

TOWN OF CLARKSON  
TOWN BOARD MEETING  
June 26, 2018

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, June 26, 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**

No one spoke.

**TEAROSE MEADOW LANE LAND DEDICATION**

Attorney, Richard Olson stated that he has prepared the deed and the legal description has been approved "as is". The deed should be signed by Don Cook and recorded no later than the end of July.

**INCOME SURVEY UPDATE**

The Board is in receipt of a sample letter and household income survey for review. These will be mailed in approximately two weeks. Jay Grasso of G&G Municipal Consulting hopes to have the survey completed by the end of August.

**EMPLOYEE HANDBOOK-NO SMOKING POLICY**

Richard Olson, Attorney for the Town, reviewed the policy. In regards to the public, signs can be displayed regarding *no-smoking on Town property*, but this is difficult to enforce.

**RESOLUTION #172**

**NEW YORK STATE ENVIRONMENTAL QUALITY REVIEW ACT ("SEQR")-  
DETERMINATION OF NONSIGNIFICANCE  
(NEGATIVE DECLARATION)**

**PRESENT:** Supervisor Underwood, Councilpersons Hoy, Didas and Smith

**ABSENT:** Councilperson Filipowicz

Introduced by: Councilperson Didas

Seconded by: Councilperson Smith

**WHEREAS**, the Town of Clarkson, has before it a resolution implement a no-smoking/no-tobacco policy for Town property and for Town employees while they are on the job.

**WHEREAS**, the Town Board has determined that it is the lead agency for purposes of SEQR; and

**06.26.18**

**WHEREAS**, the Town Board has determined that the action is an unlisted action pursuant to SEQR; and

**WHEREAS**, the board has reviewed the Environment Assessment form on file in the Town Office; and

**WHEREAS**, on this date, June 26, 2018, at a regular meeting, the Town Board conducted the required SEQR review process by completing Part 3 of the Environmental Assessment Form.

**NOW THEREFORE, BE IT RESOLVED**, that the Town Board hereby finds:

**SECTION 1.** Based on its review of all of the evidence submitted and reviewed, and based upon the Town Board's own deliberations and its review of the Environmental Assessment Form for the proposed action, the Town Board has determined that the proposed action will not have a significant impact on the environment and that a negative declaration is hereby issued for the rezoning.

**SECTION 2.** This notice of this determination of non-significance shall be filed as required by SEQR.

**SECTION 3.** The foregoing resolution was approved as follows:

**VOTE OF THE BOARD**

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

**NAYS:** None

**RESOLUTION #173****IMPLEMENTING NO SMOKING POLICY**

**PRESENT:** Supervisor Underwood, Councilpersons Hoy, Didas and Smith

**ABSENT:** Councilperson Filipowicz

Introduced by: Councilperson Didas

Seconded by: Councilperson Smith

**WHEREAS**, the Town Board is aware of the many studies showing that smoking is harmful to the person smoking, as well as the serious health hazard caused to others by environmental (secondhand) tobacco smoke; and

**WHEREAS**, the Town Board is aware of the harmful effects of smokeless tobacco products; and

**WHEREAS**, the Town Board wishes to adopt a policy to prohibit smoking and all tobacco use on Town Property and to prohibit employees from smoking on the job while on or off Town Property;

**NOW, THEREFORE, BE IT RESOLVED:**

**SECTION 1.** That for the purpose of this Resolution "smoking and tobacco products" shall include: cigarettes, cigars, bowls, pipes, chewing tobacco, dip, chew, plug, snuf, snus, vaping, juuls hookah and/or any other electronically or fire assisted smoking apparatuses or products;

**SECTION 2.** That, henceforth, smoking and tobacco products shall be prohibited on all municipal property owned by the Town of Clarkson including the Town Hall, Highway Facilities, Court House, Parks, Lodges and Recreation Fields;

**SECTION 3.** That, henceforth, smoking and tobacco use by Town Employees while on the job shall be prohibited on all municipal property owned by the Town of Clarkson, vehicles and job sites;

**06.26.18**

**SECTION 4.** That the Town Supervisor and Highway Superintendent shall be responsible for posting Town property with suitable notices;

**SECTION 5.** That the necessary changes shall be made to the employee handbook to implement this policy;

**SECTION 6.** That this Resolution will take effect immediately.

**VOTE OF THE BOARD**

AYES: Supervisor Underwood, Councilpersons Hoy, Didas and Smith

NAYS: None

**RESOLUTION #174****AUTHORIZING SUPERVISOR TO SIGN AGREEMENT TO EXTEND INDEXED LUMP SUM MUNICIPAL SNOW AND ICE AGREEMENT**

**PRESENT:** Supervisor Underwood, Councilpersons Hoy, Didas and Smith

**ABSENT:** Councilperson Filipowicz

Introduced by: Councilperson Hoy

Seconded by: Councilperson Didas

**WHEREAS**, the Town Board has authorized the Supervisor of the Town of Clarkson, County of Monroe, State of New York to sign the Amendment B - Amendment to Change the Estimated Expenditure for Snow & Ice Agreement with New York State DOT, due to the severity of the winter during 2017/18.

The Original Estimated Expenditure of \$207,442.52 minus Fixed Costs of \$10,180.83 plus Index Adjustment of \$65,699.62 equals a total revised estimated expenditure of **\$262,961.31**.

**VOTE OF THE BOARD**

AYES: Supervisor Underwood, Councilpersons Hoy, Didas and Smith

NAYS: None

**AMENDMENT B**

| <b>Contract #</b>                         | <b>Municipality</b>            | <b>Region#</b>                         |
|---|--------------------------------|--|
| D009809                                   | TOWN OF CLARKSON/Monroe County | 4                                      |
| <b>Beginning Date of Extension Period</b> | 7/1/2015                       | <b>Ending Date or Extension Period</b> |
|   |                                | 6/30/2018                              |

**AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT**

Due to the severity of the winter during 2017/18 the MUNICIPALITY requests that the Municipal Snow and Ice Agreement estimated expenditure be revised to reflect the additional lane miles of state roads that were plowed/treated during the winter season. All the terms and conditions of the original contract extension remain in effect except as follows:

**0626.18**

| <b>ADDITIONAL S&amp;I OPERATIONS</b>   |                      |  |                 |  |                                       |
|--|----------------------|--|-----------------|--|---------------------------------------|
| <b>J- Mile Base</b>  | <b>17/18 J-Miles</b> | <b>S&amp;I LM Base</b>                             | <b>17118 LM</b> | <b>Pay Factor <sup>1</sup></b>                   | <b>Original Estimated Expenditure</b> |
| 130,017  | 177,052              | 418  | 427             | 1.333  | \$207,442.52                          |
| <b>Pay Factor <sup>1</sup> = (17/18 J- Miles/(17/J8L\1))/(J-.Mile Base/S&amp;I LM Base)</b>  |                      |  |                 |  |                                       |
| <b>Fixed Cost <sup>2</sup></b>   |                      | <b>Adjusted Estimated Expenditure <sup>3</sup></b> |                 | <b>Index Adjustment<sup>4</sup></b>              |                                       |
| <b>\$10,18 0.83</b>  |                      | <b>\$197,261.69</b>                                |                 | <b>\$65,699.62</b>                               |                                       |
| <b>Fixed Cost <sup>2</sup> = Salt Storage (Barns), Snow Fence</b>  |                      |  |                 |  |                                       |
| <b>Adjusted Est. Expenditure <sup>3</sup> = Original Estimated Expenditure- Fixed Cost <sup>2</sup></b>                                      |                      |  |                 |  |                                       |
| <b>Index Adjustment <sup>4</sup> = (Adjusted Estimated Expenditure <sup>3</sup>* Pay Factor <sup>1</sup>)-Adjusted Estimated Expenditure</b> |                      |  |                 |  |                                       |
| <b>TOTAL REVISED ESTIMATED EXPENDITURE</b>   |                      |  |                 |  |                                       |
| <b>Original Estimated Expenditure</b>  |                      | <b>Index Adjustment<sup>4</sup></b>                |                 | <b>Revised Estimated Expenditure<sup>3</sup></b> |                                       |
| \$207,442.52   |                      | \$65,699.62  |                 | \$262,961.31                                     |                                       |
| <b>Revised Estimated Expenditure <sup>5</sup> = Original Estimated Expenditure+ Index Adjustment<sup>4</sup></b>                             |                      |  |                 |  |                                       |

IN WITNESS WHEREOF, this agreement has been executed by the State, acting by and through the duly authorized representative of the COMMISSIONER OF TRANSPORTATION and the MUNICIPALITY, which has caused this Agreement to be executed by its duly authorized officer on the date and year first written in the original contract extension.

**RESOLUTION #175**  
**MERIT/STEP INCREASE**

Introduced by Councilperson Smith

Seconded by Councilperson Hoy

To approve, based on merit, per the recommendation of Supt. Viscardi, merit increases for the following employees:

|              |     |        |         |                        |
|--------------|-----|--------|---------|------------------------|
| Kyle Donahue | MEO | Step 2 | \$18.28 | retroactive to 6-13-18 |
| Eric McJury  | MEO | Step 3 | \$18.56 | retroactive to 6-18-18 |

**VOTE OF THE BOARD**

AYES: Supervisor Underwood, Councilpersons Hoy, Didas and Smith

NAYS: None

**TOWN BOARD REPORTS**

A. Hoy stated that he received a call from the Deputy Chief of the Brockport Fire Department requesting use of Hafner Park for a joint drill/tanker operation with the Town of Hamlin. This would be scheduled for a night when the athletic fields were not in use. There would be no damage to the grounds. Board members were in agreement.

J. Smith reported that the Good Neighbor Day Committee will meet tomorrow to review set up. The Rec Center survey will be going live on July 9<sup>th</sup> and will be advertised on our website as well as our Facebook page. Library Board meeting was held last Wednesday and they discussed the mission of the subcommittee discussed previously. She forwarded information regarding the Library Foundation to Board members. She asked C. Fabry to research zoning guidelines for a digital library sign. The Library is still trying to find ways to become more solar friendly.

**TOWN CLERK REPORTS**

S. Mattison reported that the online dog licensing module would cost \$900 - \$600 set up fee and \$300 for an annual fee. A short discussion was held on the pros and cons of this module. The consensus was that this service may not be cost effective at this time.

**06.26.18**

**BUILDING INSPECTOR REPORTS**

C. Fabry has been busy with permits for pools, decks, and accessory structures. Express Mart is well underway; he noted there was a problem with the brick color, which is not being done per the approved plans as well as the roof surrounding the equipment. These will be corrected. S. Mattison stated there have been positive responses from residents. G. Underwood asked if there has been any further correspondence on the Brook Field project. C. Fabry replied no.

**ASSESSOR REPORTS**

L. Spencer reported that her final tax roll will be delivered on Thursday. Hilton Central School District is *opting in* on solar exemption, so she will have to honor that for Clarkson residents in the Hilton School District. Assessors are continuing to monitor solar structures and the best way to handle them. She will be attending a NYS Assessor's meeting in Batavia tomorrow to discuss a new computer program. She will be mailing her commercial letters for assessments in October and hold her informals in November so that commercial properties will be done by the end of 2018. That leaves residential and land to be done in January of 2019.

**RESOLUTION #176**  
**MINUTES**

Introduced by Councilperson Smith  
Seconded by Councilperson Didas  
To approve June 12, 2018 minutes.

**VOTE OF THE BOARD**

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

**RESOLUTION #177**  
**AUDIT—6-02-2018**

Introduced by Councilperson Hoy  
Seconded by Councilperson Didas  
To authorize payment of audit 6-02-2018 to include the following:  
Vouchers 20180538-20180581; Total \$164,700.07; Gen. \$19,068.07; Hwy. \$144,491.72;  
H \$923.00; SS \$217.28  
For distribution checks from 33323 - 33363

**VOTE OF THE BOARD**

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

**RESOLUTION #178**  
**EXECUTIVE SESSION**

Motion by Councilperson Hoy  
Seconded by Councilperson Smith  
To enter executive session at 6:25 P.M. to discuss a personnel matter.

**VOTE OF THE BOARD**

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

**RESOLUTION #179**  
**RETURN TO REGULAR SESSION**

Motion by Councilperson Smith  
Seconded by Councilperson Didas  
To return to regular session at 7:14 P.M.

**VOTE OF THE BOARD**

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

**06.26.18**

**RESOLUTION #180**  
**ADJOURNMENT**

Introduced by Councilperson Smith

Seconded by Councilperson Didas

To adjourn the Town Board meeting at 7:15 P.M.

**VOTE OF THE BOARD**

AYES: Supervisor Underwood, Councilpersons Hoy, Didas and Smith

NAYS: None

Respectfully submitted,

*Sharon S. Mattison*

Town Clerk

Approved 7-10-2018