on the general ledger to the tax warrant and tax roll. No exceptions were noted.

**STACKEL & NAVARRA, C.P.A., P.C**

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4. We examined the following accounts on a test basis – payroll, fire district, and ambulance. We examined documentation to support amounts posted to the general ledger accounts. No exceptions were noted.

**Town Justice Reports**

1. We traced payments from receipts issued for fines to the Justice Court monthly report and to the check to the Town of Clayton for the test months of May and June 2025. No exceptions were noted.
2. We added the cash receipts journal for the test months. No exceptions were noted.
3. For the test months, we traced receipts per the cash receipts journal to the bank statements. No exceptions were noted.
4. For the test months, we agreed the fines disbursement payable to the Town per the checkbook (and fines total) and to the bank statement. No exceptions were noted.
5. We inspected the bank reconciliation at December 31, 2025 and agreed to the Justice's cash balance. No exceptions were noted.

**Trust and Agency Fund**

1. We inspected the bank reconciliations at December 31, 2025 and traced outstanding items to the January bank statements. There was no cash balance at December 31, 2025, so no exceptions were noted.
2. We performed a test to ensure that deposits in excess of FDIC coverage are adequately collateralized. We found that Town deposits were fully collateralized at December 31, 2025.
3. We examined liability accounts on a test basis and agreed to supporting documentation – there were no liability accounts at year-end, so no exceptions were noted. We did note that there is a debit fund balance of \$8,807 in the T&E Fund and no corresponding liability or asset. This should be adjusted to \$0 – the Town may need to contact its financial accounting software provider to receive instruction on how to adjust this figure.

**Fixed Asset Account Group**

1. We reconciled the fixed asset listing to the general ledger. No exceptions were noted.
2. We examined select invoices for new asset additions. No exceptions were noted, although it does appear that the Town placed some items in fixed assets that were below the threshold required based on the capitalization policy. Management may want to review the capitalization policy so that it does not create extra work for itself by adding items not meeting the threshold.
3. We traced new fixed asset additions from the .2 and .4 expense accounts in the general ledgers of the governmental funds on a test basis. No exceptions were noted.
4. We traced dispositions of fixed assets by sale to the revenue accounts in the general ledgers of the governmental funds on a test basis. No exceptions noted.
5. We traced authorization for purchases and disposals of fixed assets to the Board minutes on a test basis. No exceptions were noted.

**Long-Term Debt Account Group**

1. We reconciled bonds payable to the general ledger amount. No exceptions were noted.
2. We recalculated interest expense and agreed payments to amortization schedules. No exceptions were noted.
3. We traced principal and interest payments to expenditure accounts in the governmental funds. No other exceptions were noted.

We were engaged by the Town of Clayton to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the various account balances in the accounting records. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

**STACKEL & NAVARRA, C.P.A., P.C**

*CERTIFIED PUBLIC ACCOUNTANTS*

We are required to be independent of the Town of Clayton and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Town of Clayton and is not intended to be and should not be used by anyone other than that specified party.

*Stackel & Navarra, CPA, PC*

Stackel & Navarra, CPA, PC

Watertown, New York

June 10, 2026

**TOWN OF CLAYTON**  
**DEPAUVILLE WASTEWATER SYSTEM IMPROVEMENTS**  
**REBID CONTRACT No. 2**

ADVERTISEMENT FOR BIDS

Sealed Bids for the construction of the Town of Clayton - Depauville Wastewater System Improvements, REBID Contract No. 2, will be received by Town of Clayton at the office located at 405 Riverside Drive, Clayton New York, 13624 until **2:00 p.m.** local time on Wednesday, **July 8, 2026**, at which time the bids received will be publicly opened and read. The project includes the rehabilitation of the existing collection system manholes. The work consists of cleaning and restoration of manhole interiors on a base bid quantity of nineteen locations with related frame and cover restoration and adjustment to grade where necessary. Additional manholes may be restored based on funds available.

Single Bid will be received for REBID Contract No. 2 – General Construction Work– Collection System Rehabilitation, Manhole Restoration.

This project is subject to all associated funding requirements, including all Build America, Buy America (BABA) and American Iron & Steel (AIS) provisions.

The Town of Clayton strongly encourages Minority and Women Owned Business Enterprises and Section 3 Firms to apply. The Contractor is encouraged to make good faith efforts to promote and assist in the participation of Service-Disabled Veteran-Owned Businesses (SDVOBs) in accordance with Article 17-B of the New York State Executive Law.

The NYS HCR terms and conditions packet, which includes detailed information on Section 3 Goals and other compliance requirements, is part of the bid documents and needs to be signed by the successful bidder along with the contract agreement. The Benchmark Goals that the Awardee, General Contractor, and their subrecipients and subcontractors (together, “Subs”) must make greatest extent feasible to meet are: **25% of Total Labor Hours on the Project worked by Section 3 Workers, including 5% of Total Labor Hours on the Project by Targeted Section 3 Workers.**

The NYS EFC terms and condition packet, which includes detailed information on Goals and other compliance items regarding MWBE and SDVOB goals and AIS and wage requirements is part of these contracts.

The Issuing Office for the Bidding Documents is: Fourth Coast Inc., 745 Graves Street, Clayton, NY 13624; Contact [plans@fourthcoast.com](mailto:plans@fourthcoast.com). Bidding Documents are available electronically (as portable document format (PDF) files) by emailing [plans@fourthcoast.com](mailto:plans@fourthcoast.com). Neither Owner nor Engineer will be responsible for full or partial sets of Bidding Documents, including Addenda if any, obtained from other sources.

Bidding Documents also be examined at Northern New York Builder’s Exchange, Inc., 22074 Fabco Road, Watertown, NY 13601 or Syracuse Builders’ Exchange 6543 Ridings Road, Syracuse, NY 13204; online at Northern New York Builder’s Exchange – [www.nnybe.com](http://www.nnybe.com) Or Syracuse Builder’s Exchange – [www.syrabex.com](http://www.syrabex.com).

Bid security shall be furnished in accordance with the Instructions to Bidders.

No scheduled pre-bid conference will be held. If a Bidder wants to visit the site, they shall contact the Sewer District Operator at (315) 686-5122 to notify that they will be visiting the site. (Proper safety attire required)

Owner: Town of Clayton

By: Megan Badour

Title: Town Clerk

Date: June 22, 2026

**RESOLUTION NO. 45 OF 2026**

**TOWN OF CLAYTON**

**A RESOLUTION TO ACCEPT BIDS AND AWARD CONTRACTS FOR THE  
TOWN OF CLAYTON – CLAYTON HARBOR MUNICIPAL MARINA UPGRADES –  
FLOATING DOCK EXPANSION AND DREDGING WORK PROJECT**

Dated: June 24, 2026

At a regular meeting of the Town Board of Clayton, Jefferson County, New York held at the Cerow Recreation Park Arena, 600 East Line Road, Clayton, New York, on the 24<sup>th</sup> day of June, 2026 at 5:00 pm, prevailing time.

The meeting was called to order by Supervisor Doney and upon roll being called, the following were:

PRESENT: Timothy Doney, Supervisor  
Kenneth Knapp, Councilman  
James Kenney, Councilman  
Steve Dorr, Councilman  
Kevin Patchen, Councilman

ABSENT: None

**WHEREAS**, the Town of Clayton, through its consulting engineer, St. Lawrence Engineering, DPC, duly advertised for sealed bids for the Depauville Wastewater System Improvements Project in accordance with the Town's specifications; and

**WHEREAS**, sealed bids were received and publicly opened on June 18, 2026, and subsequently reviewed by St. Lawrence Engineering, D.P.C. for completeness, mathematical accuracy, required bid submissions, and contractor qualifications; and

**WHEREAS**, St. Lawrence Engineering, D.P.C. recommended the award of Contract No. 3 – General Construction to J.E. Sheehan Contracting Corporation based upon its submission as the lowest responsible bidder meeting the specifications and qualifications for the project; and

**WHEREAS**, the recommended award for Contract No. 3 consists of the following:

- Base Bid: \$142,000.00
- Alternate No. 1 – Dredging Beneath New Dock Area: Add \$127,000.00
- Alternate No. 2 – Dredging Along Shoreline: Add \$15,000.00

**WHEREAS**, the total recommended award amount for Contract No. 3 is \$284,000; and

**WHEREAS**, St. Lawrence Engineering, D.P.C. has advised that no bids were received for Contract No. 4 – Plumbing Construction Work at the scheduled bid opening; and

**WHEREAS**, St. Lawrence Engineering, D.P.C. further recommended the award of Contract No. 5 – Electrical Construction Work to New Century Electric, Inc. in the amount of \$291,880.00 as the lowest responsible bidder meeting the specifications and qualifications for the project; and

**WHEREAS**, the Town Board has reviewed the bid recommendations and supporting documentation submitted by St. Lawrence Engineering, D.P.C., and finds it to be in the best interests of the Town to proceed in accordance with those recommendations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Clayton hereby awards Contract No. 3 – General Construction to J.E. Sheehan Contracting Corporation in the total amount of two hundred eighty-four thousand dollars (\$284,000); and

**BE IT FURTHER RESOLVED**, that the Town Board hereby awards Contract No. 5 – Electrical Construction Work to **New Century Electric, Inc** in the amount of two hundred ninety-one thousand eight hundred eighty dollars (\$291,880.00); and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is hereby authorized and directed to execute the contracts and any and all related documents necessary to effectuate these awards, subject to review and approval by the Town Attorney; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

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

Timothy Doney, Supervisor	Yes __	No__	Absent__
Kenneth Knapp, Councilman	Yes __	No__	Absent__
James Kenney, Councilman	Yes __	No__	Absent__
Steve Dorr, Councilman	Yes __	No__	Absent__
Kevin Patchen, Councilman	Yes __	No__	Absent__

Yes \_\_                      No \_\_                      Abstain \_\_                      Absent \_\_                      Dated: June 24, 2026

The Resolution was thereupon declared duly adopted and shall take effect immediately.

Certification:

I, Megan Badour, Town Clerk of the Town of Clayton, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of Clayton held on June 24, 2026 and it is on file and of record, and that said resolution has not been altered, amended or revoked and it's in full force and effect.

[SEAL]

---

Megan Badour, Town Clerk