

TOWN OF CLARKSON
SPECIAL TOWN BOARD MEETING
March 22, 2020

The Town Board of the Town of Clarkson held a special Town Board meeting via conference call on Sunday, March 22, 2020 at 5:00 P.M.

PRESENT:

Christa Filipowicz	Supervisor
Allan Hoy	Councilperson
Patrick Didas	Councilperson
Tom Guarino	Councilperson
Leslie Zink	Councilperson
Sharon Mattison	Town Clerk
Robert Viscardi	Highway Superintendent
Richard Olson	Attorney for the Town
Kathy Kemp	Deputy Town Clerk
Elizabeth Spencer	Assessor
Ursula Liotta	Highway Clerk
Mike Farrell	Highway Foreman

ALSO:

** Kevin Moore	Building Inspector
**excused	

Supervisor Filipowicz opened the meeting and recited the Pledge of Allegiance. A moment of silence was observed for our service men and women, first responders and those who have paid the ultimate price. In addition, for all those on the front lines fighting the COVID-19 pandemic and keeping our communities running.

OPEN FORUM

No one commented.

COVID-19 UPDATE

Supervisor Filipowicz updated all those present on the current situation. She addressed the following:

- **Town Clerk's Office:** The deadline for the third installment for property taxes has been moved to April 30 rather than March 31, without additional interest. Sharon and Kathy will work from home and phones will be forwarded to them during regular work hours. Voice mail will be checked and calls returned. Only Sharon will go to the Town Hall as needed to check the drop box and collect mail. Kathy will not come in. Sharon will check with our bank to see if deposits may still be made via drive-through.
- **Supervisor's Office:** K. Gilfilian and C. Filipowicz will monitor phone calls and voice mail messages from home. They are in regular contact and will be working from home on several projects as well as keeping the bills paid on time. They plan on going to the office once a week for anything that is essential.
- **Payroll:** U. Liotta and K. Gilfilian will work together to ensure that payroll is processed. For the next time period, Highway time sheets will be transmitted to the Supervisor's Office via fax or phone. Transfer Station employees will continue to use the drop box for time sheets.
- **Seymour Library Treasurer:** C. Filipowicz has signed checks and reviewed purchase orders for the Library after their meeting on March 18th. She has received a check from the Seymour Foundation and will deposit that into the Library's account on Monday.

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- Assessor's Office: L. Spencer will be working from home and try to limit her trips to the Town Hall to once a week. She will hold her *change of assessment* letters originally scheduled to be mailed on April 1st. As of this date, there has been no change in grievance day.
- Building Department: K. Moore is in his office for necessities, but limited. A. Beardslee will not be in the office, but will work on business from home. New projects/applications will be assessed on an individual basis.
- Sign-In Sheets: The Town Hall and the Highway Department will maintain a sign-in sheet for employees to log in and out when they enter those buildings.
- Cleaning: Thank you to K. Moore who has disinfected the Town Hall a couple of times to date. He is to document that on the sign-in sheet.
- Custodian: Sharon or Kathy will let our custodian know that he does not need to clean the Town buildings at this time. The Goodwin Lodge was used on Friday, March 20 by the American Red Cross for a blood drive; he will be asked to clean that lodge.
- Attendance Protocol: Employees will be reminded that if they are sick, have a sick family member or have been exposed to COVID-19, to please inform your supervisor and stay home.
- Voice Mail Messages: Please be sure your voice mail message indicates that the Town offices are closed for anything other than essential services. They are free to leave a message as these will be monitored and calls returned as necessary.
- Highway: R. Viscardi is endeavoring to keep Highway employees safe while working as close to their normal number of hours as possible. Various work schedule possibilities were discussed. After confirming which employees are able to work, he will formulate a schedule. The first project will be removal of snow fences. He is hopeful that work can then resume on the Route 18 water line, utilizing personal protective gear and social distancing practices.

PAID SICK LEAVE

R. Olson shared the following: *For public employers, each officer or employee who is subject to a mandatory or precautionary order of quarantine or isolation issued by the State of New York, the department of health, local board of health, or any governmental entity duly authorized to issue such order due to COVID-19 shall be provided with at least fourteen days of paid sick leave during any mandatory or precautionary order of quarantine or isolation. Each officer or employee shall be compensated at his or her regular rate of pay for those regular work hours during which the officer or employee is absent from work due to a mandatory or precautionary order of quarantine or isolation due to COVID-19. For purposes of this act, "public employer" shall mean the following: (i) the state; (ii) a county, city, town or village; (iii) a school district, board of cooperative educational services, vocational education and extension board or a school district as enumerated in Section 1 of Chapter 566 of the Laws of 1967, as amended; (iv) any governmental entity operating a college or university; (v) a public improvement or special district including police or fire districts; (vi) a public authority, commission or public benefit corporation; (vii) any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state.*

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RESOLUTION #295
MINUTES

Introduced by Councilperson Didas
Seconded by Councilperson Zink
To approve February 29, 2020 minutes.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Zink and Guarino
NAYS: None

RESOLUTION #296
MINUTES

Introduced by Councilperson Zink
Seconded by Councilperson Didas
To approve March 10, 2020 minutes.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Zink and Guarino
NAYS: None

RESOLUTION #297
MINUTES

Introduced by Councilperson Hoy
Seconded by Councilperson Zink
To approve March 16, 2020 minutes.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Zink and Guarino
NAYS: None

RESOLUTION #298
AUDIT 03-02-2020

Introduced by Councilperson Hoy
Seconded by Councilperson Didas
To authorize payment of audit 03-02-2020 totaling \$42,068.80 to include the following:
AA General: \$13,198.14; BB General: \$3,110.39; DA Highway: \$25,162.21; HH Capital
Projects: \$480.53; SS Sewer: \$117.53.
Trust & Agency: \$2,315.24.
Checks written include: Joint Checking #35413-35449 (35426 voided); Trust & Agency
#6073-6074.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Zink and Guarino
NAYS: None

RESOLUTION #299
ADJOURNMENT

Introduced by Councilperson Didas
Seconded by Councilperson Hoy
To adjourn the Town Board meeting at 5:30 P.M.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Zink and Guarino
NAYS: None

Respectfully submitted,

Sharon S. Mattison
Town Clerk

Approved 04-14-2020