

TOWN OF CLARKSON
TOWN BOARD MEETING
October 11, 2016

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, October 11, 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 Kathy Kemp, Deputy 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

Linda Torok of 101 Delaina Rose Circle spoke to the Board regarding dog complaints. She has filled out several dog complaint forms over the past few years and the issue has still not been resolved. She has had no response from our current Dog Control Officer. Supervisor Kimball will follow-up with our Dog Control Officer and get back to Ms. Torok.

Leanna Hale thanked the Board for allowing her to attend the recent APHNYS Conference. She remarked that she is working on having Clarkson being labeled the Cursive Capital of New York. Leanna recently met with members of the Nesbitt family who have the bar from the old Houston Tavern. This will be stored in the *barn* adjacent to the Town Hall. She went on to report that the barn is in need of some repairs, with two missing windows in the back. She would like to clean-up and organize items in this building. Supervisor Kimball will do a walk-through with Bob Viscardi to evaluate the needed repairs.

MOTION TO APPROVE BUDGET ADJUSTMENTS FOR 2015 AND 2016

Motion by Councilperson Didas
Seconded by Councilperson Smith
To approve the budget adjustments for 2015 and 2016 (attachment).
Unanimously carried

MOTION TO APPROVE EMPLOYEE HANDBOOK REVISIONS

Motion by Councilperson Didas
Seconded by Councilperson Hoy
To approve employee handbook revisions as outlined on the attached.
Unanimously carried

10.11.16**SARA'S GARDEN & NURSERY**

Sara's recently paid \$1,500 for the incentive zoning application fee. Chad Fabry explained that they would like to expand on the services they currently offer and therefore request that the Town "customize" their zoning status. In return, perhaps Sara's could provide plantings for the Town for a specified number of years. Attorney Olson remarked that criteria per our Town Code requires that a pre-application conference be held with the Town Supervisor, Chairperson of the Planning Board, Chairperson of the Zoning Board of Appeals, Chairperson of the Conservation Board, the Town Engineer, the Highway Superintendent, and the Town Attorney as well as the applicant. This meeting should be coordinated through the Building Department.

BUILDING INSPECTOR REPORTS

Chad Fabry reported that the new builds on Clarkson Parma Town Line Road as well as Carl Grasta's new builds are moving along nicely.

ASSESSOR REPORTS

Liz Spencer commented that she recently completed her enhanced exemptions and mobile home park letters. She has been receiving numerous phone calls in response to her article in Clarkson's fall newsletter and hopes to identify more residents that may be eligible for exemptions.

MINUTES

Motion by Councilperson Didas
 Seconded by Councilperson Hoy
 To approve September 27, 2016 minutes.
 Unanimously carried

AUDIT—10-01-2016

Motion by Councilperson Hoy
 Seconded by Councilperson Smith
 To authorize payment of audit 10-01-2016 to include the following:
 Vouchers 20160773-20160810; Total \$36,182.02; Gen. \$14,014.57; Hwy. \$18,612.56;
 SL \$3,554.89.
 For distribution checks from 31619 to 31663
 Unanimously carried

BILLING RECEIVABLES

Attorney Olson suggested that we have Supervisor Kimball sign-off on our B.380 (receivable) charges before invoices are mailed. Currently, these are mailed on the 15th of each month. Westside News, Chatfield Engineers and attorney fees are the vendors whose charges are billed back to the applicant. The invoice will be amended to indicate that charges have been approved by the Supervisor.

MOTION TO ADJOURN

Motion to adjourn at 7:27 P.M. by Councilperson Didas
 Seconded by Councilperson Smith
 Unanimously carried

Respectfully submitted,

Katharine Kemp
 Deputy Town Clerk

Approved 10-25-2016

2015 Budget Adj

A FUND	Actual	Budgeted	Over	DA FUND	Actual	Budgeted	Over
1110-1000-0 A JUSTICES - WAGES & SALARIES	61,953.02	59,772.00	(2,181.02)	5130-4000-0 DA MACHINERY - VEHICLE MAINTENANCE	24,630.41	23,000.00	(1,630.4)
1110-4130-0 A JUSTICES - OFFICE SUPPLIES	2,126.07	2,000.00	(126.07)	5130-4080-1 DA MACHINERY - EQUIPMENT REPAIR	93,283.31	50,000.00	(43,283.3)
1110-4000-0 A JUSTICES - CONTRACTUAL	5,463.16	4,400.00	(1,063.16)	5148-1000-0 DA SERV OTHER GOVTS - WAGES & SALARIES	151,207.37	97,096.00	(54,111.4)
1110-485-0 A JUSTICES - MISCELLANEOUS	61.04		(61.04)	5148-4010-0 DA SERV OTHER GOVTS - SALT	107,538.70	80,500.00	(27,038.7)
1355-4013-1 A ASSESSOR - OFFICE SUPPLIES	238.09	200.00	(38.09)	5148-4020-0 DA SERV OTHER GOVTS - SAND	10,781.48	4,000.00	(6,781.5)
1355-4049-2 A ASSESSOR - PRINTING	257.53	200.00	(57.53)	8540-0000-0 DA DRAINAGE - PERSONAL SERVICES	13,900.89	7,523.00	(6,377.9)
1355-4067-3 A ASSESSOR - CONFERENCES	1,424.20	1,000.00	(424.20)	8540-4000-0 DA DRAINAGE - ROADSIDE MATERIALS	20,344.20	12,800.00	(7,544.2)
1355-4073-4 A ASSESSOR - MILEAGE AND PARKING	1,137.35	100.00	(1,037.35)	9030-8000-0 DA SOCIAL SECURITY - EMPLOYEE BENEFITS	34,463.83	32,000.00	(2,463.8)
1410-1000-0 A TOWN CLERK - WAGES & SALARIES	92,003.92	88,926.00	(3,077.92)	9050-8000-0 DA UNEMPLOYMENT INS - EMPLOYEE BENEFITS	3,187.50	0.00	(3,187.5)
1410-4000-1 A TOWN CLERK - CONTRACTUAL	905.89	-	(905.89)	9085-7000-0 DA INSTALLMENT PURCHASE - INTEREST	2518	1,223.00	(1,295.2)
1410-4000-4 A TOWN CLERK - MILEAGE & PARKING	382.03	300.00	(82.03)		461,855.91	308,142.00	(153,713.91)
1420-4000-0 A ATTORNEY - CONTRACTUAL SERVICE	41,287.58	22,000.00	(19,287.58)				
1430-1000-0 A PERSONNEL - WAGES & SALARIES	53,416.45	50,144.00	(3,272.45)	Increase rev DA.2300, DA.2416 and Fund Balance per Bob Fox			153,713.91
1620-4000-7 A BUILDINGS - CONTRACTUAL	16,547.06	6,000.00	(10,547.06)				
1670-4000-0 A CENTRAL PRINTING & MAIL - POSTAGE	2,671.92	2,500.00	(171.92)	DB FUND	Actual	Budgeted	Over
1680-4000-2 A CENTRAL DATA PROCESSING - CONTRACTUAL	30,268.64	18,000.00	(12,268.64)	5110-1000-0 DB STREET MAINT - WAGES & SA	50,428.88	26,522.00	(23,906.88)
1920-4000-0 A MUNICIPAL ASSOC DUJE - CONTRACTUAL	1,560.00	1,425.00	(135.00)	5110-4000-0 DB STREET MAINT - CONTRACTUA	98,835.70	96,000.00	(2,835.70)
1950-4000-0 A TAXES ON MUNIC PROPTY - MISC EXP	212.20	200.00	(12.20)	5140-1000-0 DB MISC (BRUSH & WEEDS) - WAGES	1,525.42	1,070.00	(455.42)
3120-1000-0 A POLICE/CONSTABLE - WAGES & SALARIES	788.57	660.00	(128.57)	5140-4000-1 DB MISC (BRUSH & WEEDS) - CONTRACTUAL	3,800.00	-	(3,800.00)
5010-1000-0 A SUPT OF HIGHWAYS - WAGES & SALARIES	118,253.32	118,205.00	(48.32)	9030-8000-0 DB SOCIAL SECURITY - EMPLOYE	3,958.52	3,000.00	(958.52)
5010-4000-1 A SUPT OF HIGHWAYS - CONFERENCES	1,449.50	1,200.00	(249.50)		158,548.52	126,592.00	(31,956.52)
7110-1000-0 A PARKS - WAGES & SALARIES	56,144.63	36,720.00	(19,424.63)	From Fund Balance			31,956.52
7110-4000-0 A PARKS - BLDGES & GRNDS MAINT	24,180.90	16,000.00	(8,180.90)				
7510-4000-0 A HISTORIAN - CONTRACTUAL	827.96	800.00	(27.96)	2016 Budget Adj			
7550-4000-0 A CELEBRATIONS - CONTRACTUAL	12,274.99	10,000.00	(2,274.99)				
	574,795.54	440,752.00	(85,084.02)	A FUND	Actual	Budgeted	Over
Increase sales tax revenue			85,084.02	1620-2000-0 A BUILDINGS - EQUIPMENT	16,500.00	-	(16,500.00)
				5132-4000-0 A GARAGE - BLDGES & GRNDS MAINT	26,445.46	22,100.00	(4,345.46)
9901-9000-0 A TRANSFERS TO CAPITAL FUND	48,959.52	-	(48,959.52)	B FUND			
B FUND	Actual	Budgeted	Over	3620-4000-2 B SAFETY INSPECTION - MILEAGE & PARK	772.15	300.00	(472.15)
3620-2000-0 B SAFETY INSPECTION - Equipment	1,503.95	500.00	(1,003.95)	DA FUND			
3620-4000-0 B SAFETY INSPECTION - CONTRACTUAL	2,702.00	350.00	(2,352.00)	9050-8000-0 DA UNEMPLOYMENT INS.	11,336.50	-	(11,336.50)
3620-4000-1 B SAFETY INSPECTION - CONFERENCES	1,524.21	1,000.00	(524.21)	DB FUND			
3620-4000-2 B SAFETY INSPECTION - MILEAGE & PARK	1,041.91	300.00	(741.91)	5110-4000-0 DB STREET MAINT - CONTRACTUA	142,616.60	86,000.00	(56,616.60)
8010-1000-0 B ZONING - WAGES & SALARIES	6,408.49	5,094.00	(1,314.49)				
8010-4000-1 B ZONING - PRINTING AND PUBLICATIONS	380.30	200.00	(180.30)				
8020-4037-1 B PLANNING - CONTRACTUAL	4,074.00	4,000.00	(74.00)				
9901-0000-B TRANSFERS TO OTHER FUNDS	25,000.00	-	(25,000.00)				
	17,634.86	11,444.00	(31,190.86)				
From Fund Balance			31,190.86				\$ (132,654.11)

October 3, 2016 – proposed Employee Handbook changes

Items to add to TB Agenda for 10-11-16 per Bob.

1. Personal Appearance – Employee Handbook pg. 58, par. 3 & 4

Handbook currently states:

Safety Clothing and Equipment – an Employee may be required to wear safety clothing and shoes and equipment as directed by the department head. If such is the case, the employee must comply with all safety requirements. The Town will annually determine the dollar amount that it will provide to an employee who is required to wear safety clothing. The employee must follow proper procedures in order to receive reimbursement for purchase of safety clothing and shoes.

Clothing Allowance – All full-time permanent employees attached to the Highway Department will be paid a clothing allowance. The Town Board shall determine the amount of the clothing allowance. This allowance shall be paid during abstract 1-1-xx and each employee shall submit a claim voucher for this allowance.

Proposed changes:

Safety Clothing and Equipment – an Employee may be required to wear safety clothing, shoes and equipment as directed by the department head. If such is the case, the employee must comply with all safety requirements.

Clothing Allowance – All full-time permanent employees attached to the Highway Department are eligible for an annual clothing allowance once their probationary period expires; the dollar amount to be prorated based on the date of hire. The Town Board shall annually determine the amount of the clothing allowance. Each employee must follow proper procedures in order to receive reimbursement for the purchase of safety clothing and shoes.

Replace with: Each employee must submit a voucher with original receipts in order to receive reimbursement for the purchase of safety clothing and shoes, not to exceed the allowance amount. This may be done at any time during the calendar year.

2. Cell telephone allowance- there currently is no explanation in the handbook. Perhaps add to the end of **Telephone Usage, pg. 55**

Proposed: All department heads are eligible to receive an annual cell telephone allowance to be paid during abstract 1-1-xx. Also, all full-time permanent employees attached to the Highway Department are eligible for this allowance once their probationary period expires; the dollar amount to be prorated based on the date of hire. The Town Board shall annually determine the amount of the cell telephone allowance. Each employee shall submit a claim voucher for receipt of this allowance.

3. Medical Insurance – Employee Handbook – pg. 102, par. 3

Handbook currently states:

For eligible full-time employees hired after October 28, 2014, the Town will fully fund the Single policy premium. If the employee desires a different policy level, the employee must pay the difference between the Single level premium and the desired policy level premium through payroll deduction.

Proposed:

For eligible full-time employees hired after October 28, 2014, the Town will choose which Single policy it will fund in full. If the employee desires a different policy level, the employee must pay the difference between the Single level premium and the desired policy level premium through payroll deduction.