



# AGENDA



JOINT TOWN BOARD MEETING  
October 1, 2025

Meeting called to order by presiding Supervisor Thompson @ \_\_\_\_\_

*The Town of Clifton Supervisor shall preside over the spring joint meeting each year. The Town of Fine Supervisor shall preside over the fall joint meeting each year. The presiding supervisor will create and distribute an agenda to all Town Board members prior to the meeting.*

Town Board Member Quorum:

Clifton: Deputy Supervisor John Russell, Mary Zuhlsdorf, Brett Blackmer,  
William Griffin, Town Clerk Karen Soltau, Bookkeeper Nancy Russell

Fine: Supervisor Jeremy Thompson, Phil Giardino, Carlton Kerr, Samuel Bryant, Gigi Hayden,  
Town Clerk Hope Dolan

OTHERS Present:

Audience Participation:

**CF ARENA**

- Financial Information:

Arena cash & investments as of 08/31/25 \$25,971.39

- Policies & Procedures:

*The joint town boards shall adopt policies and procedures to guide employees in their daily decision-making and adopt rules and regulations for Arena use.*

➤ **Adopt the Intermunicipal Agreement for the Arena to update signatures.**

- Arena Rates:

*The Towns have joint authority and responsibility to adopt Fees for Arena use.  
(no need for a motion if the rates stay the same.)*

Current Fees are:

Building Rental Fees for Events: \$ 100.00 /½ day or \$ 200.00 /day -Ice Rental: \$ 30.00 /hr

- Annual Budget:

*The Towns have joint authority and responsibility to adopt an annual budget for the Arena.*

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the 2026 Arena Budget as (presented)  
(amended) and each town contribute \$14,000 for the Arena Operations. (See Proposed budget.)



# AGENDA



## JOINT TOWN BOARD MEETING October 1, 2025

\_\_\_\_\_Ayes \_\_\_\_\_Noes

- Other Arena Business:
  - Arena Insurance Coverage

### CF GOLF COURSE:

- Financial Information: Cash & investments as of 08/31/2025 is \$100,289, plus \$3,163 in the water Fund Reserve.
- Policies & Procedures Review:

*The joint town boards shall adopt policies and procedures to guide employees in their daily decision-making and adopt rules and regulations for golf course use.*

  - **No changes proposed to the Policies and Procedures for the golf course**
  - **Adopt the Intermunicipal Agreement to update signatures**
- Course Rates:

*The Towns have joint authority and responsibility to adopt Fees for Golf Course use.  
(no need for a motion if the rates stay the same.)*

(See attached)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept the proposed changes to the 2026 golf season.  
\_\_\_\_\_Ayes \_\_\_\_\_Noes

- Dates of Operation::

Start & End Dates:  
Grounds Crew – no dates were given  
Clubhouse – no dates were given

- Raw Water Rate:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to set the raw water charge to the Clifton-Fine Golf Course at \$1,350 for 2026.  
\_\_\_\_\_Ayes \_\_\_\_\_Noes

- Annual Budget:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve 2026 Golf Course Budget as (presented) (amended). *(Please see budget, proposed rates and budget assumptions)*



# AGENDA



## JOINT TOWN BOARD MEETING October 1, 2025

\_\_\_\_ Ayes    \_\_\_\_ Noes

- Employees:

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the following golf course employees and set their rate of pay for 2026 at:

Grounds Superintendent - Gary Jessmer at a salary of \$19,552.00

Grounds Laborers- Doran Johnson at minimum wage (change to 2 full-time seasonal employees)

Clubhouse Attendants - at minimum wage (change to 3, with one being a manager position that will do scheduling, ordering, daily and weekly sheets)

Fertilizer Applicator – Paul Hanley at a rate of \$17.00/hr. + couple membership, cart storage and trail fees

Paul Guiles \_ \$17.51/hr

Driving Range – Jon Birchenough for a single membership and cart trail fees

- Membership -all golf course employees to be entitled to a free individual season pass to the CF golf Course as recommended by the Golf Course Committee.
  - (no need for a motion if this stays the same.)
- Clubhouse Lease – Club Grub
- Other Golf Course Business:
  - Use reserve funds to purchase a buffalo blower, air conditioner for clubhouse, and sprayer for liquid chemicals.
  - Modifying kitchen area

## OTHER BUSINESS

- Water Districts:
- Youth Commission:
  - Financial Information: Cash & investments as of 08/31/2025 is \$10,123.59 (but Town of Fine loaned youth commission \$15,000 until both towns reimbursements are received.)



# AGENDA



## JOINT TOWN BOARD MEETING

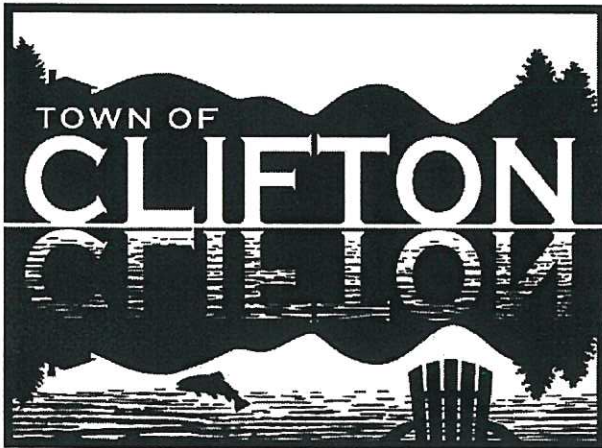
October 1, 2025

- Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve 2026 Youth Commission Budget as (presented) (amended), and that each town contributes half of the actual expenses up to \$8,492.00 each. (*Proposed budget is attached.*) \_\_\_\_\_ Ayes \_\_\_\_\_ Noes
- Committee Members & Meetings –
  - Clifton Representative – William Griffin
  - Fine Representative – Sam Bryant
- Youth Commission Director
- CF Community Center:
  - Adopt Intermunicipal Agreement to update signatures
  - Back up heat source
  - Refrigerators in the kitchen (need to replace?)
  - Kitchen certification by Dept of Health (see attached)
- Black Fly Program:
  - Clifton take over running the program, bill Fine for ½ expenses
  - Budget for 2026 \$37,922
  - Mileage question
  - Pay employees by salary as opposed to hourly

Next Joint Town Board meeting is 6:30 PM, April 1, 2026, unless special meeting is called.

Meeting Adjourned @ \_\_\_\_\_





# ***INTERMUNICIPAL AGREEMENT***

**BETWEEN**

**THE TOWN OF CLIFTON, NEW YORK, AND  
THE TOWN OF FINE, NEW YORK,**

**REGARDING OPERATION OF THE  
CLIFTON-FINE ARENA**

Enacted  
NOVEMBER 5, 2012  
Amended April 5, 2017  
Amended September 24, 2019



THIS INTERMUNICIPAL AGREEMENT ("Agreement"), entered into November 5, 2012, is hereby made by and between the Town of Clifton, a municipal subdivision of the State of New York, situate in St. Lawrence County, with offices at 7171 State Highway 3, Cranberry Lake, NY 12927 ("Clifton"), and the Town of Fine, a municipal subdivision of the State of New York, situate in St. Lawrence County, with offices at 4078 State Highway 3, Star Lake, NY 13690 ("Fine").

The parties agree as follows:

**I. PURPOSE:**

The intent of this Intermunicipal Agreement is to provide a solid foundation for the operation of the Clifton-Fine Arena, located at 4173B State Highway 3, Star Lake, New York, by establishing procedures and policies for the two Towns to follow in managing the Arena.

**II. HISTORY:**

The Star Lake Fire Department plowed & flooded an outside rink and opened it for public skating in 1971. Lights and Boards were added during the summer of 1972. The Clifton-Fine Lions Club sponsored a fundraising campaign to build an indoor Arena from 1978 to 1982. A total of \$100,000.00 was raised by the community.

The Arena collapsed under heavy snow load on March 1, 1987. No injuries occurred. The Clifton-Fine Recovery Fund was established, door to door donations were solicited, and fundraisers were held throughout the community. A total of \$60,000.00 was raised and \$100,000.00 was received from the insurance settlement on the original building. The new building was constructed with a 50% stronger snow load than the original building. After the reconstruction, money was received from the 1986 Environmental Quality Bond Act to bring the bathrooms and snack bar up to code. The new building was re-opened for the 1987-88 skating season.

The Arena is operated & maintained with equal contributions from both Towns, along with money raised through building rental, ice time, and snack bar receipts.

**III. DEFINITIONS:**

1. "Towns" shall mean the Towns of Clifton and Fine, both located in St. Lawrence County, New York.
2. "Arena" shall mean the Clifton-Fine Arena, located in the Hamlet of Star Lake, St. Lawrence County, New York.
3. "Joint Town Boards" or shall mean the Town Boards of the Towns acting jointly either in a joint meeting of the Town Boards, or through consistent actions in separate Town Board meetings of the Towns.
4. "Committee" shall mean the Arena Committee as established in this Agreement.

#### **IV. BOARD AUTHORITY & RESPONSIBILITY:**

1. Ownership. The Towns jointly own and operate the Clifton-Fine Arena.
2. Joint Responsibility. The Towns share equally the fiscal and legal responsibilities of the Arena. The Towns have joint authority and responsibility for, and shall jointly do the following:
  - a. Adopt an Annual Budget;
  - b. Adopt all usage fees, including,
    - i. Building Rental Fees,
    - ii. Ice Rental Fees,
  - c. Approve any unbudgeted expenditures over \$1,000.00;
  - d. Approve any gift of Arena use or trade of services;
  - e. Adopt employee wages;
  - f. Hire and dismiss Arena employees;
  - g. Adopt job descriptions for all Arena employees;
  - h. Approve any alterations to the Arena layout, including bleachers, kitchen, bathrooms, warm-up rooms or storage areas;
  - i. Adopt policies and procedures to guide employees in their daily decision-making;
  - j. Adopt rules and regulations for Arena use; and
  - k. Delegate authority to Arena employees, Custodial Worker, Recreation Attendant, and Arena Committee members to ensure Arena procedures and rules are obeyed to maintain efficient Arena operations.
3. Town of Clifton Responsibility. The Town of Clifton is responsible for the fiscal management and record-keeping of the Arena.
  - a. The Town of Clifton policy and procedure manual will apply to Arena employees, unless otherwise specified in this Agreement or in the jointly adopted Arena Policies & Procedures Agreement.
  - b. The Town of Clifton fiscal procedures and practices, including the procurement policy, will apply to the Arena.
  - c. The Town of Clifton agrees to obtain and continue to keep in full force and effect as part of its general liability insurance, public liability insurance relative to this Agreement, paid for with Arena funds.
  - d. The Town of Clifton agrees that copies of all reports (i.e. Fire Alarm Monitoring, Fire Suppression Inspections and Health Department Inspections) will be provided to the Committee Chair and the Town Clerk of Fine for distribution. The Town of Fine agrees that copies of the Code Enforcement Officer Fire Safety Inspection Report will be provided to the Committee Chair and the Town Clerk of Clifton for distribution.

**V. OPERATIONAL PROCEDURES:**

1. The Joint Town Boards shall meet together to conduct Arena business on the first Wednesday in April and the first Wednesday in October of each year. The Town Supervisor from either Town may call additional special joint meetings during the year, if necessary. Notice of the special joint meeting must be in writing to both Town Clerks to ensure all Town Board members from both Towns are notified of the date, time, and place of the meeting. The Supervisor calling the meeting shall also notify the Arena Committee Chair of the meeting.
2. The Town of Clifton Supervisor shall preside over the spring joint meeting each year. The Town of Fine Supervisor shall preside over the fall joint meeting each year. The Supervisor that calls any additional special joint meeting shall preside over the special joint meeting. The presiding Supervisor will create and distribute an agenda to all Town Board members prior to the meeting. One Supervisor may relinquish the duty to preside over a meeting to the other Supervisor.
3. Each Town Board must independently have a quorum present and must vote independently to take action at joint meetings. The failure of an affirmative vote by both independent Town Boards shall prevent any change, causing the status quo to continue.

**VI. ARENA COMMITTEE:**

The Joint Town Boards shall establish an Arena Committee to inform and advise the Joint Town Boards on matters involving Arena operations. The Town Boards cannot assign or surrender their basic statutory responsibilities to the Committee, but can use information and advice from the Committee for more effective and efficient Arena decision-making. In addition, the Committee chairperson acts on behalf of the Town Boards to carry out the day-to-day operations of the Arena.

1. Committee Members. The Arena Committee shall be comprised of seven (7) members. Each Town Board shall independently appoint two (2) Committee members. The Town Boards may appoint Town Board members or interested citizens. The Arena Committee will have three (3) appointments to the Committee.
  - a. The Town Boards shall make their yearly Committee appointments at the Joint Meeting in April.
  - b. The Committee-appointed Committee members shall be appointed as the first order of business at the first Committee meeting each year.
  - c. The Committee shall select a Chairperson for the year, annually, by majority vote at their October meeting each year.
  - d. Committee members must annually complete a volunteer registration form and submit it to the Town of Clifton bookkeeper for record keeping purposes.



2. Meetings.

- a. Committee meetings are open to the public and must be advertised as required by the Open Meetings Law (Public Officers Law, Art. 7).
- b. The Committee shall decide the date, time and place of meetings. Meetings shall be scheduled as necessary for the proper operation of the Arena.
- c. The Committee shall use the affirmative vote of a majority of the total membership to make recommendations. Therefore, four affirmative votes are required to take action, even if only four or five members are present.
- d. The Committee shall designate someone to keep notes at meetings and distribute a summary of the meetings to both Town Clerks within 10 days, so that the information may be distributed to Town Board members.

3. Responsibilities.

- a. The Committee shall recommend employees for the Joint Town Boards to consider hiring for the Arena. A job opening must be advertised, unless a returning employee is filling the same Arena position they held the prior year.
- b. The Committee shall recommend Arena alterations and improvements to the joint boards.
- c. The Committee shall insure that both employees and Arena users adhere to Arena policies, procedures, and rules.
- d. The Committee chairperson is responsible for overseeing daily operations of the Arena. Arena employees report to the Committee chairperson or designee. The chairperson is responsible for reporting to the full Committee and/or the Joint Town Boards, whichever is applicable.

**VII. MISCELLANEOUS:**

1. Each separate provision of this Agreement shall be deemed independent of all other provisions. Should any provision be deemed to be declared invalid, all other provisions of this Agreement shall remain valid and enforceable.

2. Indemnification.

- a. The Town of Clifton does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Fine against claim for any loss, injury, death and/or damage and against any claim for compensation for which the Town of Clifton may or shall be liable by reason of its action or failure to act under this Agreement.
- b. The Town of Fine does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Clifton against claim for any loss, injury, death and/or damage

and against any claim for compensation for which the Town of Fine may or shall be liable by reason of their actions or failure to act under this Agreement.

3. Authority for Execution.

- a. Clifton. The Supervisor of Clifton has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Clifton, at a meeting thereof held on November 5, 2012 Robert Snider, Town of Clifton Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Clifton. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Clifton.
- b. Fine. The Supervisor of Fine has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Fine, at a meeting thereof held on November 5, 2012 Mark Hall, Town of Fine Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Fine. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Fine.

4. Modification.

- a. This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.
- b. This Agreement is enacted by independent legal actions of both Town Boards and may only be amended by consistent independent legal actions of both Town Boards. One Town Board may not unilaterally amend this Agreement.

5. Waiver. No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same

6. Term. This Agreement will take effect upon the date entered into and shall be for an indefinite term. This Agreement supersedes and repeals any previous agreements between the Towns regarding the Arena.

7. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

IN WITNESS WHEREOF, the Town of Clifton and the Town of Fine have executed this Agreement by the respective Town Supervisors, who are duly authorized to do so, the day and year first above written.

Town of Clifton

Town of Fine

By: \_\_\_\_\_  
John Russell  
Deputy Town Supervisor

By: \_\_\_\_\_  
Jeremy Thompson  
Town Supervisor

## ARENA

| ACCOUNT NO     | ACCOUNT DESCRIPTION | 2024 ACTUALS | 2025 ADJUSTED<br>BUDGET | 2026<br>Tentative<br>Budget | 2026<br>Preliminary<br>Budget | 2026<br>Adopted<br>Budget |
|----------------|---------------------|--------------|-------------------------|-----------------------------|-------------------------------|---------------------------|
| APPROPRIATIONS |                     |              |                         |                             |                               |                           |

## PERSONAL SERVICES

|             |                   |       |       |       |   |   |
|-------------|-------------------|-------|-------|-------|---|---|
| SP.7989.100 | PERSONAL SERVICES | 5,951 | 3,570 | 3,840 | - | - |
|             | TOTAL             | 5,951 | 3,570 | 3,840 | - | - |

## EQUIPMENT &amp; CAPITAL OUTLAY

|             |                          |   |   |   |   |   |
|-------------|--------------------------|---|---|---|---|---|
| SP.7989.200 | EQUIPMENT CAPITAL OUTLAY | - | - | - | - | - |
|             | TOTAL                    | - | - | - | - | - |

## MISCELLANEOUS

|             |                     |        |        |        |   |   |
|-------------|---------------------|--------|--------|--------|---|---|
| SP.7989.410 | SNACK BAR SUPPLIES  | 442    | 300    | 400    | - | - |
| SP.7989.420 | LIGHTS HEAT & PHONE | 6,100  | 8,000  | 13,500 | - | - |
| SP.7989.460 | REPAIR REG BLDG EXP | 0      | 3,500  | -      | - | - |
| SP.7989.470 | ALL OTHER EXPENSE   | 14,326 | 12,500 | 12,000 | - | - |
|             | TOTAL               | 20,868 | 24,300 | 25,900 | - | - |

## EMPLOYEE BENEFITS

|             |                                    |     |     |     |   |   |
|-------------|------------------------------------|-----|-----|-----|---|---|
| SP.9010.800 | STATE RETIREMENT.EMPLOYEE BENEFITS | -   | -   | -   | - | - |
| SP.9030.800 | SOCIAL SECURITY                    | 455 | 498 | 294 | - | - |
| SP.9035.800 | MEDICARE                           | -   | -   | -   | - | - |
| SP.9050.800 | Unemployment tax                   | 125 | 132 | 47  | - | - |
|             | TOTAL                              | 580 | 630 | 341 | - | - |

## TOTAL APPROPRIATIONS ARENA

27,399

28,500

30,081

✓

-

-

| ACCOUNT NO | ACCOUNT DESCRIPTION | 2024 REVENUE<br>ACTUALS | 2025 ADJUSTED<br>BUDGET | 2026<br>Tentative<br>Budget | 2026<br>Preliminary<br>Budget | 2026<br>Adopted<br>Budget |
|------------|---------------------|-------------------------|-------------------------|-----------------------------|-------------------------------|---------------------------|
| REVENUES   |                     |                         |                         |                             |                               |                           |

## CONCESSIONS

|         |                        |     |     |       |   |   |
|---------|------------------------|-----|-----|-------|---|---|
| SP.2012 | RECREATION CONCESSIONS | 434 | 300 | 1,000 | - | - |
|         | TOTAL                  | 434 | 300 | 1,000 | - | - |

## FACILITY CHARGES

|         |                              |     |     |       |   |   |
|---------|------------------------------|-----|-----|-------|---|---|
| SP.2025 | SPECIAL REC FACILITY CHARGES | 260 | 200 | 1,200 | - | - |
|         | TOTAL                        | 260 | 200 | 1,200 | - | - |

## DONATIONS

|         |                           |     |   |   |   |   |
|---------|---------------------------|-----|---|---|---|---|
| SP.2070 | DONATIONS / CONTRIBUTIONS | 200 | - | - | - | - |
|         | TOTAL                     | 200 | - | - | - | - |

## TOWN CONTRIBUTIONS

|         |                  |        |        |        |   |   |
|---------|------------------|--------|--------|--------|---|---|
| SP.2390 | SHARE OF JT ACCT | 28,000 | 28,000 | 28,000 | - | - |
|         | TOTAL            | 28,000 | 28,000 | 28,000 | - | - |

## ARENA FUND TOTAL REVENUE

28,894

28,500

30,200

✓

-

-

## ARENA TOTAL ESTIMATED UNEXPENDED

## FUND BALANCE

1,495

-

119

-

-



**From:** John Russell <jrussell@townofcliftonny.com>  
**Sent:** Tuesday, September 30, 2025 5:55 PM  
**To:** Jeremy Thompson; fineclerk@finetownny.gov; Cheyenne Kerr; Council Bryant; Bill Griffin; Brett Blackmer; Mary Zuhlsdorf; segii@aol.com; finecouncilhayden@finetownny.gov; finecouncilgiardino@finetownny.gov; Karen Soltau  
**Subject:** [EXTERNAL] Question response

**Subject:** RE: Questions on Arena Proposed Insurance Policy

1. NYMIR quoted 1 mil on arena with \$1000 deductible
2. The perils are the same as all the buildings , etc- special form including theft. This is the same as all property that the Town of Fine and Town of Clifton have covered at present time.
3. Contents were not requested to be quoted so.....you have two options.

Give me an amount for contents and I will price for you OR

Divide the 1 mil into an amount for building coverage and an amount for contents coverage. I would assume you have the tractor insured on inland marine coverage.

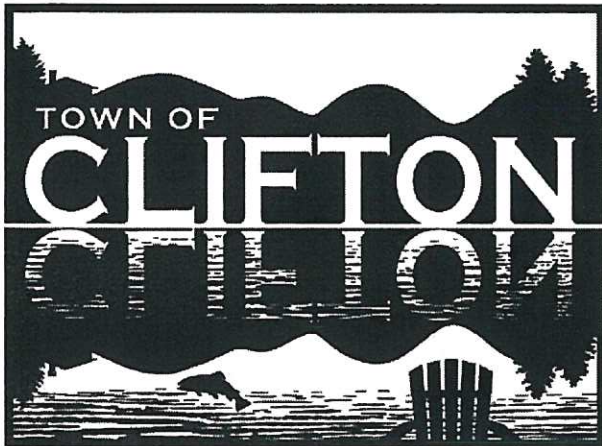
4. & 5) Any loss you have \$100,000, \$200,000 etc would be covered less the deductible.
- 6) Total loss would be 1 mil less \$1000 deductible.

\*\*\*\*\*Any loss paid is subject to the conditions of the NYMIR policy. Each loss is handled by a claims specialist. This is the same as all the property that Town of Fine and Town of Clifton have covered at present time. \*\*\*\*

Regards, Judy Wood

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# ***INTERMUNICIPAL AGREEMENT***

**BETWEEN**

**THE TOWN OF CLIFTON, NEW YORK, AND  
THE TOWN OF FINE, NEW YORK,**

**REGARDING OPERATION OF THE  
CLIFTON-FINE MUNICIPAL GOLF COURSE**

Adopted April 2, 2012  
Amended March 15, 2017, Sept 24, 2019, May 20, 2020  
Oct 7, 2020, Apr 7, 2021



THIS INTERMUNICIPAL AGREEMENT ("Agreement"), entered into March 14, 2012, is hereby made by and between the Town of Clifton, a municipal subdivision of the State of New York, situate in St. Lawrence County, with offices at 7171 State Highway 3, Cranberry Lake, NY 12927 ("Clifton"), and the Town of Fine, a municipal subdivision of the State of New York situate in St. Lawrence County, with offices at 4078 State Highway 3, Star Lake, NY 13690 ("Fine"),

The parties agree as follows:

**I. PURPOSE:**

The intent of this Intermunicipal Agreement is to provide a solid foundation for the operation of the Clifton-Fine Municipal Golf Course, by establishing procedures and policies for the two Towns to follow in managing the Golf Course.

**II. HISTORY:**

John M. Sayles started building the Golf Course in 1919. The Towns of Clifton and Fine jointly purchased the Golf Course from Charles I. Sayles in 1976, for the sum of \$ 70,000, to operate a recreational facility for the benefit of the citizens of the two towns. This 59.90-acre property is comprised of 23.40 acres in the Town of Clifton and 36.50 acres in the Town of Fine.

**III. DEFINITIONS:**

1. "Towns" shall mean the Towns of Clifton and Fine, both located in St. Lawrence County, New York.
2. "Golf Course" shall mean the Clifton-Fine Municipal Golf Course, located in the Towns of Clifton and Fine, St. Lawrence County, New York.
3. "Joint Town Boards" or shall mean the Town Boards of the Towns acting jointly either in a joint meeting of the Town Boards, or through consistent actions in separate Town Board meetings of the Towns.
4. "Committee" shall mean the Golf Course Committee as established in this Agreement.

**IV. BOARD AUTHORITY & RESPONSIBILITY:**

1. Ownership. The Towns jointly own and operate the Clifton-Fine Municipal Golf Course.
2. Joint Responsibility. The Towns share equally the fiscal and legal responsibilities of the Golf Course. The Towns have joint authority and responsibility for, and shall jointly do the following:
  - a. Adopt an Annual Budget;
  - b. Adopt all usage fees, including,
    - i. Membership Fees,
    - ii. Greens Fees,
    - iii. Cart and Club Rental Fees,
    - iv. Cart Storage Fees, and
    - v. Trail fees, and

- c. Approve any unbudgeted material or equipment purchases over \$1,000.00;
  - d. Adopt employee wages;
  - e. Hire and dismiss of Golf Course employees;
  - f. Adopt job descriptions for all Golf Course employees;
  - g. Approve any alterations to the Golf Course layout, including fairways, greens, rough, cart paths and woods;
  - h. Adopt policies and procedures to guide employees in their daily decision-making; and
  - i. Adopt rules and regulations for Golf Course use.
  - j. Delegate authority to Golf course employees, Golf Course rangers, and Golf Course Committee members to ensure Golf Course procedures and rules are followed and obeyed to maintain efficient Golf Course operations.
3. Town of Fine Responsibility. The Town of Fine is responsible for the fiscal management and record-keeping of the Golf Course.
- a. The Town of Fine policy and procedure manual will apply to Golf Course employees, unless otherwise specified in this Agreement or in the jointly adopted Golf Course Policy & Rules Agreement.
  - b. The Town of Fine fiscal procedures and practices, including the procurement policy, will apply to the Golf Course.
  - c. The Town of Fine agrees to obtain and continue to keep in full force and effect as part of its general liability insurance, public liability insurance relative to this Agreement, paid for with Golf Course funds.

**V. OPERATIONAL PROCEDURES:**

- 1. The Joint Town Boards shall meet together to conduct Golf Course business on the first Wednesday in April and the first Wednesday in October of each year. The Town Supervisor from either Town may call additional special joint meetings during the year, if necessary. Notice of the special joint meeting must be in writing to both town clerks to ensure all Town Board members from both towns are notified of the date, time and place of the meeting.
- 2. The Town of Clifton Supervisor shall preside over the spring joint meeting each year. The Town of Fine Supervisor shall preside over the fall joint meeting each year. The supervisor that calls any additional special joint meeting shall preside over the special joint meeting. The presiding supervisor will create and distribute an agenda to all Town Board members prior to the meeting. One supervisor may relinquish the duty to preside over a meeting to the other supervisor.
- 3. Each Town Board must independently have a quorum present and must vote independently to take action at joint meetings. The failure of an affirmative vote by both independent Town Boards shall prevent any change, causing the status quo to continue.

**VI. GOLF COURSE COMMITTEE:**

The Joint Town Boards shall establish a Golf Course Committee to inform and advise the Joint Town Boards on matters involving Golf Course operations. The Town Boards cannot assign or surrender their basic statutory responsibilities to the Committee, but can use information and advice from the Committee for more effective and efficient Golf Course decision-making. In addition, the Committee chairperson acts on behalf of the town boards to carry out the day-to-day operations of the golf course.

1. Committee Members. The Golf Course Committee shall be comprised of seven (7) members. Each Town Board shall independently appoint two (2) Committee members. The Town Boards may appoint Town Board members or interested citizens. The women's and men's leagues will each have one (1) appointment to the Committee. By majority vote (4 ayes), the Committee members appointed by the Towns and leagues shall appoint one (1) Committee member.
  - a. The Town Boards shall make their yearly Committee appointments at the January organizational town board meeting.
  - b. The Committee-appointed Committee member shall be appointed at the last Committee meeting each year to be effective at the first committee meeting of the following year.
  - c. The Committee shall select a Chairperson for the next calendar year at the last committee meeting of the year, to be effective at the first committee meeting of the following year by majority vote.
  - d. Committee members must annually complete a volunteer registration form and submit it to the Town of Fine bookkeeper for record keeping purposes.
2. Meetings.
  - a. Committee meetings are open to the public and must be advertised as required by the Open Meetings Law (Public Officers Law, Art. 7).
  - b. The Committee shall decide the date, time and place of meetings. Meetings shall be scheduled as necessary for the proper operation of the Golf Course.
  - c. The Committee shall use the affirmative vote of a majority of the total membership to make recommendations. Therefore, four affirmative votes are required to take action, even if only four or five members are present.
  - d. The Committee shall designate someone to keep notes at meetings and distribute a summary of the meetings to both town clerks within 10 days, so that the information may be distributed to Town Board members.
3. Responsibilities.
  - a. The Committee shall recommend employees for the Joint Town Boards to consider hiring for the Golf Course. A job opening must be advertised, unless a returning employee is filling the same Golf Course position they held the prior year.
  - b. The Committee shall recommend course alterations and improvements to the joint boards.
  - c. The Committee shall insure that both employees and golfers adhere to Golf Course policies, procedures, and rules.
  - d. The Committee chairperson is responsible for reviewing and making recommendations about the daily operations of the Golf Course. The chairperson is responsible for reporting to the full Committee and/or the Joint Town Boards, whichever is applicable.



## **VII. MISCELLANEOUS:**

1. Each separate provision of this Agreement shall be deemed independent of all other provisions. Should any provision be deemed to be declared invalid, all other provisions of this Agreement shall remain valid and enforceable.
2. Indemnification.
  - a. The Town of Clifton does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Fine against claim for any loss, injury, death and/or damage and against any claim for compensation for which the Town of Clifton may or shall be liable by reason of its action or failure to act under this Agreement.
  - b. The Town of Fine does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Clifton against claim for any loss, injury, death and/or damage and against any claim for compensation for which the Town of Fine may or shall be liable by reason of their actions or failure to act under this Agreement.
3. Authority for Execution.
  - a. Clifton. The Supervisor of Clifton has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Clifton, at a meeting thereof held on March 14, 2012. Robert Snider, Town of Clifton Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Clifton. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Clifton.
  - b. Fine. The Supervisor of Fine has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Fine, at a meeting thereof held on February 8, 2012. Mark Hall, Town of Fine Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Fine. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Fine.
4. Modification.
  - a. This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.
  - b. This Agreement is enacted by independent legal actions of both Town Boards and may only be amended by consistent independent legal actions of both Town Boards. One Town Board may not unilaterally amend this Agreement
5. Waiver. No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same
6. Term. This Agreement will take effect upon the date entered into and shall be for an indefinite term. This Agreement supersedes and repeals any previous agreements between the Towns regarding the Golf Course.

7. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

IN WITNESS WHEREOF, the Town of Clifton and the Town of Fine have executed this Agreement by the respective Town Supervisors, who are duly authorized to do so, the day and year first above written.

Town of Clifton

Town of Fine

By: \_\_\_\_\_  
John Russell  
Deputy Town Supervisor

By: \_\_\_\_\_  
Jeremy Thompson  
Town Supervisor

## Golf course report:

### Dates:

Course opening: 20 April 2026      Closing: 13 October 2026

Clubhouse opening 27 April 2026      Closing: 11 October 2026

Tournaments:      Ladies' member guest 16 July 26

Men's member guest 23-25 July 26 (course closed to public)

Wilderness foundation 1 August 16 (course closed to public)

Junior Golf camp 6-10 July 26 10-12:00 @ driving range.

### Fees:

Requesting changes to the rate schedule (see proposed attached)

Budget presented (see attached)

### Course needs and wants:

Request using reserve funds to purchase:

1. Used Buffalo blower estimated up to 10K
2. In room air conditioner for clubhouse to supplement the window A/C. less than 1K.
3. Tow behind pesticide/fertilizer, many of the products we currently use are going to liquid only and usually is cheaper.

Paul Hanely requested Sr. couples' membership be included in his compensation additional to what he is already receiving, the committee agreed.

### Staffing:

Gary and Dorran will return as grounds crew

We propose that the 20-hour part-time position be increased to 40 hours full-time.

We also want to increase to 3 attendants with hope of eventually hiring one as a clubhouse manager that will do ordering, work to get tournaments, and manage the schedule and hours of the clubhouse workers.

We do not have recommendations for the attendants, and the 3<sup>rd</sup> ground crew right now will work to get applicants in the Spring.

Jon Burchinoff will continue to manage the driving range.

### Clubhouse use:

Club Grub wants to continue to lease the clubhouse, they are requesting to make changes to the kitchen.

1. Remove the wall behind the sink, relocate the sink and remove the 2 bathrooms. This will give them increased workspace.
2. Return the wall that was modified for Jrecks use back to initial position, this will increase floor space for tables.
3. Consider allowing the stove and exhaust hood from the arena to the golf course. There is concern that this move might require everything that is grandfathered be brought up to current code.



# **2026 CLIFTON-FINE MUNICIPAL GOLF COURSE RATES**

(Draft 8/25/25)

## **DAILY GREEN/CART FEES (Per Person):**

|          | <u>Walking</u> | <u>With Cart</u> |
|----------|----------------|------------------|
| 9 Holes  | \$ 20          | \$ 25            |
| 18 Holes | \$ 25          | \$ 35            |

- One child 12 years old or younger plays free for each one adult member or adult paying daily fee above
- Military Discount (with ID) - \$ 2 off 18 holes with cart

## **OTHER SERVICES:**

|                         |                                                      |
|-------------------------|------------------------------------------------------|
| <b>Pull Cart Rental</b> | \$ 5 ( 9 or 18 holes)                                |
| <b>Golf Club Rental</b> | \$ 15 ( 9 or 18 holes)                               |
| <b>Driving Range</b>    | \$ 5 per bag (Non-Members)<br>\$ 3 per bag (Members) |

## **PRIVATE CARTS: TRAIL FEES:**

\$ 250 /yr for cart use by owner & immediate household

\$ 300/yr to extend use to children and grandchildren not in household.

\$5 for 9 holes / \$10 for 18 holes for borrowed cart (must have seasonal trial fee paid)

**CART STORAGE:** \$ 225 /yr for gas carts \$250/yr for electric carts

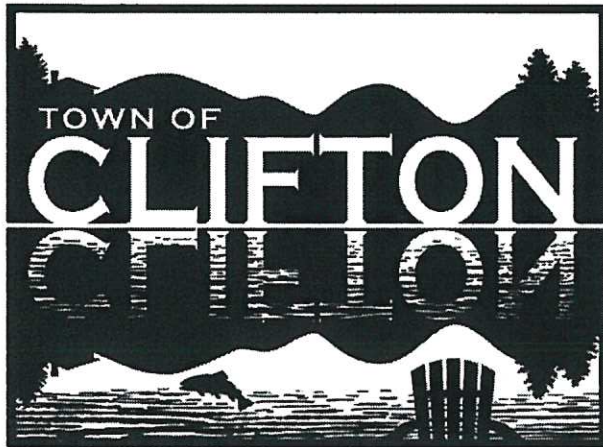
**CART RENTALS FOR MEMBERS (per cart):** \$ 10 for 9 holes / \$ 20 for 18 holes

## **MEMBERSHIPS:**

|                                 |          |
|---------------------------------|----------|
| 1st time Individual.....        | \$ 520   |
| Individual.....                 | \$ 645   |
| Couple.....                     | \$ 1,050 |
| Family.....                     | \$ 1,230 |
| College Student (under 25)..... | \$ 255   |
| Junior (12-18).....             | \$ 175   |
| Senior (65 or older).....       | \$ 590   |
| Senior Couple.....              | \$ 900   |

**ALL FEES PAID ARE NON-REFUNDABLE**

|                               |                              |                                                  |                              | FINAL                                           |
|-------------------------------|------------------------------|--------------------------------------------------|------------------------------|-------------------------------------------------|
|                               | <u>2024</u><br><u>actual</u> | <u>2025</u><br><u>actual</u><br><u>thru 8/31</u> | <u>2025</u><br><u>budget</u> | <u>2026</u><br><u>proposed</u><br><u>budget</u> |
| <b><u>REVENUES</u></b>        |                              |                                                  |                              |                                                 |
| Cart Trail Fees               | 11,250                       | 11,232                                           | 11,500                       | 12,000                                          |
| Cart Rentals                  | 17,592                       | 13,545                                           | 15,000                       | 13,500                                          |
| Concessions-Kitchen           | 680                          | -                                                |                              | -                                               |
| Concessions-Pro Shop          | 2,415                        | 1,449                                            | 1,500                        | 1,350                                           |
| Cart Storage                  | 4,775                        | 4,775                                            | 4,500                        | 5,200                                           |
| Driving Range Fees            | 1,914                        | 1,493                                            | 1,833                        | 1,500                                           |
| Greens Fees                   | 44,138                       | 37,430                                           | 40,000                       | 46,000                                          |
| Memberships                   | 42,845                       | 37,942                                           | 42,000                       | 40,000                                          |
| Interest                      | 4,033                        | 2,221                                            | 3,500                        | 3,000                                           |
| Refund of Prior Yrs. Expenses |                              | -                                                |                              | -                                               |
| NYS Sales Tax Vendor Credit   | 57                           | 78                                               |                              | 50                                              |
| Insurance Recovery            |                              | -                                                |                              | -                                               |
| Gift Certificate Sales        | 250                          | 151                                              | 300                          | 150                                             |
| Gifts & Donations             | 4,210                        | 100                                              |                              | 300                                             |
| Sponsorships                  | 1,150                        | 1,150                                            | 1,500                        | 1,200                                           |
| Kitchen Rental                | 2,083                        | -                                                | 3,600                        | 3,600                                           |
| Sales Tax                     | (1,305)                      | 119                                              | (1,000)                      | (800)                                           |
| <b>Total</b>                  | <b>136,087</b>               | <b>111,685</b>                                   | <b>124,233</b>               | <b>127,050</b>                                  |
| <b><u>Expenses</u></b>        |                              |                                                  |                              |                                                 |
| Personnel (Fertilizer)        | 996                          | 1,623                                            | 1,580                        | 1,710                                           |
| Personnel (Club House)        | 18,870                       | 15,438                                           | 20,832                       | 21,504                                          |
| Personnel (Grounds)           | 39,508                       | 29,882                                           | 43,163                       | 52,832                                          |
| Equipment (Club House)        |                              | -                                                | 2,500                        | 2,000                                           |
| Equipment (Grounds)           | 25,980                       | 12,500                                           | 12,000                       | -                                               |
| Expenses (Insurance)          | 1,749                        | 2,916                                            | 4,500                        | 3,500                                           |
| Expenses (Club House)         | 7,345                        | 9,385                                            | 6,250                        | 9,200                                           |
| Expenses (Grounds)            | 19,675                       | 19,697                                           | 20,000                       | 22,000                                          |
| Pro Shop Supplies             | 3,386                        | 1,088                                            | 1,000                        | 1,000                                           |
| Concession Supplies           | 718                          | -                                                |                              | -                                               |
| Contingency                   |                              |                                                  | 2,000                        | 2,000                                           |
| Employee Benefits             |                              |                                                  |                              |                                                 |
| STATE RETIREMENT              | -                            | -                                                | \$ -                         | -                                               |
| SOCIAL SECURITY               | 3,682                        | 2,910                                            | 4,066                        | 4,725                                           |
| MEDICARE                      | 861                          | 681                                              | 951                          | 1,115                                           |
| WORKERS COMPENSATION          | 889                          | 867                                              | 867                          | 1,000                                           |
| UNEMPLOYMENT INSURANCE        | 2,911                        | 3,076                                            | 4,486                        | 4,400                                           |
| DISABILITY INSURANCE          | 67                           | (18)                                             | 38                           | 64                                              |
| <b>Total Expenses</b>         | <b>126,637</b>               | <b>100,045</b>                                   | <b>124,233</b>               | <b>127,050</b>                                  |
| <b>Net Income/(Expenses)</b>  | <b>9,450</b>                 | <b>11,640</b>                                    | <b>-</b>                     | <b>-</b>                                        |



## ***INTERMUNICIPAL AGREEMENT***

**BETWEEN**

**THE TOWN OF CLIFTON, NEW YORK, AND**

**THE TOWN OF FINE, NEW YORK,**

**REGARDING OPERATION OF THE  
CLIFTON-FINE COMMUNITY CENTER**

Enacted NOVEMBER 11, 2015

Amended November 7, 2016

Amended September 24, 2019





THIS INTERMUNICIPAL AGREEMENT ("Agreement"), entered into November 11 2015, is hereby made by and between the Town of Clifton, a municipal subdivision of the State of New York, situate in St. Lawrence County, with offices at 7171 State Highway 3, Cranberry Lake, NY 12927 ("Clifton"), and the Town of Fine, a municipal subdivision of the State of New York, situate in St. Lawrence County, with offices at 4078 State Highway 3, Star Lake, NY 13690 ("Fine").

The parties agree as follows:

**I. PURPOSE:**

The purpose of policies and rules is to provide a solid foundation for the operation of the Clifton-Fine Community Center to create a safe, effective, and beneficial resource for members of the Clifton-Fine Community.

**II. DEFINITIONS:**

1. "Towns" shall mean the Towns of Clifton and Fine, both located in St. Lawrence County, New York.
2. "Community Center" shall mean the Clifton-Fine Community Center, located in the Hamlet of Star Lake, St. Lawrence County, New York.
3. "Joint Town Boards" shall mean the Town Boards of the Towns acting jointly either in a joint meeting of the Town Boards, or through consistent actions in separate Town Board meetings of the Towns.

**III. EMPLOYEES:**

1. Positions and Duties: Community Center employees have the following duties:
  - a. Maintenance Employee: is an hourly position responsible for activities to maintain and repair the community center as needed.
  - b. Custodial Worker: is an hourly position responsible for cleaning the restrooms and main hall on a weekly basis. This employee also takes care of the outside deck furniture, putting it away in the fall and putting it back out on the deck in the spring.

**IV. BOARD AUTHORITY & RESPONSIBILITY:**

1. Ownership. The Towns jointly own and operate the Clifton-Fine Community Center.
2. Joint Responsibility. The Towns share equally the fiscal and legal responsibilities of the Community Center. The Towns have joint authority and responsibility for, and shall jointly do the following:

- a. Adopt an Annual Budget;
- b. Approve any unbudgeted expenditures over \$1,000.00;
- c. Adopt all building rental and use fees;
- d. Approve any gift of Community Center use or trade of services;
- e. Adopt employee wages;
- f. Hire and dismiss Community Center employees;
- g. Adopt job descriptions for all Community Center employees;
- h. Approve any alterations to the Community Center;
- i. Adopt policies and procedures to guide employees in their daily decision-making;
- j. Adopt a Building Use Policy for Community Center use; and
- k. Delegate authority to Community Center employees to ensure Community Center procedures and rules are obeyed to maintain efficient Community Center operations.

3. Town of Fine Responsibility. The Town of Fine is responsible for the fiscal management and record-keeping of the Community Center.

- a. The Town of Fine policy and procedure manual will apply to Community Center employees, unless otherwise specified in this Agreement or in the jointly adopted Community Center Policies & Procedures Agreement.
- b. The Town of Fine fiscal procedures and practices, including the procurement policy, will apply to the Community Center.
- c. The Town of Fine agrees to obtain and continue to keep in full force and effect as part of its general liability insurance, public liability insurance relative to this Agreement, paid for with Community Center funds.
- d. The Town of Fine agrees that copies of all reports (e.g., Fire Alarm Monitoring, Fire Suppression Inspections, and Health Department Inspections) will be provided to the Town Clerk of Clifton for distribution. The Town of Fine agrees that copies of the Code Enforcement Officer Fire Safety Inspection Report will be provided to the Town Clerk of Clifton for distribution.



## V. POLICIES:

1. Times of Operation. The Office of The Aging pays rent and has use of the building Monday – Friday from 8:30 AM – 2:00 PM, except holidays. The Kitchen Manager opens the building for the meal program and is responsible for the kitchen area. All other uses for the building are reserved through the Town of Fine Town Clerk.
2. Fees. All fees are set by resolution of both town boards. All fees are collected prior to the time of use. Deposits will be returned only if the building is left in the same condition as before use. The kitchen manager or custodian will report any problems after building use to the Fine Town Clerk. Repairs for damages, other than normal use, will be billed to the renter. If the repair bill is not paid, the renter will not be allowed to use the building again.
3. Alcohol. Alcohol is not permitted in the building. If someone is causing a disturbance or appears intoxicated, they will be asked to leave the property. No refunds will be permitted for the use of the building.
4. Tobacco. There is no smoking allowed inside the Community Center. There should also be no smoking just outside the doorway to the building. If someone must smoke, they need to do so away from the building.
5. Animals. No animals are allowed inside the Community Center, exception is made for service dogs.
6. Damage. Community Center property will not be defaced or destroyed. Any person, group or organization that is found to have caused damage will be held financially responsible for the damages. This may also result in denial of further Community Center use.

## VI. OPERATIONAL PROCEDURES:

1. The Joint Town Boards shall meet together to conduct Community Center business on the first Wednesday in April and the first Wednesday in October of each year. The Town Supervisor from either Town may call additional special joint meetings during the year, if necessary. Notice of the special joint meeting must be in writing to both Town Clerks to ensure all Town Board members from both Towns are notified of the date, time, and place of the meeting.
2. The Town of Clifton Supervisor shall preside over the spring joint meeting each year. The Town of Fine Supervisor shall preside over the fall joint meeting each year. The Supervisor that calls any additional special joint meeting shall preside over the special joint meeting. The presiding Supervisor will create and distribute

an agenda to all Town Board members prior to the meeting. One Supervisor may relinquish the duty to preside over a meeting to the other Supervisor.

3. Each Town Board must independently have a quorum present and must vote independently to take action at joint meetings. The failure of an affirmative vote by both independent Town Boards shall prevent any change, causing the status quo to continue.

## VII. MISCELLANEOUS:

1. Severability. Each separate provision of this Agreement shall be deemed independent of all other provisions. Should any provision be deemed to be declared invalid, all other provisions of this Agreement shall remain valid and enforceable.
2. Indemnification.
  - i. The Town of Clifton does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Fine against claim for any loss, injury, death and/or damage and against any claim for compensation for which the Town of Clifton may or shall be liable by reason of its action or failure to act under this Agreement.
  - ii. The Town of Fine does hereby covenant and agree to indemnify and keep indemnified and save harmless the Town of Clifton against claim for any loss, injury, death and/or damage and against any claim for compensation for which the Town of Fine may or shall be liable by reason of their actions or failure to act under this Agreement.
3. Authority for Execution.
  - i. Clifton. The Supervisor of Clifton has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Clifton, at a duly convened meeting thereof. The Town of Clifton Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Clifton. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Clifton.
  - ii. Fine. The Supervisor of Fine has executed this Agreement pursuant to a resolution adopted by the Town Board of the Town of Fine, at a duly convened meeting thereof. The Town of Fine Supervisor, whose signature appears hereafter, is duly authorized and empowered to execute this instrument and enter into such an agreement on behalf of the Town of Fine. At least one copy of this Agreement shall be permanently filed, after execution thereof, in the office of the Town Clerk, Town of Fine.
4. Modification.

- i. This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.
  - ii. This Agreement is enacted by independent legal actions of both Town Boards and may only be amended by consistent independent legal actions of both Town Boards. One Town Board may not unilaterally amend this Agreement.
5. Waiver. No waiver of any breach of any condition of the Agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this Agreement or constitute a cause or excuse for a repetition of such or any other breach unless the waiver shall include the same
6. Term. This Agreement will take effect upon the date entered into and shall be for an indefinite term. This Agreement supersedes and repeals any previous agreements between the Towns regarding the Community Center.
7. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

IN WITNESS WHEREOF, the Town of Clifton and the Town of Fine have executed this Agreement by the respective Town Supervisors, who are duly authorized to do so, the day and year first above written.

Town of Clifton:

Town of Fine:

By: \_\_\_\_\_

John Russell  
Deputy Town Supervisor

By: \_\_\_\_\_

Jeremy Thompson  
Town Supervisor

# Clifton-Fine Community Center

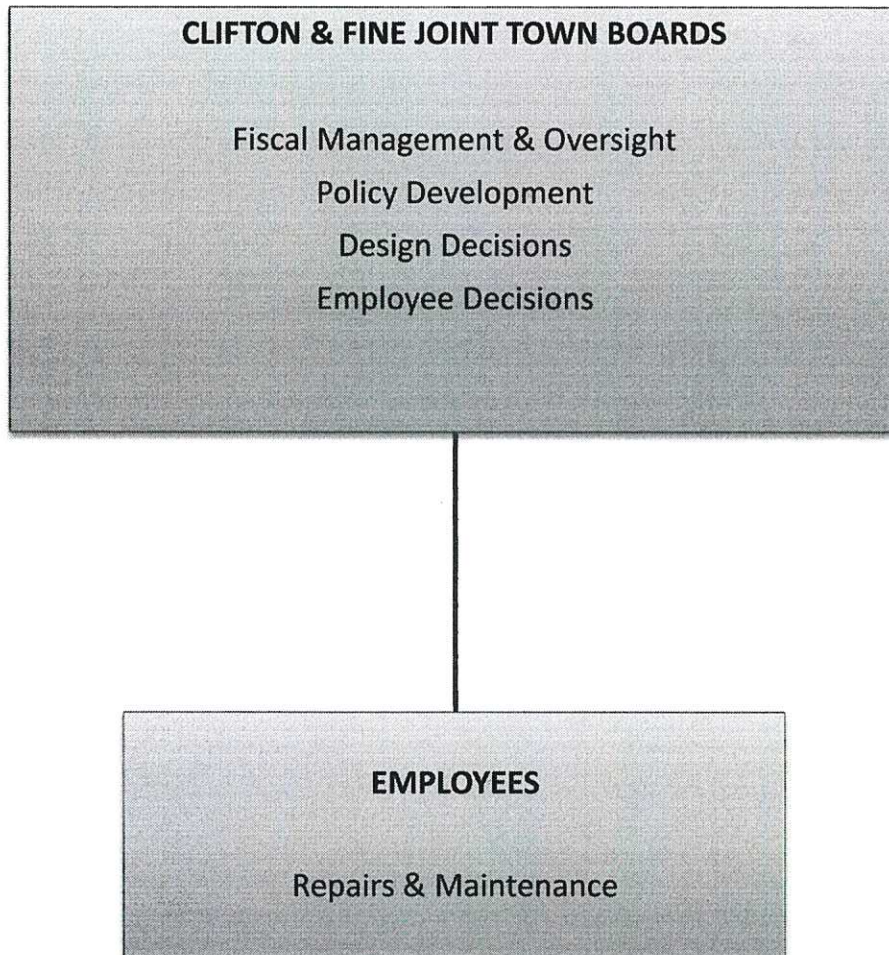
## Building Checklist

Before you lock up, please be sure to do the following:  
(Failure to do so may result in the loss of your deposit)

- Please clean kitchen counters, bar, microwave, stove and sink
- Please clean bathroom and flush toilet
- Please sweep and mop all floors
- Please put tables & chairs back the way you found them
- Please take your trash with you
- Please turn off all lights
- Please make sure all windows & doors are closed
- Please lock the front door on your way out
- Please remember to return the key to the Fine town office. You can either place it in the drop box outside the door at the office building, or return it on the next business day to the Fine Town Clerk.



## CLIFTON-FINE COMMUNITY CENTER



**From:** doh.sm.Canton.District.Office <cado@health.ny.gov>  
**Sent:** Wednesday, September 3, 2025 4:02 PM  
**To:** finetownclerk@gmail.com  
**Cc:** Neves, William R (HEALTH); Sheppard, Ronald E (HEALTH)  
**Subject:** [EXTERNAL] RE: Commercial Kitchen- Star Lake Community Center  
**Attachments:** Temp Food Packet.pdf

Hi Hope,

This office issues permits based on the operation. DOH has 3 kinds of permits: Food Service, Mobile Food Service, and Temporary Food Service. A Food Service permit is issued to a “brick & mortar” establishment that operates on a regular basis. A mobile food service permit is issued to push carts or food trucks that meet certain criteria. A temp food service permit is issued for events with limited time frames, such as fairs and festivals. These permits are issued for food service to the public.

The Star Lake Community Center is a beautiful building with a great kitchen. However, DOH does not issue permits to buildings making them a “commercial kitchen” for anyone to use at will to serve food to the public. The permit is issued to the person, organization, LLC or Inc operating the food service and taking responsibility to ensure all food safety parameters are being followed.

Unless a group is planning to operate on a regular basis, such as The Office for the Aging did, then a temporary food service permit is the only option. A temp food permit must be obtained for each event. I have attached the Temp Food Packet that we send to people who inquire. To issue a permit, DOH must receive the application, fee schedule (if applicable), fee (if applicable), sanitation plan, and proof of workers comp and disability insurance or the exemption from insurance (CE-200).

Workers’ Compensation Law requires that applicants for Health Department permits must either be covered by workers compensation (WC) and disability (DB) insurance or have a waiver from the Workers' Compensation Board which indicates that WC/DB insurance is not required. *The application cannot be processed until the proper WC & DB documentation is provided.* We tell people to contact the Workers Comp. Board to address any specific questions regarding these requirements. 1-877-632-4996

The item that causes the most issues in the permitting process is the workers comp and disability insurance. Most groups do not carry WC/DB. If a group is not a 501(c)(3) not-for-profit with a FEIN, then obtaining the CE-200 in the group name is difficult.

John Burns, of the Star Lake Senior Citizen’s Club, was issued a temp food service permit for Winter White Out Weekend and they were permitted to serve out of the Star Lake Community Center. They had originally wanted to make food in their homes and serve that to the public- which is not allowed. After discussion with our office about their options, which included us telling them they could use the Star Lake Community Center to prepare the food, they chose to purchase food from commercial sources, like Twin Pines Restaurant and St. Hurbert’s Church.

Hope that helps clear things up. Please let us know if you have any additional questions.

Thanks,

**Joanna Clifford-Allard**  
Pronouns: she, her, hers

Principal Sanitarian, Canton District Office

**New York State Department of Health**

58 Gouverneur St., Canton, NY 13617

P: 315-386-1040 F: 315-386-1043

[cado@health.ny.gov](mailto:cado@health.ny.gov)

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**From:** finetownclerk@gmail.com <finetownclerk@gmail.com>

**Sent:** Thursday, August 7, 2025 9:04 AM

**To:** doh.sm.Canton.District.Office <cado@health.ny.gov>

**Subject:** Commercial Kitchen

*ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

I am looking to see what the process is to get our kitchen for the CF Community Center at 4208 SH 3 in Star Lake approved as a commercial kitchen once again. It was used for many years by the Office of the Aging for the senior meals. Apparently, it is no longer approved as a commercial kitchen, as our senior citizens' group wanted to have a soup luncheon there last winter, and they were not able to use the kitchen.

*Hope M. Dolan, RMC*

Town Clerk/Tax Collector

Registrar/ Notary/ Marriage Officer

Records Management Officer

Town of Fine

4078 SH 3

Star Lake, NY 13690

(315) 848-3121 x 301

[Finetownny.gov](http://Finetownny.gov)

