

**Town Supervisor**  
Timothy Doney  
**Town Board Members**  
Kenneth Knapp  
James Kenney  
Steve Dorr  
Kevin Patchen



**Town of Clayton**  
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**Town Clerk**  
Megan Badour

## **TOWN BOARD WORKSHOP MEETING AGENDA**

*Wednesday, September 23, 2026 • 5:00pm • Cerow Recreation Park Arena*

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1. **Pledge of Allegiance**
2. **Guests: N/A**
  - A. **Town Clerk**
    - i. *Correspondence* that Needs Recording
    - ii. *Minutes* from 09/9/2026 Regular Meeting
    - iii. *Minutes* from the 9/15/2026 Budget Workshop
    - iv. Presentation of the 2027 Tentative Budget
  - B. **Public:** *Comment on Agenda Items*
  - C. **Workshop Discussion Items:**
    - i. TIPAF Lease
    - ii. LWRP Open House 9/24/2026
    - iii. Joint Town/Village Meeting Reminder 10/13/2026
    - iv. Budget Workshop Reminder 10/6/2026 @ 5pm
  - D. **Public:** *Comment on Non-Agenda Items*
  - E. Budget Workshop @ 5:30PM
3. **Adjournment**     **Next Meeting:** *Wednesday, September 9, 2026 @ 5:00pm Cerow Recreation Park Arena*

## Town of Clayton Regular Meeting Minutes

Wednesday, September 9, 2026

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

The following persons attended:

|                      |                    |                  |                |
|----------------------|--------------------|------------------|----------------|
| Timothy Doney        | Kenneth Knapp      | Savarah Wright   | Steve Dorr, I. |
| James Kenney         | Christopher Badour | Mariah LaClair   | Megan Badour   |
| Raymond Robinson Jr. | Doug Rogers        | Richard Ingerson | James Lettiere |
| Rob Campany          | David Geurtsen     | Cindy Brenon     |                |

1. Pledge of Allegiance: Supervisor Doney led the pledge of allegiance.
2. Guests: N/A
3. Town Clerk
  - Correspondence that Needs Recording: N/A
  - Minutes: Motion was made by Kenneth Knapp, seconded Steve Dorr, Sr. to approve 8/26/2026 Workshop Meeting Minutes after appropriate changes. **Motion carried.**
4. Public: Comment on Agenda Items:
  - A. David Geurtsen- The lawyer representing Cindy Brenon addressed concerns regarding the glare from the lights and the lack of movement or action on the part of Boathouse Marine.
  - B. Richard Ingerson- The Zoning and Codes Officer spoke regarding the ongoing efforts to address the glare from the lights. The property owner is working to eliminate the glare by installing shields on the lights and reducing the lighting to 45. The Officer noted that the owner is actively working to resolve the concern, and therefore, no letter has been sent at this time.
  - C. Doug Rogers- The Planning Board Chairman asked clarifying questions regarding the drafting of legislation addressing accessory dwelling units (ADUs) and driveways. He will prepare a draft to be presented to the Town Attorney for review.
  - D. Cindy Brenon- The landowner spoke regarding concerns about unnecessary lighting. It was previously discussed that solar lighting on the deck could be used, which may eliminate the need for the existing lights. It was also noted that it had previously been stated that there were no security concerns; however, the property owner is now citing security as a reason for the need for the additional lighting.
5. General Discussion Items:
  - A. Bills & Transfers
    - i. Abstract #9 of 2026 in the amount of \$398,800.32  
Motion to approve Abstract #9 of 2026 in the amount of \$398,800.32 made by Kenneth Knapp, seconded by Kevin Patchen. **Motion carried.**

ii. Transfers: Motion to authorize the transfer of \$71,958.82 from General Checking to Depauville Sewer Project Acct to pay Blue Heron Construction was made by James Kenney, seconded by Kenneth Knapp. **Motion carried.**

iii. Budget Amendment: N/A

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations: August 2026

Motion to approve August 2026 Supervisor Report and Bank Reconciliations made by Kenneth Knapp, seconded by Steve Dorr. **Motion carried.**

C. Balance Sheets: August 2026

D. Resignations & Appointments

i. Resignations: N/A

ii. Positions/Appointments: BAR- Leigh Dillenback

Motion to re-appoint Leigh Dillenback to the Board of Assessment Review for a term of five years effective 10/01/2026 made by Kevin Patchen, seconded by James Kenney.

**Motion carried.**

iii. Rate Changes: N/A

E. Training: N/A

F. Boathouse Marine:

Mr. Lettiere presented several videos of the lighting at his marina as well as a presentation on the lights that were purchased and installed per the Comprehensive Plan.

G. Authorize Mower Bid:

Motion to authorize soliciting bids for the 1992 Toro Garden Tractor with a return date of Monday, October 5 at 2:00 pm made by Steven Dorr, seconded by Kevin Patchen. **Motion carried.**

H. Extend HVAC Contract 1-yr:

Motion to extend the 2026 HVAC Contract one additional year with Hyde-Stone Mechanicals made by Kenneth Knapp, seconded by Steve Dorr. **Motion carried.**

I. Authorize Miscellaneous RFPs 2027:

Motion to authorize Miscellaneous RFPs for 2027 with a return date of November 9, 2026 @ 2:00 pm made by James Kenney, seconded by Kenneth Knapp. **Motion carried.**

J. 2026-2027 Fuel Bid Award:

| <b>#2 FUEL OIL</b>     |                        |  |                           |                                               |
|------------------------|------------------------|--|---------------------------|-----------------------------------------------|
|                        | <u>OPTION 1: FIXED</u> |  | <u>OPTION 2: VARIABLE</u> |                                               |
| <u>VENDOR</u>          |                        |  | <u>Car Price</u>          | <u>Rack Diff</u> <u>Example Price to Town</u> |
| <b>MIRABITO</b>        | <b>\$4.7847</b>        |  | \$4.4266                  | \$0.35 \$4.7766                               |
| <b>CHRISTMAN FUELS</b> | \$4.93                 |  | \$4.64                    | <b>\$0.29</b> \$4.93                          |
| LAFLAMME               | NO BID                 |  | \$4.51                    | \$0.37 \$4.88                                 |
|                        |                        |  |                           |                                               |
|                        |                        |  |                           |                                               |
|                        |                        |  |                           |                                               |
|                        |                        |  |                           |                                               |
|                        |                        |  |                           |                                               |

| <b>PROPANE</b>         |                       |  |                           |                  |                              |
|------------------------|-----------------------|--|---------------------------|------------------|------------------------------|
|                        | <u>OPTION1: FIXED</u> |  | <u>OPTION 2: VARIABLE</u> |                  |                              |
| <u>VENDOR</u>          |                       |  | <u>Car Price</u>          | <u>Rack Diff</u> | <u>Example Price to Town</u> |
| FERRELL GAS            | NO BID                |  | \$0.9361                  | \$0.45           | \$1.3861                     |
| MIRABITO               | \$1.62                |  | \$0.9794                  | <b>\$0.279</b>   | \$1.258                      |
| <b>CHRISTMAN FUELS</b> | <b>\$1.389</b>        |  |                           | NO BID           |                              |
| HELLERS GAS            | \$1.49                |  |                           | NO BID           |                              |
| SUPERIOR PLUS          | \$1.398               |  |                           | NO BID           |                              |
|                        |                       |  |                           |                  |                              |
|                        |                       |  |                           |                  |                              |
|                        |                       |  |                           |                  |                              |

Motion to award the fuel bids for the 2026-2027 Winter Season to Mirabito for fuel oil at a fixed rate of \$4.7847 and Christman Fuels for propane at a fixed rate of \$1.389 by Steve Dorr, seconded by James Kenney. **Motion carried.**

K. AOT Delegate:

Motion to appoint Justin Taylor as the AOT delegate for the September 2026 conference made by Kenneth Knapp, seconded by Kevin Patchen. **Motion carried.**

L. CLDC:

Discussion of potential audit partnership.

M. Rob Company:

Mr. Company spoke to several projects and their status:

- Depauville Sewer Project is on track
- Rt 12 Sewer Project all documentation was submitted on time for the funding but it could be some time before information is received in regard to that.
- Shoreline and Docks Redi Project at this time, looking into the best option to receive the docks.

6. Supervisor's Report: Highway, Consolidated Health District, Youth Commission & Antique Boat Museum- Supervisor Doney reported that this time all is going well.

7. Department Head Reports:

A. Highway Superintendent: Raymond Robinson- Superintendent Robinson reported that they are completing shared services with the county at this time as well as repairing road sides from the rain.

B. Buildings & Grounds: James Jones- One last show for the season will be the Train Show and expected ice date of 9/29/2026. Luke Stage will begin the foundation work on Grindstone within the next several weeks.

C. Assessor: Interim Alexander Marchenkoff- N/A

D. Codes/Zoning: Richard Ingerson- see attached

8. Council Reports:

A. Councilman Knapp: Libraries & Chamber of Commerce: Councilman Knapp reported that the Depauville and Clayton libraries have begun their reading programs. And there have been signs posted around the Depauville Library area in regard to speeds.

B. Councilman Patchen: Buildings & Grounds, Cemeteries, and Purchasing & Personnel: See James Jones' report. Additionally, the Fieldhouse Committee has had their first meeting, 9/8 and the LWRP will host the second open house on 9/24/2026.

C. Councilman Kenney: No report at this time.

D. Councilman Dorr: No report at this time.

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

10. Budget Workshop scheduled for 9/15 @ 5 pm located at the Clayton Opera House, Board Room

11. Adjournment:

Motion was made by Steve Dorr, seconded by Kenneth Knapp, to adjourn regular meeting at 5:56 PM.

**Motion carried.**

Next Board Meeting: Wednesday, September 23, 2026 @ 5:00pm, located at the Cerow Rec Park Arena, 600 East Line Rd, Clayton, NY 13624.

*Megan Badour, Town Clerk*

## Town of Clayton Budget Workshop Meeting Minutes

Tuesday, September 15, 2026

The Town Board of the Town of Clayton held their workshop budget meeting at 5:00 PM, located at the Town Hall, 405 Riverside Dr, Clayton, NY 13624.

The following persons attended:

Timothy Doney  
Kenneth Knapp  
Raymond Robinson

Kevin Patchen  
James Jones

Steve Dorr, I.  
Mariah LaClair

James Kenney  
Savarah Wright

1. Budget Workshop: The Town Board of the Town of Clayton discussed the 2027 Tentative Budget
2. Next Budget Workshop: Motion was made by Steve Dorr, seconded by Kenneth Knapp, to set the next budget workshop meeting for October 6, 2026 at 5PM located at the Town Hall Board Room, 405 Riverside Dr, Clayton NY. **Motion carried.**
3. Adjournment: Motion was made by Kevin Patchen, seconded by James Kenney, to adjourn the budget workshop meeting at 7PM. **Motion carried.**

*Rylee Babcock, Deputy Clerk*

## **CLAYTON OPERA HOUSE MANAGEMENT AND OPERATIONS AGREEMENT**

THIS AGREEMENT, by and between the Thousand Islands Performing Arts Fund, Inc., a New York Not-For-Profit Corporation having an address of 403 Riverside Drive, Clayton, NY 13624 ("TIPAF") and the Town of Clayton, a Municipal Corporation having an address of 405 Riverside Drive, Clayton, NY 13624 ("Town"),

WITNESSETH:

WHEREAS, the Town owns and operates the parcel and building improvements located at 403 - 405 Riverside Drive, Clayton, NY 13624; and

WHEREAS, since 1903 the Town operated the Clayton Opera House, generally described as the main performance hall, second floor balcony, and third floor meeting areas but not the basement areas, as a community center, venue for museums and performing arts hall for public benefit; and

WHEREAS, the Town adopted Local Law #1 of 2001 authorizing the Town of Clayton to support and promote arts, education, recreation and cultural affairs within the Town of Clayton and to enter into agreements with private patrons and/or institutions and professional organizations concerned with arts, education, recreation and cultural affairs and to provide benefits to such institutions, organizations and patrons in connection with the promotion of arts, education, recreation and cultural affairs with or without consideration; and

WHEREAS, the Town and TIPAF began initial discussions in 2002 to locate TIPAF at the Opera House with the intent of scheduling performances and managing the daily operations of the Clayton Opera House in the interest of community and performing arts, except the lower-level office spaces used by the Town for its operations; and

WHEREAS, the Town by Resolution #29 of 2003 committed to refurbishing and modernizing the Clayton Opera House; and

WHEREAS, the Town in an Agreement with TIPAF dated May 5th, 2003 committed to a public-private partnership to raise funds, establish a renovation plan and schedule and an initial operating agreement of a five-year term to operate the Clayton Opera House; and

WHEREAS, the Town by Local Law #1 of 2004 established the entire building of 403-405 Riverside Drive, except for the lower-level offices used by the Town of Clayton for Town business, to be dedicated in perpetuity as a Community and Performing Arts Facility; and

WHEREAS, TIPAF was able to secure approximately \$1.1 million of public grant funds of various sources and \$2.1 million of private donations to renovate and reconstruct the entire building including the Clayton Opera House, the basement office areas, and an

addition on the rear of the building; and

WHEREAS, the reconstruction project was successfully completed in 2007; and

WHEREAS, the Town and TIPAF on March 20, 2007 renewed its Operating Agreement with the Town (the Agreement") for a five-year term with an effective period of June 30, 2007 through June 30, 2012; and

WHEREAS, the Agreement dated March 20, 2007 was not cancelled within the mandatory one hundred eighty (180) day notice period of the end of the Agreement term, nor superseded by an alternate agreement, resulting in an automatic renewal of the Agreement for an additional five-year term until June 30, 2017; and

WHEREAS, the Agreement dated June 30, 2007 was renegotiated, resulting in a renewal of the Agreement for an additional five-year term until June 30, 2022; and

WHEREAS, the Town bears a significant amount of operating costs for the parcel and improvements located at 403-405 Riverside Drive each year, inclusive of all utilities, regular maintenance and special capital construction projects as necessary; and

WHEREAS, TIPAF bears all other operating costs of the Clayton Opera House including considerable performance and operations costs in an effort to provide affordable entertainment to the community and region; and

WHEREAS, the Town and TIPAF wish to continue and amend the Agreement to memorialize their relationship as a joint venture between TIPAF and the Town of Clayton, with each party providing important support, thereby ensuring the success and viability of this historical and cultural institution.

NOW, THEREFORE, in consideration of the terms herein contained, it is mutually agreed as follows:

#### **I. Roles and Responsibilities of TIPAF**

- A. Operations: TIPAF will be responsible for managing the operation of the Opera House (consisting all areas of the building except those used for Town business) as a performing arts and community center. TIPAF will provide, at its cost, administrative and operational staff for this purpose. In addition to its own programming discussed below, TIPAF will also welcome other presenters of artistic and community events in order to encourage broad use of the Opera House. TIPAF's management activities will include, but are not limited to, presenting core programming, booking the use of the facility, general housekeeping to all areas except for the basement Town offices and inclusive of the basement bathrooms, rental of space for artistic use and other events.

TIPAF has furnished all seating and currently operates and maintains the main stage sound and lighting systems.

TIPAF shall proactively work to address any issues with events or operations. The Town of Clayton shall not interfere in TIPAF's selection process for performances including rentals.

- B. Programming: TIPAF will annually present core programming at the Opera House designed to advance its reputation as a leading institution for the performing arts. The programming will occur on a year-round basis, but will be planned more intensively for the "summer season" when local population is at its highest. TIPAF will incorporate local events and the presentation of local and regional talent in its programming for the purpose of advancing the development of performing artists in the Thousand Islands region.

At least twice per year, TIPAF will host an event which is free to the community (i.e.: show, movie, etc.). These Bi-Annual events shall be diverse, with at least one event being family-friendly.

- C. Scheduling: The Town of Clayton holds four regularly-scheduled meetings per month. The Town Board meets on the second and fourth Wednesdays of each month at 5pm. The Joint Town and Village Planning Board meets on the first Thursday of each month at 7pm. The Joint Town and Village Zoning Board of Appeals meets on the third Monday of each month at 7pm. Each of these meetings is scheduled to be conducted in the Town's Board room. TIPAF shall take the Town of Clayton's meeting schedule into consideration when scheduling events during the year. Where events must be scheduled for the same evenings as a Town meeting, TIPAF shall provide 30 days' notice to the Town of Clayton so that the Town's boards have adequate time to consider other arrangements for a meeting venue.
- D. Acknowledgement: For any programs and promotional materials that are printed, emailed, posted, or otherwise marketed where other supporting sponsors are displayed as a group, a clear reference to the support provided by the Town of Clayton shall be included.
- E. Fundraising: TIPAF shall engage at its own discretion an annual fundraising program to support its responsibilities hereunder. In addition, TIPAF will maintain an endowment at the Northern New York Community Foundation for the annual presentation of a classical or pops concert at the Opera House. Except as otherwise provided herein, TIPAF shall be financially responsible for the management and operations of the Opera House.
- F. Partnership Committee and Annual Reports: TIPAF will name a person designated as the liaison to the Town Board and similarly the Town will name a person as liaison to the TIPAF Board. In the absence of such designations this will be the current TIPAF Board President and the current Town Supervisor. These two persons, will

coordinate as necessary discussions on strategic management issues, upcoming events at the Opera House, and any operations guidelines and adjustments needed to better accommodate successful events.

TIPAF will track its capital and operations improvements of the Clayton Opera House and communicate such to the Town on at least an annual basis.

In addition, TIPAF will report at least annually to the Town and its Board on the results of its operations and upcoming budget.

- G. **Alcohol Service Policy:** If one does not exist, TIPAF shall establish a policy on how alcohol service shall be operated during events at the Opera House. The policy shall include location of alcohol service and consumption areas, who shall be able to serve alcoholic beverages, and responsible parties for service oversight and clean-up. It shall require the event operator, whether TIPAF or renter of the Opera House, to obtain event insurance naming TIPAF and the Town of Clayton as additional insured parties and obtain suitable event licenses from New York State Alcohol Beverage Control before serving alcoholic beverages. A copy of the Insurance Certificate shall be presented to the Town of Clayton Supervisor at least 24 hours prior to each event.
- H. **Insurance:** TIPAF will carry commercial liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate and will provide the Town with an insurance certificate showing the Town as an additional insured under such coverage. A copy of TIPAF's insurance certificate naming the Town as additional insured shall be provided to the Town of Clayton on an annual basis, within the month of January each year. TIPAF will also require that renters of the Opera House carry appropriate insurance coverage.
- I. **Fees:** TIPAF will establish and publish annually a fee schedule for use of the Opera House. Fees for such usage will be used by TIPAF to help support its programming activities and other operations of the Opera House. All fee schedules shall be made available to the public through readily-accessible online means.
- J. **Maintenance/Repair:** TIPAF shall contribute towards the operations and maintenance of the Opera House facility on an annual basis by December 31<sup>st</sup> of each year, as outlined below:
  - 2022: \$2,500
  - 2023: \$10,000
  - 2024: \$15,000
  - 2025: \$20,000
  - 2026: \$20,000

## **II. Roles and Responsibilities of the Town**

- A. **Use of the Facility:** The Town will provide TIPAF with use and occupancy of the facility (other than those areas used for Town business) and will consult with TIPAF on any operations of electrical and mechanical systems that affect the Opera House.

From time to time the Town may request TIPAF to hold public meetings on the main floor or third floor of the Opera House when anticipated public attendance exceeds the capacity of the lower-level Board Room (approximately fifty people). TIPAF may reasonably deny the request based on conflicting events scheduled in the same space.

The Town shall maintain a proactive posture to address any issues with events or operations before escalations occur.

- B. **Maintenance/Repair:** The Town will maintain the structure of the facility, its mechanical and other systems (excluding stage lighting and sound) and its fixtures in good working order, including any repair or replacement as necessary and will be financially responsible for all associated costs.
- C. **Utilities:** The Town will be responsible for the payment of the cost of utilities for the facility, including electricity, heating fuel, water and sewer but excluding TIPAF's telephone and Internet connection costs.

During periods of extended electrical service disruption, the Town at its expense and discretion may connect a generator to the facility electrical mains to restore complete or limited service. While on generator service, the Town may disconnect power loads in any part of the building to sustain generator operations. If the Town requires disconnecting power loads in the Opera House portion of the building to restore electrical service, the Town shall notify TIPAF as soon as reasonable but is not required to secure permission before disconnecting loads. The Town shall minimize impacts to building operations where possible.

- D. **Insurance:** The Town will continue to carry fire and general liability insurance on the facility at the same level as required by TIPAF. The Town of Clayton shall provide TIPAF with an insurance certificate showing TIPAF as an additional insured under such coverage upon request.

## **III. Other Terms**

- A. **Operations Guidelines:** Operations Guidelines are attached to this Agreement in Appendix 1. Appendix 1 may be updated from time to time by mutual written agreement and becomes part of this Agreement.
- B. **Duration:** This management and operations agreement will have an initial term

- C. from the date hereof to July 1, 2022 and will expire on December 31, 2026. Disputes: TIPAF and the Town shall make all efforts to resolve any disputes in good faith and as promptly as possible.
- D. Entire Understanding: This document constitutes the entire understanding between the Town and TIPAF relating to the management and operations of the Opera House. Any prior understandings, written or oral, are merged into this Agreement. No amendment to this Agreement will be effective unless in writing and signed by both parties:
- E. Both parties agree that should the ownership of the Clayton Opera House building change prior to the expiration of this Agreement, the terms of this Agreement shall survive until the expiration date as a stipulation to the transfer of ownership.

IN WITNESS WHEREOF, each of the parties hereto has executed this Agreement on the date set forth before the signature of its respective representatives.

Dated: January 3, 2022

Thousand Islands Performing Arts Fund

  
Timothy LaLonde, President

Dated: Jan 5, 2022

Town of Clayton

  
Lance Peterson, Town Supervisor

## **Appendix 1: Operations Guidelines**

### **System Operations**

In the event of any issue related to the facility, each entity will contact the following in order:

1. Buildings and Grounds Supervisor
2. Buildings and Grounds Foreman
3. Town Supervisor

### **Heating, Air Conditioning, Fresh Air**

The Town of Clayton will be responsible for the operations of the heating systems, air conditioning system, and fresh air control for the following:

- Third floor: front and rear ballrooms
- Main stage floor and second floor balcony
- Lower-level offices

TIPAF will be responsible for changing the computer system from unoccupied/occupied modes and scheduling on the system, in addition to controlling heat on their respective floors using the thermostats. Conservative system setpoints shall be maintained based on anticipated event occupancy, ancillary heat/cooling loads, and outside conditions to minimize utility expenses with reasonable comfort.

The Town of Clayton will be responsible for changing seasonal set points when necessary for summer and winter. A master schedule will be created which depicts when the heat and air conditioning will be turned on and off.

Both the Town of Clayton and TIPAF will keep a written log of events summarizing when the standard heat or air conditioning is manually adjusted. Any service events, warnings, or other operating discrepancies that may occur should be logged and reported to the individuals above.

The Town of Clayton shall be responsible for regular maintenance of any mechanical systems and make reasonable efforts to minimize impact to any building activities. At times unplanned outages with associated restoration efforts may impact an event. TIPAF will be notified when any service-affecting work is being done to any heating or air conditioning system.

The Town of Clayton is responsible for dialogue with any system vendors and/or the building engineer.

### **Lighting & Electrical**

- The Town of Clayton is responsible for inspecting the basement exit and emergency lights and maintaining all of the exit and emergency lights in the Opera House complex.

- TIPAF is responsible for the inspection of the exit and emergency lights on the upper floors and the maintenance of the house and stage lights.
- On an annual basis, when requested, the Town will provide its interior basket-lift to aid TIPAF when cleaning or maintaining the chandelier.
- The Town of Clayton is responsible for any electrical work within the facility. TIPAF is required to notify the Town of Clayton of any electrical work needed and may not undertake electrical work of any kind.

### **Phones & Internet**

- The Town and TIPAF have a shared IT room where phone and internet lines are housed. This room is located within an existing staff office. TIPAF is to provide the Town with a reasonable amount of notice if they need to access the IT room, so as to provide the Town staff with the ability to prepare for the interruption.
- The Town will notify TIPAF of any work being conducted on Town phone or internet lines, which could potentially impact TIPAF operations.

### **Cleaning**

- Each entity will take care of the cleaning of their own space in the Opera House complex, with exception to the following:
  - TIPAF is responsible for the cleaning of all bathrooms within the Opera House complex, including replacing toilet paper, paper towels and trash bags. Basement bathrooms are to be cleaned within 24 hours after an event.
  - TIPAF is responsible for cleaning the rear entranceway, rear interior staircase, front exterior stairs, and both elevators.

### **Trash**

- TIPAF is responsible for taking care of their office trash and for determining how to take care performance/event trash.
- The Town of Clayton is responsible for taking care of their office trash and Town-event/meeting trash.
- Trash seen outside of the building should be cleaned up as seen by either party.

### **Painting**

- TIPAF is responsible for any minor painting/touch ups that need to be done on the upper floors.
- The Town will be responsible for contracting for any major painting needs within the complex.

### **Sidewalks**

- The Town is responsible for maintaining the sidewalks-including any shoveling that is necessary.
- TIPAF must alert the Town at least two hours ahead of time if maintenance

needs to be done prior to an event. Maintenance after business hours during events shall be negotiated with the contacts above.

### **Lawns**

- The Town of Clayton is responsible for the maintenance and upkeep of the lawn and grounds surrounding the complex.

### **Inspections**

#### **Weekly**

- Visual inspection of the emergency exit lights in the basement will be conducted by the Town of Clayton.
- Visual inspection of the emergency and exit lights on the upper floors will be conducted **by TIPAF**.
- Each party is responsible for their inspection and periodic maintenance of their own Automatic Electronic Defibrillator units.

#### **Monthly**

- An inspection of the emergency systems, including the emergency and exit lights in the basement, fire alarm system, sprinkler system, fire extinguishers will be conducted by the Town.
- TIPAF will be responsible for inspecting the emergency and exit lights on the upper floors.
- Each party is responsible for their inspection and periodic maintenance of their own Automatic External Defibrillator units.

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# PUBLIC OPEN HOUSE #2

## Town and Village of Clayton LWRP



**Thursday, September 24, 2026**  
4:00 PM - 6:00 PM



**Clayton Municipal Building**  
425 Mary Street,  
Clayton, NY 13624



- Drop in anytime & visit interactive stations to learn about the proposed projects and share your thoughts.
- All ages are welcome! Kids activity table available.
- Scan the QR code for more information on your mobile device or visit [ClaytonLWRP.com](https://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