

TOWN OF CLARKSON  
SPECIAL TOWN BOARD MEETING  
January 12, 2021

The Town Board of the Town of Clarkson held their special meeting on Tuesday, January 12, 2021 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:

**Christa Filipowicz	Supervisor
Allan Hoy	Councilperson
Patrick Didas	Councilperson
Tom Guarino	Councilperson
Leslie Zink	Councilperson
Susan Henshaw	Town Clerk
Robert Viscardi	Highway Superintendent
Keylee Gilfilian	Assistant to the Supervisor
*Richard Olson	Attorney
**Kevin Moore	Building Inspector
**Liz Spencer	Assessor

\*attended by zoom  
\*\*excused

Councilperson Hoy opened the meeting. He led everyone in the Pledge of Allegiance. A moment of silence was observed for our service men and women, first responders, as well as those on the front lines fighting COVID.

**OLD BUSINESS**

Councilperson Zink spoke about the Employee Handbook and that we are actively reviewing and working towards its completion by end of January. Another meeting is set for next week. Holiday revisions have been updated to add Monday July 5, 2021.

**1-12-2021**

**RESOLUTION #49**  
**2021 HOLIDAY SCHEDULE**

Introduced by Councilperson Guarino  
Seconded by Councilperson Didas  
To approve the following 2021 holiday schedule.

January 1	New Year's Day
January 18, 2021*	Martin Luther King Jr. Day
February 15, 2021*	Presidents Day
May 31, 2021	Memorial Day
July 2, 2021	Floater
July 5, 2021	Independence Day
September 6, 2021	Labor Day
October 11, 2021	Columbus Day
November 11, 2021	Veterans Day
November 25 & 26, 2021	Thanksgiving Day; Day after
December 24, 2021	Christmas Eve

\*Martin Luther King Jr. Day and Presidents Day will be a regular work day for the Highway Department due to snow operations. The Highway Superintendent has designated two MYO Holidays for 2021.

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**NEW BUSINESS**

Councilperson Zink is working on finding one person for the Conservation Board and one person for the Architectural Review Board as current ARB member Chrys Gross will be moving out of town soon. An ad will be placed in the upcoming newspaper for all those interested.

**RESOLUTION #50**  
**APPOINTMENT – COURT OFFICER**

Introduced by Councilperson Zink  
Seconded by Councilperson Guarino  
To approve Robert Duff, 19 Barry Street, Brockport, New York, be and is hereby appointed Court Officer, beginning January 1, 2021 and ending December 31, 2021.

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**1-12-2021**

**RESOLUTION #51**  
**AUTHORIZE MERIT/STEP INCREASES**

Introduced by Councilperson Zink

Seconded by Councilperson Guarino

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

Brett Chebby, MEO	from MEO Step 8 to Step 10, or \$23.49
Jesse Cross, HEO	from HEO/Mech Step 10, promoted to Working Foreman Step 9, or \$24.96
Kyle Donahue, MEO	from MEO Step 8, promoted to HEO Step 6, or \$22.13
Robert Wilson, MEO	from MEO Step 4 to Step 6, or \$20.60

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**Town Board Report:** Leslie Zink advised that she would like to set up a board for a neighborhood watch on Valleyview Dr and Sherwood Dr neighborhoods. She discussed allowing police cars to set up in driveways if allowed by residents.

**Highway Superintendent Report:** Bob Viscardi advised that all maintenance on town vehicles are moving along as scheduled. Bob also was thankful for the mild weather we currently are experiencing in regards to snow plowing.

**Town Clerk Report:** Susan Henshaw discussed the start of Town and County tax season and things are moving forward smoothly. Susan is looking into pricing for a possible Postage Meter. All offices at the Town Hall and Highway have quite a bit of mail and she would like to look into possible savings through Stamps.com or Pitney Bowes.

**RESOLUTION #52**  
**APPROVE MINUTES 12-22-2020**

Introduced by Councilperson Guarino

Seconded by Councilperson Zink

To approve meeting minutes of 12-22-2020

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**RESOLUTION #53**  
**APPROVE MINUTES OF ORGANIZATIONAL MEETING 1-05-2021**

Introduced by Councilperson Didas

Seconded by Councilperson Guarino

To approve meeting minutes of 1-05-2021

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**1-12-2021**

**RESOLUTION #54**  
**AUDIT 12-31-2020**

Introduced by Councilperson Guarino

Seconded by Councilperson Didas

To authorize payment of audit 12-31-2020 totaling \$67,254.67 AA General \$14,463.79, BB General- Outside Village \$2,911.64, DA Highway Town Wide \$36,065.40, HH Capitol Projects \$13,813.84 and Distribution of checks: Trust and Agency #006148-6150, Joint Checking #3796-3836.

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**RESOLUTION #55**  
**AUDIT 1-12-2021**

Introduced by Councilperson Zink

Seconded by Councilperson Guarino

To authorize payment of audit 1-12-2021 totaling \$299,926.24 AA General \$120,076.69, BB General- Outside Village \$178,323.21, DA Highway Town Wide \$1,526.34 and Distribution of checks: Trust and Agency #006151-6152, Joint Checking #3837-3855.

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**RESOLUTION #56**  
**EXECUTIVE SESSION**

Introduced by Councilperson Zink

Seconded by Councilperson Guarino

To go into executive session at 6:09pm to discuss a legal matter with the attorney

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**RESOLUTION #57**  
**COME OUT OF EXECUTIVE SESSION**

Introduced by Councilperson Guarino

Seconded by Councilperson Zink

To come out of executive session at 6:20pm

**VOTE OF THE BOARD**

AYES: Councilpersons Guarino, Didas, Hoy and Zink

NAYES: None

**RESOLUTION #58**  
**ADJOURN**

Introduced by Councilperson Didas

Seconded by Councilperson Guarino

To adjourn the meeting at 6:20 pm.

**VOTE OF THE BOARD**

AYES: Councilpersons Hoy, Didas, Hoy and Guarino

NAYS: None

Respectfully submitted,

*Susan Henshaw*

Town Clerk

Approved 1-26-2021