

VILLAGE OF CLAYTON BOARD OF TRUSTEES
AGENDA REGULAR MEETING
May 12th, 2025 – 5:00 PM

VISITORS:

1. Donna Kane – American Legion update on memorial monument and permission to hang “Hometown Hero” flags on poles in the village.

DPW:

1. Activity Report
2. **MOTION** - Hire Seasonal Laborers see attachment
3. **MOTION** –Move Jacob Angus up to MEO beginning June 1st, 2025.

POLICE:

1. Activity Report

CONSENT AGENDA:

1. DRAFT Meeting Minutes April 28 th , 2025	
2. Payroll (P/R #25) 04/10/2025 to 04/23/2025	\$ 40,417.20
3. Teamsters Health & Hospital May 2025	\$ 19,857.00
4. Abstract -5/12/2025	
General Fund	\$ 36,984.82
Water Fund	\$ 8,052.15
Sewer Fund	\$ 8,708.63
Total	\$ 53,745.60
5. Capital Projects	\$ 192.22

NEW BUSINESS:

1. **MOTION & ROLL CALL VOTE**- Resolution 2025-06 – Rescinding Joint Town/Village of Clayton Code Enforcement Officer Intermunicipal Agreement
2. **MOTION** – Tax Warrant 2025
3. **MOTION** – 2025 Tax Notice
4. **MOTION** – Approval for Kinsley to renew annual contract for Village of Clayton’s Annual Generator Service.
5. **MOTION** – LGSS 2025 contract
6. **MOTION** – Hire Parking Attendant – Patrick Youngs starting May 12th, 2025 at \$16.00/hr.

MAYOR:

BOARD REPORTS:

PUBLIC COMMENTS:

ADJOURNMENT:

VILLAGE OF CLAYTON
425 MARY STREET
PO BOX 250
CLAYTON, NY 13624

REQUEST TO BE PLACED ON MEETING AGENDA

NAME:	Donna Kane
CONTACT NUMBER:	315-778-5800
E-MAIL ADDRESS:	darnitgarden@gmail.com
MAILING ADDRESS:	PO Box 505
	Clayton, NY 13624
MEETING DATE REQUESTED:	
PLEASE ENTER DETAILS IN THE BOX BELOW REGARDING THE TOPIC(S) YOU WISH TO DISCUSS OR THE QUESTION(S) YOU WISH TO HAVE ANSWERED	
<p>American Legion requesting permission to hang "Hometown Hero" flags on poles in the village.</p> <p>Update on the memorial Manument and schedule for brick placement.</p>	

PLEASE E-MAIL clerk@villageofclayton.org
OR DROP OFF YOUR REQUEST AT THE VILLAGE
OFFICE BY NOON ON THE WEDNESDAY
BEFORE THE MEETING

DPW ACTIVITY REPORT FOR 5/12/25

STREETS:

- 1. Brush and household items pick up has been completed. Thank you to the Town of Clayton Highway and Recreation Park staff for all their help. Our Village crew made 6 trips around the Village since the March ice storm... including the brush pick up. We are not picking up any more brush until our other projects are completed.***
- 2. We will be closing off James St. on Monday May 12th, from Union St. to Mary St. to tap a new water and sewer service at 532 James St. We will detour traffic during the process. It will probably be closed all day or until we have completed the install.***
- 3. Street sweeping continues.***
- 4. Arborcare Tree Service trimmed trees on Theresa St., Alexandria St. and Wood Park.***
- 5. Replaced damaged or missing meter posts on John St. and Centennial Park.***
- 6. Repaired the guardrail at the dead end of Jane St.***

EQUIPMENT:

- 1. Caskinette Ford replaced the rear brakes and rotors on the 2021 Ford F-250. (My assigned vehicle).***
- 2. Removed the sander from truck #16. (2012 Ford flatbed truck).***
- 3. Removed the sander from the toolcat.***
- 4. Removed plow equipment from truck #26.***
- 5. Changed oil and filter in the police vehicle.***

DOCKS:

- 1. The floating docks and gangways have been installed at Rotary Park for the season, with assistance from Dorr Marine.***
- 2. The dock staff at Rotary Park will begin on May 15th and the Mary St. staff will begin on May 22nd.***
- 3. Seaway Marine Group is scheduled to inspect the 2 new floating docks on May 15th and 16th. They are also removing the weight that was a concern due to how high it sits off the bottom. The gangways will be installed as well as replacing the staving boards on the channel side of the wave attenuator and any other damages that were incurred during last fall's wind storm.***

WATER:

- 1. Replaced the curb box and rod at 692 Riverside Dr.*
- 2. Replaced the curb box and rod at 145 Union St.*

PARKS:

- 1. The flower beds at all the parks and docks have been weeded and bark mulch has been laid down. Heidi, Gayle & Tyler did a great job.*
- 2. We have begun mowing and trimming for the season.*
- 3. The tree that was planted in Wood Park was donated by Arborcare Tree Service.*

Respectfully submitted,

Terry Jones, DPW Superintendent

Seasonal Employees for summer of 2025

Rotary Park Dock:

- 1. Sam Matt - Dock master.....\$16.00/Hr.
Starting date: 5/15/25**
- 2. Bill Richardson - Dock attendant....\$15.50/Hr.
Starting date: 5/17/25**
- 3. Ryan Calhoun - Dock attendant.....\$15.50/Hr.
Starting date: 6/7/25**
- 4. Ridge Hurley - Dock attendant.....\$15.50/Hr.
Starting date: 6/21/25**

Mary St. Dock

- 1. Paul Shortsleeve - Dock master.....\$16.00/Hr.
Starting date: 5/31/25**
- 2. Robert Farmer – Dock attendant...\$15.50/Hr.
Starting date: 5/22/25**
- 3. Adam Bond – Dock attendant.....\$15.50/Hr.
Starting date: 6/7/25**
- 4. Craig Orvis – Dock attendant.....\$15.50/Hr.
Starting date: 5/31/25**

Beautification and Garden maintenance

- 1. Heidi Szonn – Parks & Garden maintenance..\$18.00/Hr.**
- 2. Gayle Cady – Assistant.....\$15.50/Hr.**
Both rates beginning on June 1st.

POLICE DEPARTMENT ACTIVITY REPORT
04/02/25 TO 05/07/25
CRIMINAL INVESTIGATIONS

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
CRIMINAL MISCHIEF	1	INVESTIGATED
ASSAULT	1	INVESTIGATED
FRAUD	2	INVESTIGATED

NON – CRIMINAL CASES

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
DISTURBANCE	3	INVESTIGATED
MENTAL HEALTH VIOL.	4	ARREST
SUSPICIOUS PERSON	3	INVESTIGATED
MISSING PERSON	1	LOCATED

VEHICLE AND TRAFFIC CASES

<u>OFFENSE</u>	<u>#</u>	<u>STATUS</u>
ASSIST MOTORIST	3	N/A
MVA PROPERTY DMG	2	INVESTIGATED
WARNINGS FOR VIOLATIONS	6	N/A

OTHER POLICE ACTIVITIES

<u>OFFENSE</u>	<u>#</u>
MISC CALLS FOR POLICE SERVICES	7
ASSIST OTHER AGENCY	5

There was a regular meeting of the Board of Trustees of the Village of Clayton on Monday April 28th, 2025, at 5:00 p.m.

PRESENT:

Nancy L. Hyde, Mayor
Robert McDowell, Deputy Mayor
Michael Kinnie, Trustee
Ron Duford, Trustee
Robert Riddoch, Trustee
Terry Jones, DPW Superintendent
Joanne Lenhard-Boye, Clerk

ABSENT:

Pledge of Allegiance/Call to Order:

Mayor Hyde led the Pledge of Allegiance and opened the Public Hearing at 5:00 p.m.

VISITORS:

1. Charlie Stage from the Dive Club attended the meeting to request the board's continued support for their annual river cleanup. This year, the cleanup will focus on the section between the veteran's monument at the end of Riverside Drive. He mentioned that the Department of Public Works (DPW) had assisted in previous years and inquired if they could rely on their support once again this year. The board affirmed that the village would fully support the initiative.

WATER/WASTEWATER:

Jeffrey Mosher, WWTP Supervisor, DANC

1. **Monthly Report**- Jeff presented his monthly report to the board. This report has been filed at the Village Clerk's office. Jeff informed the board of the necessity for a new boiler system for the building located at 100 Gardner Street. He will provide quotes for consideration at the next board meeting. Additionally, Jeff requested the board to discuss the optimal timing for the repairs of the damaged bricks on the exterior of the 1992 section of the WWTP building. These issues have been recorded in previous asset management plans.

2. **Village of Clayton Contractor Approval Request** -Gene Aubertine **MOTION** was made by Trustee Kinnie to accept the contractor's approval request application from Gene Aubertine; Trustee Riddoch seconded, all in favor motion carried.

3. **Water/Sewer application** - 532 James Street **MOTION** was made by Trustee Duford, to approve the water/sewer application stated above; Deputy Mayor McDowell seconded the motion all were in favor motion carried.

4. **Memorandum Request for Quotes for Generator Services**
Jeff explained that the annual generator service contract with Kinsley Power Systems will expire in June 2025. A request for quotation was issued to three vendors: Kinsley Power Systems, Cummins Inc., and Penn Power Systems. Quotes were received from Kinsley Power Systems and Cummins Inc.; no response was received from Penn Power Systems. The responses were summarized in the memorandum that Jeff provided to the board. Jeff recommended choosing Kinsley Power Systems due to their familiarity with the system. The board decided to table this decision until the next board meeting.

DPW:

Terry Jones, DPW Supervisor

1. **Activity Report**- Terry reviewed his report with the board. This report is filed at the Village Clerks Office. Terry stated that the floating dock is scheduled for inspection in May. Dorr Marine will assist with the divers' dock.

2. **Rescind resolution 2008-13** – Standardization of John Deere Engines
MOTION made by Trustee Riddoch to rescind resolution 2008-13; Deputy Mayor McDowell seconded the motion; all were in favor motion carried.

ZONING:

Dave Wilder, Zoning Officer

1. **Monthly Report**- Dave reviewed his monthly report with the board. This report is filed at the Village Clerks Office. Dave requested the board's support to clarify a village code about storing unlicensed vehicles on properties for more than three months. He has received complaints about junk vehicles and intends to address noncompliance by informing property owners through letters. If there's no compliance, further actions will be considered. The Village Board will work with Dave to determine the next steps.

POLICE:

Kevin Patenaude, Chief of Police

1. **Activity Report** – was submitted to the board. This report is filed at the Village Clerks Office.

CONSENT AGENDA:

1. DRAFT Meeting Minutes April 14 th 2025	
2. Payroll (P/R #23) 03/27/2025 to 04/09/2025	\$43,161.36
3. Prepaid Abstract 04/21/2025	\$ 1,032.42
4. Abstract - 04/28/2025	
General Fund	\$ 18,104.72
Water Fund	\$ 6,069.56
Sewer Fund	\$ 14,244.77
TOTAL	\$ 38,419.05

MOTION was made by Deputy Mayor McDowell to approve consent agenda items #1-4, with one correction made to draft minutes; Trustee Kinnie seconded, all in favor motion carried.

NEW BUSINESS:

1. **Resolution 2025-05** – Adopt FYE 2025-2026 Village of Clayton Budget

RESOLUTION 2025-05

To Adopt the FYE 2025-2026 Village of Clayton Budget

WHEREAS, a public hearing on the Village of Clayton Tentative Budget was held on April, 14th, 2025 at 5:00 pm., and all parties in attendance were permitted an opportunity to speak on the proposed 2025-2026 Village of Clayton Fiscal Tentative Budget; and

Pursuant to Section 5-508 of the Village Law, State of New York, the salaries for the following Village Board members are specified in said Tentative Budget of maximum

compensation for the Mayor of \$6,500 per annum, for Deputy Mayor of \$575 per annum and a total for all Trustees of \$14,000 per annum

NOW, THEREFORE, BE IT RESOLVED, that in pursuant to Section 5-508 of the Village Law, the Village Board of the Village of Clayton hereby:

ADOPTS THE 2025-2026 FISCAL BUDGET, as the Budget for the Village of Clayton Fiscal year 2025-2026; and

BE IT FURTHER RESOLVED, that the Village Clerk is hereby directed to file the Annual Budget for the Fiscal year 2025-2026 with approved adjustments posted and prepare and certify duplicate copies of said annual budget hereby adopted.

BE IT FURTHER RESOLVED, that the Village Treasurer is directed to present the certified copies of the FISCAL Year 2025-2026 Budget to Jefferson County, as required by law.

The foregoing Resolution was offered by Trustee Kinnie, and seconded by Deputy Mayor McDowell, and upon a roll call vote of the Board the following votes were:

Mayor, Nancy Hyde	yes
Deputy Mayor, McDowell	yes
Trustee, Kinnie	yes
Trustee, Riddoch	yes
Trustee, Duford	yes

The foregoing resolution was thereupon declared duly adopted.

TREASURER:

1. March financial statements

MOTION made by Trustee Kinnie approve the March 2025 Financial Reports; Trustee Duford seconded; all in favor motion carried.

2. Budget line item transfer - AA3120.100.000 to AA3120.200.000 for \$4,900.00

for taser replacement.

MOTION was made by Trustee Riddoch to transfer the above line items from budget 2024-2025 for \$4,900 for taser replacement; Trustee Duford seconded all in favor motion carried.

BOARD REPORTS:

Deputy Mayor McDowell

1. The board was asked to visit the WWTP to understand Jeff's concerns about the bricks needing repair. He believes there are more cost-effective solutions for these repairs.
2. He informed the board that the Town offers free pump outs at their docks and does not pay sewer charges for these services. He suggested the board consider charging the Town in the future.
3. Lawn signs are being placed on Village property, which is prohibited. Enforcement departments should take these signs down.

Trustee Kinnie

On May 3rd, the Spring Festival event will take place at the village park to celebrate the village's status as a Climate Smart Community. Various vendors will attend, including an area with baby

goats for petting. Save The River will be accepting small batteries for disposal. The event will run from 10:00 am to noon at the wooden park.

Mayor Hyde asked for a motion to enter into executive session.

MOTION made by Deputy Mayor McDowell to enter into executive session at 6:20 pm; Trustee Riddoch seconded, all in favor motion carried.

EXECUTIVE SESSION:

1. Matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation
2. Negotiations for Teamsters Contracts

The board resumed the regular meeting to vote on discussed decisions.

MOTION made by Deputy Mayor McDowell to accept the new wages for the Teamsters contracts for DPW, Water/Sewer, and Police Departments as follows; Trustee Kinnie seconded, all in favor motion carried.

DPW

06/01/2025-

Working Foreman - \$28.88/hr.

MEO - \$26.78/hr.

Laborer - \$22.89/hr.

06/01/2026 -

Working Foreman - \$31.38/hr.

MEO - 29.28/hr.

Laborer - 25.39/hr.

06/01/2027-

Working Foreman - \$33.88/hr.

MEO - \$31.78/hr.

Laborer - \$27.89/hr.

Add: Increased the hourly wage of all employees holding a CDL by \$.50/hr.

Duration of contract – 06/01/2025 – 05/31/2028

WATER/SEWER

06/01/2025 - \$28.39/hr.

06/01/2026 - \$29.89/hr.

06/01/2027 - \$31.39/hr.

Add: Increased to all employees with a Class D Water license by \$.50/hr.

Duration of contract – 06/01/2025 – 05/31/2028

POLICE

3% increase in wages.

Duration of contract – 06/01/2025 – 05/31/2028

Formal Acknowledgement for end of arrangement with Town-

MOTION made by Deputy Mayor McDowell to formally acknowledge the conclusion of the arrangement established by the Town's Resolution 2024-48, as well as the additional 120 days specified in an email by the Mayor on January 20th, 2025. Additionally, a new part-time Codes Officer for the Village will be hired, with the position advertised at a starting wage of \$17.50/hr. Trustee Riddoch seconded the motion, all in favor motion carried unanimously.

ADJOURNMENT:

MOTION made by Trustee Kinnie to adjourn the meeting at 6:45 pm; Deputy Mayor McDowell seconded; all were in favor motion carried.

Respectfully

Joanne Lenhard-Boye, Village Clerk

DRAFT

Abstract

Village of Clayton Abstract of Audited Vouchers from 5/12/2025 to 5/12/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Voucher Type: Regular								
AMAZON CAPITAL SERVICES			26835					
	3/01/2025	1G9V-4WGT-MTCD		(1) HALF MEETING HALF NOTE 8.5X11	AA.1325.400.000.	62.85		
	4/29/2025	1V9Y-YTN4-3LRK		(8) GLADE AIR FRESHENER	AA.5110.400.000.	61.91		
	4/29/2025	1V9Y-YTN4-3LRK		(8) GLADE AIR FRESHENER	AA.7140.400.000.	4.56		
	4/29/2025	1V9Y-YTN4-3LRK		(8) GLADE AIR FRESHENER	AA.7140.400.000.	13.68		
	5/05/2025	1KFR-W67P-XC9N		(1) STAPLES COLORED FILE FOLDERS 3	AA.1325.400.000.	71.75		
						<u>214.75</u>		
AMAZON CAPITAL SERVICES Total								
ARBORCARE TREE SERVICE			26879					
	5/05/2025	2279		TREE PRUNING - CORNER OF STATE &	AA.8560.400.000.	4,900.00		
	5/06/2025	2280		TREE PRUNING/TREE REMOVAL -	AA.8560.400.000.	4,900.00		
	5/07/2025	2282		TREE PRUNING- WOODEN PLAYGROUND	AA.8560.400.000.	4,900.00		
						<u>14,700.00</u>		
ARBORCARE TREE SERVICE Total								
AXON ENTERPRISE INC			26887					
	5/08/2025	INUS345492		(1) C00018 BUNDLE - TASER 7	AA.3120.200.000.	4,809.60		
AXON ENTERPRISE INC Total								<u>4,809.60</u>
BADGER METER			26824					
	4/29/2025	80194602		ENDPOINT SERVICES 04.2025	FX.8340.402.000.	962.75		
BADGER METER Total								<u>962.75</u>
BLUE MOUNTAIN SPRING WATER			26883					
	5/07/2025	491162		(2) 5 GAL SPRING WATER	AA.1620.400.000.	19.90		
BLUE MOUNTAIN SPRING WATER INC Total								<u>19.90</u>
CASKINETTES LOFINK MOTOR CO			26876					
	4/28/2025	6124779/1		2021 FORD F-250 REAR BRAKE PADS &	AA.5110.400.000.	1,665.06		
CASKINETTES LOFINK MOTOR CO Total								<u>1,665.06</u>
CCNNY, LLC.			26830					
	5/03/2025	17156		MONTHLY I/T SERVICES 04.2025	AA.3120.402.000.	300.00		
	5/03/2025	17156		MONTHLY I/T SERVICES 04.2025	AA.5110.400.000.	150.00		
	5/03/2025	17156		MONTHLY I/T SERVICES 04.2025	AA.8010.400.000.	75.00		
	5/03/2025	17156		MONTHLY I/T SERVICES 04.2025	AA.1325.400.000.	325.00		
	5/03/2025	17156		MONTHLY I/T SERVICES 04.2025	GG.8130.401.000.	150.00		
CCNNY, LLC. Total								<u>1,000.00</u>
CHARTER COMMUNICATIONS			26811					
	4/14/2025	146060401041425		SERVICE FROM 04/19/2025-05/18/2025	FX.8320.400.000.	120.00		
CHARTER COMMUNICATIONS Total								<u>120.00</u>
CLAYTON SHURFINE			26847					
	5/01/2025	04-478880		(4) CASES SPRING WATER	AA.5110.400.000.	31.55		
CLAYTON SHURFINE SUPERMARKET Total								<u>31.55</u>
CONVERSE LABORATORIES INC			26822					
	5/06/2025	73157		DRINKING WATER SAMPLES 04.2025	FX.8340.403.000.	109.00		

Village of Clayton

Abstract of Audited Vouchers from 5/12/2025 to 5/12/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
	5/06/2025	73158		WASTEWATER SAMPLES 04.2025	GG.8130.407.000.	922.00		
CONVERSE LABORATORIES INC Total						1,031.00		
DEVELOPMENT AUTHORITY OF THE			26812					
	4/17/2025	339591		MGMT SRV AGREEMENT 03.2025	GG.1710.400.000.	6,077.42		
	4/17/2025	339591		MGMT SRV AGREEMENT 03.2025	FX.1710.400.000.	6,077.41		
DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY						12,154.83		
Dingman, Erik K			26884					
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	FX.9089.800.000.	30.40		
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	GG.9089.800.000.	30.40		
Dingman, Erik K Total						60.80		
DUSTIN SHAWCROSS			26854					
	5/07/2025	FY2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	599.00		
DUSTIN SHAWCROSS Total						599.00		
EQUIPMENT RENTALS INC			26837					
	4/22/2025	0064443-00		(1) BELT AIR CONDITIONER	AA.5110.400.000.	53.53		
EQUIPMENT RENTALS INC Total						53.53		
GILLEES AUTO TRUCK & MARINE			26817					
	1/22/2025	697600		(2) RAINX DEICER	GG.8120.401.000.	13.24		
	1/24/2025	697728		(1) HYDFLUID	AA.5110.400.000.	28.40		
	2/03/2025	698143		(1) FUEL CAP 2012 FORD F350	AA.5110.400.000.	10.65		
	3/11/2025	699879		(1) GRO TUBING	AA.5110.400.000.	12.11		
	4/25/2025	702424		(4) HOSE CLAMP	GG.8120.401.000.	6.39		
GILLEES AUTO TRUCK & MARINE Total						70.79		
GRAINGER			26815					
	4/16/2025	9475215365		(1) SEALED LEAD ACID BATTERY	GG.8120.401.000.	27.34		
GRAINGER Total						27.34		
GREEN MARSHALL			26885					
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT - MEDICAL	FX.9089.800.000.	299.50		
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT - MEDICAL	GG.9089.800.000.	299.50		
GREEN MARSHALL Total						599.00		
HAYS MARK			26808					
	5/07/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	599.00		
HAYS MARK Total						599.00		
JACOB M ANGUS			26880					
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	356.75		
JACOB M ANGUS Total						356.75		
JOSHUA DAVID			26853					
	5/07/2025	FY2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	599.00		
JOSHUA DAVID Total						599.00		

Village of Clayton

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<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
KENDALL, HARRIENGER &	5/01/2025	8855	26836	GENERAL MATTERS 04.2025	AA.1420.400.000.	893.00		
KENDALL, HARRIENGER & BURROWS Total						893.00		
LOCAL GOVERNMENT SUPPORT	5/01/2025	1563	26845	BOOKKEEPING SERVICES 05.2025	FX.1710.400.000.	347.22		
	5/01/2025	1563		BOOKKEEPING SERVICES 05.2025	AA.1325.400.000.	347.22		
	5/01/2025	1563		BOOKKEEPING SERVICES 05.2025	GG.1710.400.000.	347.23		
LOCAL GOVERNMENT SUPPORT SERVICES LLC Total						1,041.67		
MICHAEL BADOUR	5/07/2025	FYE 2025- FINAL	26807	\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	599.00		
MICHAEL BADOUR Total						599.00		
MUNICIPAL SOLUTIONS INC	5/05/2025	22546	26809	EMMA FILING - 2024FY AUDITED	AA.1325.400.000.	235.00		
MUNICIPAL SOLUTIONS INC Total						235.00		
NORTHERN COPY PRODUCTS INC	4/09/2025	8282	26844	1st QUARTER 2025 COPIES	AA.1325.400.000.	181.23		
NORTHERN COPY PRODUCTS INC Total						181.23		
REINMAN'S DEPT STORE	4/01/2025	429828	26858	(1) MANRE FRK 5TN FBRGL HNDL	AA.5110.400.000.	35.99		
	4/02/2025	429874		(1) CLOGBUSTER	AA.1620.400.000.	15.29		
	4/02/2025	429875		(1) HOSE FLEXOGEN 5/8x50	AA.1620.400.000.	29.69		
	4/03/2025	429889		(1) PNT TRAY WHT 8X4	AA.7180.400.000.	2.33		
	4/04/2025	429928		(1) COUPL BRS	AA.7180.400.000.	21.28		
	4/09/2025	430063		(2) AMMONIA CLEAR GEL	AA.1620.400.000.	25.16		
	4/09/2025	430068		(1) POLISH METAL BRASS	AA.1620.400.000.	4.49		
	4/10/2025	430099		(1) NUTS & BOLTS	AA.7140.400.000.	19.79		
	4/10/2025	430100		RETURN	AA.7140.400.000.	-17.14		
	4/14/2025	430216		(1) SNIPS LH CMPND AV	AA.1620.400.000.	19.79		
	4/15/2025	430260		(1) NUTS & BOLTS	AA.1620.400.000.	40.49		
	4/16/2025	430284		(2) RECEPTACLE WALLPLATE	AA.1620.400.000.	1.24		
	4/28/2025	430668		23 NUTS & BOLTS	AA.5110.400.000.	16.47		
	4/28/2025	430670		(1) CORNER BRACE-1/2" 4PK	GG.8130.401.000.	35.51		
	4/29/2025	430684		(1) ADAPTERHOSE ZINC Y HOT	AA.1620.400.000.	8.63		
	4/29/2025	430704		(1) MOWER BLADE 3IN1	AA.1620.400.000.	32.38		
	4/29/2025	430722		(1) LEVEL TORPEDO 9"	AA.5110.400.000.	7.19		
	4/29/2025	430725		(20) NUTS & BOLTS	AA.5110.400.000.	2.52		
REINMAN'S DEPT STORE Total						301.10		
STAPLES CONTRACT &	12/31/2024	6020843470	26833	(1) DIXIE BASIC PAPER PLATE	AA.1620.400.000.	72.85		
	12/31/2024	6021281091		(1) GORILLA GLUE	AA.1620.400.000.	2.41		
	3/04/2025	7653111346		(1) PICK ME UP PROVISIONS	AA.1620.400.000.	29.94		
	3/04/2025	7653111346		(1) PICK ME UP PROVISIONS	AA.1325.400.000.	33.30		
	4/28/2025	6030544017		(1) STAPLES MEMO BOOKS 3X5	AA.1325.400.000.	424.47		
	4/28/2025	6030544017		(1) STAPLES MEMO BOOKS 3X5	AA.1620.400.000.	59.56		

Village of Clayton

Abstract of Audited Vouchers from 5/12/2025 to 5/12/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
	4/28/2025	6030643616		(1) POST-IT NOTE 4X4	AA.1325.400.000.	5.21		
STAPLES CONTRACT & COMMERCIAL Total						627.74		
SUPERIOR PLUS PROPANE			26813					
	5/03/2025	28053351		474.9 GALLONS PROPANE- 100 GARDNER	GG.8130.400.000.	593.15		
SUPERIOR PLUS PROPANE Total						593.15		
T I PRINTING CO INC			26848					
	4/02/2025	204672		DISPLAY AD - SPRING PICKUP	AA.5110.400.000.	166.50		
	4/09/2025	204785		DISPLAY AD - SPRING PICKUP	AA.5110.400.000.	166.50		
	4/09/2025	204849		LEGAL NOTICE- ZBA TOWN OF CLAYTON	AA.8010.400.000.	36.20		
	4/09/2025	204850		LEGAL NOTICE ZBA CADDICK	AA.8010.400.000.	37.38		
	4/09/2025	204851		LEGAL NOTICE -ZBA TOWN OF CLAYTON,	AA.8010.400.000.	35.01		
	4/09/2025	204855		LEGAL NOTICE - WORKSHOP MEETING	AA.1325.400.000.	23.56		
	4/23/2025	205006		DISPLAY AD - REPLACING SIDEWALKS	AA.5110.400.000.	36.00		
	4/30/2025	205144		DISPLAY AD - SPRING FEST	AA.1325.400.000.	176.00		
T I PRINTING CO INC Total						677.15		
TERRY JONES			26882					
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	439.01		
TERRY JONES Total						439.01		
THE UPS STORE			26816					
	5/01/2025	12505017153B0160		SAMPLE SHIPPING 05/01/25	GG.8130.401.000.	19.72		
THE UPS STORE Total						19.72		
THOUSAND ISLANDS ELECTRIC			26851					
	5/01/2025	8456		(8) 24W LAMP 40611	AA.7140.400.000.	103.60		
THOUSAND ISLANDS ELECTRIC SUPPLY LLC Total						103.60		
TOWN OF CLAYTON			26846					
	4/29/2025	25-00116		03.2025 REIMBURSABLES	AA.5110.401.000.	4,327.37		
	4/29/2025	25-00116		03.2025 REIMBURSABLES	AA.8010.400.000.	1,223.06		
	4/29/2025	25-00116		03.2025 REIMBURSABLES	AA.8020.400.000.	1,786.51		
TOWN OF CLAYTON Total						7,336.94		
TYLER H ECKERT			26881					
	5/08/2025	FYE2025- FINAL		\$599 EMPLOYEE BENEFIT	AA.9089.800.000.	399.01		
TYLER H ECKERT Total						399.01		
UNIFIRST CORPORATION			26841					
	4/25/2025	1100194577		UNIFORM CLEANING	AA.9189.800.000.	83.48		
	4/25/2025	1100194577		UNIFORM CLEANING	GG.9089.801.000.	13.91		
	4/25/2025	1100194577		UNIFORM CLEANING	FX.9089.801.000.	13.91		
	5/02/2025	1100197514		UNIFORM CLEANING 05/02/2025	FX.9089.801.000.	17.67		
	5/02/2025	1100197514		UNIFORM CLEANING 05/02/2025	GG.9089.801.000.	17.67		
	5/02/2025	1100197514		UNIFORM CLEANING 05/02/2025	AA.9189.800.000.	106.04		
UNIFIRST CORPORATION Total						252.68		

Village of Clayton Abstract of Audited Vouchers from 5/12/2025 to 5/12/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
UNITED AUTO SUPPLY			26843					
	4/25/2025	8-688412		(1) LUBERFINER OIL FILTER	AA.5110.400.000.	9.80		
UNITED AUTO SUPPLY Total						9.80		
WASTE MANAGEMENT OF NEW YORK LLC			26838					
	4/25/2025	3451060-0448-3		8 YD DUMPSTER SERVICE 615 E LINE RD	AA.5110.400.000.	90.20		
	4/25/2025	3451120-0448-5		4 YD DUMPSTER SRV 1 GARDNER ST	FX.8320.400.000.	74.29		
	4/25/2025	3451120-0448-5		4 YD DUMPSTER SRV 1 GARDNER ST	GG.8130.400.000.	74.28		
WASTE MANAGEMENT OF NEW YORK LLC Total						238.77		
WHITES LUMBER INC			26820					
	4/24/2025	3643200		(1) POWER BLAST WINDSHIELD WASHER	GG.8130.401.000.	20.27		
	4/25/2025	3643508		(1) WOOSTER 3" ROLLER COVER TWIN	AA.1620.400.000.	4.55		
	4/29/2025	3646169		(4) 2 GALV MALLEABLE COUPLING	GG.8120.401.000.	60.60		
	4/29/2025	3646447		(1) 80LB. BAG QUIKRETE	AA.3120.400.000.	6.16		
	5/02/2025	3648460		(5) 80LB BAGS QUIKRETE	AA.3120.400.000.	30.80		
WHITES LUMBER INC Total						122.38		
Total for Voucher Type: Regular						53,745.60		
			Total:					
				Regular		53,745.60		
				Total		53,745.60		

To the Treasurer:

I certify that the vouchers listed on this Abstract were audited by the Village Board on the listed date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Department:

Total

53,745.60

53,745.60

Date

Mayor/Deputy Mayor Signature

Capital Proj.

Village of Clayton

Abstract of Audited Vouchers from 5/12/2025 to 5/12/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Voucher Type: <none>								
T I PRINTING CO INC	4/23/2025	205068	26888	LEGAL NOTICE REFUNDING BOND	HH.7997.200.031.	192.22		
T I PRINTING CO INC Total						<u>192.22</u>		
Total for Voucher Type: <none>						<u>192.22</u>		
Total:								
<none>						192.22		
Total						<u>192.22</u>		

To the Treasurer:

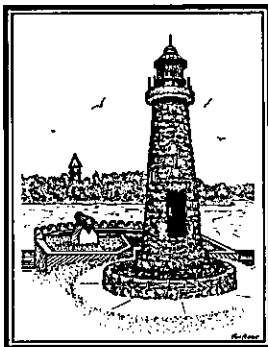
I certify that the vouchers listed on this Abstract were audited by the Village Board on the listed date and allowed in the amounts shown. You are hereby authorized to pay to each of the claimants the amount opposite their name.

Department:

Total	192.22
	192.22

_____ Date

_____ Mayor/Deputy Mayor Signature



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

RESOLUTION #2025-06 RESCINDING JOINT TOWN/VILLAGE OF CLAYTON CODE ENFORCEMENT OFFICER (CEO) INTERMUNICIPAL AGREEMENT

At a regular meeting of the Board of Trustees of the Village of Clayton, held at the Village Municipal Building, Mary Street, Clayton, New York, on the 12th day of May, 2025, at 5:00 p.m., there were:

PRESENT:

- Nancy Hyde, Mayor
- Robert McDowell, Deputy Mayor
- Robert Riddoch, Trustee
- Ronald Duford, Trustee
- Michael Kinnie, Trustee

ABSENT:

The following resolution was offered by Trustee _____, who moved its adoption, seconded by Trustee _____

WHEREAS, the Village of Clayton entered into a Joint Town/Village of Clayton Code Enforcement Officer (CEO) Intermunicipal Agreement with the Town of Clayton on December 5th, 2016; and

WHEREAS, said IMA is no longer applicable to the use of the Joint CEO Intermunicipal Agreement; and

WHEREAS, The Village of Clayton Board of Trustees will hire separate from the Town their own Code Enforcement Officer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Clayton that the Joint CEO Intermunicipal Agreement, dated December 5th, 2016, is hereby rescinded, and is therefore no longer considered in effect as of April 30th, 2025.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mayor Hyde	_____
Deputy Mayor McDowell	_____
Trustee Duford	_____
Trustee Riddoch	_____
Trustee Kinnie	_____

The foregoing resolution was thereupon declared duly adopted, May 12th, 2025.

Joanne Lenhard-Boye
Village Clerk

(SEAL)

TAX WARRANT

TO: Amanda Cantwell
Treasurer of the Village of Clayton

You are hereby commanded to receive and collect from the several persons named in the assessment roll, hereunto annexed, the several sums named in the last column thereof opposite their respective names, for the following purposes:

For the General Fund	\$1,561,423.00
For Water Relevy	\$ 5,651.28
For Sewer Relevy	\$ 10,507.06
For Sidewalk Snow Removal	\$ 1,200.00

Being for all purposes a total of 1,578,781.34

Upon the receipt of the roll and warrant by you, and on or before the first day of June, you shall cause to be published in the official paper of the Village, once a week for two consecutive weeks, a notice that such tax roll and warrant have been left with you for the collection of taxes therein levied, and shall designate one or more convenient places in the Village where you will receive taxes from **June 1, 2025** to and including **June 30, 2025** from nine o'clock in the morning until three o'clock in the afternoon, except Saturdays, Sundays and holidays.

For said period of time you will receive all taxes paid to you without additional charge.

On all such taxes remaining unpaid after **June 30, 2025**, interest of five per centum shall be added for the month of July and an additional one per centum for each month and fraction thereof thereafter until paid.

You shall attend at the time and place specified in said notice for the purpose of receiving said taxes.

After the **31st day of July** you shall proceed to collect the taxes remaining unpaid, with interest herein as provided, and an additional late notice fee of \$2.00, and for that purpose you are possessed of all the powers of a town tax collector.

All interest collected shall belong to the Village.

You are to make a return of this warrant on or before the first day of November after the delivery thereof to you, showing the total amount of taxes paid and each tax unpaid, with the receipt of the Village Treasurer for all taxes paid to him, and shall file the roll and warrant in the office of the Village Clerk.

And for doing this shall be your sufficient warrant.

IN WITNESS WHEREOF:

The Board of Trustees of said Village of Clayton has caused these presents to be signed by its Mayor and the Clerk of said Village and the seal of the Village hereunto affixed, this **28th day of April, 2025**.

Mayor

ATTEST:

Clerk

(SEAL)

VILLAGE OF CLAYTON

NOTICE OF COLLECTION OF TAXES

PLEASE TAKE NOTICE that the undersigned, Treasurer of the Village of Clayton, has recently received the Tax Roll and Tax Warrant for the collection of village taxes for the 2025 fiscal year.

Payments will be accepted from June 1, 2025 through June 30, 2025 at 425 Mary Street the Municipal Building from 9:00 a.m. to 3:00 p.m. daily except Saturdays, Sundays and holidays. No partial payments can be accepted.

Payments may be made by check payable to the Village of Clayton and mailed to the Clerk's Office, Municipal Building, PO Box 250, Clayton, New York 13624, and must be postmarked no later than June 30, 2025 to avoid penalty. Payments may also be dropped off at the collection box at the Clayton Municipal Building, 425 Mary Street, Clayton, NY or paid on-line at www.villageofclayton.com.

PLEASE TAKE FURTHER NOTICE that on all such taxes remaining unpaid after June 30, 2025, five per centum will be added for the first month and an additional one per centum for each month and fraction thereof until paid.

Tax Rate: \$5.603087
Date: May 13th, 2025

Joanne Lenhard-Boye
Village Clerk

E-mail: tisun@gisco.net (05/14/2024)

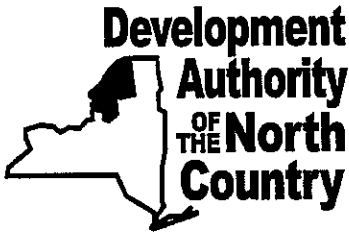
PLEASE PUBLISH TWO (2) TIMES IN LEGAL ADS:

May 13, 2025

May 19, 2025

POSTED TO MUNICIPAL BUILDING BULLETIN BOARD (05/13/2025)

POSTED ON WEBSITE (05/13/2025)



Dulles State Office Building
317 Washington Street, Suite 414
Watertown, New York 13601
Telephone (315) 661-3200
TDD (800) 662-1220 • danc.org

MEMORANDUM

To: Jeff Mosher, WQ Supervisor

cc: Brian Nutting, Director of Water Quality
Christian Fout, Assistant Director of Water Quality
Thomas Haynes, Director of Engineering

From: Jacob Jacques, Assistant Director of Engineering

Date: April 24th, 2025

RE: Village of Clayton Annual Generator Service

Overview

In June 2024, the Village of Clayton's (Village) Generator maintenance contract with Kinsley Power Systems expired. This contract covered annual generator service for the Village's generators. On March 20th, 2025, a Request for Quotation was issued to three vendors to provide quotes for the annual generator service: Kinsley Power Systems, Cummins, Inc., and Penn Power Systems. Quotes were received from Kinsley Power Systems and Cummins, Inc., no response was received from Penn Power Systems. The responses are summarized in the table below.

Vendor	Year 1	Year 2	Year 3	Total
Kinsley	\$11,295.00	\$11,295.00	\$11,295.00	\$33,885.00
Cummins	\$11,100.00	\$11,100.00	\$11,100.00	\$33,300.00
Penn Power	No Response	No Response	No Response	No Response

Although Cummins pricing is \$585 less than Kinsley, the Village has worked extensively with the Kinsley for several years on generator maintenance and has a maintained a good working relationship. For a 1.7% price difference, the quality of service that Kinsley has provided should be taken in consideration.

An MWBE search was completed using the New York State certified directory within 50-miles of the work location. Within that search, there was no certified commercial Generator contractors to perform this service. As such, no MWBE solicitations were available for this scope of work.

Both vendors have provided pricing for the next three years. Based on the review of the responses and quality of past service provided, it is recommended that the Village of Clayton contracts with Kinsley Power Systems, Inc to provide annual generator services. Kinsley has shown their pricing to be competitive and have historically provided excellent service and workmanship.

Attachments: Request for Quotation – Annual Generator Preventative Maintenance - Clayton

Village of Clayton – QUOTATION FORM

QUOTE FOR ANNUAL GENERATOR PREVENTIVE MAINTENANCE SERVICES

TO THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY (AUTHORITY):

The signer of this Quotation declares that he or she is fully authorized to submit this quotation and thereby bind the person, persons, company, parties or entity named in this Quotation, and on whose behalf this Quotation is submitted; that the Quotation is in all respects accurate, complete and without known mistakes; and that he or she has carefully examined the annexed form of Contract and Contract Documents.

If written notice of the acceptance of this Quotation is mailed, faxed or delivered to the undersigned within (30) days after the date of review of the Quotation, or any time thereafter before this Quotation is withdrawn, the undersigned will, within five (5) days after the date of such mailing, faxing, or delivering of such notice, sign and execute the Contract and return it to the Authority.

Pursuant to and in compliance with the RFQ Information Packet relating thereto, the undersigned hereby offers to furnish all labor, equipment, services and other things required, necessary or proper for, or incidental to the completion of the items identified in the RFQ, and specifically the performance of ANNUAL GENERATOR PREVENTIVE MAINTENANCE SERVICES for the prices specified.

Company Name: Kinsley Power Systems

Address: 6200 East Molloy Road, East Syracuse, NY 13057

Federal Identification No: 04-2430816

Area Code/Telephone No: 315-233-0790

Area Code/Fax Number: _____

E-mail Address: jdumas@kinsleypower.com

Web Site: https://www.kinsley-group.com

Authorized Signature: Jason E Dumas Digitally signed by Jason E Dumas
Date: 2025.03.28 15:34:44 -04'00' Date: _____

Typewritten Name: Jason Dumas

Title: Operations Manager

Table 1
Village of Clayton

Location	Make	Model	Serial #	KW	Cost Year 1	Cost Year 2	Cost Year 3
CHH Back Up Generator	Kohler	30REOZJ C	SGM329H RJ	30	\$595	\$625	\$655
WTP Portable	Olympian	D100OP2	OLY0000 OLNPS00	100	\$765	\$805	\$845
Waste Water Treatment Plant	SOMO	T11UCM VER. IV	T11UCM0 60007596	40	\$615	\$645	\$680
WWTP Portable	Honda	Small Gas	-	7.5	\$545	\$570	\$600
Low Lift Generator	Cummins	GG02- 1714183	K170277942	40	\$615	\$645	\$680
WTP Back-up generator	Cummins	C125D6C	D200755900	125	\$815	\$855	\$890
Municipal Building	Cummins	Diesel 4BT3.3	-	40	\$615	\$645	\$680
Bay Lane LS	Cummins	DKAE- 5679758	G040675362	40	\$615	\$645	\$680
Rivershore LS	Cummins	DKAF- 5679588	G040675388	36	\$605	\$635	\$665
State Street LS	Detroit Diesel	25GJC6DT4	16337-0508	25	\$580	\$610	\$640
Washington Island LS	Cummins	DKAF- 567981	G040675361	11.5	\$555	\$580	\$610
Southshore LS	Detroit Diesel	40RJS6DTS	16330-0508	40	\$615	\$645	\$680
LS1A	Cummins	DGBC- 5857892	F0700769252	36	\$605	\$635	\$665

LS2	Cummins	DGHD-5557266	D020361683	40	\$615	\$645	\$680
Mitchmar LS	MTU	50PJC6DT3	318867-1-1	50	\$640	\$635	\$705
Riverside Drive LS	Kohler	-	-	100	\$765	\$805	\$845
Wastewater Treatment Plant	Kohler	300 kW Diesel	33CYGMJR0006	300	\$1,135	\$1,190	\$1,250

	<u>Cost Year 1</u>	<u>Cost Year 2</u>	<u>Cost Year 3</u>
<u>Total Cost</u>	\$11,295.00	\$11,815.00	\$12,450.00

Village of Clayton – QUOTATION FORM

QUOTE FOR ANNUAL GENERATOR PREVENTIVE MAINTENANCE SERVICES
TO THE DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY (AUTHORITY):

The signer of this Quotation declares that he or she is fully authorized to submit this quotation and thereby bind the person, persons, company, parties or entity named in this Quotation, and on whose behalf this Quotation is submitted; that the Quotation is in all respects accurate, complete and without known mistakes; and that he or she has carefully examined the annexed form of Contract and Contract Documents.

If written notice of the acceptance of this Quotation is mailed, faxed or delivered to the undersigned within (30) days after the date of review of the Quotation, or any time thereafter before this Quotation is withdrawn, the undersigned will, within five (5) days after the date of such mailing, faxing, or delivering of such notice, sign and execute the Contract and return it to the Authority.

Pursuant to and in compliance with the RFQ Information Packet relating thereto, the undersigned hereby offers to furnish all labor, equipment, services and other things required, necessary or proper for, or incidental to the completion of the items identified in the RFQ, and specifically the performance of ANNUAL GENERATOR PREVENTIVE MAINTENANCE SERVICES for the prices specified.

Company Name: Cummins Inc.

Address: 6193 Eastern Ave Syracuse, NY 13211

Federal Identification No: 26-1533189

Area Code/Telephone No: 315-437-7776

Area Code/Fax Number: _____

E-mail Address: John.Pecori@Cummins.com

Web Site: Cummins.com

Authorized Signature: [Signature] Date: 4/13/25

Typewritten Name: John Pecori

Title: Territory Manager

Table 1
Village of Clayton

Location	Make	Model	Serial #	KW	Cost Year 1	Cost Year 2	Cost Year 3
CHH Back Up Generator	Kohler (Diesel)	30REOZJ C	SGM329H RJ	30	700	700	700
WTP Portable	Olympian (Diesel)	D100OP2	OLY0000 0LNPS00	100	800	800	800
Waste Water Treatment Plant	SOMO (Diesel)	T11UCM VER IV	T11UCM0 60007596	40	600	600	600
WWTP Portable	Honda (Gas)	Small Gas	-	7.5	300	300	300
Low Lift Generator	Cummins (Propane)	GG02- 1714183	K170277942	40	700	700	700
WTP Back-up generator	Cummins (Diesel)	C125D6C	D200755900	125	800	800	800
Municipal Building	Cummins (Diesel)	Diesel 4BT3.3	-	40	600	600	600
Bay Lane LS	Cummins (Diesel)	DKAE- 5679758	G040675362	40	600	600	600
Rivershore LS	Cummins (Diesel)	DKAF- 5679588	G040675388	36	600	600	600
State Street LS	Detroit (Diesel)	25GJC6DT4	16337-0508	25	600	600	600
Washington Island LS	Cummins (Diesel)	DKAF- 567981	G040675361	11.5	300	300	300
Southshore LS	Detroit Diesel	40RJS6DTS	16330-0508	40	600	600	600
LS1A	Cummins (Diesel)	DGBC- 5857892	F0700769252	36	600	600	600
LS2	Cummins (Diesel)	DGHD- 5557266	D020361683	40	600	600	600
Mitchmar LS	MTU (Diesel)	50PIC6DT3	318867-1-1	50	600	600	600

Riverside Drive LS	Kohler (Diesel)	-	-	100	800	800	800
Wastewater Treatment Plant	Kohler (Diesel)	300 kW Diesel	33CYGMJR0006	300	1,300	1,300	1,300

	Cost Year 1	Cost Year 2	Cost Year 3
<u>Total Cost</u>	11,100	11,100	11,100



PO Box 2581
Liverpool, New York 13089
585.215.1330
LocalGovSupport.com

April 28, 2025

Nancy Hyde, Mayor
Village of Clayton
425 Mary Street
PO Box 250
Clayton, NY 13624

Dear Mayor Hyde:

We are pleased to submit the following engagement letter for accounting services in the Village of Clayton. This letter, along with Attachment A, will outline our understanding of the terms and conditions of this engagement and the nature and limitation of the services we will provide.

Scope of Services

We will provide the following services:

Annual Accounting Support – Fiscal Year 2026

Monthly Support (Fixed Fee arrangement)

1. Access and support for 2 users on AccuFund Accounting Suite
2. Payroll processing platform with ADP Run and support from our payroll specialist
3. Support for the Treasurer on normal monthly accounting activities. For example budget line transfer suggestions, proper coding of accounts, BAN renewal reviews, and support for adjusting journal entries.

Annual Financial Reporting for Fiscal Year ending 2025

1. Prepare year end closing entries with supporting workpapers to adjust accounting from cash basis to modified accrual per NYS OSC standards.
2. Prepare and file Annual Financial Report
3. Support Treasurer in responding to NYS OSC review of Annual Financial Report

Audit

1. Support Treasurer with requests from auditors for fiscal years ending 2024 and 2025 audits.

Budget

1. Provide support for preparation of Fiscal Year ending 2027 Budget.
2. Provide support for filing of NYS Tax Cap and Constitutional Debt Limit.

Access to Documents/Information

In order for us to efficiently and properly complete the Services hereunder, we may require access to the following documents and information concerning your organization:

- Remote read-only access to bank accounts
- Access to budgets and minutes
- Access to contracts and invoices
- Access to NYS electronic reporting
- Access to abstracts, vouchers, invoices and other accounting data
- Copies of grants, bonds and other debt related transactions
- Copies of other basic documents reflecting your financial transactions

Failure by your organization to provide all necessary documents and information, and to do so in a timely manner, will impede LGSS's services and may require LGSS to suspend or withdraw from the engagement. You agree and acknowledge that you will be responsible for any effect on the Services, including any losses or errors which may occur, as a result of failure to provide the required documents.

All documentation and information belonging to your organization, which is made known to LGSS as a result of the provision of Services hereunder, shall be held in complete confidence by LGSS and shall not be disclosed to any third-party, except as otherwise required by law.

Fees

A. Annual Accounting Support from June 1, 2025 through May 31, 2026

Monthly Support

- Our fee will be \$5,925 for specified services noted under Monthly Support. We will bill you in equal monthly installments of \$493.75. This fee covers our discounted licensing and processing fees for the AccuFund accounting suite and payroll processing using our platform with ADP Run.

Annual Financial Reporting for Fiscal Year Ending 2025 (estimated hours 25)

- Billed monthly at our standard hourly rates listed below

Audit for fiscal years ending 2024 (estimated 10 hours)

- Billed monthly at our standard hourly rates listed below

Budget (estimated 5 hours)

- Billed monthly at our standard hourly rates listed below

B. Work outside the scope of this engagement

Work outside the scope of this engagement will be billed monthly at our standard hourly rates (see below):

- | | |
|-------------------------|----------------|
| • Senior Client Manager | \$165 per hour |
| • Client Manager | \$105 per hour |
| • Payroll Specialist | \$95 per hour |
| • Associates | \$85 per hour |

Our Responsibilities for the Preparation of Reports

The objective of our engagement is to prepare reports in accordance with accounting principles required by the Office of the New York State Comptroller (the AUD) based on information provided by you.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial reports.

Our engagement cannot be relied upon to identify or disclose any omissions, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Municipality or noncompliance with laws and regulations

Management Responsibilities for the Preparation of Reports

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is the preparation of the reports in accordance with accounting principles required by the Office of the New York State Comptroller (the AUD). Management has the following overall responsibilities that are fundamental to our undertaking the engagement:

- 1) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the reports that are free from material misstatement, whether due to fraud or error.
- 2) The prevention and detection of fraud.
- 3) To ensure that the Village complies with the laws and regulations applicable to its activities.

- 4) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial reports.
- 5) To provide us with—
 - Documentation, and other related information that is relevant to the preparation and presentation of the financial reports,
 - Additional information that may be requested for the purpose of the preparation of the financial reports, and
 - Unrestricted access to persons within the Village with whom we determine it necessary to communicate.

Billing Arrangements

Our standard practice is to invoice our fees on the 1st of the month. Amounts are due and payable upon receipt. If you wish to inquire about your billing or about the services that have been rendered, please call our office immediately upon receipt of the invoice. If no inquiry about the billing is received by LGSS within 10 days of issuance of an invoice, the invoice will automatically be deemed approved by the Municipality. Invoices that are unpaid 45 days past the invoice date are deemed delinquent and we reserve the right to charge interest on the past due amount at the lesser of (a) 1.0% per month or (b) the maximum amount permissible by applicable law. Interest shall accrue from the date the invoice is delinquent.

If an account has fees that are not paid in a timely manner, LGSS also reserves the right to suspend our services, withhold delivery of any deliverables, or withdraw from this engagement entirely. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse LGSS for all our costs of collection, including without limitation, attorneys' fees. If LGSS elects to terminate our services for nonpayment, or for any other reason provided for in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our services. You will be obligated to compensate us for all of our time expended, and to reimburse us for all of our out-of-pocket expenses and internal charges incurred, through the date of termination. We know that you understand this concept and employ good fiscal procedures over your collections and, accordingly, we look forward to your cooperation and understanding.

Document Retention

It is LGSS's policy to retain engagement documentation for a period of seven years or three years from the termination of the engagement, whichever is later, after which time we will commence the process of destroying our engagement files. To the extent we accumulate any of the Municipality's original records during the engagement those documents will be promptly returned upon completion of the engagement.

Third-Party Claims

In the event LGSS is required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of our engagement, the Village agrees to compensate us at our standard hourly rates then in effect for the time we expend in connection with such response, and to reimburse us for all out-of-pocket costs incurred.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the county of Onondaga and state of New York by NAM (National Arbitration and Mediation Inc.), according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to New York State law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Similarly, in the event we become obligated to pay any judgment, fine, penalty or similar award or sanction; agree to pay any amount in settlement; and/or incur any costs, as a result of any claim, investigation or other proceeding instituted by any third party, including any governmental or quasi-governmental body, and if such obligation is a direct or indirect result of any inaccurate or incomplete information provided to us by the Village, whether intentionally or negligently, and not any failure on LGSS's part to comply with professional standards, the Village shall indemnify and defend us against all such obligations, agreements and/or costs, including payment of all attorneys' fees incurred by LGSS.

We appreciate the opportunity to work with you. We have enjoyed provide you this unique opportunity for both your organization and our firm. We believe that it will ultimately prove beneficial for both parties. I you have any questions or would like additional information please don't hesitate to call.

Very truly yours,

LOCAL GOVERNMENT SUPPORT SERVICES, LLC



By: _____
Tina M DeNigro, CEO

VILLAGE OF CLAYTON

By: _____
Nancy Hyde, Mayor

Date: _____