

TOWN OF CLARKSON  
TOWN BOARD MEETING  
September 27, 2016

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, September 27, 2016 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
Jackie Smith	Councilperson
Sharon Mattison	Town Clerk
Robert Viscardi	Highway Supt.
Richard Olson	Attorney for the Town

ALSO:

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

Bill Andrews gave an update on happenings in the Village of Brockport.

**COURTESY PARCEL MERGER**

Liz Spencer shared a draft contract prepared by Richard Olson with Tim Murphy at the County. Tim suggested we add a provision to the contract stating that taxes must be paid in full on all properties involved before a courtesy parcel merger would be approved. Attorney Olson will take care of adding this provision.

**EMPLOYEE HANDBOOK**

Supervisor Kimball reported on proposed changes to the employee handbook regarding:

- Nepotism Policy (copy attached);
- Vacation Leave Schedule; and
- MYOH (make your own holiday) policy.

Changes are being made for clarification purposes, as follows:

<i>Vacation Leave Schedule:</i>	<i>1 year</i>	<i>5 days</i>
	<i>2-4 years</i>	<i>10 days</i>

*MYOH: In addition to the designated holidays, a new full-time employee is eligible for "Make Your Own" holidays based on the yearly holiday schedule and the employee's date of hire.*

**MOTION TO APPROVE CHANGES TO VACATION LEAVE SCHEDULE AND MYOH POLICIES**

Motion by Councilperson Hoy

Seconded by Councilperson Smith

Motion to approve re-wording of the Vacation Leave Schedule and MYOH policies.

Unanimously carried

**09.27.16**

**MOTION TO APPROVE NEPOTISM POLICY**

Motion by Councilperson Smith  
 Seconded by Councilperson Filipowicz  
 Motion to approve the Nepotism Policy as presented.  
 Unanimously carried

**NEW HIRES IN HIGHWAY DEPARTMENT**

Bob Viscardi and Mike Farrell conducted interviews last week. There were five applicants with CDLs and their top two choices were selected. Background checks are underway. Their start date would be October 10<sup>th</sup>.

**MOTION TO APPOINT DUSTYN C. BRYANT; MEO**

Motion by Councilperson Didas  
 Seconded by Councilperson Smith  
 Motion to appoint Dustyn C. Bryant of 117 Floren Dr., Rochester to the full-time position of MEO at a starting rate of \$17.05 per hour. Expected start date to be by October 10, 2016. The appointment is contingent upon employment prescreening procedures.  
 Unanimously carried

**MOTION TO APPOINT DANIEL SCROGER; MEO**

Motion by Councilperson Didas  
 Seconded by Councilperson Smith  
 Motion to appoint Daniel Scroger of 16360 4<sup>th</sup> Section Road, Clarendon to the full-time position of MEO at a starting rate of \$17.05 per hour. Expected start date to be by October 10, 2016. The appointment is contingent upon employment prescreening procedures.  
 Unanimously carried

**RESIGNATION OF MIKE WRIGHT**

Motion by Councilperson Hoy  
 Seconded by Councilperson Didas  
 Motion to accept, with regret, the resignation of Mike Wright. Supervisor Kimball remarked that Mike has been a very dependable employee and he will be missed.  
 Unanimously carried

**SUPERVISORS REPORT**

A copy of the preliminary budget was distributed. Further information will be made available before the next Board meeting.

**TOWN CLERK'S REPORT**

Sharon Mattison reported that she has processed \$1.8 million in school taxes so far this season. She asked Board members if there would be any changes in the transfer station cost or procedures in 2017. Current cost is \$180 per year, which has been in place since 2013. The consensus was to leave the price at \$180.

**BUILDING INSPECTOR'S REPORT**

Chad Fabry reported that the Bassett apartment project is coming along with the recent installation of sprinklers, fire department connections, meters and gas piping. In addition, there are two more new houses underway on Mission Hill and one on Sweden Walker.

**ASSESSOR'S REPORT**

Liz Spencer informed Board members about the problem with the STAR checks recently mailed out by New York State. Residents qualifying for the Enhanced STAR received only a Basic STAR check. Qualifying residents (65 and older, new homeowners) will receive a phone call and a letter from the State informing them of this error and that they will be receiving an additional check.

**09.27.16**

Liz has a list of property cleanup charges for 2016 that she will be submitting to the County. These charges will be added to the 2017 Town and County tax bills. She questioned if there was an administrative fee that should be added to these charges. Attorney Olson will research this and report back.

**HIGHWAY SUPERINTENDENT'S REPORT**

Bob Viscardi reported that current County work includes drainage projects on Lawton Road, West Avenue. Highway staff will be pipe lining in Fairport on October 3<sup>rd</sup>. There is plenty of County work available. Brush pickup starts October 17<sup>th</sup>, junk day is October 22<sup>nd</sup>, and leaves will be picked up on three consecutive Mondays beginning October 31<sup>st</sup>.

**INTERVIEW FOR ZONING BOARD CHAIRPERSON; PAUL DITTMAN**

The Board interviewed Paul Dittman for the position of ZBA, Chairperson for which he graciously accepted. The term will end December 31, 2016.

**MINUTES**

Motion by Councilperson Didas  
Seconded by Councilperson Filipowicz  
To approve September 13, 2016 minutes.

**VOTE OF THE BOARD**

AYES: Supervisor Kimball, Councilpersons Hoy, Didas and Filipowicz

NAYS: None

ABSTAIN: Councilperson Smith

**AUDIT—9-02-2016**

Motion by Councilperson Hoy  
Seconded by Councilperson Smith  
To authorize payment of audit 9-02-2016 to include the following:  
Vouchers 20160724-20160771; Total \$75,812.90; Gen. \$10,423.20; Hwy. \$65,331.39;  
SS \$58.31  
For distribution checks from 31571 - 31618  
Unanimously carried

**EXECUTIVE SESSION**

Motion by Councilperson Smith  
Seconded by Councilperson Didas  
To enter executive session at 6:30 P.M. to discuss a personnel matter.  
Unanimously carried

**RETURN TO REGULAR SESSION**

Motion by Councilperson Didas  
Seconded by Councilperson Smith  
To return to regular session at 7:55 P.M.  
Unanimously carried

**MOTION TO ADJOURN**

Motion to adjourn at 8:00 P.M. by Councilperson Filipowicz  
Seconded by Councilperson Didas  
Unanimously carried

Respectfully submitted,

*Sharon S. Mattison*  
Town Clerk

Approved 10-11-2016

Subject: Employment of Relatives - Nepotism  
 Organization: Town of Clarkson  
 Date Approved: September 27, 2016

#### **Nepotism**

The employment of immediate family or relatives of current employees is permitted if there are no conflicts of interest. An employee who appoints, re-appoints, or confirms appointments/re-appointments, approves changes in status, evaluates performance for salary increments, promotes or dismisses, may not hire, supervise, or manage family or relatives in the same unit.

#### **Definition of Immediate Family or Relatives**

Individuals are immediate family or relatives (familial relationships) if they have any of the following connections between them by virtue of a blood relationship within a family of the same descent, marriage or re-marriage, adoption, or domestic partnership:

- spouse or domestic partner
- child, guardian/ward, step-child, foster child
- mother, father, step-mother, step-father, mother-in-law, father-in-law,
- brother, sister, step-brother, step-sister, half-brother, half-sister, brother-in-law, sister-in-law,
- aunt, uncle, first cousin, niece, nephew,
- grandparent, great-grandparent, grandchild,
- domestic partner's mother, domestic partner's father, domestic partner's child, or any member of the employee's household including co-habitation.

If an employee with supervisory responsibilities is to be appointed to a unit employing a person who is related as described above, the supervising department head and Town Board will determine the potential for conflict prior to offering employment. If the person is hired, the related person employee may not participate in any personnel activities concerning that individual. No individual involved in a hiring decision shall give preference to an applicant because the applicant is related to a current employee.

#### **PROCEDURES**

Employees must notify supervisors within seven days of any current relative at the Town of Clarkson as described above and must communicate future change in relatedness with another employee (i.e. marriage, divorce, or separation) within days of occurrence.

*Add to employment application or as a required attachment.*

*Do you have any relatives currently working for the Town of Clarkson?*

*This includes parents, children, grandparents, siblings, grandchildren, great-grandparents, uncles, aunts, nephews, nieces, and great-grandchildren) or relatives within the second degree which includes spouses or sole domestic partners and their parents, grandparents, and siblings, and an employee's son/daughter-in-law, and grandchild's spouse. This also includes relatives of the employee residing in the employee's household.*

*Please list all:*