

**Town Supervisor**  
Lance Peterson  
**Town Board Members**  
Kenneth Knapp  
Donna J. Patchen  
James Kenney  
Kathleen LaClair



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

**Town Clerk**  
Megan Badour

## **TOWN BOARD WORKSHOP MEETING AGENDA**

*Wednesday, June 22, 2022 • 5:00pm • Town Hall*

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1. **Pledge of Allegiance**
2. **Town Clerk**
  - A. *Correspondence* that Needs Recording
  - B. *Minutes* from 06/08/2022 Meeting
3. **Public:** *Comment on Agenda Items*
4. **Guests:**
  - A. N/A
5. **Workshop Discussion Items:**
  - A. Rec Park Sound System
  - B. Depauville Highway Barn Property Sale
  - C. HCC Insurance Audit
  - D. Internal Audits
  - E. Budget Amendment – Youth Commission Village Share
6. **Adjournment**    **Next Meeting:** *Wednesday, July 13, 2022 @ 5:00pm*

**THIS IS NOT A PERMIT**

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**New York State Department of Environmental Conservation  
Notice of Complete Application**

*Date:* 06/13/2022

*Applicant:* MICHAEL BERBAUM

*Facility:* BERBAUM RUSHO BAY PROPERTY  
0 GRINDSTONE ISLAND  
CLAYTON, NY 13624

*Application ID:* 6-2232-01128/00004

*Permits(s) Applied for:* 1 - Article 24 Freshwater Wetlands

*Project is located:* in CLAYTON in JEFFERSON COUNTY

*Project Description:*

Dock installation consisting of a 60 x 8 foot pipe supported walkway to a 40 x 8 foot floating dock anchored by four 2x2x4 foot cement anchors at 0 Rusho Bay, Grindstone Island Clayton.

*Availability of Application Documents:*

Filed application documents, and Department draft permits where applicable, are available for inspection during normal business hours at the address of the contact person. To ensure timely service at the time of inspection, it is recommended that an appointment be made with the contact person.

*State Environmental Quality Review (SEQR) Determination*

Project is an Unlisted Action and will not have a significant impact on the environment. A Negative Declaration is on file. A coordinated review was not performed.

*SEQR Lead Agency*

None Designated

*State Historic Preservation Act (SHPA) Determination*

A cultural resources survey has been completed and cultural resources were identified. Based on information provided in the survey report, the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) has determined that the proposed activity will have no adverse impact on registered or eligible archaeological sites or historic structures. No further review in accordance with SHPA is required.

*Coastal Management*

This project is located in a Coastal Management area and is subject to the Waterfront Revitalization and Coastal Resources Act.

*Availability For Public Comment*

Comments on this project must be submitted in writing to the Contact Person no later than 07/07/2022 or 15 days after the publication date of this notice, whichever is later.

*Contact Person*

CHRISTOPHER O SWAMP  
NYSDEC  
State Office Building - 317 Washington St  
Watertown, NY 13601  
(315) 785-2248

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**CC List for Complete Notice**

Chief Executive Officer  
ENB

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Alice J. Kim  
Director, Government Affairs

June 10, 2022

Re: Charter Communications – Upcoming Change

Dear Municipal Official:

This letter will serve as notice that on or around July 11, 2022, Spectrum Northeast, LLC ("Spectrum"), will launch Vme Satellite Feed on SPP Latino View on channel 882 on the channel lineup serving your community.

To view a current Spectrum channel lineup visit [www.spectrum.com/channels](http://www.spectrum.com/channels).

If you have any questions about this change, please feel free to contact me at 315-634-6170 or via email at [Alice.Kim@charter.com](mailto:Alice.Kim@charter.com).

Sincerely,

A handwritten signature in black ink that reads "Alice J. Kim".

Alice J. Kim  
Director, Government Affairs  
Charter Communications

Town of Clayton Regular Meeting Minutes

Wednesday, June 9, 2022

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, at the third floor of the Clayton Opera House, located at 405 Riverside Dr., Clayton, NY.

The following persons attended:

Lance Peterson	Kenneth Knapp	Megan Badour	James Jones
Kathleen LaClair	James Kenney	Steve Dorr, Sr.	Alicia Dewey
Donna Patchen	Pamela McDowell		

1. Pledge of Allegiance

2. Guests: N/A

3. Town Clerk:

Correspondence:

Letter from Fort Drum Regional Liaison Organization (see attached)

Letter from NYS Department of Health Re: Roosevelts Trailer Park (see attached)

Charter Communications Updates (see attached)

Letters from NYS Empire State Development: RJ Marine Associates Ltd., French Bay, Inc., Philip J. Randazzo. (See attached)

Minutes from 5/25/2022 Workshop Meeting to be approved. Motion made by Kathleen LaClair, seconded by Donna Patchen. **Motion carried.**

Minutes from 5/11/2022 Regular Meeting to be corrected to reflect Depauville Sewer connection approval. Motion made by Kenneth Knapp, seconded by James Kenney. **Motion carried.**

4. Public: N/A

5. General Discussion Items:

A. Bills and Transfers:

i. Abstract #6 of 2022

Motion was made by Kenneth Knapp, seconded by Donna Patchen, to approve Abstract #6, in the amount of \$275,318.13. **Motion carried.**

ii. Transfers: \$65,782.90 from Highway Reserve to General Fund DA to assist with purchase of 2023 Mack truck. Motion was made by Kenneth Knapp, seconded by James Kenney to approve the transfer in the amount of \$65,782.90. **Motion carried.**

iii. Budget Amendment: Amend DA5130.20 from \$50,000 to \$115,782.90

Motion was made by Kathleen LaClair, seconded by Kenneth Knapp to approve the amendment. **Motion carried.**

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations:

Motion was made by James Kenney, seconded by Kenneth Knapp to approve this for May 2022. **Motion carried.**

C. Balance Sheets: N/A

D. Resignations and Appointments:

i. Resignations: N/A

ii. Positions/Appointments:

Motion was made to approve the following: Sharon Cantwell, Pool Director @ \$17.50/hour; Maureen Bishop, Head Guard @ \$16.50/hour; Franchesca Cartaya, Lifeguard @ \$15.00/hour; Lily Locke, Lifeguard @ \$15.00/hour; Abigail McCarthy, Lifeguard @ \$15.00/hour; Alison Swenson, Lifeguard @ \$15.00/hour; Natalie Wetterhahn, Lifeguard @ \$15.00/hour; Claire Pettit, Lifeguard @ \$15.00/hour; Laney Johnston, Sub @ \$13.20/hour; Mackenzie Allen, Sub @ \$13.20/hour; Emily Durr, Sub @ \$13.20/hour, by Kenneth Knapp, seconded by Kathleen LaClair.

**Motion carried.** Motion was made to approve the following: Jack Bashaw, Dock Attendant @ \$14.00/hour; Sawyer Brown, Dock Attendant @ \$14.00/hour; Traigh Kittle, Dock Attendant @ \$14.00/hour; Sean Loveland, Dock Attendant @ \$13.20/hour; by Donna Patchen, seconded by James Kenney. **Motion carried.**

E. Rate Changes: N/A

F. Training:

i. CPR Training is complete.

ii. Annual Mandatory Training needs to be completed.

G. NYS DOT Danenwald Road Speed Limit Reduction Request Response:

Following an investigation, NYSDOT did not approve the request for a reduced speed zone. (See attached)

H. NYS DOT Emergency Shared Services Agreement Renewal:

Motion was made by Donna Patchen, seconded by Kenneth Knapp to approve the renewal. **Motion carried.**

I. Town Barn Garage Door Openers:

Motion made by Donna Patchen, seconded by Kenneth Knapp to approve the purchase in the amount of \$5,200.00 from Wayne Garage Doors. **Motion carried.** (See attached)

J. Wheel Loader:

Motion made by James Kenney, seconded by Kathleen LaClair to approve the purchase in the amount of \$187,550.01 from Bobcat of Watertown. **Motion carried.** (See attached)

K. Surplus Equipment:

Motion by Kenneth Knapp, seconded by Donna Patchen to allow for the following equipment to be auctioned, with the right to refuse: 1999 Komatsu Wheel Loader, 8607 hours; 1992 Grade All, 37,959 miles/5381 hours; 1996 John Deere Wheeled Excavator, 8337 hours; 1998 Mack Cab and Chassis, 294,821 miles; and miscellaneous scrap steel. **Motion carried.** (See attached)

L. Konica Minolta Copier:

Motion made by Kenneth Knapp, seconded by James Kenney to approve for the Bizhub 287 Konica Minolta copier to be placed out to bid. **Motion carried.**

M. Salt Shed Cover:

Motion was made by Kenneth Knapp, seconded by James Kenney to approve Option 1: Maintenance and Repair of Existing Cover. **Motion carried.** (See attached)

N. Rec Park Parking Lot:

Motion made by Kenneth Knapp, seconded by James Kenney to allow the rec park parking lot to host one rummage sale with the requesting user to provide proof of insurance. **Motion carried.**

O. Capital Project Reserve Fund:

Motion was made by Kenneth Knapp, seconded by Kathleen LaClair to approve coordinating with the Town's attorney to create such an account for future use if one does not already exist. **Motion carried.**

6. Supervisor's Report: Information was provided that with regard to the 5% share due for the Grindstone REDI Project, in kind services will be allowed for this portion, in addition to cash to meet the local match.

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr- Crew is working on maintaining equipment. Supplies are in good standing, waiting on stone to complete tasks.

B. Buildings & Grounds: James Jones- Mr. Jones indicated he is preparing for the Food and Wine Show this weekend. Tennis Court repair will begin around June 16<sup>th</sup>. Pin code locks will be installed at the restrooms at the docks, so that they are accessible to boaters but not to the general public. Fire Panel Alarm at the Town Offices is being looked at as it is showing an error code. Grindstone Schoolhouse has a sink hole associated with the septic tank. The area will be blocked off and repaired in the fall as the area is too wet, currently. Pool opening date is June 25.

C. Assessor: Kimberli Johnston- (see attached)

D. Codes/Zoning: Richard Ingerson- (see attached)

8. Council Reports

- Councilwoman LaClair: No reports.
- Councilwoman Patchen: As Mr. Jones indicated, multiple events at the arena. Concern with Grindstone addressed. Greg Wills will be going back to the transfer site to reassess, tentatively indicated the project could begin in July.
- Councilman Knapp: The pavilion in Depauville is in need of a new roof, looking in to options for repair. Chamber will host the Food and Wine Show this weekend. Story Time has wrapped up for the Spring at the Library. Appears that Trash and Treasures weekend was a success. Local programs that previously qualified to provide lunches to our youth throughout the summer, no longer qualify due to Census information. These programs are looking into how to still run this offering through donations as the youth of the area do benefit from it.
- Councilman Kenney: Currently working with Steve Dorr, Sr. to address marking appropriate routes within the Town Barn. Rototiller has been purchased for the Depauville Sewer and James Jones has indicated that they will be responsible for maintenance of this machine.

9. Public: N/A

10. Adjournment:

Motion was made by James Kenney, seconded by Kenneth Knapp to adjourn at 5:45 PM. **Motion carried.**

Next Meeting: Wednesday, June 22, 2022 at 5:00PM.

Town of Clayton

**Vendor Quote Form**

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

Vendor's Name and Address	Description of Item or Service	State Contract No. & Quoted Price	Date Received
Big Apple Music Bobby Faris 115 Sand Street Watertown NY 13601  315-788-9776	20 Atlas 8" Speakers 2 Crown Audio CDi 2000 Amp Shure Desk Mics Klark Teknik DW 20 BR Bluetooth receiver  + Labor and install	\$16,449.98	5/17/2022
S.T.A.T Communications  PO Box 630 Watertown NY 13601  315-782-7770	20 Atlas 8" Speakers 2 Crown Audio CDi 2000 Amp Shure Desk Mics Klark Teknik DW 20 BR Bluetooth receiver  + Labor and install	\$17,425.00	6/8/2022
AudioBargain  751 W. Main Street Watertown, NY 13601  315-786-1087	20 Atlas 8" Speakers 2 Crown Audio CDi 2000 Amp Shure Desk Mics Klark Teknik DW 20 BR Bluetooth receiver  + Labor and install	17,780.00	6/07/2022

# BIG APPLE MUSIC

115 SAND ST

WATERTOWN NY 13601-  
 (315) 788-9776 Fax: (315) 786-0862  
 www.rockedbybigapple.com

# THANK YOU

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QUOTE

Created On: 05/17/2022

INVOICE	TYPE	DATE	TIME	PAGE#
A 153162	ESTIMATE	05/17/2022	9:22 AM	1

CUSTOMER INFORMATION	
Clayton Town Recreational Park 615 E Line Rd	VIP#
Clayton NY 13624 Home: (315) 686-4310 Work: Cell:	jejones@townofclayton.com

DEALER INFORMATION	
STK:	ID#
PO:	Ext:
RO:	

AUTOMOBILE DESCRIPTION	
Make:	Model:
Year:	Color:
VIN#:	
Odometer:	
Registration:	

APPOINTMENT INFORMATION		
Sales1: BF	Day: Wrong	Bay#: 0
Sales2:	Date: Wrong	
Start Time: 12:54 PM	Stop Time: 12:54 PM	
Special:		
Dept/Class:		

JOB DESCRIPTION
speaker system for ice rink

QTY.	MODEL	MAKE	DESCRIPTION	SERIAL NO.	LIST	PRICE	SUBTOTAL
20	SM82T-W	ATLAS	8" 2 WAY SPEAKER EACH	SM82T-W		\$375.00	\$7500.00
1	#MISCITEM	LABOR	install and speaker wire	#MISCITEM		\$6000.00	\$6000.00
2	AA240G	ATLAS	6CH MIXER 240W	AA240G		\$1199.99	\$2399.98
2	#MISCITEM	SHURE	desk top mics hardwired	#MISCITEM		\$225.00	\$450.00
1	#MISCITEM	MISCITEM	bluetooth receiver	#MISCITEM		\$100.00	\$100.00

### TECHNICIAN

LABOR/SUBLET DESCRIPTION	TECHNICIAN	START	STOP
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SUBLET:

### TERMS & CONDITIONS

Prices may change from date of estimate  
 Estimates are good for 30 days

### TOTAL LABOR HOURS

Materials:	\$10449.98
Labor:	\$6000.00
Sublet:	\$0.00
Other:	\$0.00
Misc:	\$0.00
Subtotal:	\$16449.98
Sales Tax:	\$0.00
Invoice	\$16449.98

### HOW PAID

Paid Cash :  
 Paid Charge :  
 Card Info :  
 Auth. Code :  
 Paid Check : Chk#  
 Paid House :  
 A/R Open : Due:  
 Deposit : Type:



**S.T.A.T. Communications, Inc.**  
PO Box 630 Watertown NY 13601  
Phone 315-782-7770 Fax 315-782-7771

License #12000258480

Burglary & Fire Alarms • Lifenet Medical Alarms • Security Cameras • Access Control

To: Clayton Town Recreational Park  
Re: Quote for Sound

Parts List--Atlas-20-8IN 2-way speaker@ \$400.00 each=\$8000  
2- Atlas -6ch -24watt amp@ \$1300.00=\$2600.00  
Labor-to install and test equipment \$6200.00  
2- desk microhphone-\$250=\$500.00  
1- Blue Tooth Receiver \$125.00

Total Cost-----\$11,225.00  
Total Labor-----\$6,200.00  
Total-----\$17,425.00

Thank You,  
Bruce Morgia

*Bruce Morgia 6-8-22*

# AUDIOBARGAIN, INC.

www.delinepro.com

751 W. MAIN STREET ~ WATERTOWN ~ NEW YORK ~ 13601  
TEL 315-786-1087 ~ FAX 315-786-1097 ~ DELINEPRO@GMAIL.COM

Clayton Town Rec Park  
6150E Line Rd  
Clayton NY 13624

## QUOTE

DATE: 06-07-22

Invoice no.

QTY	DETAILS	PRICE	AMOUNT
20	Atlas 8" 2 way Speakers	\$400.00	\$8,000.00
2	Crown Audio CDi 2000 Amp	\$1,870.00	\$3,740.00
2	Shure Desk Mics	\$225.00	\$450.00
1	Klark Teknik DW 20BR Bluetooth reciever	\$90.00	\$90.00
1	Labor	\$5,500.00	\$5,500.00
<b>Totals:</b>			<b>\$17,780.00</b>
<b>Total amount</b>			<b>\$17,780.00</b>

June 14, 2022

Alicia M. Dewey, Budget Officer  
Town of Clayton  
405 Riverside Dr.  
Clayton, New York 13624

Dear Alicia M. Dewey:

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of Town of Clayton. This action allows the Risk Control Department to assist your organization and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- **2022-06-01 - Playground Equipment Maintenance**

Parks and Recreation - PARKS & RECREATION

The play equipment at Depauville Park is residential grade. The Town should consider developing plans for the removal or replacement of this equipment with commercial grade equipment.

- **2022-06-02 - Youth Commission Activity**

Parks and Recreation - RECREATIONAL ACTIVITIES / SPONSORS – ENTITY OR OUTSIDE ORGANIZATION

It is recommended the Town provide greater oversight into the activities of the Youth Commission. The Town should ensure procedures are in place that address human resource processes to include hiring of volunteers, staff training and policy distribution. The Town should also ensure policies are in place for the Commission that provides operational guidance on youth programs and activities.

- **2022-06-03 - Skate Park - Signed For Rules & Hours**

Skate Park - SKATE PARK

Signs stating the rules and hours of the skate park should be posted in a highly visible location. Ensuring that visitors to the skate park are aware of the rules and hours will assist in the event of a claim or should enforcement of the rules be necessary. Additionally, signs stating the safety equipment requirements for using the skate park should be posted. This will assist in ensuring users wear proper protective equipment to aid in avoiding physical injury.

In the event you are in need of additional resource material, or assistance regarding this recommendation, please contact the Risk Control Department.



**TOKIOMARINE**  
**HCC**

**Tokio Marine HCC - Public Risk Group**  
1700 Opdyke Court  
Auburn Hills, MI 48326 USA  
Tel: 248-371-3100

Thank you and we look forward to a continued, good working relationship with you and Town of Clayton.

Regards,

Kenneth Haverlan  
Tokio Marine HCC

cc: Cerow Agency, Inc  
Brian D'Amato - Underwriter



Alicia Dewey <amdewey@townofclayton.com>

Youth Commission

Amanda Cantwell <DeputyClerk@villageofclayton.org>
To: "Alicia M. Dewey" <amdewey@townofclayton.com>

Mon, Jun 20, 2022 at 1:56 PM

Thanks Alicia. I apologize for the delay; this email went to my "spam" folder.

We have it in our 2022-2023 budget to continue giving the youth commission \$9,000.

Village of Clayton
General Fund FYE 2022-2023

Table with 5 columns: Description, ACTUAL FYE 2019, ACTUAL FYE 2020, ACTUAL FYE 2021, ADOPTED BUDGET FYE 2022, ADOPTED BUDGET FYE 2023. Rows include various maintenance and facility expenses, with a total for Joint Youth Prog. Contr Expend of 9,000.

Amanda Cantwell
Deputy Clerk

Village of Clayton
425 Mary Street, PO Box 250
Clayton, NY 13624
Phone: (315) 686-5552 (TDD 1-800-662-1220)
Fax: (315) 686-2132
E-Mail: DeputyClerk@villageofclayton.org
Website: www.villageofclayton.com

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[Quoted text hidden]