

TOWN OF CLARKSON
TOWN BOARD MEETING
February 14, 2023

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, February 14, 2023 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:

Christa Filipowicz	Supervisor
Nick D'Amuro	Councilperson
John Culhane	Councilperson
Tom Guarino	Councilperson
Leslie Zink	Councilperson
Susan Henshaw	Town Clerk
Robert Viscardi	Highway Superintendent
Keith O'Toole	Attorney
** Kevin Moore	Building Inspector
** Tammy Baker	Assessor

** excused

Supervisor Filipowicz opened the meeting. She led everyone in the Pledge of Allegiance. A moment of silence was observed for our service men and women, first responders and veterans, particularly those who have paid the ultimate price.

COMMUNICATIONS –

Recycling – Supervisor Filipowicz discussed the annual electronics recycling report which advises how much the town recycled in 2022. We had 80 lbs of computers; 536 lbs computer peripherals; 848 lbs of small electronic equipment; 515 lbs of TV's; 412 non-CRT TV's; 1694 lbs of non-CE and other items.

WIBA#1 – the mailings were sent out on time last week following a Special Town Board Meeting, regarding the upcoming vote on March 6. Supervisor Filipowicz mentioned Tammy Baker the assessor, prepared postcards and we sent out a reminder to all seniors turning 65 this year, encouraging them to fill out the required paperwork needed to qualify for the enhanced STAR program.

HISTORICAL MOMENTS - Leanna Hale spoke about Black History month. She spoke of the picture she brought into Town Hall of black legislators who were elected to Congress before Jim Crow Laws were enacted, which made them all ineligible. She spoke of Clarkson having many abolitionists and supporters of Abraham Lincoln. There is an absence of facts to support the often-mentioned underground railroad in Clarkson. She has found no documentation proving it existed in certain houses in Clarkson. After 1819, when Clarkson was formed, John Quincy Adams, was Secretary of State under 5th U.S. President James Monroe. James Monroe was best known for the Monroe Doctrine. Meaning the U.S. would not tolerate any colonization of other countries. John Quincy Adams became the 6th U.S. President from 1825-1829. He then ran for the House of Representatives and served 8 terms. He is the only president to go from the presidency to the House. He was an anti-slavery voice. From 1836-1844 was the “gag-rule” where congressman were not allowed to discuss slavery. He was a very calm individual and was a very patient man. He suffered a stroke on the House floor and passed away at 80 years old. A young Abraham Lincoln was one of his pall bearers.

NEW BUSINESS –

Paychex Proposal – Matt McCrank was here to share some service proposals regarding our payroll. He provided an overview of a streamlined solution to assist in eliminating payroll errors. He advises this system helps navigate and manage employees by offering a time keeping solution, as well as options without. This process offered would help cut time spent on payroll, in half which would allow Courtney Miller more time for other work-related tasks. Many of the common errors would be eliminated. Paychex offers more than just payroll assistance. They offer medical and dental benefits, life insurance, workers compensation among other items. These other options can be a gradual addition to payroll services once we were to get started. The payroll services allow for direct deposit and debit cards if needed. Also, payroll tracking, timecards and attendance, flex time, shift swapping and record keeping. All can be obtained from the employees' phone. Alerts would be provided to Courtney to track employees regarding time-cards so she can stay in full compliance. Reports would be stored in the cloud, rather in filing cabinets. Special reporting can be made when needed upon request. They handle quarterly taxes, W2's, 1099 and any other tax forms required. Mr. McCrank provided an Investment Summary with Time and Attendance, including a breakdown per employee, per pay, along with the annual fees. He offered options to purchase or lease a time clock. He then discussed the fees for payroll services only. Superintendent Viscardi mentioned his interest in going paperless and was interested in the kiosk, iPad or computer and which would be implemented. He mentioned that a web-based timeclock and a paper timecard are currently used and wanted to know how they work in conjunction with each other. Mr. McCrank advised that schedules can be implemented with changing job title or switching shifts as well, from their phones by downloading the app. This Paychex system is quite efficient and can advise when approaching over-time, so the employee stays compliant. Superintendent Viscardi mentioned he would like the option to review all time-cards, prior to submitting in to payroll, to ensure accuracy between different accounts. The system recognizes holiday pay and shift differential. All calculations will be done through the Paychex system. Matt advised about the employee self-service app that keeps track of tax information, all benefits, retirement and any certified training courses an employee may attend. This tool is a human resources support system. He advised that Paychex will supply a payroll specialist at the implementation, and will provide a long-term specialist whenever needed.

TEAMS PROPOSAL – Courtney Miller discussed the idea of implementing a way for employees to communicate more efficiently. TEAMS is a means of group messaging or individual messaging, instantly on our computers or your cell phone, rather than through email. It has video and instant messaging capabilities. Many employees, such as highway and transfer station, do not have an email address within the town, and this would be an efficient way to reach an employee, quickly. Employee group chats can be formed to include as many or as few as required. Other functions can be obtained, such as sending out surveys through this system and it can calculate the responses. Councilperson Culhane advised instead of calling each person individually for an emergency, you can use TEAMS and reached your entire desired group, instantly. Ms. Miller provided a hand-out from Just Solutions Inc., with pricing for all employees.

RESOLUTION #75

MOTION TO ADOPT MICROSOFT TEAMS

Introduced by Councilperson D'Amuro

Seconded by Councilperson Culhane

Motion to adopt Microsoft TEAMS.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

2022-02-14

RESOLUTION #76
ACKNOWLEDGE RECEIPT OF SUPERVISOR'S JANUARY FINANCIAL REPORT

Introduced by Councilperson Zink

Seconded by Councilperson Culhane

To acknowledge Receipt of Supervisors January Financial Report.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

RESOLUTION #77
AUTHORIZE MERIT/STEP INCREASE FOR THE ASSISTANT TO HIGHWAY SUPERINTENDENT KELLY SPRAGUE

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

To authorize a merit/step increase for the Assistant to Highway Superintendent Kelly Sprague to Clerk 1, Step 11 at \$21.67/hour effective February 8, 2023.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

Snow and Ice Agreement - This is a 5-year agreement, which funds are provided to the town for plowing state roads within our district. The amendment includes the extra \$36,225 that was to be paid for services from last year.

RESOLUTION #78
MOTION TO APPROVE THE SNOW AND ICE AGREEMENT

Introduced by Councilperson D'Amuro

Seconded by Councilperson Guarino

Motion to approve the Snow and Ice Agreement.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

OLD BUSINESS –

Dog Control – Supervisor Filipowicz discussed an Intermunicipal Agreement with the Town of Hamlin regarding the dog control vehicle. Town of Clarkson agrees to pay Town of Hamlin \$15.00 per trip for usage. A secondary agreement has been made where Clarkson will pay the Town of Hamlin \$3250 annually for kennel fees.

RESOLUTION #79
MOTION TO APPROVE THE INTERMUNICIPAL AGREEMENT WITH TOWN OF HAMLIN FOR DOG CONTROL VEHICLE USAGE

Introduced by Councilperson Guarino

Seconded by Councilperson Zink

Motion to approve the intermunicipal agreement with Town of Hamlin for dog control vehicle usage.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

2022-02-14

RESOLUTION #80
MOTION TO APPROVE THE INTERMUNICIPAL AGREEMENT WITH THE
TOWN OF HAMLIN TO PAY ANNUAL DOG CONTROL KENNEL FEES

Introduced by Councilperson Zink

Seconded by Councilperson D'Amuro

Motion to approve the intermunicipal agreement with the Town of Hamlin to pay \$3250.00 annually for leased use of the Hamlin kennel for dog control purposes.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

Dog Fee Laws – Town attorney Keith O'Toole advised that he submitted a request for the dog control fees law which mirrors the Town of Hamlin, per request of the dog control officer. The local law would need to be made, along with a resolution to adopt a new fee schedule.

RESOLUTION #81
MOTION TO CALL FOR A PUBLIC HEARING ON FEBRUARY 28, 2023 AT
6:00PM
INTRODUCTORY LOCAL LAW #1-2023
TOWN OF CLARKSON, MONROE COUNTY

Introduced by Councilperson Zink

Seconded by Councilperson Culhane

A LOCAL LAW TO AMEND THE "Dog Licensing and Control Law of the Town of Clarkson "

WHEREAS, the Town Board has before it a proposed Local Law to amend the Town of Clarkson's "Dog Licensing and Control Law of the Town of Clarkson" as codified in Chapter 56

of the Clarkson Code; and

WHEREAS, in order to adopt said Local Law, the Town Board of the Town of Clarkson is required to hold and conduct a public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 28th day of February, 2023, at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the changes which are contained on the attached Local Law; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

SECTION 2. That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink

NAYES: None

Supervisors Report –

Narcan Box- County Legislator Jackie Smith, has organized with Monroe County services, to supply Clarkson with a Narcan box with supplies. The town board is to decide where they would like this box to be located and monitored for usage.

Community Funds – Supervisor Filipowicz will be writing a letter in support of community festivals, such as the Sweden Clarkson Recreation Center. Adam Bello will be supplying funding to towns in the effort to assist with events, like the fireworks display.

2023-02-14

Solar Eclipse Meeting – County Legislator Jackie Smith coordinated a meeting with area municipal leaders and the director of the Rochester Museum and Science Center. Clarkson is in the direct path of totality for the solar eclipse. They are anticipating approximately 400,000 people to the area to view this rare event.

DHS – Department of Health Services, with the help of Jackie Smith, is offering financial and program assistance along with other services to the public, especially to the west side of the county. These services are available to all and many who require them, and seek help from town clerks as a first point of contact. The county will be supplying the clerks with needed material and information to assist.

Town Board Reports –

All Hands Monthly Meeting – Councilperson D’Amuro, along with Leadership Logic, will host the next meeting scheduled for Thursday, February 23.

Certified Local Government - Councilperson D’Amuro reached out to someone in Fairport to discuss how CLG works in their village. He suggests that the board members review the material he has emailed to all and share their ideas with him. He encourages the board to review the Fairport website, and he would like to perhaps model that in the future.

Good Neighbor Days – Councilperson Zink advised she is continuing to work on the event.

Zoning Code – Councilperson Zink met with the Zoning Board last evening and they are now on a monthly schedule. Considering their current timeline, she feels they should have their work completed by late Fall.

Solar Eclipse Meeting – Councilperson Culhane discussed the meeting last week. He feels it would be a great idea to meet with others interested in preparation for the eclipse.

Town Clerk Report – Susan wanted to reinforce the same thoughts as Councilperson Culhane regarding the solar eclipse. It has the potential to bring in 400,000 people to our area. This would be a great opportunity to delve into the commerce side of things for Clarkson. Many local leaders from the west side were present for the meeting, and all have begun some sort of preparation for the eclipse on April 8, 2024. Susan also mentioned that we have collected \$4.5 million in taxes of the \$6.3 total.

Attorney Report – Keith O’Toole mentioned that if the town is interested in proceeding with the CLG, we will need to establish a commission.

Building Inspectors Report – Supervisor Filipowicz discussed the departments monthly report. There were 44 Operating Fire and Life Safety and Building Permits issued; 86 phone calls regarding property concerns; 23 building inspections and 2 emergency responses for fire suppression systems activating in commercial buildings. The end of the year report for the state has been completed and submitted.

Superintendent Report – Superintendent Viscardi offered some input on the solar eclipse as well and is anxious to see how this whole process will unfold. He also mentioned Advocacy Days coming up in March in Albany. He mentions there are 932 towns in NYS, and most of the highway superintendents will attend and will lobby for more funds for their local roads. He will meet with our state representatives prior to the Albany event. Mike Farrell will be representing Clarkson this year.

2023-02-14

RESOLUTION #82
APPROVE MINUTES 1-24-2023

Introduced by Councilperson Zink
Seconded by Councilperson Culhane
To approve minutes from 1-24-2023.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro and Zink
NAYES: None
ABSTAIN: Guarino

RESOLUTION #83
AUDIT 2-14-2023

Introduced by Councilperson Guarino
Seconded by Councilperson D'Amuro
To authorize payment of audit 1-24-2023 totaling \$277,120.48 AA General \$25,883.19, BB General- Outside Village \$156,437.67, DA Highway - Town Wide \$42,078.91, DA Highway – Outside Village \$3,100.48, HH- Capitol Projects \$44,483.50, SL – Lighting \$4,319.06, SS – Sewer \$714.35, TA – Agency \$103.32 and Distribution of checks: Joint Checking #0003119-0003193 and Trust and Agency #0006282-006283.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink
NAYES: None

RESOLUTION #84
MOTION TO ENTER INTO EXECUTIVE SESSION FOR A PERSONEL
MATTER

Introduced by Councilperson Guarino
Seconded by Councilperson Zink
Motion to enter into executive session for a personnel matter related to the appointment, promotion, demotion, discipline or removal of a particular person or corporation under section 105F at 7:02 PM.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink
NAYES: None

RESOLUTION #85
MOTION TO EXIT OUT OF EXECUTIVE SESSION

Introduced by Councilperson Zink
Seconded by Councilperson Culhane
Motion to exit out of executive session at 8:05 PM.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink
NAYES: None

RESOLUTION #86
MOTION TO ADJOURN

Introduced by Councilperson D'Amuro
Seconded by Councilperson Guarino
Motion to adjourn at 8:06 PM.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Culhane, D'Amuro, Guarino and Zink
NAYES: None

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2-28-2023