

TOWN OF CLARKSON
TOWN BOARD MEETING
October 22, 2024

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, October 22, 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 |

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.

OPEN FORUM

Martha Clasquin, 34 Sherwood Drive, stated she had visited Kimball Park and the red oak tree planted in memory of Lorna Stinebiser looked glorious and stunning. Lorna served as the Treasurer of the Clarkson Democratic Committee. Martha gave many thanks to the Highway Superintendent, Bob Viscardi and his crew for planting the tree. Martha also reminded us that this Friday, October 25, 2024 at 5:00pm there will be a small dedication of the tree for Lorna, and everyone is welcome to attend. Brief discussion and remembrances of Lorna took place. / Martha expressed concerns regarding the stairway on the south side of the Town Hall building. Superintendent Viscardi mentioned plans to replace the stairs this fall.

NEW BUSINESS

Timber Ridge - Supervisor Liotta revisited the requirements to waive the 30 day liquor license requirement for Timber Ridge, now under new ownership. They have since submitted another request to have the liquor license include the outdoor area of the entire golf course, instead of the original request specific to patio and deck areas. Councilperson Wexler mentioned possible concerns he has of the alcohol cart being near or within the proximity to the road. Brief discussion ensued, with passing of the resolution as prepared.

RESOLUTION #262

**MOTION TO RATIFY PRIOR WAIVER TO THE 30-DAY WAITING PERIOD
FOR THE LIQUOR LICENSE APPLICATION FOR TIMBER RIDGE GOLF
COURSE**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

WHEREAS, Timber Ridge Golf Course LLC has delivered to the Town of Clarkson Town Board a Standardized Notice Form for Providing 30-Day Advance Notice of intent to file a new application for an On-Premises Alcoholic Beverage License for liquor, wine, beer and cider to be sold at 7061 West Ridge Road, Clarkson, NY 14420; and

WHEREAS, pursuant to the applicable provisions of the Alcohol and Beverage Control Law Section 64, Subdivision 2(a), the Town of Clarkson has been notified of their intent to file an application for a liquor license with the New York State Liquor Authority; and

2024-10-22

WHEREAS, a thirty (30) day hold before said application can be filed is mandated by New York Alcohol and Beverage Control Law, unless, this time period is waived by the municipality; and

WHEREAS, on or about April 23, 2024, the Town of Clarkson Town Board waived the 30 day notice requirement by adoption of Resolution #131; and

WHEREAS, Timber Ridge Golf Course LLC has subsequently amended its “Standardized Notice Form for Providing 30-Day Advance Notice” to indicate that the “licensed outdoor area” for the proposed liquor license will include the entire “Golf Course” as well as the previously indicated “patio or deck”

WHEREAS, the Town of Clarkson Town Board has no objection to said amendment and wishes to ratify and reaffirm its April 23, 2024 decision to waive the 30 day notice requirement.

NOW, THEREFORE, BE IT RESOLVED, that upon a reading of the amended "Standardized Notice Form for Providing 30-Day Advance Notice", the Town of Clarkson Town Board hereby ratifies and reaffirms its April 23, 2024 decision found in Resolution #131 and waives the thirty (30) day notice requirement contained in Section 110-b of the Alcoholic Beverage Control Law, and states that it does not intend to offer any comments regarding the application of the Timber Ridge Golf Course LLC, 7061 West Ridge Road, Clarkson, NY 14420; and

BE IT FURTHER RESOLVED that the Town Clerk is hereby authorized to issue a letter to the applicant and to the New York State Liquor Authority to confirm the Town’s receipt of the Notice of Intent to file for the liquor license and a waiver of the thirty (30) day hold on the processing of said application.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Mattison and Wexler

Nayes: None

Monroe County Sidewalk Grant – Supervisor Liotta reviewed the grant submission to MCDOT, along with all needed requirements. MRB Group was then contacted to follow through with completion of the grant. Monroe County requires the Town be listed as lead agency for this application. She read through the resolution. Superintendent Viscardi priced this project to be approximately \$130,000, where the town is responsible for half the cost. That would be \$65,000 + \$4,400 for MRB Group. There is residual Speedway incentive zoning funds of \$37,000 to be used towards this project. Other incentive zoning funds will be used towards the balance.

RESOLUTION # 263

East Avenue Sidewalk

Monroe County Municipal Sidewalk Grant Application

SEQR Resolution–Unlisted– Coordinated Review

Notice of Intent to Become Lead Agency

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

WHEREAS, the Town Board of the Town of Clarkson is making application to the County of Monroe for a Municipal Sidewalk grant in furtherance of the East Avenue Sidewalk project; and

WHEREAS, under the State Environmental Quality Review Act (SEQR), and under terms and conditions of the grant application, the Town is required to commence the SEQR review process. **NOW, THEREFORE, BE IT RESOLVED:**

SECTION 1. That the Town Board:

1. Classifies the East Avenue Sidewalk project as an Unlisted Action under SEQR;

and

2. Has a short form EAF; and

3. Declares its intent to become Lead Agency for purposes of conducting a “Coordinated Review”; and

SECTION 2. That the Town Board instructs the Town Clerk to notify the Involved Agencies of its intent to become Lead Agency along with a copy of the EAF signed by Supervisor Liotta.

2024-10-22

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Mattison and Wexler

Nays: None

RESOLUTION #264
East Avenue Sidewalk

Monroe County Municipal Sidewalk Grant Application
Retain MRB Group for Grant Application Services

Introduced by Councilperson Culhane

Seconded by Councilperson Wexler

WHEREAS, the Town Board of the Town of Clarkson is making application to the County of Monroe for a Municipal Sidewalk grant in furtherance of the East Avenue Sidewalk project; and

WHEREAS, the Town Board wishes to retain the services of MRB Group to prepare the grant application and materials related thereto.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson shall retain the services of MRB Group for the preparation of the grant application and related materials for the East Avenue Sidewalk – Monroe County Municipal Sidewalk Grant Application, in an amount not to exceed \$4,400.00.

Section 2. That the Town Board authorizes the Supervisor to sign the letter of engagement with MRB Group to provide such services.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Mattison and Wexler

Nays: None

Dump Truck – Supervisor Liotta mentioned that the new dump truck is in and is being outfitted for snow season. It was discussed that it is part of the 2024 budget. This truck was ordered in 2022, and \$200,000 was budgeted for the purchase. She read the resolution and advised that payment is now due.

RESOLUTION #265

AUTHORIZE TRANSFER OF FUNDS
TO COMPLETE PURCHASE OF DUMP TRUCK

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

WHEREAS, the Town Board needs to effect a transfer of funds to complete the purchase of a 2025 Western Star Dump Truck; and

WHEREAS, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson wishes to transfer funds for that purpose.

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board authorizes the following transfer of funds to support the completion of the purchase of a 2025 Western Star Dump Truck:

- 1) Funds transferred FROM DA.5999.000 Appropriated Fund balance TO DA.5130.200 Machinery, Equip & Cap Outlay for \$164,435.00

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Mattison and Wexler

Nays: None

2025 Budget – Tentative Budget was filed on October 3, 2024. There were a few changes made, and those changes now need to be adopted. Notably, the 2025 budget falls under the tax cap by \$12,172.00. The 2024 budget was under the tax cap by \$2,073.00. Supervisor Liotta read the resolutions aloud.

2024-10-22

RESOLUTION # 266
RESOLUTION MEMORIALIZING CHANGES TO TENTATIVE BUDGET AND
AUTHORIZING PREPARATION AND FILING OF THE PRELIMINARY
BUDGET

Introduced by Councilperson D'Amuro
Seconded by Councilperson Mattison

WHEREAS, pursuant to Town Law Article 8, and §§ 106 and 107 therein, the Town and its various officers and employees coordinate fiscal reviews and activities to help and cause the Town's Budget Officer to prepare a Tentative Budget and such Tentative Budget is presented formally by the Town Clerk and the Town Board thereafter reviews, investigates, updates and amends the same, whereupon it becomes a Preliminary Budget; and

WHEREAS, a Preliminary Budget must exist by a specific date and a public hearing is held thereupon before the formality of adoption by formal vote and resolution as a Final Budget; and

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. To date, Town Board has agreed-upon changes and updates to the Tentative Budget.

SECTION 2. Said Tentative Budget, as so revised and modified, is hereby approved as and shall become the Preliminary Budget and subjected to public hearing as required by law.

SECTION 3. Said Preliminary Budget shall be filed in the office of the Town Clerk of the Town of Clarkson and said Town Clerk is hereby authorized and directed to reproduce copies of same for public distribution.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D'Amuro, Mattison and Wexler

Nays: None

RESOLUTION #267
RESOLUTION SCHEDULING PUBLIC HEARING FOR THE TOWN OF
CLARKSON PRELIMINARY BUDGET FOR 2025

Introduced by Councilperson Culhane
Seconded by Councilperson Wexler

WHEREAS, the Preliminary Budget of the Town of Clarkson for the fiscal year beginning January 1, 2025, shall be filed in the office of the Town Clerk of the Town of Clarkson, and said Clerk is hereby authorized and directed to reproduce copies of same for public distribution; and

WHEREAS, in order to adopt said Preliminary Budget, 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 12th day of November, 2024, 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 Preliminary Budget as compiled or for or against any items therein contained; 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 Liotta, Councilpersons Culhane, D'Amuro, Mattison and Wexler

Nays: None

2024-10-22

RESOLUTION #268
AUTHORIZE MERIT/STEP INCREASE FOR HIGHWAY EMPLOYEE ADAM
JOHNSON

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize a merit/step increase for Highway employee Adam Johnson from MEO, step 12 @ \$26.37 /hr to step 14 @ \$27.17 /hr effective November 2, 2024 since October 2020.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D'Amuro, Mattison and Wexler

Nays: None

RESOLUTION #269
CRIME BOND FOR TAX COLLECTOR FOR 2025
AUTHORIZING SURETY, FORM AND AMOUNT OF OFFICIAL
UNDERTAKING FOR THE FAITHFUL PERFORMANCE OF THE DUTIES OF
THE TOWN CLERK AND COLLECTOR OF TAXES AND ASSESSMENTS

Introduced by Councilperson Wexler

Seconded by Councilperson Culhane

WHEREAS, the Town Board of the Town of Clarkson must approve the surety, form and amount of the official undertaking for the faithful performance of the duties of the town clerk and collector of taxes and assessments.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board hereby approves the surety form and amount of the official undertaking for the faithful performance of the duties of the town clerk and collector of taxes and assessments, as follows:

Type of undertaking: Crime Bond

Insurance company: Travelers Casualty and Surety Company of America

Amount: \$250,000.00

Policy Premium: \$785.00

Section 2. A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law section 25 and filed in the office of the Town Clerk.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D'Amuro, Mattison and Wexler

Nays: None

Supervisors Report

NYS Canal System – Supervisor Liotta mentioned the grant that is available for the canal's 200th year anniversary in 2025. She has asked MRB Group to review the grant. The NY Canal System would like to have conversations with all who have applied for the grant before moving forward. Supervisor Liotta mentioned some ideas they are looking into: replacing one of the docks, increasing boat slip size, adding a bike rack and a playground.

Recycling Grant – There is also an opportunity at the federal level for a solid waste infrastructure and recycling grant. There is a telephone conference coming up on Thursday, October 24 with MRB Group, to discuss and apply for this grant.

WIBA#1 Construction Update – MRB Group will hold twice a month meetings to discuss the status of the construction updates. First one will be on October 29, 2024. That same evening, the MCWA will hold their first meeting at the Courthouse, with residents from Drake Rd, Redman Rd and West Ave. This meeting is to discuss the water connection. The 3-month project update from MRB Group will also be made available for the paper by November 1, 2024.

2024-10-22

Seymour Library – the library has continued to have weekly updates on its construction. All is progressing nicely with little to no disturbance to the library’s daily activities. Councilperson Wexler states that they are moving forward with activities such as story time at Sweden Town Park. / He also noted that they have made some changes to their accounting procedures.

Town Clerk – Susan Henshaw mentioned that she has been getting numerous calls, as well as residents coming in for updates on the water project. We do have everything noted on our social media outlets as well as updated flyers in our lobby. Scott Mattison, Project Engineer with MRB Group, is our contact and assists with any further questions. Scott has been extremely helpful, easily accessible and very knowledgeable throughout this project. The residents are very anxious for this to be completed.

Building Inspector – Kevin Moore advised that the MCWA requires that in order for a resident to have an advanced tap, a building permit must be active. Current town code does not allow a structure without a primary structure, or residence, on that same property. He recommends a temporary, 90-day permit for a temporary accessory structure that is 6x8 in size. This permit will not have a fee. Without these exceptions, a resident cannot obtain an advanced tap. Kevin stated we have many properties with site plans that have not pulled the permits at this time. The town is offering the resident to place a temporary structure for 90 days, so they can hook up to the water main. Further detailed discussion ensued on the topic. A resolution will be prepared for the next town board meeting. / Kevin mentioned he received 3 new site plans for single family homes so far this month. He also had an application for a 4400 sq. ft. house on Drake Rd.

Highway Department – Superintendent Viscardi advised continued progression of the last and largest project from Monroe County for the year. It consists of milling and paving of East Ridge Road and Culver Road to the 590 overpass in Irondequoit. Completion expected within a week. There are 7 towns involved in this large scale project. / One pass has been made around town, for brush and leaf pick-up. They anticipate another pass through the town’s roads in the next week. / The state has staked out Lake Road, near Lynnwood Drive, hopefully to tend to the water concerns in that area.

RESOLUTION #270

MOTION TO APPROVE 10-08-2024 MEETING MINUTES

Introduced by Councilperson D’Amuro

Seconded by Councilperson Wexler

Motion to approve 10-08-2024 Meeting Minutes.

VOTE OF THE BOARD

Ayes: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Mattison and Wexler

Nays: None

2024-10-22

RESOLUTION #271
AUDIT 10-22-2024

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize payment of audit 10-22-2024 totaling \$27,528.99, AA General \$9,367.46, BB General- Outside Village \$5,464.21, DA Highway – Town Wide \$8,162.35, DB Highway-Outside Village \$4,006.71, HH- Capital Projects \$292.00, SL – Lighting \$202.24, SS-Sewer \$34.02 and Distribution of checks: Joint Checking #4911-4940.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilperson D' Amuro, Culhane, Mattison and Wexler

NAYS: None

RESOLUTION #272
MOTION TO ADJOURN

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

Motion to adjourn at 6:48pm.

VOTE OF THE BOARD

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

NAYES: None

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2024-11-12