

TOWN OF CLARKSON
TOWN BOARD MEETING
May 14, 2024

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, May 14, 2024, at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:

Ursula Liotta	Supervisor
** John Culhane	Councilperson
Nick D'Amuro	Councilperson
Sharon Mattison	Councilperson
Evan Wexler	Councilperson
Susan Henshaw	Town Clerk
Robert Viscardi	Highway Superintendent
Keith O'Toole	Attorney
Kevin Moore	Building Inspector

**excused

Supervisor Liotta 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, along with thanks to healthcare workers who tirelessly work to save lives every day.

PUBLIC HEARING

Supervisor Liotta discussed and presented Local Law #4-2024 relating to dog control. Dave Maynard, Dog Control Officer, suggested that we mirror the Town of Sweden laws, as we share his services between the two towns and would be simpler for him.

RESOLUTION #139

LOCAL LAW #4 - 2024 - CLOSE PUBLIC HEARING

Introduced by Councilperson D'Amuro

Seconded by Councilperson Wexler

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson closes the public hearing for Local Law #4 - 2024.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #140

LOCAL LAW #4 - 2024

AMENDING THE EXISTING REGULATIONS TO CLARKSON DOG CONTROL

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson approves Local Law #4 of 2024 which amends the Town of Clarkson's dog control regulations at Chapter 56, Article III, Section 56-7 of the Code of the Town of Clarkson.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

5-14-2024

NEW BUSINESS

Supervisor Liotta reviewed the annual audit of the Justice Court.

RESOLUTION #141
A RESOLUTION ACKNOWLEDGING THAT AN AUDIT OF THE JUSTICE COURT RECORDS WAS CONDUCTED

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

WHEREAS, Uniform Justice Court Act § 2019-a requires that towns annually provide their court records and dockets to be examined and audited to improve accountability and controls over Justice Court finances and records; and

WHEREAS, the Justices of the Town Justice Court have submitted their court records and dockets for examination and the Town Board, in turn, retained the services of a certified public accounting firm to perform an audit of said records and dockets for the twelve months ending December 31, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Clarkson formally accepts the attached independent auditor's report of the financial statements of the Town Justice Court's records and dockets for the twelve months ending December 31, 2023 and by doing so, hereby enter into the minutes of the Town Board the fact that the financial statements of the Town of Clarkson Justice Court have been duly audited by certified public accountants from the firm of Yaeger Treviso & Associates; and be it further

RESOLVED, that the Town Clerk is directed to send a copy of this resolution along with a copy of the audit report to the Unified Court System.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #142
MOTION TO APPROVE MERIT INCREASE FOR SEASONAL HIGHWAY EMPLOYEES GERALD MCALLISTER, TRAVIS HATFIELD AND LIAM MCGUIRE

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

Motion to approve merit increase for seasonal highway employees Gerald McAllister from Step 15 @ \$18.94/hr to Step 17 @ \$19.51/hr; Travis Hatfield from Step 15 @ \$18.94/hr to Step 17 @ \$19.51/hr; Liam McGuire from Step 2 @ \$15.61/hr to Step 4 @ \$16.08/hr effective May 19, 2024.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Superintendent Viscardi mentioned that the seasonal employees do not receive the 2% COLA increase, rather the 2% merit increase from the wage chart.

Benita DrivePump Station - Superintendent Viscardi advised the need for a new pump for the Benita Drive sewer pump station, which is part of the Clarkson Meadows sewer district. It is a 2-pump system and 1 pump gave out last week. The extra pump on hand was used last year. A pump generally lasts 7-9 years. It is currently a hydromatic pump. Liberty Pump in Leroy will be supplying the new pump that should arrive in 1-2 weeks.

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RESOLUTION #143
MOTION TO APPROVE EXPENDITURE FOR A NEW PUMP FOR BENITA
DRIVE PUMP STATION

Introduced by Councilperson D'Amuro

Seconded by Councilperson Wexler

Motion to approved expenditure for a new pump for Benita Drive pump station.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Court Attendants – Supervisor Liotta reviewed the current pay structure of the 2 attendants. Discussion regarding the policy and the need for clarification. After a discussion with the judges, court clerk and human resources, a decision was made regarding pay as follows:

- Current pay is \$43.26 div. by 2 hrs.= \$21.63/hr. div. by 2 = \$10.82/half-hour
- Court attendant pay shall be \$43.26 per court session, 2-hr. min., from arrival to departure.
- Thereafter, starting at 2 hrs. 1 min., pay shall be in half-hour increments, or \$10.82.
- Court attendants must maintain accurate time records from arrival to departure. The time records will be verified by the Court Clerk, and approved by the supervising Judge prior to being submitted to payroll.
- The pay rate will officially move to the town's wage schedule in 2025.

RESOLUTION #144
MOTION TO APPROVE COURT ATTENDANT PAY POLICY

Introduced by Councilperson D'Amuro

Seconded by Councilperson Wexler

Motion to approve Court Attendant pay policy.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #145
MOTION TO APPROVE PROMOTION FOR HIGHWAY EMPLOYEES BRYCE
GAESSER AND CORRY JOHNSON ALONG WITH MERIT INCREASE FOR
ROBERT WILSON

Introduced by Councilperson Mattison

Seconded by Councilperson Wexler

Motion to approve promotion for highway employees Bryce Gaesser and Corry Johnson from MEO Step 11 @ \$25.99/hr to HEO Step 9 @ \$27.09/hr effective May 24, 2024.

Along with merit increase for Robert Wilson from MEO Step 10 @ \$25.60/hr to Step 13 @ \$26.77/hr effective May 20, 2024.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Supervisor Liotta wished to mention that this promotion will supercede the merit increase given to Bryce Gaesser last month.

Hafner Park Grant – Supervisor Liotta discussed the grant needing to be signed and approved electronically. She reviewed the 30 page contents with Laurie Fox at MRB Group to confirm it is in good order. It is a 5 year contract with term ending November 14, 2028 in the amount of \$45,000 with a matching fund of \$15,000, with total funds equalling \$60,000.

5-14-2024

RESOLUTION #146
MOTION TO AUTHORIZE NEW YORK STATE CONTRACT FOR HAFNER
PARK GRANT

Introduced by Councilperson D'Amuro

seconded by Councilperson Mattison

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to enter into a State of New York Contract for Grants for the \$45,000.00 Hafner Park Grant. The agreement will have a term ending on November 14, 2028.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Kimball Park Tree Program – Supervisor Liotta addressed the tree replacement along the driveway at the park. These are trees that were purchased and dedicated to individuals. The board has discussed the situation and the town will replace all trees necessary with hardier ones. Funds will come out of Green Area Trust Fund to cover the expense.

Supervisors Report –

Hafner Park – MRB Group will be planning the presentation of the grant to the public. They have prepared a survey for consideration and review prior to public feedback. Board members and several employees have reviewed it and responses have been returned to MRB. They are active and anxious to get the survey out to the public.

Service Acknowledgment – Allan and Debbie Hoy were recognized for their years of service to the community, along with other residents for various achievements distributed by the Brockport Fire Department and the Brockport American Legion Post #379. All accolades were celebrated last week and noted in the Westside News. Congratulations to all, especially our residents.

WIBA#1 – the May 1 update was read aloud. MRB Group is awaiting further response from the USDA RD.

Assistant to the Supervisor - Tammy Blanchard attended a State of NY and Officer of Towns Finance School on May 7-8. She provided a memo of her findings to the town board.

Camera - at the corner of Lake Road and Ridge Road should be removed any day, according to the Monroe County Sheriff's Office.

Seymour Library – Don Pophal visited to advise that the bid package is complete, and they will advertise in the paper on June 9. They are hoping to begin construction in September. They do not wish to interrupt the summer programs. All work will continue as usual until then. Clarkson's responsibility of the renovations is the sewer lateral which was completed earlier today. In September, Town of Sweden will mill and pave the parking lot.

Town Board Reports –

Councilperson D'Amuro – Clarkson Historic Commission met on May 5, where they designated 20 properties in the town. They plan to designate all properties noted on the National Registry first, then call for public hearing. / He mentioned the Greater Rochester Disc Golf Club and the handout provided. The lights are being tended to by the highway department to ensure all are operating. He will await further information from MRB Group in response to the application of the T-Mobile grant. / Facebook live should be in working order at this time.

5-14-2024

Councilperson Mattison – Took part in the Read Around the World Bookmark contest. There were 645 participants from kindergarten to third grade. Councilperson Mattison along with 3 other community members, were the judges. There were 2 grand prize winners from 2 different age categories. The winner will receive a gift certificate from Lift Bridge Book Store along with a supply of their winning bookmark. All entries will receive a hard cover book as well. Seymour Library will set out the winners' bookmarks for patrons to enjoy. The winners will be announced at a celebration on May 18 at the Seymour Library where ice cream will be served.

Town Clerk – Susan Henshaw wanted to thank all those who volunteered for flag placement at the cemeteries. We had over 25 lend a hand. / The Rabies clinic was held on May 2 and we were able to assist over 220 dogs and cats. Thank you to all who helped at that event. The Monroe County Health Department contacted Dave Maynard to compliment the entire operation this year. / Shred Day will be held on Saturday, June 1 from 10:00am – 12:00pm in front of the Highway garage. / Summer hours will begin Tuesday, May 28 – September 3. The only change is on Fridays when we close at 1:00pm. / The ROA-Record of Activity is being completed at this time, and a resolution is required that establishes a standard workday for the support boards.

RESOLUTION #147
ESTABLISHING NUMBER OF HOURS THAT CONSTITUTE A
STANDARD WORKDAY FOR RETIREMENT PURPOSES

Introduced by Supervisor Liotta

Seconded by Councilperson D'Amuro

WHEREAS, The Town Board is required to establish the number of hours that constitute a standard workday for retirement purposes.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That a six-hour workday be established as a standard workday for retirement purposes for the following positions:

Conservation Board members

Planning Board Members

Zoning Board Members

Clarkson Historic Preservation Commission

Sec. 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Building Inspector – Kevin Moore mentioned he attended the NYS Stormwater and Floodplains Managers Training Conference May 6-9. There was a new 162-page permit process handed out. The flow of water from the flood plains, which include Hamlin, Parma and other areas according to topography, will be reviewed and shared with Kevin. A waiver for removal from MS-4 was sent in 2020 as it is quite labor intensive. Clarkson meets all the criteria to be omitted. While Kevin awaits a response for removal, he will continue to do as requested. / On May 28, Monroe County Soil and Water will be placing spotted lantern flytraps at our parks to see if they are in the area. Information will be on hand at the town hall for inquiries.

Highway Department – Superintendent Viscardi mentioned that the Seymour Library work is completed. / At Hafner Park, the pea gravel will be removed and replaced with certified playground mulch. This will make a smoother transition from the playground to the grass. The pickle ball and basketball courts will need to be shut down for re-painting. Ash tree removal is continuing to take place in between other needed projects. The fishing dock by the pond will be redesigned and replaced with old trusses from bridge material that had been saved over the years. The acoustic panels are being added to the ceiling at Kimball Lodge. Plans to increase the size of the back patio and create a path to the playground and the basketball court are underway. Mulch will be placed in the park area as well. / Summer road work will consist of Crescent and Valley View Drives being

milled and paved to completion. Seldon Square has 1000 ft of road and will also be paved. / A schedule of work will be posted on the town's social platforms shortly. / Highway School is June 3-5 in Ithaca, and Superintendent Viscardi is asking for approval from the board to attend, along with foreman Mike Farrell.

RESOLUTION #148
MOTION TO AUTHORIZE EXPENDITURE FOR HIGHWAY
SUPERINTENDENT ROBERT VISCARDI AND FOREMAN MIKE FARRELL
TO ATTEND HIGHWAY SCHOOL

Introduced by Supervisor Liotta
 Seconded by Councilmember D'Amuro
 Motion to authorize expenditure for highway superintendent Robert Viscardi and foreman Mike Farrell to attend highway school June 3-5 in Ithaca.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #149
MOTION TO APPROVE MINUTES 5-14-2024

Introduced by Councilperson D'Amuro
 Seconded by Councilperson Wexler
 Motion to approve minutes 5-14-2024.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #150
AUDIT 5-14-2024

Introduced by Councilperson Mattison
 Seconded by Councilperson D'Amuro
 To authorize payment of audit 5-14-2024 totaling \$75,575.46. AA General \$25,428.58, BB General- Outside Village \$8,354.97, DA Highway – Town Wide \$7,362.30, DB- Highway-Outside Village \$2,360.87, HH- Capital Projects \$27,999.00, SL – Lighting \$3,966.04, SS – Sewer \$103.70 and Distribution of checks: Joint Checking #4466-4517.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

RESOLUTION #151
MOTION TO ENTER INTO EXECUTIVE SESSION

Introduced by Supervisor Liotta
 Seconded by Councilperson Mattison
 Motion to go into executive session for discussions relating to proposed, pending or current litigation. Matters relating to collective negotiations under Taylor Law. Matters relating to medical, financial, credit or employment history of a particular person or corporation. Matters related to the appointment, promotion, demotion, discipline or removal of a particular person or corporation.
 That the Town Board enter into a private session with its attorney to discuss legal matters at 7:07 PM.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

5-14-2024

RESOLUTION #152
MOTION TO EXIT OUT OF EXECUTIVE SESSION

Introduced by Councilperson Mattison
 Seconded by Councilperson D'Amuro
 Motion to exit out of Executive Session at 7:50pm.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler
 NAYES: None
 ABSENT: Culhane

Mowing violations – The building inspector presented a list of 7 properties currently with grass longer than 10". These properties will receive the violation notice provided per town code Chapter 45 Brush, grass, rubbish and weed. Those addresses as follows:

8354 Ridge Rd	3788 Sweden Walker Rd
7661 Ridge Rd	1648 Lawrence Rd
8303 Ridge Rd	
8597 Ridge Rd	
7547 Ridge Rd	

RESOLUTION #153
MOTION FOR BUILDING INSPECTOR TO SEND LETTERS OF TOWN CODE VIOLATIONS

Introduced by Supervisor Liotta
 Seconded by Councilperson Wexler
 Motion for Building Inspector to send letters of Town Code Violations.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler
 NAYES: None
 ABSENT: Culhane

MRB Engineers 2024 T-Mobile Hometown Grant Program – We received a proposal for professional services from MRB Group to write the grant for this program, with the focus being the construction of a disc golf course at Kimball Park, for the lump sum fee of \$1,000.00.

RESOLUTION #154
MOTION TO AUTHORIZE SUPERVISOR TO SIGN THE MRB GROUP PROPOSAL FOR THE T-MOBILE HOMETOWN GRANT PROGRAM

Introduced by Supervisor Liotta
 Seconded by Councilperson Wexler
 Motion to authorize supervisor to sign the MRB Group proposal for the T-Mobile Hometown Grant Program.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler
 NAYES: None
 ABSENT: Culhane

5-14-2024

RESOLUTION #155
MOTION TO ADJOURN

Introduced by Supervisor Liotta
Seconded by Councilperson Wexler
Motion to adjourn at 7:53pm.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons D'Amuro, Mattison and Wexler

NAYES: None

ABSENT: Culhane

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 5-28-2024