

TOWN OF CLARKSON
TOWN BOARD MEETING
February 27, 2018

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, February 27, 2018 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 PM.

PRESENT:

Gerald Underwood	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	Director of Finance
Chad Fabry	Building Insp/Code Enf.
Elizabeth Spencer	Assessor
**excused	

Supervisor Underwood 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 and our First Responders.

OPEN FORUM

Joe Wielgosz of 10 Tearose Meadow Lane appeared to see if the Board had made a determination on sidewalk plowing. Supt. Viscardi provided cost information and stated that if the resources were available, he would be more than happy to plow all the sidewalks in town, however it is a budget issue and Town Board decision. The Board will further discuss this issue in an effort to find a viable solution.

Joe Wielgosz also expressed his concern about safety when sidewalks are blocked. Our Highway Department website says: "Snow is not allowed to be blown or plowed from any driveway into the road. It is the property owner's responsibility to ensure that the road is clear when plowing is completed. He shared pictures of blocked sidewalks in Clarkson. Whose responsibility is it to enforce this? The Town website will be used to increase communication and educate the residents about keeping our sidewalks cleared.

PERMIT FEES FOR UTILITY COMPANIES

Rescheduled discussion to March 27, 2018 Town Board meeting.

GRANT INFORMATION FOR NEW/RENOVATED TOWN HALL

Councilperson Filipowicz requested Jay Grasso, of G&G Municipal Consulting and Grant Writing appear. Mr. Grasso gave a summary of his background and qualifications. He went on to report that TAP-CMAQ is a grant for park trails and sidewalks. It is Federal DOT money and goes through the State DOT. It comes out every two years. Locally, Holley received \$1.2 million for sidewalks. There is a 20% match to the grant. Interestingly, because it is Federal money, you could go to Senator Robach and request a SAM (State and Municipal Aid) grant, which could be used for your match. You could also ask for an \$80,000 machine that cleans sidewalks - that is fundable. Regarding our Town Hall, we are looking at several options. CDBG grant is one option, which requires ADA compliance. We would need an architect and Chatfield could probably assist with this, to determine what would be needed to make the building handicap accessible and what other renovations are needed. That application is done in the summertime in New York State's CFA (consolidating funding application). This application process is very complex. Another option would be a NYSRDA grant. They would come in and review the building completely for energy efficiency and provide us with a list of available grants to cover those deficiencies. A SAM grant might be another option.

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S. Mattison has already been in contact with him about the Town Hall and is aware of the SAM grant possibility.

The project has to have at least a ten year life span. It takes approximately 15 to 20 months to get the money so the Town would have to have a contingency plan in place for funding. It is administered through the Dormitory Authority of the State of New York (DASNY). We could look at the U.S. Department of Agriculture, (USDA) Rural Development Program, which is a loan grant program, currently 3.5% interest with no pre-payment penalty. They most always give a grant on top of the loan for furnishings. He mentioned the DEC offers a tree grant in April. Mr. Grasso's company would be able to handle all of the above funding options.

Another service his company provides concerns median household income surveys. Census information used to be collected every ten years and included income information; income information is no longer requested. So, the American Community Survey was devised and distributed to community members. It has been shown that middle class residents usually do not fill out the survey, only the higher class residents. This conveys a false median household income for the Town and affects the availability of grants that the Town qualifies for. His company works to get that missing income information from the middle class residents to provide a truer picture of the median household income. Individual information is not shared; his company only provides a summary of responses. If the results of this survey indicate that the effected residents median household threshold is under \$45,505, we would qualify for \$750,000 for water districts from the USDA. The cost for 20 houses is approximately \$1,100, which includes all mailings, paperwork, door-to-door appearances, and reports. The American Community Survey information illustrates a wide range of incomes in Clarkson from year to year. He has done local surveys in the towns of Sweden, Bergen, Batavia, Oakfield Alabama. He works closely with Chatfield who would provide the district cost information.

Mr. Grasso pointed out that he does not charge a monthly fee as some grant writer companies do. We provide him with a needs list and he monitors grants available that may fit our needs. He would charge an hourly rate (approximately \$75/hour) for writing the grant and would notify us up front how many hours it will take him. Mr. Grasso will submit a grant-writing proposal to the Town. He will include information on street lighting grants as well.

LED STREET LIGHTING

Councilperson Smith shared an article from the newspaper regarding a state-funded program called Smart Street Lighting New York. They are looking to convert 500,000 street lights to LED street lights. She has attempted to contact National Grid to see if they would be able to change the lights over to LED and to see what type of savings we would realize. Per the above conversation with Mr. Grasso, it sounds like there might be some grant monies available to change over to LED lights without any cost to the Town. This will be discussed further in March when more information might be available. Supervisor Underwood commented that he had attended a seminar last week on energy savings. LED was slated as the easiest grant to obtain. The Village of Brockport recently changed over the village-owned lights to LED.

SEYMOUR LIBRARY UPDATE

Councilperson Smith attended the Seymour Library Board meeting last week and forwarded minutes to Board members. The Library will be upgrading/replacing library cables through a grant that covers 85% of the cost, with the remaining 15% from Senator Robach. The Library plans to talk to Clarkson and Sweden in July/August regarding their budget. Friends of the Library will be sending out welcome postcards to new residents of Clarkson and Brockport, informing them of library services. These postcard recipients will be offered a free book at the book sale. Seymour Library holds book sales in October and April. Chris Daily, long-time Teen Services Coordinator, is retiring and all are invited to attend a reception in her honor on Thursday, March 26 at 6 p.m.

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SUPPORT BOARD UPDATE

Councilperson Smith commented that other towns either have a member of their support boards provide a monthly update to the Town Board, or a member of the Town Board attends the support board meetings and reports back to the Town Board. Supervisor Underwood talked to C. Ziarniak, Chairperson of the Planning Board and P. Dittman, Chairperson of the Zoning Board of Appeals. Both are willing to provide the Town Board with a report/update monthly or bimonthly.

Supervisor Underwood also spoke to C. Ziarniak and P. Dittman regarding a zoning plan for commercial solar operations. Before we proceed, Chad Fabry suggested we consult a systems expert to educate us on the requirements and help us define what areas are acceptable and what areas are not, just based on availability of power transmission. We need a technical expert, someone that is not local, to tell us where solar will be successful and then design our laws around that. Our laws should serve to protect our residents and assist them in analyzing information about solar projects and proposals. Supervisor Underwood stated that he did not know if it was our job to protect residents from con artists. Councilperson Smith commented that she felt it was indeed our job to at least attempt to protect our residents from scams.

GOOD NEIGHBOR DAY CELEBRATION

Councilperson Smith remarked that this year's celebration will be Friday, August 24th. The fireworks contract has been approved by Attorney Olson. The cost will be \$4,000 and this is in the budget. Supervisor Underwood questioned attendance at past Good Neighbor Days. Councilperson Smith stated that there is no official count. Last year's celebration was very well attended; the Lions Club actually ran out of food. The movie and fireworks are always well attended. Supervisor Underwood feels that attendance at local festival events has been declining. He offered alternative ideas, such as make it more of doing things for your neighbor, e.g. Boys Scouts and Girl Scouts making cookies or visiting the elderly, or the American Red Cross for blood donations. Board members remarked that this celebration has been downsized over the last two years with the approximate cost at \$9,000. The movie and fireworks should remain, but perhaps we could add some additional activities.

Mary Edwards and Leanna Hale will be meeting with Supervisor Underwood and Councilperson Smith on Monday regarding expanding Good Neighbor Day this year. They are hoping to add other events to the week, leading up to the 5K race and the Friday night GND event.

RESOLUTION #96

MOTION TO APPROVE FIREWORKS CONTRACT FOR GND 2018

Introduced by Councilperson Smith

Seconded by Councilperson Didas

To approve the fireworks contract for GND 2018.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith

NAYS: None

DISCUSS FREE LITTLE LIBRARY

Councilperson Smith and Sharon Mattison shared information about the Girl Scouts sponsoring a *free little library* in Clarkson. Location could be the Town Hall or Hafner Park. Participation would most likely be better at the park, but vandalism is a concern. Sharon will email the Girl Scouts and invite them to attend the next meeting to discuss location and maintenance of this library.

CLARKSON WEBSITE

Councilperson Filipowicz would like to update our town website, design and functionality, to make it more mobile and user friendly. She has been reviewing other town websites. She will research this further and obtain quotes for the next meeting. D. Marshall will give her the name and number of a Clarkson resident who works on websites.

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RESOLUTION #97
PROJECT GRADUATION DONATION

Introduced by Councilperson Smith

Seconded by Councilperson Filipowicz

Authorize the Town of Clarkson to donate \$250 to Project Graduation.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith

NAYS: None

RESOLUTION #98
AUTHORIZE SUPERVISOR TO SIGN BID FORM CONTRACT AGREEMENT

Introduced by Councilperson Hoy

Seconded by Councilperson Didas

Authorize the Supervisor to sign the bid form/contract agreement with Lock City Supply, Inc. for the Clarkson Parma Town Line Road Water District water main materials.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith

NAYS: None

SUPERVISOR REPORTS

Supervisor Underwood stated that a resident on County Line Road just north of the culvert, called him to complain about the bridge in that area. He contacted the DOT and they reported that there was no money in the budget for repairs. They suggested calling our local politicians. Supervisor Underwood informed both Robach and Hawley about this unsafe bridge. D. Marshall said in the meantime, for safety reasons, the State should provide proper lighting in this area.

Supervisor Underwood requested clarification on payment to support board members. It was recently changed from being paid per meeting attended, to a biannual stipend. Attendance is not a factor now, if there is nothing on the agenda, they do not need to meet. Councilperson Filipowicz commented that perhaps we need to educate the support board chairs about our expectations.

TOWN CLERK REPORTS

S. Mattison reported that throughout 2018, she will be looking at re-organizing the workload in the Town Clerk's Office. They have taken on several additional time-consuming responsibilities over the last year and half which has made the workload overwhelming at times. She clarified that at this time she is not looking to hire any outside help.

In addition, she would like to make the Town Board aware that due to the overwhelming workload the Town Clerk's office will not be able to help the Clarkson Historical Society's 5K race this year; for example copying and mailing out letters to residents on the race route and registration.

During open forum at the February 13th Town Board meeting, Joe Wielgosz from 10 Tearose Meadow Lane stated: "*The Town of Clarkson minutes do not reflect any open forum conversation.*" I want to point out that this is NOT a true statement. I have been the Town Clerk for 10 years and during that time, open forum conversations have been consistently recorded in the minutes above my legal requirements. All Town Board minutes are available for viewing on our website and at the town hall during open hours.

The Town Clerk's Office is going to be sponsoring a FREE community shredding day on May 5th in conjunction with Junk Drop Off. Cost will be \$300 for 2 hours of public shredding and will also include the Town's document destruction. In 2015, the cost for the town's document destruction alone was \$364. We plan on advertising in our Spring newsletter, Facebook page, website, the Hamlin Herald and we will make flyers to hand out at the Transfer Station.

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I have been working with the MCWA in scheduling a sign-up session for the Clarkson Parma Water District. The session will be held on March 6th from 3-7 p.m. at the Court house. The water authority will have representatives there to answer questions and accept service tap fees from all eligible Clarkson Parma property owners.

I have been researching information on putting a cookbook together for the bicentennial celebration. Morris Press Cookbooks is an online printing service and after talking with them, we could order 200 to 300 books at a price of approximately \$5/book. We could have a contest asking residents to submit a bicentennial logo, which in turn could be used on the cover of the cookbook. We would like to get the word out to our residents in the upcoming newsletter since I think it will take several months to gather all the recipes and have the books printed.

BUILDING INSPECTOR REPORTS

C. Fabry reported that Basset applied for two more building permits at a cost of \$43,000. That new construction is expected to begin soon. Express Mart is almost ready to go, they are waiting for one more DOT approval, the Ridge Road cut.

ASSESSOR REPORTS

L. Spencer stated she has been extremely busy processing exemptions which are due by March 1st. She actually telephoned about 45 seniors last week and to date, all have submitted their paperwork but 2.

HIGHWAY SUPT. REPORTS

Supt. Viscardi reported that we have a program for the Bobcat excavator, similar to the CAT loader, where we turn it in every year for a very minimal fee. This year the turnover fee for the new excavator is \$4,560.20 and they are giving us \$56,000 for our one-year old one. We buy them on OGS and he would like to swap that out; the \$4,560.20 will come out of our new equipment budget.

Supt. Viscardi also reported that our hot water pressure washer is approximately 16 years old. The best price is from Kepner Equipment in Canandaigua. They are willing to give us \$2,900 for a core charge on the old one to re-build it, making the price \$5,560 for a new one.

RESOLUTION #99**SWAP OUT BOBCAT COMPACT EXCAVATOR**

Introduced by Councilperson Hoy

Seconded by Councilperson Didas

To swap out Bobcat compact excavator with a turnover fee of \$4,560.20.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith

NAYS: None

RESOLUTION #100**PURCHASE NEW HOT WATER PRESSURE WASHER**

Introduced by Councilperson Didas

Seconded by Councilperson Smith

To purchase new hot water pressure washer at a cost of \$5,560 from Kepner Equipment.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith

NAYS: None

Our 1993 roll-off will be sold at Teatsworth Auction from March 6th to March 12th. He is hoping to get at least \$10,000 to \$12,000. This is an online auction, so if we do not like the bids, it is a \$50 charge to re-list it.

Our time clock is physically in and should be hooked up and running tomorrow. He and U. Liotta attended a two-hour webinar on the use of this new time clock system. K. Coon reported that she emailed employees the information on registering for the new system.

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Supt. Viscardi talked to Lock City regarding the Clarkson Parma Town Line Water District, and they will start delivering pipe on March 6th or 7th. If everything is in order, he is hoping to start end of March. March 6th is Advocacy Days in Albany where highway superintendents and State representatives lobby for CHIPS money, winter recovery money and Bridge New York. D. Marshall questioned if there were any plans to repair the roadway at the Transfer Station. Supt. Viscardi stated that they are hoping to mill it this year.

RESOLUTION #101**MINUTES**

Introduced by Councilperson Didas
 Seconded by Councilperson Smith
 To approve February 13, 2018 minutes.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith
 NAYS: None

RESOLUTION #102**AUDIT—2-02-2018**

Introduced by Councilperson Hoy
 Seconded by Councilperson Filipowicz
 To authorize payment of audit 2-02-2018 to include the following:
 Vouchers 20180203-20180240; Total \$31,785.59; Gen. \$10,456.19; Hwy. \$21,223.01;
 SS \$106.39
 For distribution checks from 33011 - 33047

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith
 NAYS: None

RESOLUTION #103**EXECUTIVE SESSION**

Motion by Councilperson Didas
 Seconded by Councilperson Smith
 To enter executive session at 7:50 P.M. to discuss a personnel matter.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith
 NAYS: None

RESOLUTION #104**RETURN TO REGULAR SESSION**

Motion by Councilperson Smith
 Seconded by Councilperson Filipowicz
 To return to regular session at 8:50 P.M.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith
 NAYS: None

RESOLUTION #105**ADJOURNMENT**

Introduced by Councilperson Smith
 Seconded by Councilperson Filipowicz
 To adjourn the Town Board meeting at 8:50 P.M.

VOTE OF THE BOARD

AYES: Supervisor Underwood, Councilpersons Hoy, Filipowicz, Didas and Smith
 NAYS: None

Respectfully submitted,
Sharon S. Mattison
 Town Clerk

Approved 03-13-2018