

AGENDA
ANNUAL ORGANIZATIONAL MEETING
OF THE VILLAGE OF CLAYTON, NEW YORK

Date: Monday, December 2nd, 2024

Time: 5:00 PM

Deputy Mayor, Nancy Hyde – Formal Resignation

Swearing in of Elected Officers:

- Robert Riddoch – Trustee
- Michael Kinnie – Trustee
- Open Write In – Trustee

Pledge of Allegiance and Call to Order:

Approval of 2023 annual meeting minutes

Board Appointments:

Board Committee Appointments:

Board Community Appointments:

Department Liaisons:

Designate Official Newspaper:

Designate Legal Counsel:

Set Dates for Regular Meetings: (see Attachment A)

Open Meetings Law:

Special Meeting Procedure:

Signing of Minutes:

Rules of Procedure:

Annual Resolutions to Adopt:

Advance Approval of Claims
Mileage Allowance
Attendance at Schools and Conferences
Designation of Depositories
Official Undertaking of Municipal Officers

Policies and Procedures:

Set Date for Next Annual Meeting (Monday, December 1, 2025)

Adjournment:

OATH OF OFFICE:

Village Clerk Joanne Lenhard-Boye administered the oath of office to Robert Riddoch who was elected for Village Trustee term ending 12/2028.

Village Clerk Joanne Lenhard-Boye administered the oath of office to Michael Kinnie who was elected for Village Trustee term ending 12/2028

Village Clerk Joanne Lenhard-Boye administered the oath of office to *RON DUFOYD* Write in who was elected for Village Trustee term ending 12/2027

The Annual Organizational Meeting of the Village of Clayton Board of Trustees was held on Monday December 2nd, 2024 at 5:00 PM in the Municipal Building.

PRESENT:

Nancy L. Hyde, Mayor
Robert McDowell, Trustee
Robert Riddoch, Trustee
Michale Kinnie, Trustee
Vacant Seat
Joanne Lenhard-Boye, Village Clerk

PLEDGE OF ALLEGIANCE AND CALL TO ORDER:

Mayor Hyde led the pledge of allegiance and called the meeting to order at 5:00pm.

APPROVAL OF 2023 ANNUAL MINUTES:

Trustee _____ made **MOTION** to accept the **2023 Annual Meeting minutes**, Trustee _____ seconded; motion carried.

BOARD APPOINTMENTS:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was unanimous to approve the following Board appointments as recommended by Mayor Hyde.

TITLE	NAME	TERM EXPIRES
Deputy Mayor		12/2025
Village Clerk	Joanne Lenhard-Boye	12/2027
Village Treasurer	Amanda Cantwell	12/2027
Deputy Clerk	Amanda Cantwell	12/2025
Deputy Treasurer	Joanne Lenhard-Boye	12/2025
DPW Superintendent	Terry Jones	12/2025
Historian	Vacant	12/2025
Safety Officer	Terry Jones	12/2025
ZEO (Joint Town/Village)	Dave Wilder	12/2025
Harbor Enforcement Officer	Kevin Patenaude	12/2025
Human Resources/ Equal Employment Opportunity Commission Discrimination	Amanda Cantwell	12/2025

BOARD COMMITTEE APPOINTMENTS

ON MOTION by Trustee _____, 2nd by _____, it was unanimous to approve the following Board Committee Appointments as recommended by Mayor Hyde.

CLDC Representative (per bylaws/charter)	
LWRP Advisory Committee Representative	
Municipal Building Representative	
Library Board Representative	
Youth Commission Representative	
Chamber of Commerce Representative	
Tree/Beautification Committee Representative	
Audit Committee Representative	
Shared Services Committee	
Purchasing Agent	Amanda Cantwell
Records Access Officer	Joanne Lenhard-Boye
Records Management Officer	Joanne Lenhard-Boye

BOARD COMMUNITY APPOINTMENTS

ON MOTION by Trustee _____, 2nd by Trustee _____, it was unanimous to approve the following Community appointments:

Labor Relations Representatives (2) _____

Paynter Relations Representative _____

Planning/Zoning Representative _____

DEPARTMENT LIAISONS

ON MOTION by Trustee _____, 2nd by Trustee _____, it was unanimous to approve the following Department Liaisons appointments:

DPW	_____
Police	_____
Water/Sewer	_____
Admin Office	_____

DESIGNATE OFFICIAL NEWSPAPER:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was unanimous to approve the *Thousand Islands Sun* (primary) and the *Watertown Daily Times* (secondary) as official Village newspapers.

DESIGNATE LEGAL COUNSEL:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was unanimous to appoint the law firm of _____ as Village Legal Counsel.

DATES FOR REGULAR MEETINGS:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved to hold regular meetings in the Municipal Building, starting at 5:00 PM on the second and fourth Monday of each month, except where indicated on the Meetings Schedule. It is further resolved to accept the dates of the regular meetings as presented by the Clerk (Attachment A).

OPEN MEETING LAW:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that the Clerk publish a Public Notice in the *Thousand Islands Sun*, the Village's primary official newspaper, indicating the schedule of the regular board meetings, stating the dates, place and time of the meetings. The regular board meeting schedule will also be posted to the Village website (www.villageofclayton.com) and on the Municipal Building bulletin board.

SPECIAL MEETINGS:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that the procedure for calling special meetings be as follows:

- a. The Board member calling the meeting shall notify the Clerk, who will contact each member by letter, e-mail, phone or personally.
- b. If time permits, a notice of the special meeting will be published in one of the official newspapers. If time does not permit an official publication in the newspaper, the Clerk will post a public notice at the Municipal Building and on the Village website (www.villageofclayton.com) as soon as possible after the special meeting is called.

SIGNING OF MINUTES:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that minutes shall be signed by whomever transcribes them.

RULES OF PROCEDURE:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that The attached *Rules for Public Participation* and *Rules for Public Hearing* will be followed for Board meetings.

ADVANCE APPROVAL OF CLAIMS:

ON MOTION (Resolution 2024-22) by Trustee _____, 2nd by Trustee _____, it was resolved that:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility service, postage, freight and express charges; and

WHEREAS, all such claims shall be presented at the next regular meeting for audit; and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility service, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE ALLOWANCE:

ON MOTION (Resolution 2024-23) by Trustee _____, 2nd by Trustee _____, it was resolved that:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall provide reimbursement to such officers and employees at the 2025 IRS standard business mileage rate.

Section 2. That this resolution shall take effect immediately.

**ATTENDANCE AT SCHOOLS AND
CONFERENCES:**

ON MOTION (Resolution 2024-24) by Trustee _____, 2nd by Trustee _____, it was resolved that:

WHEREAS, there will be held during the coming official year various meetings, conferences and training schools; and

WHEREAS, the Board of Trustees determines that attendance by certain municipal officials and employees at these meetings, conferences and training schools is a benefit to the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will address attendance at meetings, conferences and training schools on an individual basis and authorize such as the need arises. Requests should be made and approved by the individual's supervisor and submitted to the Village Board for approval at least two (2) weeks prior to the training date.

Section 2. That this resolution shall take effect immediately.

DESIGNATION OF DEPOSITORIES:

ON MOTION (Resolution 2024-25) by Trustee _____, 2nd by Trustee _____, it was resolved that:

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Village Clerk Receiver of Taxes. WSB Municipal Bank, Clayton, NY

Section 2. That this resolution shall take effect immediately.

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

ON MOTION (Resolution 2024-26) by Trustee _____, 2nd by Trustee _____, it was resolved that:

WHEREAS, various sections of the state Village Law and Public Officers Law require that certain municipal officials execute an Official Undertaking; and

WHEREAS, it is required by law that the Village Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, we, the Village Board of the Village of Clayton hereby require the Mayor, Village Clerk /Receiver of Taxes, Village Treasurer to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Village Board of the Village of Clayton approve the document entitled "Village of Clayton Official Undertaking of Municipal Officials" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Village Clerk, as well as the original copies of the Insurance policies indicating the sufficiency of the sureties to indemnify the Village against losses which may arise from failure of such officials to properly discharge their duties.

This resolution shall take effect immediately

POLICIES AND PROCEDURES:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that the Procurement Policy was reviewed by the Board and there are no new updates for this policy.

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved that the *Employee Handbook* that was approved by the Village Board shall be distributed to all newly-hired Village employees.

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved to continue the policies which are assembled in the *Village of Clayton Policy Manual*:

****Revisions or additions to the Policy Manual and Employee Handbook will be reviewed by the Village Board prior to adoption and approved by the Board at a regularly scheduled**

meeting or annual meeting.

SET NEXT ANNUAL MEETING DATE:

ON MOTION by Trustee _____, 2nd by Trustee _____, it was resolved to set the date of the next annual meeting on December 1st, 2025, at 5:00 p.m. at 425 Mary Street in the Municipal Building.

ADJOURNMENT:

There being no further business to discuss, **ON MOTION** by Trustee _____, seconded by Trustee _____, the meeting adjourned at 6:50pm.

Respectfully submitted,

Joanne Lenhard-Boye, Village Clerk

DRAFT

REGSIGNATION:

1. Nancy Hyde formally resigned as Deputy Mayor beginning December 4th, 2023.

Trustee Heberling made **MOTION** to accept Nancy Hyde's resignation as Deputy Mayor, Trustee McDowell seconded; all in favor motion carried

OATH OF OFFICE:

Village Clerk Joanne Lenhard-Boye administered the oath of office to Nancy Hyde who was elected for Village Mayor term ending 12/2027.

Village Clerk Joanne Lenhard-Boye administered the oath of office to Allen Heberling who was elected for Village Trustee term ending 12/2027

Village Clerk Joanne Lenhard-Boye administered the oath of office to Robert McDowell who was elected for Village Trustee term ending 12/2027

The Annual Organizational Meeting of the Village of Clayton Board of Trustees was held on Monday December 4th, 2023 at 5:30 PM in the Municipal Building.

PRESENT:

Nancy L. Hyde, Mayor
Alan Heberling, Trustee
Robert McDowell, Trustee
Joanne Lenhard-Boye, Village Clerk

PLEDGE OF ALLEGIANCE AND CALL TO ORDER:

Mayor Hyde led the pledge of allegiance and called the meeting to order at 5:30pm.

APPROVAL OF 2022 ANNUAL MINUTES

Trustee Heberling made **MOTION** to accept the **2022 Annual Meeting minutes**, Trustee McDowell seconded; motion carried.

BOARD APPOINTMENTS:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was unanimous to approve the following Board appointments as recommended by Mayor Hyde.

TITLE	NAME	TERM EXPIRES
Deputy Mayor	Robert McDowell	12/2024
Village Clerk	Joanne Lenhard-Boye	12/2027
Village Treasurer	Amanda Cantwell	12/2027
Deputy Clerk	Amanda Cantwell	12/2024
Deputy Treasurer	Joanne Lenhard-Boye	12/2024
DPW Superintendent	Terry Jones	12/2024
Historian	Thomas LaClair	12/2024
Safety Officer	Terry Jones	12/2024
ZEO (Joint Town/Village)	Richard Ingerson	12/2024
Harbor Enforcement Officer	Kevin Patenaude	12/2024
Human Resources/ Equal Employment Opportunity Commission Discrimination	Amanda Cantwell	12/2024

BOARD COMMITTEE APPOINTMENTS

ON MOTION by Trustee Heberling, 2nd by Trustee McDowell, it was unanimous to approve the following Board Committee Appointments as recommended by Mayor Hyde.

CLDC Representative (per bylaws/charter)	Mayor Hyde
LWRP Advisory Committee Representative	Trustee McDowell
Municipal Building Representative	Trustee Heberling & Trustee McDowell
Library Board Representative	Mayor Hyde
Youth Commission Representative	Mayor Hyde
Chamber of Commerce Representative	Trustee McDowell
Tree/Beautification Committee Representative	Mayor Hyde
Audit Committee Representative	Trustee Wierzba
Shared Services Committee	Trustee Wierzba
Purchasing Agent	Amanda Cantwell
Records Access Officer	Joanne Lenhard-Boye
Records Management Officer	Joanne Lenhard-Boye

BOARD COMMUNITY APPOINTMENTS

ON MOTION by Trustee Heberling, 2nd by Trustee McDowell, it was unanimous to approve the following Community appointments:

Labor Relations Representatives (2)	Mayor Hyde & Trustee McDowell
Paynter Relations Representative	Mayor Hyde
Planning/Zoning Representative	Trustee Wierzba

DEPARTMENT LIAISONS

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was unanimous to approve the following Department Liaisons appointments:

DPW	Trustee McDowell
Police	Mayor Hyde
Water/Sewer	Trustee Heberling
Admin Office	Trustee Wierzba

DESIGNATE OFFICIAL NEWSPAPER:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was unanimous to approve the *Thousand Islands Sun* (primary) and the *Watertown Daily Times* (secondary) as official Village newspapers.

DESIGNATE LEGAL COUNSEL:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was unanimous to appoint the law firm of Kendall Walton & Burrows as Village Legal Counsel.

DATES FOR REGULAR MEETINGS:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved to hold regular meetings in the Municipal Building, starting at 5:00 PM on the second and fourth Monday of each month, except where indicated on the Meetings Schedule. It is further resolved to accept the dates of the regular meetings as presented by the Clerk (Attachment A).

OPEN MEETING LAW:

ON MOTION by Trustee, McDowell, 2nd by Trustee Heberling, it was resolved that the Clerk publish a Public Notice in the *Thousand Islands Sun*, the Village's primary official newspaper, indicating the schedule of the regular board meetings, stating the dates, place and time of the meetings. The regular board meeting schedule will also be posted to the Village website (www.villageofclayton.com) and on the Municipal Building bulletin board.

SPECIAL MEETINGS:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that the procedure for calling special meetings be as follows:

- a. The Board member calling the meeting shall notify the Clerk, who will contact each member by letter, e-mail, phone or personally.
- b. If time permits, a notice of the special meeting will be published in one of the official newspapers. If time does not permit an official publication in the newspaper, the Clerk will post a public notice at the Municipal Building and on the Village website (www.villageofclayton.com) as soon as possible after the special meeting is called.

SIGNING OF MINUTES:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that minutes shall be signed by whomever transcribes them.

RULES OF PROCEDURE:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that The attached *Rules for Public Participation* and *Rules for Public Hearing* will be followed for Board meetings.

ADVANCE APPROVAL OF CLAIMS:

ON MOTION (Resolution 2023-17) by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility service, postage, freight and express charges; and

WHEREAS, all such claims shall be presented at the next regular meeting for audit; and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility service, postage, freight and express charges and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

MILEAGE ALLOWANCE:

ON MOTION (Resolution 2023-18) by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage reimbursement to officers and employees of the Village who use their personal vehicles while performing their official duties on behalf of the Village;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees shall provide reimbursement to such officers and employees at the IRS standard business mileage rate of .655 cents per mile.

Section 2. That this resolution shall take effect immediately.

**ATTENDANCE AT SCHOOLS AND
CONFERENCES:**

ON MOTION (Resolution 2023-19) by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that:

WHEREAS there will be held during the coming official year various meetings, conferences and training schools; and

WHEREAS, the Board of Trustees determines that attendance by certain municipal officials and employees at these meetings, conferences and training schools is a benefit to the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will address attendance at meetings, conferences and training schools on an individual basis and authorize such as the need arises. Requests should be made and approved by the individual's supervisor and submitted to the Village Board for approval at least two (2) weeks prior to the training date.

Section 2. That this resolution shall take effect immediately.

DESIGNATION OF DEPOSITORIES:

ON MOTION (Resolution 2023-20) by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that:

WHEREAS, the Board of Trustees has determined that Village Law § 4-412(3) (2) requires the designation of banks or trust companies for the deposit of all Village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees does hereby designate the following institutions as depositories of all monies received by the Village Treasurer, Village Clerk/Receiver of Taxes. WSB Municipal Bank, Clayton, NY

Section 2. That this resolution shall take effect immediately.

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

ON MOTION (Resolution 2023-21) by Trustee Heberling, 2nd by Trustee McDowell, it was resolved that:

WHEREAS, various sections of the state Village Law and Public Officers Law require that certain municipal officials execute an Official Undertaking; and

WHEREAS, it is required by law that the Village Board approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, and

WHEREAS, we, the Village Board of the Village of Clayton hereby require the Mayor, Village Clerk /Receiver of Taxes, Village Treasurer to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Village Board of the Village of Clayton approve the document entitled "Village of Clayton Official Undertaking of Municipal Officials" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Village Clerk, as well as the original copies of the Insurance policies indicating the sufficiency of the sureties to indemnify the Village against losses which may arise from failure of such officials to properly discharge their duties.

This resolution shall take effect immediately

POLICIES AND PROCEDURES:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that the Procurement Policy was reviewed by the Board and there are no new updates for this policy.

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved that the *Employee Handbook* that was approved by the Village Board shall be distributed to all newly-hired Village employees.

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved to continue the policies which are assembled in the *Village of Clayton Policy Manual*:

****Revisions or additions to the Policy Manual and Employee Handbook will be reviewed by the Village Board prior to adoption and approved by the Board at a regularly scheduled meeting or annual meeting.**

SET NEXT ANNUAL MEETING DATE:

ON MOTION by Trustee McDowell, 2nd by Trustee Heberling, it was resolved to set the date of the next annual meeting on December 2nd, 2024, at 5:30 p.m. at 425 Mary Street in the Municipal Building.

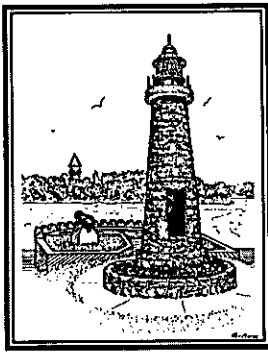
ADJOURNMENT:

There being no further business to discuss, **ON MOTION** by Trustee Heberling, seconded by Trustee McDowell, the meeting adjourned at 6:50pm.

Respectfully submitted,

Joanne Lenhard-Boye, Village Clerk

DRAFT



Incorporated 1872

VILLAGE OF CLAYTON

425 Mary St. ♦ PO Box 250 ♦ Clayton ♦ 1000 Islands ♦ New York 13624
Phone: (315) 686-5552 Fax: (315) 686-2132
TTD: 1-800-662-1220

VILLAGE OF CLAYTON BOARD OF TRUSTEES REGULAR MEETING SCHEDULE (2024)

The regular meetings of the Board of Trustees of the Village of Clayton will be held at 5:00 PM in the Village Municipal Building, 425 Mary Street, Clayton, New York, on the 2nd and 4th Monday of every month, as follows:

January 13, 2025
January 27, 2025
February 10, 2025
February 24, 2025
March 10, 2025
March 24, 2025
April 14, 2025
April 28, 2025
May 12, 2025
May 27, 2025 **TUESDAY** (Legal Holiday on Monday May 26, 2024)
June 09, 2025
June 23, 2025
July 14, 2025
July 28, 2025
August 11, 2025
August 25, 2025
September 08, 2025
September 22, 2025
October 14, 2025 **TUESDAY** (Legal Holiday on Monday Oct 13, 2024)
October 27, 2025
November 10, 2025
November 24, 2025
December 1st, 2025 **Annual Organizational Meeting**
December 08, 2025
December 22, 2025

Village of Clayton
Public Participation in
Regular Board Meetings

PUBLIC COMMENT

The Village of Clayton Village Board hereby establishes a **Public Comment Policy** to allow members of the public the opportunity to address the Village Board. In addition to public hearings, this time is set aside for the purpose of hearing comments and suggestions from citizens. All comments made during the Public Comment period shall be subject to the following procedures.

The Village Board may vote to suspend public comment if the following rules are ignored.

1. Public comment shall be listed on the agenda immediately prior to adjournment. Public comment shall be limited to 3 minutes per speaker to make their statement, or to speak on agenda items for that meeting. Any person who is not able to speak during a public comment period because of the allotted time frame, shall be allowed and encouraged to present their views to the Village in writing.
2. In the event a group of persons supporting or opposing the same position wishes to speak, a spokesperson will be designated to express the group's concerns.
3. Public comment is not intended to require public officials to provide any answer to the speaker. Discussions between speakers and members of the audience will **not** be allowed. In addition, after the speaker has made his or her statement, he or she shall be seated with no further debate, dialogue or comment.
4. Speakers will direct their statements to the Village Board as a whole and not to individual board members or the audience. Speakers will be courteous in their language and presentation. If possible, it is requested that speakers stand at the podium and state their name when presenting.
5. The Village Board will not likely take any action on the subject for which they have not had the opportunity to fully investigate and gather complete information.
6. Speakers will not direct comments to any individual or discuss any of the following:
 - a. Candidacy of any person seeking public office
 - b. Matters currently in litigation
 - c. Matters which are executive session items
 - d. Matters made confidential by law
7. If any provisions of this policy, at any time, conflicts with legal statute, the statute shall take precedence.

Adopted by the Village of Clayton Village Board on 02/14/2022.

**RULES FOR PUBLIC HEARINGS
CONDUCTED BY THE VILLAGE BOARD
VILLAGE OF CLAYTON**

The Clayton Village Board meets in public, as required by law, so that participants may observe their local government at work. Under the provisions of law, the public does not have a right to speak or participate in the Board's decision making unless the subject matter is one that requires public input through either the hearing process or by referendum. As a result, the Board is establishing policies with respect to orderly participation so that everyone has an equal opportunity to be heard in the time available. In order to maintain order and to preserve the legal distinction inherent with a Government meeting, Public Hearings are subject to the following rules:

1. The Mayor will read the Resolution of the Board authorizing the public hearing.
2. Each speaker will be limited to five (5) minutes.
3. A speaker may not be permitted to relinquish all or any part of his/her allotted time to another speaker.
4. Written comments may be accepted and included with the minutes.
5. They may, but do not have to be read aloud at the hearing.
6. All comments by any speaker must be addressed to the Mayor and Village Trustees and there shall be no dialogue or open debate between members of the public during the hearing.
7. Each speaker must introduce himself/herself by name and address. It is required that one who wishes to speak at any hearing must sign in on the meeting sign-in sheet and complete the Request to Address the Board form.
8. Elected or Appointed Officials will be heard first, followed by the general public.
9. Each speaker is limited to a single opportunity to address the Village Board.
10. Depending on the subject matter at hand, a speaker selected to represent a particular position may be given up to twenty (20) minutes to present their points to the floor, followed by an equal opportunity for a representative from the opposing viewpoint.
11. Only one speaker shall have the floor at a time and others present shall remain silent until it is their opportunity to speak.
12. No demonstration shall be permitted which will disrupt the hearing. If anyone has demonstration signs, they will be required to leave them at a location designated by the Mayor.
13. Disturbances may result in the suspension of the hearing and the removal of any offending party at the sole discretion of the Mayor.
14. The Mayor may limit a speaker to less than five (5) minutes if his/her comments are repetitive and have already been addressed by other speakers.

The Village Mayor shall announce these rules at the beginning of each hearing.

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, Nancy Hyde, of the Village of Clayton, County of Jefferson, New York, has been elected to the office of Village Mayor of the Village of Clayton and

WHEREAS, Joanne Lenhard-Boye, of the Village of Clayton, County of Jefferson, New York, has been appointed to the office of Village Clerk of the Village of Clayton and

WHEREAS, Amanda Cantwell, of the Village of Clayton, County of Jefferson, New York, has been appointed to the office of Village Treasurer of the Village of Clayton; and

NOW, THEREFORE, as we respective officers above, do hereby undertake with the Village of Clayton that we will faithfully perform and discharge the duties of our office, and will promptly account for all and pay over all moneys or property received as a Village Official, in accordance with the law; and

This undertaking of the Village Mayor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Village and coming into her hands as such Mayor; and

This undertaking of the Village Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Clerk and Receiver of Taxes and Water/Sewer Utilities.

This undertaking of the Village Treasurer who looks over the Village financials is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Treasurer

The Village does and shall maintain insurance coverage, presently with Cerow Agency Inc. Insurance Company, in the sum of \$200,000 includes for the Village Mayor and includes for the Village Clerk, Receiver of Taxes and Water/Sewer Utilities and Village Treasurer to indemnify against losses through failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, through fraudulent or dishonest acts committed by the officers, clerk and employees covered thereunder.

<p style="text-align: center;">POLICY VILLAGE OF CLAYTON</p>	<p style="text-align: center;">2011 Series 1000 Business</p> <p style="text-align: center;">FISCAL MANAGEMENT</p> <p style="text-align: center;">PROCUREMENT PROCEDURE</p> <p style="text-align: center;">SECTION: 1110.3</p>
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WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid; and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Clayton does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid:

Procurement Policy for the Village of Clayton

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The Village official making the purchase will document the decision that a purchase is not subject to competitive bidding in writing. This documentation may include written or verbal quotes from vendors, a memo from the purchasing official indicating how the decision was arrived at, a copy of the contract or purchase order, a memo from the Village official detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following

<p style="text-align: center;">POLICY VILLAGE OF CLAYTON</p>	<p style="text-align: center;">2011 Series 1000 Business</p> <p style="text-align: center;">FISCAL MANAGEMENT</p> <p style="text-align: center;">PROCUREMENT PROCEDURE</p> <p style="text-align: center;">SECTION: 1110.3</p>
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circumstances: purchases under \$1,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy.

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

Estimated Amount of Purchase

Method

\$5,000 - \$10,999

2 Written Quotations

\$11,000 - \$34,999

3 Written Quotations

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchasing Village official is unable to obtain the required number of proposals or quotations, that official will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings, how the offeror was not responsible or why the offer was not responsive. A determination that the offeror is not responsible or that the offer was not responsive shall be made by the purchasing official and may not be challenged under any circumstances.

6. In the following circumstances, it is not in the best interests of the Village of Clayton to solicit quotations or document the basis for not accepting the lowest bid.

(a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity

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12/08/2003 (Regular Board Meeting) Revised:
01/24/2011 (Regular Board Meeting) Revised:
02/13/2012 (Regular Board Meeting)

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Reviewed 12/2022 (Annual Meeting)
Reviewed 12/2023 (Annual Meeting)

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and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Board of Trustees shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of attorneys; services of physicians; services of engineers; securing insurance coverage; services of accountants; investment management services; printing services involving extensive writing, editing or art work; management of municipally-owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

(b) It is not in the best interests of the Village to solicit alternate proposals for emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately because a delay to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

(c) It is not in the best interests of the Village to solicit alternate proposals for purchases of surplus and second-hand goods. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

(d) Any goods or services under \$5,000 need not be purchased competitively. The time and documentation required to purchase through this policy may be more costly than the item in this type of circumstance and would therefore not be in the best interests of the taxpayer.

7. This policy shall go into effect January 1, 1992, and will be reviewed annually.