

APPROVED

At the ORGANIZATIONAL & REGULAR MEETINGS of the Town Board, Town of Clay, Onondaga County, held at the Town Hall, Clay, New York on the January 5, 2026, at 7:30 P.M., there were:

PRESENT:

Damian Ulatowski	Supervisor
Joseph Bick	Deputy Supervisor/Councilor
Eugene Young	Councilor
David Capria	Councilor
Edward Wisnowski	Councilor
Ryan Russell	Councilor
Courtney Gauthier	Councilor
Jill Hageman-Clark	Town Clerk
Robert Germain	Town Attorney
Ron DeTota	Town Engineer
Brian Bender	Commissioner Planning & Development

ABSENT:

None

OTHERS PRESENT:

Michelle Borton, Planning Board Chair; Russ Mitchell and Hal Henty, Planning Board Members.

The meeting was called to order by Supervisor Ulatowski at 7:00 P.M. All present joined in the Pledge of Allegiance.

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ORGANIZATIONAL MEETING: 7:00 P.M.

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Official Rules of the Procedure – Roberts Rules of Order:

Supervisor Ulatowski moved the adoption of a resolution that **Roberts Rules of Order** be the official rules of procedures at Town Board Meetings, subject to the Rules provided by the Town Law and like Statutes which shall prevail (except that there shall be no second reading of resolutions at Town Board Meetings unless the same is requested, and that there shall be no votes taken when the question of a pending resolution is called, unless an objection is stated to voting upon such resolution forthwith). Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Town Board Meeting Schedule:

Supervisor Ulatowski moved the adoption of a resolution establishing the **first** and **third** Mondays of each month as the meeting nights for the Town Board and 7:30 P.M., local time, as the hour of commencement. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution rescheduling the Monday, January 19, 2026 (Martin Luther King, Jr. Day) Town Board Meeting to Wednesday, January 21, 2026; rescheduling the Monday, September 7, 2026 (Labor Day) Town Board Meeting to Wednesday, September 9, 2026, and rescheduling the Monday, November 2, 2026 (Election Day - Tuesday, November 3) Town Board Meeting to Wednesday, November 4, 2026. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski moved the adoption of a resolution cancelling the **February 16, July 6 and August 3, 2026**, Town Board Meetings. **NOTE: The Town Board will meet only February 2, July 20, and August 17, 2026.** Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Supervisor Ulatowski read, the Town Hall will be closed on the following Holidays in 2026; New Year's Day – Thursday, January 1, Martin Luther King, Jr. Day – Monday, January 19; Presidents' Day – Monday, February 16, cancelling the Town Board Meeting; Good Friday – April 3 (Town Hall to close at 12:00 P.M., Highway at 11:00 A.M.); Memorial Day Weekend – Friday, May 22 and Monday, May 25; Juneteenth – Friday, June 19; Independence Day - observed Friday, July 3; Labor Day – Monday September 7; Election Day – Tuesday, November 3; Veteran's Day – Wednesday, November 11; Thanksgiving Day – Thursday, November 26 and Friday, November 27; Christmas Eve – Thursday, December 24 and Christmas Day - Friday, December 25. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

GENERAL COMMITTEE appointment by the Supervisor:

Special Districts	Supervisor Ulatowski
Finance	Supervisor/Councilor Ulatowski & Gauthier
Parks & Recreation	Councilor Capria
Public Safety	Councilor Young
Highway & Public Works	Councilor Bick
Planning & Development	Councilor Russell

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Micron Project Committee	Supervisor/Councilor Ulatowski & Bick
Zoning Board of Appeals	Councilor Wisnowski
Industrial Development	Councilor Bick & Russell
Building	Councilor Capria & Young
Recreation Facilities & Grants/Special Committee	Councilor Bick & Gauthier
Liaison No, Syracuse School District	Councilor Capria
Liaison Liverpool School District	Councilor Wisnowski

Annual Salaries:

Councilor Bick moved the adoption of a resolution that the annual salaries for the Town Personnel for the year 2026 be established as follows:

Supervisor	\$85,284
Deputy Supervisor	\$24,492
Councilor	\$21,218
Judges	\$54,825
Commissioner of Parks & Recreation	\$79,341
Commissioner of Finance	\$46,100
Commissioner of Planning & Development	\$137,500
Commissioner of Code Enforcement	\$89,250
Town Clerk	\$80,000
Receiver of Taxes	\$80,000
Assessor	\$113,603
Highway Superintendent	\$118,183
Water Superintendent	\$101,505

Motion was seconded by Supervisor Ulatowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Appointments

Supervisor Ulatowski moved the adoption of a resolution appointing Councilor **JOSEPH BICK** as **Deputy Supervisor**, by the Supervisor. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Appointment of Special Districts

Councilor Wisnowski moved the adoption of a resolution appointing the **Supervisor** as **Administrator of Special Districts**. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

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Councilor Wisnowski moved the adoption of a resolution approving the annual membership of the Town of Clay in the **Association of Towns** and payment of the annual dues in the amount of \$2,300.00. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Wisnowski moved the adoption of a resolution appointing the Supervisor as delegate to the Association of Towns. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Wisnowski moved the adoption of a resolution appointing the **Deputy Supervisor** as **alternate delegate** to the **Association of Towns**. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Authorization – Check Signing:

Councilor Wisnowski moved the adoption of a resolution authorizing the **Deputy Supervisor** to sign checks drawn on Town funds in the absence of the Supervisor. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Town Engineers:

Councilor Wisnowski moved the adoption of a resolution that **C & S Engineers, Inc.** be retained by the Town of Clay to perform such **Special District** services as the Town may require and authorizing the Supervisor to enter into an annual contract with said firm. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Wisnowski moved the adoption of a resolution authorizing the **C & S Engineers, Inc.** to update the **“Town of Clay Zoning Map”** annually, with payment for same to be authorized from the General Fund of the Town of Clay. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Wisnowski moved the adoption of a resolution authorizing **C & S Engineers, Inc.** to be retained by the Town of Clay to perform such services as the Town Board, Planning Board and Zoning Board of Appeals may require, for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Town Attorneys:

Councilor Wisnowski moved the adoption of a resolution retaining **Germain & Germain** as attorney(s) for the Town of Clay for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Capria moved the adoption of a resolution retaining **Germain & Germain** as attorney(s) for the **Zoning Board of Appeals**, and to receive **\$18,000.00** for the **Zoning Board of Appeals** work for the year 2026. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Capria moved the adoption of a resolution retaining **Bond, Schoeneck, and King** as attorney(s) for the **Planning Board**, and to receive **\$36,000.00** for the **Planning Board** work for the year 2026. Motion was seconded by Councilor Russell,

Ayes – 7 and Noes – 0. *Motion carried.*

Bank Designation:

Councilor Capria moved the adoption of a resolution designating the following as the official 2026 depository banks for the Town of Clay: **M & T Bank; JP Morgan Chase Bank; Bank of America Bank; Alliance Bank, N.A.; Solvay Bank, RBS Citizens Bank, Key Bank, NY CLASS and Pathfinder Bank** – pooled cash investment program (class), or successor. Motion was seconded by Councilor Russell.

Ayes – 6 and Noes – 0. *Motion carried. Councilor Gauthier abstaining due employment.*

Newspaper Designation:

Councilor Capria moved the adoption of a resolution designating the **Syracuse Post Standard** as the official Town Newspaper for 2026 and designating the **Eagle Star Review** as an additional newspaper for the publication of legal notices. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Zoning Maps:

Councilor Capria moved the adoption of a resolution accepting and adopting the **Town of Clay Official Zoning Map** as revised on December 12, 2025, as the official zoning map of the Town for all purposes of administering and enforcing the Town Zoning Code. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Appointments – Misc:

Councilor Capria moved the adoption of a resolution designating **Aaron Bellows** as an approved contractor to provide the service of **Electrical Inspector for 2026**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

APPOINTMENT -Town Officers:

Councilor Capria moved the adoption of a resolution appointing **MICHELLE BORTON** as **Chairperson of the Planning Board** for the year **2026**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **HAROLD HENTY** as a **Member of the Planning Board** for a term of seven (7) years. Said term to expire **December 31, 2032**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **MARIE GIANNONE** as a **Secretary of the Planning Board** for the year **2026**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **VIVIAN MASON** as **Chairperson of the Zoning Board of Appeals** for the year **2026**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **MARY LOU DESROSIER** as a **Member of the Zoning Board of Appeals** for a term of five (5) years. Said term to expire **December 31, 2030**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **MICHAEL BECKER** as **Alternate Member of the Zoning Board of Appeals** for a term of one (1) year. Said term to expire **December 31, 2026**. Motion was seconded by Councilor Russell,

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **CHELSEA CLARK** as a **Secretary of the Zoning Board of Appeals** for the year **2026**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Gauthier moved the adoption of a resolution appointing **JILL HAGEMAN-CLARK** for a term of five (5) years as member and **Chairperson to the Board of Ethics**, pursuant to Ethics Law, Chapter 22, Article IV, Board of Ethics. Said term to expire **December 31, 2030**. Motion was seconded by Councilor Russell.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **JEFFREY SNOW** as **Town Historian** for the year **2026**. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **JUDY RIOS** as **Safety Committee Chairperson** and **CHELSEA CLARK** as **Safety Co-Chairperson** for the year **2026**. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **MICHAEL MCCARTHY** as **Constable** for the year **2026**. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

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Councilor Bick moved the adoption of a resolution appointing **STEVEN MCBURNIE** as **Substitute Constable** for the year **2026**. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **JOSEPH NICOLETTI, JR.** as **Highway Superintendent** for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Bick moved the adoption of a resolution appointing **FRANCIS MAZZYE** as Water Superintendent for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Capria.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **BRIAN BENDER** as **Commissioner of Planning & Development** for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **JOSEPH GRISPINO** as **Commissioner of Code Enforcement** for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **PAULA CARON** as **Commissioner of Finance** for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **JAMES MUSCATELLO** as **Commissioner of Recreation** for a term of one (1) year. Said term to expire December 31, 2026. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **MOLLY BENNION** as **Deputy Tax Receiver** for a term of three (3) years. Said term to expire **December 31, 2028**. Motion was seconded by Councilor Gauthier.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Russell moved the adoption of a resolution appointing **ANDREA SACKETT** and **CHERYL DECKER** as **Deputy Town Clerks** for a term of one (1) year. Said term to expire **December 31, 2026**. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Councilor Young moved the adoption of a resolution appointing **JILL HAGEMEN-CLARK**, as a Marriage Officer for the Town of Clay. Pursuant to Section 11 of the New York State Domestic Relations Law which states no public officer listed in Section 11 shall be prohibited from accepting any fee or compensation having a value of one hundred dollars or less, whether in the form of money, property, services, or entertainment, for the solemnization of the marriage by such public officer at a time and place other than the public officer's normal public place of business and during normal hours of business. Said appointment expires **December 31, 2026**. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

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REGULAR AGENDA – JANUARY 5, 2026

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APPROVAL of MINUTES:

Councilor Bick made a motion to approve the minutes of the December 15, 2025 Regular Town Board Meeting. Motion was seconded by Councilor Young.

Ayes – 7 and Noes – 0. *Motion carried.*

CORRESPONDENCE:

Lennie Tucker a retired, schoolteacher from Salina, attended the Town Board meeting. She entertained everyone with stories of her youth spotlighting the importance of being neighborly and kind. She explained that she was moved by the outpouring of support for the widow affected by the Micron. She told stories of neighbors helping neighbors throughout her lifetime and came to applaud the Town of Clay residents calling them Patriots. Lennie Tucker purchased hats for residents of Clay to show her thanks and remind us that being neighborly and kind is important. Hats were distributed and the reminder were sent to the Clerks office to offer to residents.

Wayne Barnes asked about the sidewalks on Taft and Allen Roads. He was concerned about the lack of maintenance and asked if the businesses on these two roads could be enforced to remove the snow. There was a discussion about the responsibility of sidewalks and resident safety. Mr. Barnes asked about the

possibility of the Town, Village or School district maintaining them. He left his number and the asked to speak to someone about this. Councilor Capria concurred about this problem.

Matthew Carr asked if the Town of Clay offers any Mental Health Resources provided by the Town. Councilor Bick said that Onondaga County offers resources as well as Social Services, Helio Health, St. Joes Hospital and Crouse Hospital.

REQUESTS for ADJOURNMENTS:

None.

REGULAR MEETING

Licenses and Permits (PH) – CASUAL ESTATES (MOBILE HOME COURT) LLC, d/b/a MADISON VILLAGE:

A public hearing to consider the application of **CASUAL ESTATES, LLC D/B/A MADISON VILLAGE MOBILE HOME COURT**, for the renewal of its license for the year 2026, was opened by the Supervisor. Proof of publication and posting was furnished by the Town Clerk.

There was no one present to speak on behalf of the application. Councilor Bick moved the adoption of a resolution **adjourning** the public hearing to **January 21, 2026 at 7:35 PM**. Supervisor Ulatowski asked if someone would let them know that they are on the agenda. The Town Clerk said that she would send an email as she had done for this hearing. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

CODE of ETHICS (Schedule and Responsibility):

Councilor Bick moved the adoption of a resolution approving the Board of Ethics will meet at least once annually and require the Chairman to provide a full in-person report to the Town Board at or immediately after the annual Organization Meeting of the Town. The Town Board will review all financial disclosure forms for completeness and shall have access to the inquiry procedure. A list of active Town vendors will also be supplied to the Board of Ethics annually for conflict screening review and maintained by the Board for consultation on a case-by-case basis. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Agreement – (A) Expenditures of Highway Monies 2026:

Councilor Capria moved the adoption of a resolution approving an agreement between the Superintendent of Highways and the Members of the Town Board for the expenditures of highway monies in the Town of Clay for the fiscal year ending December 31, 2026. Motion was seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*

Harassment/Sexual Harassment Prevention Policy 2026:

Councilor Russell moved the adoption of a resolution adopting the Town of Clay's Harassment Prevention Policy, including Sexual Harassment for the year 2026. Motion was seconded by Councilor Wisnowski.

Ayes – 7 and Noes – 0. *Motion carried.*

Adjournment:

The meeting was adjourned at 7:48 P.M. upon motion by Councilor Young and seconded by Councilor Bick.

Ayes – 7 and Noes – 0. *Motion carried.*



Jill Hageman Clark
Jill Hageman-Clark RMC / Town Clerk