

TOWN OF CLARKSON
TOWN BOARD MEETING
January 9, 2018

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, January 9, 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 our First Responders and those serving in the military.

OPEN FORUM

No one spoke.

RESOLUTION #44
MERIT INCREASE-DEPUTY TOWN CLERK

Introduced by Councilperson Hoy

Seconded by Councilperson Smith

Approve two-step merit increase for Katharine Kemp, Deputy Town Clerk as recommended by Sharon S. Mattison, Town Clerk. K. Kemp will be at step-10; \$17.87 per hour.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #45
FLBOA CONFERENCE APPROVAL

Introduced by Councilperson Filipowicz

Seconded by Councilperson Didas

Approve attendance to the Finger Lakes Building Officials Education Conference March 12-14, 2018 for Chad Fabry, Building Inspector.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #46
CUSTODIAL POSITION

Introduced by Councilperson Didas

Seconded by Councilperson Filipowicz

Approve advertising in the Hamlin Herald for a part-time back-up custodian.

Background check/screening procedures will be adhered to.

VOTE OF THE BOARD

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

NAYS: None

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RESOLUTION #47
APPROVE MATERIAL BIDDING

Introduced by Councilperson Filipowicz

Seconded by Councilperson Smith

Approve bidding of materials for the Clarkson-Parma Town Line Water Line.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #48
AUTHORIZE SUPERVISOR TO SIGN MCWA
WATER DISTRICT MAIN EXTENSION AGREEMENT

Introduced by Councilperson Smith

Seconded by Councilperson Hoy

Authorize Supervisor to sign the Monroe County Water Authority Water District Main Extension Agreement for the Clarkson-Parma Town Line Water Line.

VOTE OF THE BOARD

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

NAYS: None

DISCUSSION
WATER DISTRICT USER FEE

R. Olson stated that there is a property owner in this water district who has three properties and is looking to combine these properties. The owner understands that a formal subdivision would be required if he should want to divide in the future. L. Spencer spoke on behalf of Mr. Chambers. He does not plan on connecting to the water district. He did not realize that the back piece would be charged as there is no frontage. She explained that Mr. Chambers fits the criteria for a courtesy merge, which will happen before the next property tax bills are released. Parma needs to be notified if we are adjusting the number of parcels as decreasing the number of parcels in the water district will mean a 5% increase to the other property owners. R. Olson reviewed the calculation procedure between Clarkson and Parma.

RESOLUTION #49
ACKNOWLEDGING RECEIPT OF SUPERVISOR'S FINANCIAL REPORT

Introduced by Councilperson Hoy

Seconded by Councilperson Smith

To acknowledge receipt of the Supervisor's financial report.

VOTE OF THE BOARD

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

NAYS: None

TOWN CLERK REPORTS

S. Mattison reported that she met with B. Viscardi, C. Fabry and D. Strabel to discuss the possibility of adding a wing to the existing court building for the Town Hall. Two options were presented, as follows: (1) addition to the existing courthouse would be approximately \$500,000; and (2) renovation of the existing town hall to bring it up to code, which would be approximately \$340,000. D. Strabel recommended we opt for the addition to the courthouse and that we hire a grant writer to assist with funding. C. Fabry interjected other scenarios, which included in-kind services which could significantly reduce costs. S. Mattison suggested we might look into a CDBG grant in addition to a SAM grant. S. Mattison has spoken with Senator Robach's office and they have offered to help us with this endeavor.

A lengthy discussion ensued regarding options available, including moving Court personnel to the Town Hall and Town Hall personnel to the Courthouse as well as various funding/grant options. It was decided that we need to document our real needs before proceeding. C. Fabry commented that regarding the Town Hall, there are multiple accessibility issues including the entrances, stairs, bathrooms, and office entries. The Courthouse has a few accessibility issues.

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Once a plan has been developed and cost estimates established, we can move forward. There are an old set of plans done by LaCroix regarding renovation of the current Town Hall. C. Fabry will review those to see if they would be helpful in developing a new plan. He will put together a facility plan illustrating the needs of each building.

BUILDING INSPECTOR REPORTS

C. Fabry continues fire and construction inspections.

ASSESSOR REPORTS

L. Spencer had nothing to report.

HIGHWAY SUPT. REPORTS

R. Viscardi stated that they are just under 66% of total salt usage for the year. We still have 600 ton in the barn. He will have a snow report with details at the next meeting. He contacted three companies regarding demolition of 8470 Ridge Road. Sessler Wrecking Inc. came back with a price of \$28,000 and Frederico Demolition's price was \$25,000. It has been determined that we need a survey of the house and its contents before proceeding with demolition. C. Fabry commented that most of the house has been gutted, and there may not be much asbestos remaining. The amount of asbestos in a structure determines how the demolition is handled. R. Viscardi has identical quotes from four different survey companies (\$2,500). Final revenues for summer work from Monroe County totaled \$289, 560.

R. Viscardi is recommending a classification change for Ursula Liotta, from Clerk II to Clerk I, going from \$17.80 to \$18.43 per hour. He added that they are both undergoing training for an Emergency Operations Center. U. Liotta will be the Town's representative.

RESOLUTION #50**8470 RIDGE ROAD-ASBESTOS SURVEY**

Introduced by Councilperson Smith

Seconded by Councilperson Hoy

To have an Asbestos Survey completed on 8470 Ridge Road. Total cost of survey to be approximately \$2,500.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #51**EMPLOYEE CLASSIFICATION CHANGE**

Introduced by Councilperson Didas

Seconded by Councilperson Filipowicz

Approve classification change for Ursula Liotta from Clerk II to Clerk I, \$18.43 per hour.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #52**MINUTES**

Introduced by Councilperson Filipowicz

Seconded by Councilperson Smith

To approve December 26, 2017 minutes.

VOTE OF THE BOARD

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

NAYS: None

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RESOLUTION #53
MINUTES

Introduced by Councilperson Smith
Seconded by Councilperson Didas
To approve January 2, 2018 minutes.

VOTE OF THE BOARD

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

RESOLUTION #54
AUDIT—12-03-2017

Introduced by Councilperson Hoy
Seconded by Councilperson Smith
To authorize payment of audit 12-03-2017 to include the following:
Vouchers 20170997-20180003-20180025; Total \$18,093.10; Gen. \$12,104.47; Hwy. \$5,988.63
For distribution checks from 32831 - 32852

VOTE OF THE BOARD

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

RESOLUTION #55
AUDIT—1-01-2018

Introduced by Councilperson Hoy
Seconded by Councilperson Didas
To authorize payment of audit 1-01-2018 to include the following:
Vouchers 20180001-20180002; Total \$332,034.24; Gen. \$238,875.30; Hwy. \$88909.25;
SS \$600; SL \$3,649.69
For distribution checks from 32853 – 32885 (#32886 replaced lost check #32743)

VOTE OF THE BOARD

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

RESOLUTION #56
EXECUTIVE SESSION

Motion by Councilperson Smith
Seconded by Councilperson Didas
To enter executive session at 6:45 P.M. to discuss a personnel matter.

VOTE OF THE BOARD

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

RESOLUTION #57
RETURN TO REGULAR SESSION

Motion by Councilperson Smith
Seconded by Councilperson Hoy
To return to regular session at 7:30 P.M.

VOTE OF THE BOARD

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

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RESOLUTION #58

HIRE PART TIME-TEMPORARY CLERK; ASSESSOR OFFICE

Motion by Councilperson Filipowicz

Seconded by Councilperson Smith

To hire Kathy Muller at \$15 an hour for 11 hours a week. K. Muller will assist the Assessor on a part time temporary basis for year 2018. Susan Kelly, Bldg. Dept. Clerk will also provide 16 hours of assistance per week through the end of March 2018. The Assessor will provide monthly updates to the Board.

VOTE OF THE BOARD

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

NAYS: None

RESOLUTION #59

MOTION TO ADJOURN

Motion to adjourn at 8:40 P.M. by Councilperson Didas

Seconded by Councilperson Hoy

VOTE OF THE BOARD

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

NAYS: None

Respectfully submitted,

Sharon S. Mattison

Town Clerk

Approved 01-23-2018