

TOWN OF CLAYTON

**405 Riverside Drive
Clayton, NY 13624
(315) 686-3512**

*Tim Doney
Town Supervisor*



VILLAGE OF CLAYTON

**425 Mary Street
Clayton, NY 13624
(315) 686-5552**

*Nancy Hyde
Village Mayor*

JOINT MEETING AGENDA

Joint Town/Village of Clayton Meeting
Monday April 13th, 2026
5:10 PM
Clayton Municipal Building
425 Mary Street
Clayton, NY 13624

Pledge of Allegiance/Call to Order:

Introductions

Approval of Minutes: Joint Town/Village Meeting Minutes from June 25th, 2025

Village Meeting Topics:

- 1. Bobby Cantwell – Jefferson County Updates*
- 2. Jamie Ganter – CLDC updates*
- 3. Jordan Coughlin - Historian updates*
- 4. Intermunicipal Agreements*
- 5. Essential Housing updates*
- 6. Climate Smart updates*
- 7. LWRP updates*

Town Meeting Topics:

- 1. Intermunicipal Agreements*
- 2. Assessor's Office updates*
- 3. REDI Marina Project updates*
- 4. Memo - Clayton Smart Community Spring Fest (5/2/2026)*
- 5. Memo – Free Day at the Town of Clayton's Transfer Site (5/8/2026)*

Set Next Joint Meeting Date and Location

Adjournment

Joint Town/Village of Clayton Meeting Minutes

Wednesday, June 25, 2025

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

The following persons attended:

Timothy Doney	Kenneth Knapp	Donna Patchen	Kathleen LaClair
James Kenney	Pamela McDowell	Mariah LaClair	Nancy Hyde
Megan Badour	Savarah Wright	Justin Taylor	Amanda Cantwell
Robert McDowell	Robert Riddock	Ronald Duford	Steve Dorr, I.
Raymond Robinson Jr.			

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

2. **Guests:** N/A

3. **Public:**

Mr. Justin Taylor provided insight in regards to the topics of the Diver's Dock, Occupancy Tax, Joint Zoning Board of Appeals, and Planning Board IMAs. It was processed that the proposed placement of the Diver's Dock may not be the best option for divers having to carry their equipment, but recognized that locations are limited. With regard to the Occupancy Tax, Mr. Taylor shared the references in regard to how other Townships have successfully developed plans for the agreed usage of these funds. With regard to the Joint Zoning Board of Appeals, and Planning Board IMAs, Mr. Taylor sighted that previously, these IMAs were reviewed annually and there historically has not been much change but this type of annual review is beneficial.

4. **Business Items:**

A. **Town REDI Project Update:** At this time the Riverwalk REDI project is complete. Currently the next step will be focusing on the marina shoreline and development of boat slips. The Town has been provided with additional funding and additionally has services still able to apply towards this development.

B. **Diver's Dock:** Supervisor Doney indicated that there is a scheduled meeting tomorrow to discuss the appropriate permitting process for this dock. Once a decision has been made, the process will be shared with the Village Board.

C. **Joint Zoning Board of Appeals and Planning Board IMAs:** At this time, the Village does think the Joint Boards will be continued, but has been provided with the IMAs to review and sign.

D. Occupancy Tax : Presentation (see attached) by Mariah LaClair. At this time, the Town is offering three proposals for the use of Occupancy Tax in an effort to come to a mutual agreement with the Village of Clayton in regards to its usage. The proposals are noted in the presentation. At this time, no decision was made.

E. Climate Smart: Mayor Hyde requested that the Town provide participation for the Climate Smart Committee.

F. LWRP: Mayor Hyde shared that the engineering firm MJ Engineering has been selected for this project.

G. Essential Housing Committee: Mayor Hyde shared that this has been officially adopted as an offspring of North Jefferson Improvement Association. A needs assessment will be forthcoming with RFPs proposed for the end of July.

5. **Public:** N/A

6. **Set Next Meeting Date/Time:** Motion was made by Nancy Hyde, seconded by Donna Patchen, to set the next joint meeting for September 22, 2025 @ 5:00 pm, located at the Municipal Building, 425 Mary St, Clayton, NY. **Motion carried.**

7. **James Kenney:** Town Board Member, James Kenney, voiced concerns on how the separation of Town and Village Codes & Zoning was executed and he expressed that moving forward, both parties should work on communication before making any impactful decisions.

8. **Adjournment:**


Motion was made by Donna Patchen, seconded by Nancy Hyde, to adjourn joint meeting at 6:00 PM. **Motion carried.**

Megan Badour, Town Clerk

Good afternoon Village and Town Board members, attached are the draft minutes from the special meeting the Town Board held on Monday to discuss the IMAs. I have already created the following IMAs in Word documents to update them after any changes are made: Bartlett Pt Water, Heritage Heights Sewer, Joint Highway/DPW O&M, Sand & Salt Shed, Planning Board, ZBA, and Joint Youth Commission. I can work on making the necessary changes to these documents; however, I did not convert the Hawn Memorial, Historian or Court Lease as they are Village originals. I believe the Town Board plans to present its suggestions at the Joint Meeting, review Village Board suggestions and direct Joanne and me on what changes should be made. Then Joanne and I will need some time to prepare the updated documents, but we can have them ready and available for formal adoption by the next Joint meeting. Thank you,

Mariah M. LaClair
Finance & Human Resources

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 **Special Meeting - IMAs 2026-04-06.pdf**
284 KB

Town of Clayton Special Meeting Minutes

Monday, April 6, 2026

The Town Board of the Town of Clayton held a special meeting at 6:00PM, located at the Clayton Opera House, Boardroom, 405 Riverside Drive, Clayton, NY.

The following persons attended:

Timothy Doney	Kenneth Knapp	James Kenney	Steve Dorr
Kevin Patchen	Buck Robinson	Mariah LaClair	Savarah Wright

1. Pledge of Allegiance:
Supervisor Doney led the pledge of allegiance.
2. The Town Board discussed Intermunicipal Agreements between the Town of Clayton and the Village of Clayton. The Village Board of Trustees will be reviewing them as well and then both notes and requests will be brought to the Joint Town/Village Board meeting to be held Monday, April 13, 2026 at 5 PM at the Municipal Building. Then once both boards agree on changes, amended IMA's will be prepared for adoption at the next Joint Board meeting. The goal is to review these IMA's yearly at each October Joint meeting in preparation for the following year.

A. Joint T/V Highway Maintenance and Public Works Facility O&M:

The Board reviewed notes from Village Trustee Robert McDowell and discussed their thoughts. They all agree that on page 2, in paragraph 3, we should add a member of the Village Board to the Dispute Resolution Committee.

They all agree that an addendum of 50/50 purchases related to vehicles should be created and added to the agreement.

The Town Board desires to increase the purchase limits in the agreement to match the amended Comprehensive Financial Policy that will be adopted at the next meeting. This would make it so that all purchases of goods and services as well as public works contracts under \$5,000 are left to the discretion of the Superintendents. This includes raising the \$100 limit on page 2, in paragraph 4.

Village Trustee McDowell's notes mention the desire to change capital purchases from 1/3 Village, 2/3 Town to just 50/50. The Board feels that because the Village only utilizes a third of the building, that we should not change the paragraph on capital purchases. The Board discussed that a capital improvement is any addition or alteration to real property that meets all three of the following conditions:

- It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property.
- It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.
- It is intended to become a permanent installation.

Both the Highway Superintendent and the DPW Superintendent would need to assess and determine whether a purchase constitutes as a capital improvement and then clearly label invoices with 1/3 Village, 2/3 Town. A great example would be the floor repair that is currently being done at the Highway Barn.

The Board agreed with both Highway Superintendent and DPW Supervisor reviewing any yearly estimates provided by the Town to the Village on capital improvements. The Board agreed that both the Highway Superintendent and DPW Superintendent shall submit a plan for the security of the building on or before March 1st of each year.

The Town Board requested to amend page 3, paragraph 5 to clarify that the purchasing limit is for “any other individual item” so that it is not interpreted as a limit for supplies that accumulate to more than \$5,000 throughout the year. No other changes to the agreement were requested.

B. Joint T/V Sand and Salt Facility Intermunicipal Agreement:

There were recently safety concerns with members of the public entering and exiting the sand barn during peak snow plow movement. Buck Robinson did make note that a sign was installed at the Highway Barn to prohibit non-employees from entering the barn. James Jones offered an old roll off dumpster from the transfer site to the Highway, that they filled with salt and sand and placed in a safer location for any residents in need.

The Board agreed that they didn’t see any changes in the agreement that needed to be made.

C. Joint T/V Historian Agreement

The Board acknowledged that the wages for the Historian needed to be increased and agreed to raise it to any amount the Village deems appropriate. At this time, the Village is proposing increasing the salary to \$5,000. The Town will continue to pay half of the costs associated with the Historian payroll.

D. Heritage Heights Sewer Services Agreement

The Board requested no changes for this agreement.

E. Joint T/V Youth Commission Intermunicipal Agreement

The Board requested no changes for this agreement.

F. Village of Clayton/ Fire District Snow Removal IMA

The Board would like to postpone discussion on this IMA as it is not a Town & Village IMA and is not set to expire until November 30, 2027.

It was noted that the Town has been plowing the Depauville Fire Hall, the Depauville Social Hall, Fire District dumpsters, Depauville Fire Hydrants, Station 2 on Graves Street and TIERS and that research is being done for future discussions on what options are available.

G. Bartlett Point Water District IMA

The Board requested no changes for this agreement.

H. Joint T/V Planning Board

Board Member James Kenney handed out packets of information. He first discussed residency requirements. He then discussed notes he made on the Joint T/V Zoning Board of Appeals that he would like to apply to the Planning IMA as well.

I. Joint T/V Zoning Board of Appeals IMA

Board member James Kenney suggested the following changes (in red) to the agreement:

- i. Section 1: The Joint Town of Clayton/Village of Clayton Zoning Board of Appeals is comprised of five (5) members, two (2) of which are appointed by the Town, two (2) of which are appointed by the Village, and one (1) appointed jointly by the Town and Village. These members are appointed for a five-year term as follows: The governing board of the Town of Clayton shall appoint one (1) member for a one-year term and one (1) member for a three-year term. The governing board of the Village of Clayton shall appoint one (1) member for a two-year term and one (1) member for a four-year term. Both boards (Town and Village) shall jointly appoint one (1) member for a five-year term. Upon the expiration of the term of **an initial** member of the Joint Zoning Board, the body which appointed the incumbent to the expiring term **shall reappoint said member or** shall appoint his or her successor to a full five-year term of office. If a vacancy occurs other than by expiration of a term of office, the body which appointed the member who filled such office prior to the vacancy occurring shall appoint a successor for the balance of the term. Effective with the signing of this agreement, terms of existing members of the Joint Zoning Board of Appeals will expire on December 31st of the year in which the current appointee's term is set to expire.
- ii. Section 2: In the event either municipality is unable to fill appointments from **within** their respective **municipal boundaries**, both parties hereto agree to honor appointments from the Town or Village in an effort to maintain a viable Joint Town of Clayton/Village of Clayton Zoning Board of Appeals.

Board Member Kevin Patchen suggested doing only two alternates, one Town, one Village instead of three alternates.

The Board discussed that in the last few years, due to low recruitment, the Board has been appointing members recommended by the Chairman of each Board. They would like to implement this in the agreement so that it is official procedure to make appointments with the consideration of Planning and ZBA. The Boards could discuss or even interview applicants and have the Chairman submit an official recommendation in writing to both the Town and Village Board.

James Kenney would like both the Planning Board and ZBA to create by-laws. Ken says there are templates online through NYS. Examples would be organizational procedures such as setting time & place of meeting, meeting location, official newspaper for public hearing notices, order of which meetings are conducted, procedure on choosing Chairman or Vice Chairman, etc. Kenneth Knapp mentioned there are templates available online through NYS.

3. Adjournment:

Motion to adjourn at 7:15 PM made by Kenneth Knapp, seconded by James Kenney.

Motion carried.

Respectfully Submitted,

Mariah LaClair