

TOWN OF CLARKSON
SPECIAL MEETING
March 16, 2020

The Town Board of the Town of Clarkson held a Special Meeting on Monday, March 16, 2020 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 5:30 PM.

PRESENT:

Christa Filipowicz	Supervisor
Allan Hoy	Councilperson
Patrick Didas	Councilperson
Tom Guarino	Councilperson
Leslie Zink	Councilperson
Robert Viscardi	Highway Superintendent
Kathy Kemp	Deputy Town Clerk
Keylee Gilfilian	Assistant to the Supervisor
Richard Olson	Attorney
John Jackson	Chairperson, Planning Board
** Sharon Mattison	Town Clerk
** Elizabeth Spencer	Assessor
** Kevin Moore	Building Inspector/Code Enforcement
**excused	

Supervisor Filipowicz called the meeting to order at 5:30 PM. She led all those present in the Pledge of Allegiance. A moment of silence was observed for our service men and women, first responders and those that have paid the ultimate price.

Supervisor Filipowicz stated that the main purpose of today's meeting is to discuss the closing of Town buildings. The Town Hall and Highway offices will be closed to the public for two weeks at which time the situation will be re-validated. Area courthouses have been closed by the 7th Judicial District until April 30th. Clarkson will cancel all lodge rentals through the end of March; rental fees will be refunded. The Sweden-Clarkson Rec Center has been closed as well as the Seymour Library. D. Maynard reported that the Hamlin Dog Shelter will remain open and he will continue to pick-up strays if called. Employees are instructed to work from home as much as possible. The drop box at the Town Hall will be available for residents for dog licenses, tax payments, etc. All employees are asked to wipe down their work space when leaving for the day. Supervisor Filipowicz has spoken with two different cleaning companies that would be available with 24 hour notice. She reported that K. Moore will be spraying the Town Hall with a disinfectant early Tuesday morning, so anyone coming in should wait until after 8:30. This should be done every day.

Planning Board and ZBA have public hearings scheduled for the week. J. Jackson, Chairperson for Planning Board said he was okay with having the meeting tomorrow night. C. Ziarniak, Chairperson for ZBA, will be contacted as well as applicants before canceling any meetings.

R. Viscardi, Highway Superintendent reported that area towns are either totally off or having employees work split shifts. In regards to working on the Route 18 water line, it is not really possible to practice social distancing, so work will be halted. Highway vehicles will be sanitized on a regular basis.

If employees are not working, are they getting paid? Councilperson Didas remarked that school employees are being paid as funds are already in the budget. Additional information is being gathered from the County and State.

Supervisor Filipowicz commented that the County told our Assessor that BAR training could begin and that grievances could be received in writing. Reviews and informals could be done via telephone.

03.16.20

The Town Hall offices phones and Highway phones can be transferred to cell phones.

Residents still wishing to obtain a building permit can submit their paperwork via mail or drop box. Once approved, they can submit payment and we can mail them their building permit. It was questioned whether or not applicants needed to sign the building permit first; R. Olson will check into this. Other area towns do not require this signature.

The Elderwood walk-through with L. Spencer, Town Assessor, has been postponed.

L. Spencer and R. Olson have a conference call on Wednesday with Brookfield.

Councilperson Guarino is working on setting up a conference call at the Town Hall to be used for Board meetings, if needed in the future. He will prepare directions on using these features, skype has also been explored.

RESOLUTION #293**AUTHORIZE CLOSING THE CLARKSON TOWN HALL TO THE PUBLIC**

Introduced by Councilperson Hoy

Seconded by Councilperson Zink

To authorize closing of the Clarkson Town Hall and Highway offices to the public. This issue will be reviewed in three weeks, April 14, 2020. There will be no Planning Board or ZBA meetings after this week, unless there is a critical issue. The Town Board will still have to approve payment of bills.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Guarino and Zink

NAYS: None

Supervisor Filipowicz commented that the newsletter will be canceled as we utilize the Print Shop at the Brockport High School, which is closed. R. Olson reminded everyone that guidelines will change often.

D. Rath, Court Clerk, reported that judges are only to report for off-hours arraignments. There will be a central location for other arraignments.

R. Viscardi added that he has 11 employees, not including himself and Foreman M. Farrell. Highway Clerk, U. Liotta, will come into the Highway Office a couple days a week and is able to do some work from home. Phones will be transferred to R. Viscardi or M. Farrell. Without working on the water line, he can schedule his staff to work split shifts, 2/3 days one week and 3/2 the next. Weather predictions appear to be okay for the next couple weeks, so R. Viscardi and M. Farrell will be able to handle B and C shifts if any winter work is required. They will continue to handle any emergency calls. R. Viscardi commented that he has been receiving daily calls from Doyle Security since the switchover to Spectrum. He will work with K. Gilfilian on this issue.

Supervisor Filipowicz reminded everyone that if you have someone ill in your home, you should stay home. E-mails will be sent to all employees regarding procedures and time cards. A message should be shared on our Facebook page regarding the Route 18 water line.

K. Kemp stated she would be in the office Tuesday afternoon to receive the paycheck package from UPS. She will then distribute paychecks per the usual process.

Transfer Station will remain open as usual. Workers will be instructed to practice social distancing. Hauling of dumpsters to the County will continue.

Councilperson Didas commented that towns should receive relief from the government at some point to reimburse for wages paid. K. Gilfilian said she could ask employees to add a line on time sheets to indicate hours actually worked versus hours paid.

Mobile DMV units have been canceled until after April 1st.

03.16.20

RESOLUTION #294
ADJOURNMENT

Introduced by Councilperson Didas

Seconded by Councilperson Hoy

To adjourn the Town Board meeting at 6:10 PM.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Guarino and Zink

NAYS: None

Respectfully submitted,

Kathy Kemp

Deputy Town Clerk

Approved 03-22-2020