

TOWN OF CLARKSON
TOWN BOARD MEETING
May 8, 2012

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, May 8, 2012 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 PM.

PRESENT:

Paul Kimball	Supervisor
Allan Hoy	Councilperson
Christa Filipowicz	Councilperson
Patrick Didas	Councilperson
Scott Tantalo	Councilperson
Sharon Mattison	Town Clerk
David Goodwin	Highway Supt.
Richard Olson	Attorney for the Town

ALSO:

Kristin Coon	Ass't to Supervisor
Christopher Lyon	Assessor
** Chad Fabry	Building Insp/Code Enf.

**excused

Supervisor Kimball opened the meeting, and Sharon Mattison, Town Clerk led all those present in the Pledge of Allegiance. A moment of silence was observed for those serving in the military.

OPEN FORUM

No one spoke

ADP PAYROLL PRESENTATION

Andy Jungjohann from ADP gave a synopsis regarding payroll and handbook services. The current employee handbook will be updated. We will be provided with a paper copy, but the handbook ultimately will be available online. Supervisor Kimball asked who would be able to access the handbook. Employees will be able to view the handbook online, but only the administrator will be able to make changes. The administrator would also be able to send forms/notices to employees from this platform. The employee, in turn, can electronically sign the form/notice and return to the administrator. Supervisor Kimball inquired about a timeframe for the handbook. Andrew stated that after two payroll runs, he would meet with Kristin one to two times for approximately one hour. He anticipates the handbook could be completed in one month. ADP would start with the current handbook and incorporate the appropriate changes. There would be no cost for future updates.

Supervisor Kimball asked about the transition process for payroll. Andrew said it was a "seamless" transition. He would work with Kristin at the end of a pay period gathering YTD payroll information. Attorney Olson would like to review the existing Paychex contract to make sure there is no termination clause in the Paychex agreement or fee for cancellation of payroll services. Scott Tantalo asked how employees would access this online platform. Through the ADP portal, in addition to being able to view the employee handbook, they will be able to access paystubs (including time off and sick time available) and W-2s as well. Councilperson Didas asked if there would be any training available for employees. Andrew said he would be willing to set up a time to train employees on how to access and navigate through this platform.

ADP also would provide updates from the Department of Labor, wage increase information, background checks for new employees (license and social security checks), and assist with job descriptions. ADP does offer a detailed criminal background check on new employees for an additional cost of \$9.99.

05.08.12**MOTION AUTHORIZING CHANGE TO ADP PAYROLL COMPANY**

Motion by Councilperson Hoy

Seconded by Councilperson Tantalo

To change payroll company services from Paychex to ADP contingent upon approval from Richard Olson, Attorney for the Town.

Unanimously carried

RETIREE HSA ACCOUNT

The board discussed a proposed edit to the employee handbook regarding retiree HSA accounts.

MOTION AUTHORIZING RETIREE HSA CONTRIBUTION

Motion by Councilperson Hoy

Seconded by Councilperson Filipowicz

To provide the HSA contribution for the single plan for 2011 and 2012 for Robert Burch, and for 2012 for Mark Stephens.

Unanimously carried

GIRL SCOUT SILVER AWARD PROJECT

Supervisor Kimball and D. Goodwin met with the Girl Scouts to discuss their landscaping project. They are looking at a timeline of September and will put together a sketch for review. It is going to be a fairly small project and will include a couple benches and planters.

TOWN HALL FLOORING

A short discussion was held regarding new flooring for the lower level of the Town Hall. This topic was tabled until the May 22nd meeting.

SUPPORT BOARD LETTER REGARDING COMPREHENSIVE PLAN

The Planning and Zoning Boards held a special meeting on April 24, 2012. The consensus of this joint meeting was that review of existing code is needed in reference to the Hamlet design principles. NYS controls almost all of the roads where these hamlets would be preferred. Attorney Olson reported that it is the opinion of the Planning and Zoning Boards that the Comprehensive Plan needs to be amended. This amendment would hopefully allow us to move forward and come up with a workable plan that can be translated into a workable zoning code. The code would help Clarkson plan for its future without causing unnecessary complexities. We would recommend that pursuant to Town Law §272-a, the Planning Board or a "special board" be appointed to create amendments to the Comprehensive Plan. We suggest the Planning Board be selected as it is already in place, has regular meetings, and is anxious to complete the process.

MOTION AWARDED HEATING BID FOR LODGE AT RIDGEWOOD PARK

Motion by Councilperson Hoy

Seconded by Councilperson Tantalo

To award the bid to Williams & Son Heating for the installation of heating system at the lodge at Ridgewood Park.

Unanimously carried

Discussion: Bids were received as follows: North Greece Heating and Cooling for \$5,500; Cogenic LLC for \$5,425 and Williams & Son Heating for \$5,250.

05.08.12**MOTION AWARDING HEATING BID FOR TOWN HALL**

Motion by Councilperson Tantalo

Seconded by Councilperson Hoy

To award the bid to Williams & Son Heating for the installation of heating system at the Town Hall.

Unanimously carried

Discussion: Bids were received as follows: North Greece Heating and Cooling for \$7,400; Cogenic LLC for \$7,235 and Williams & Son Heating for \$6,925.

MOTION AWARDING HEATING BID FOR HIGHWAY GARAGE

Motion by Councilperson Tantalo

Seconded by Councilperson Hoy

To award the bid to Williams & Son Heating for installation of a new heating system at the highway garage.

Unanimously carried

Discussion: Bids were received as follows: North Greece Heating and Cooling for \$6,275; Cogenic LLC for \$6,150 and Williams & Son Heating for \$5,850.

AUTHORIZATION FOR SUPERVISOR TO SIGN EMS LETTER

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To authorize Supervisor Kimball to sign letter stating "The Town of Clarkson contracts with the Village of Brockport for fire protection services through the Brockport Fire Department. The Brockport Fire Department is authorized to provide Emergency Medical Services as needed in the Town of Clarkson."

Unanimously carried

ASSESSOR REPORTS

C. Lyon reported that he would like to attend the annual statewide training for assessors at Cornell University, Ithaca NY from July 16th through the 20th. The training seminar would cover all necessary instruction for 2012.

MOTION AUTHORIZING ASSESSOR TO ATTEND TRAINING

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To allow C. Lyon to attend NY State Assessor Assoc. training seminar in Ithaca NY from July 16th- July 20th.

Unanimously carried

HIGHWAY SUPT. REPORTS

D. Goodwin met with members of the historical society regarding the society using the barn behind the Town Hall as a warehouse. Members of the historical society will help clean the barn and place Plexiglas over the windows.

A brief report was given on the progress at Ridgewood Park. Spring 2012 junk drop off days is complete with 183 residents having utilized the service. Two former seasonal employees will be returning to work soon at the highway department.

MOTION AUTHORIZING ARMY TRUCK PURCHASE

Motion by Councilperson Hoy

Seconded by Councilperson Tantalo

Authorizing the purchase of an Army truck from U.S. Govt. Surplus at a cost of \$2,700.

Unanimously carried

MINUTES

Motion by Councilperson Didas

Seconded by Councilperson Tantalo

To approve April 24, 2012 minutes.

Unanimously carried

05.08.12**AUDIT**—5-1-2012

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To authorize payment of audit 5-1-2012 to include the following:

Vouchers 20120394-20120458; Total \$83,771.73; Gen. \$74,502.50; Hwy. \$3,291.08;
H \$2,203.99; SF \$725.50; SL \$3,048.66

For distribution checks from 23927-23986

Unanimously carried

MOTION TO ADJOURN

Motion to adjourn at 7:15 P.M. by Councilperson Hoy

Seconded by Councilperson Tantaló

Unanimously carried

Respectfully submitted,

Sharon S. Mattison

Town Clerk

APPROVED 05-22-2012