

TOWN OF CLARKSON
TOWN BOARD MEETING
January 14, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, January 14, 2025, 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 to 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.

OLD BUSINESS

WIBA#1- Supervisor Liotta read the resolution to approve the 3rd payment for WIBA#1. This is for work that was completed during the month of December. It is a little less since NYS requested Pilon Construction be shut down for 2 weeks during the holidays. The next meeting with Pilon will be on January 21, 2025.

RESOLUTION #57

**AUTHORIZING PAYMENT TO PILON CONSTRUCTION CO., INC. of
\$208,594.63 TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA
NO. 1**

Introduced by Councilperson Culhane

Seconded by Councilperson Wexler

WHEREAS, on August 27, 2024, the Town of Clarkson entered into a contract with Pilon Construction Company, Inc. (hereinafter "Pilon") for the construction of the Town of Clarkson Water Improvement Benefit Area No. 1; and

WHEREAS, the contract provides for progress payments to Pilon during the construction; and

WHEREAS, the funds for the construction of the Town of Clarkson Water Improvement Benefit Area No. 1 are being provided by a bond in the amount of \$4,700,000.00 and a grant from USDA Rural Development in the amount of \$2,944,000.00; and

WHEREAS, in anticipation of the permanent bond in the amount of \$4,700,000.00 from USDA Rural Development, the Town sold \$4,700,000.00 in Bond Anticipation Notes to Greene County Commercial Bank with the proceeds being received by the Town on November 14, 2024; and

WHEREAS, Pilon has requested a progress payment in the amount of \$208,594.63; and

WHEREAS, MRB Group, the Town's Engineer for this project has reviewed the request and recommended payment in the amount of \$208,594.63; and

WHEREAS, Richard J. Olson, the Town's Attorney for this project, has reviewed the request with respect to the legal requirements and has found no impediments to payment and.

WHEREAS, after reviewing the request and the Engineer's recommendation this Board has determined that the request by Pilon for a progress payment in the amount of \$208,594.63 should be approved.

THEREFORE, Now, BE IT RESOLVED, that the Town Board authorizes the payment of \$208,594.63 to Pilon Construction Co., Inc.; and be it

FURTHER RESOLVED, that such payment shall be made from the proceeds of the Bond Anticipation Notes which were sold to Greene County Commercial Bank: and be it

FURTHER RESOLVED, that this Resolution take effect immediately.

2025-1-14

VOTE OF THE BOARD

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

NEW BUSINESS

Deputy Town Clerk - Susan Henshaw mentioned that her Deputy Town Clerk, Carla Ward, had her 6-month review and evaluation. Susan is very happy with Carla and things are moving along nicely within the Clerk's office.

RESOLUTION #58
TO AUTHORIZE 6-MONTH MERIT INCREASE FOR THE DEPUTY TOWN CLERK CARLA WARD

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize a 6-month merit increase for the Deputy Town Clerk Carla Ward from Clerk II, Step 13 at \$20.33/hour to Clerk II, Step 15 at \$20.94/hour effective January 8, 2025.

VOTE OF THE BOARD

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

Seymour Library- The liaison will attend meetings of the Library Trustee's Board and serve the Town of Clarkson as an observer as well as bridge communication with the Town Board.

RESOLUTION #59
APPOINTMENT OF LIAISON FROM TOWN BOARD TO SEYMOUR LIBRARY BOARD OF TRUSTEES

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

Whereas, the joint operating agreement for the Seymour Library authorizes the Town of Clarkson to appoint a member of the Town Board to serve as a liaison to the Seymour Library Board of Trustees; and

Whereas, the Town Board wishes to avail itself of this opportunity;

Whereas, Town Board member Evan Wexler has agreed to serve as liaison.

BE IT RESOLVED AS FOLLOWS:

Section 1. That Evan Wexler of the Town Board of the Town of Clarkson, New York, be and is hereby appointed as the Town Board's liaison to the Seymour Library Board of Trustees.

Section 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

Line Transfers - Our Financial Services Company LGSS has provided us with a report of line transfers, for the end of year 2024.

RESOLUTION # 60
AUTHORIZE END OF YEAR 2024 BUDGET AMENDMENT AND TRANSFER OF FUNDS

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

WHEREAS, the Town Board is authorized to transfer funds and make supplemental appropriations where appropriate to amend the current fiscal year budget; and

2025-1-14

WHEREAS, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson is considering adoption of end of year 2024 budget amendment and such appropriations and transfer of funds all as described on Exhibit A and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board authorizes the budget amendment and such appropriations and transfer of funds all as identified on **Exhibit A** and incorporated herein.

***see attached**

SECTION 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

NAYES: None

EAP Workforce Solutions - Supervisor Liotta discussed the agreement we currently have with the Employee Assistance Program. They are here to assist our employees as well as their family members with counseling services, if needed. It is a service that we offer here in the Town at no charge to our employees. We are required to sign an annual agreement that costs approximately \$70.00 a month. In addition, they can assist with HR issues as needed.

RESOLUTION #61

APPROVE SERVICES AGREEMENT-EAP WORKFORCE SOLUTIONS LLC

Introduced by Councilperson Wexler

Seconded by Councilperson Culhane

Whereas, the Town wishes to retain the services of a professional services provider to provide certain employee assistance services to the Town's employees; and

Whereas, EAP Workforce Solutions LLC has offered to provide such services to the Town's employees;

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Services Agreement with EAP Workforce Solutions LLC to provide certain employee assistance services to the Town's employees. Services to be performed for the year ending December 31, 2025.

VOTE OF THE BOARD

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

NAYES: None

Hurricane Technologies - Supervisor Liotta read and discussed the resolution on IT Services for the Town. Research was completed on three different IT companies in the surrounding area. We have worked with Just Solutions, Inc. for the past 10 years and have noticed that services have become less and less, along with getting more complicated to work with. The company that we have retained is Hurricane Technologies. They come highly recommended by the Town of Sweden. We further asked Tyler Jones, who handles our social media and web site, to review our options. He gave us his recommendations to move forward with Hurricane Technologies. It will be a transition for us next month as our current company will expire on January 31, 2025. The new company will take over February 1, 2025. Supervisor Liotta discussed details of the cost savings for the 3-year contract.

RESOLUTION #62

APPROVE SERVICES AGREEMENT-HURRICANE TECHNOLOGIES, INC.

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

Whereas, the Town wishes to retain the services of a professional services provider to provide certain information technologies services to the Town; and

Whereas, Hurricane Technologies Inc. has offered to provide such services to the Town's employees;

BE IT RESOLVED AS FOLLOWS:

2025-1-14

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Managed IT Services Proposal with Hurricane Technologies Inc. to provide certain information technologies services to the Town employees for a term of up to three years.

VOTE OF THE BOARD

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

NAYES: None

Green Area Trust - Supervisor Liotta reviewed the previously approved expenditures from the Green Area Trust Fund in 2024. Approval is needed to move those funds. As of today, there is a balance of \$26,000.00. With that balance we still have more work to complete at Kimball Lodge, which was all part of the original plan. We are looking to remove the garage doors and replace with windows, so you have a better view of the playground. We have upcoming plans to give Goodwin Lodge a facelift as well.

RESOLUTION #63

AUTHORIZE TRANSFER OF FUNDS

TO COMPLETE EXPENDITURES FOR PARK IMPROVEMENT PURPOSES

Introduced by Councilperson Culhane

Seconded by Councilperson Wexler

WHEREAS, the Town Board has previously authorized the expenditure of Green Area Trust Funds for park improvement purposes in the amounts of \$25,000.00 in February of 2024 and \$27,370.24 in September of 2024; and

WHEREAS, the Town Board needs to effect a transfer of such funds to complete the expenditure of Green Area Trust Funds for park improvement purposes; 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 previously approved expenditures for park improvement purposes:

1) Funds in the amount of \$52,370.24 transferred FROM the Green Area Trust Fund at Five Star Bank Account # 751931098 TO Disbursement Account at Five Star Bank Account #752690302.

VOTE OF THE BOARD

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

NAYES: None

RESOLUTION #64

ACKNOWLEDGE RECEIPT OF SUPERVISOR'S DECEMBER FINANCIAL REPORT

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

Acknowledge receipt of Supervisor's December Financial Report.

VOTE OF THE BOARD

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

NAYES: None

Supervisors Report

Supervisor Liotta read aloud a prepared statement:

"It is hard to believe that 2024 has already come to an end. As we are preparing for yet another year, I am reminded that it is my privilege to serve as Town Supervisor. 2025 will truly be a year of fruition of many projects and grants we have worked tirelessly on. I am fortunate to work alongside a strong Town Board, department heads and staff and highway crew. It really is because of their efforts that 2024 was such a productive year. I am excited to see all that we achieve for this community in the next year."

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Town Board

Historic Preservation Commission - Councilperson D'Amuro mentioned that the historic preservation commission is going to be designating its first two properties on Monday, February 6, 2025. Councilperson D'Amuro mentioned that he and Al Hoy have done research on a large amount of cobblestone homes in Clarkson that are not in the historic district. You may recognize 7538 W. Ridge Rd. on Garland corners. This particular property is a cobblestone garage that is listed in several cobblestone directories as well as the Cobblestone Museum in Childs, N.Y. Councilperson D'Amuro states that there is documentation found that this garage was most likely used to roll bandages and dressings that the Red Cross used during WWII. Councilperson D'Amuro mentions that it has historical significance and the commission is looking at designating this garage as a historical property. He also states that the garage, which was called the Gifford Garage, has been documented within the History of Clarkson book. Also, another beautiful cobblestone home owned by David Moore, is called The Summer Haze house, located at 2892 Sweden Walker Rd. There is documentation that back in the 1850's there was a meteorite strike in the corn field of this house. Councilperson D'Amuro mentions the Red Cross had a very large presence in Clarkson at one time, and there is potential for other locations to have been used as well. Further discussion ensued amongst the board members.

Warming Center - Councilperson Culhane mentioned that the Warming Center, located at The First Baptist Church in the Village of Brockport, opened their doors on December 23, 2024. The ribbon cutting ceremony will be held Thursday, January 16. County Legislator Jackie Smith was instrumental in obtaining this service in our area. It is operated by Oak Orchard, as they will be promoting and supporting the project. They also provide a person on site to assist whenever needed.

Dog Warden - Supervisor Liotta mentioned Dave Maynard has opened the Hamlin facility to take in dogs overnight to get them out of the cold weather. Dave also provides pet food at the dog shelter for those who may need help.

Town Clerk - Susan Henshaw mentioned the Rabies Clinic has been scheduled for Thursday, May 1, 2025 in Hamlin at the Snow Owl Building. The clinic is appointment only and will run from 5:30pm - 7:30pm./* Susan mentioned the 2025 tax season is under way, and all is going well.

Building Department – Kevin Moore mentioned the summary of activities from 2024 as follows:

1078	Inspections	17	Zoning Board applications
244	Permits	13	Conservation Board applications
49	Property violations	9	new single family home builds
13	Planning Board applications	263	Storm Water inspections
9	Certificate of Occupancy		

Kevin mentioned he is currently working on the annual report for the Department of State and just started the Storm Water report for the DEC. Kevin discussed the 8-hour audit which included the Building Department Clerk, Andrea Rookey; Superintendent Viscardi; his assistant Kelly Sprague; Town Engineer, JP Schepp; 2 representatives from the DEC; 1 from Monroe County Soils and Water and 1 from Monroe County Storm Water. It was a very intensive audit. They spent the afternoon observing Kevin perform construction, pond and other various inspections. Model laws and certification of those laws will need updating with the new storm water regulations. Mapping was found marginal and will be improved in the coming 2 years. A 6-page letter was received last week summarizing the audit, which advised of the 2 items needing correction. Town Attorney Keith O'Toole is currently working to remedy any concerns. The Department of State was pleased with the information available to the community regarding permits, as well as steps being taken for inspections. Supervisor Liotta thanked Kevin Moore for his work on the audit.

2025-1-14

Town Attorney – Keith O’Toole mentioned preparations are ongoing for the Storm Water local law. He will have a draft to present to the board next month.

Highway Department – Superintendent Viscardi discussed completing the updates to Kimball Lodge in February. They will replace the garage doors with windows. They will then be renovating Goodwin Lodge. Built in 2002, the lodge is ready for a much needed facelift. Included will be painting the walls, replacing ceiling tile, new lighting, replace both bathrooms with one being handicap accessible, move an interior wall and make a pass-through counter space to a new dedicated kitchen. Cost is approximately \$15,000 for materials and the highway department will do the labor. The month of March has been blocked for rentals so work can be done. Green Area Trust Funds will be used for the project. /* The ice rink is on its 2nd week of usage and the weather is cooperating quite well for the ice to remain. You can drive by and see residents enjoying the outdoor space. Lights are on until 10p daily.

RESOLUTION #65

MOTION TO APPROVE 12-23-2024 SPECIAL MEETING MINUTES

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to approve 12-23-2024 special meeting minutes.

VOTE OF THE BOARD

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

NAYES: None

RESOLUTION #66

MOTION TO APPROVE 1-07-2025 ORGANIZATIONAL MEETING

Introduced by Councilperson Wexler

Seconded by Councilperson Culhane

Motion to approve 1-07-2025 organizational meeting.

VOTE OF THE BOARD

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

NAYES: None

RESOLUTION #67

AUDIT 1-14-2025

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

To authorize payment of audit 1-14-2025 totaling \$557,106.08, AA General \$68,290.27, BB General- Outside Village \$192,709.92, DA Highway – Town Wide \$29,964.48, DB Highway-Outside Village \$4,046.50, HH- Capital Projects \$255,985.51, SL – Lighting \$4932.58, SS-Sewer \$1,176.82 and Distribution of checks: Joint Checking #5112-5171, #5173-5174. Voided checks #5126 & 5151.

VOTE OF THE BOARD

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

NAYES: None

2025-1-14

RESOLUTION #68
MOTION TO ENTER INTO EXECUTIVE SESSION

Introduced by Councilperson D'Amuro

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 6:49 PM.

VOTE OF THE BOARD

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

NAYES: None

RESOLUTION #69
MOTION TO EXIT OUT OF EXECUTIVE SESSION

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

Motion to exit out of Executive Session at 7:52pm.

VOTE OF THE BOARD

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

NAYES: None

RESOLUTION #70
MOTION TO ADJOURN

Introduced by Councilperson Culhane

Seconded by Councilperson Wexler

Motion to adjourn at 7:53 P.M.

VOTE OF THE BOARD

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

NAYES: None

Respectfully submitted,

Susan Henshaw

Town Clerk

Approved 2025-1-28

TOWN OF CLARKSON

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 12/23/24 MEETING:

GENERAL FUND - TOWNWIDE

<i>Transfer From:</i>	AA.1450.400	Elections, Contr Expend	\$	5,698.00
	AA.1620.200	Buildings, Equip & Cap Outlay	\$	20,000.00
	AA.1910.400	Unallocated Insurance, Contr Expend	\$	10,000.00
	AA.1990.400	Contingency	\$	7,700.00
	AA.7110.200	Parks, Contr Expend	\$	20,000.00
	AA.8020.400	Planning, Contr Expend	\$	30,000.00
	AA.9060.800	Hospital & Medical Ins, Empl Bnfts	\$	10,000.00
			\$	<u>103,398.00</u>

<i>Transfer To:</i>	AA.1010.400	Legislative Board, Contr Expend	\$	23.00
	AA.1110.102	Municipal Court, Pers Serv, Clerk	\$	10,863.00
	AA.1110.400	Municipal Court, Contr Expend	\$	961.00
	AA.1355.400	Assessment, Contr Expend	\$	4,027.00
	AA.1410.400	Clerk, Contr Expend	\$	3,397.00
	AA.1440.400	Engineer, Contr Expend	\$	5,273.00
	AA.1620.100	Buildings, Pers Serv	\$	3,791.00
	AA.1620.400	Buildings, Contr Expend	\$	86.00
	AA.3510.400	Control of Animals, Contr Expend	\$	3,169.00
	AA.5010.102	Street Admin, Pers Serv, Clerk	\$	879.00
	AA.5182.400	Street Lighting, Contr Expend	\$	1,685.00
	AA.7110.100	Parks, Pers Serv	\$	52,962.00
	AA.7110.400	Parks, Contr Expend	\$	8,341.00
	AA.9030.800	Social Security, Empl Bnfts	\$	4,018.00
	AA.9055.800	Disability Insurance, Empl Bnfts	\$	3,903.00
	AA.9785.601	Instal Pur Debt, Principal (Downstairs)	\$	20.00
			\$	<u>103,398.00</u>

GENERAL FUND - OUTSIDE VILLAGE

<i>Transfer From:</i>	BB.1120.000	UNANTICIPATED REVENUE		
		Sales Tax (County)	\$	49,759.00
			\$	<u>49,759.00</u>

<i>Transfer To:</i>	BB.3620.100	Safety Inspection, Pers Serv	\$	1,965.00
	BB.7140.400	Playgr & Rec Centers, Contr Expend	\$	7,343.00
	BB.7410.400	Library, Contr Expend	\$	20,533.00
	BB.8010.103	Zoning, Pers Serv, Board	\$	4.00
	BB.8020.103	Planning, Pers Serv, Board	\$	7.00
	BB.8160.100	Refuse & Garbage, Pers Serv, Landfill	\$	15,922.00
	BB.9030.800	Social Security, Empl Bnfts	\$	1,171.00
	BB.9060.800	Hospital & Medical Ins, Empl Bnfts	\$	2,814.00
			\$	<u>49,759.00</u>

TOWN OF CLARKSON

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 12/23/24 MEETING:

HIGHWAY FUND - TOWNWIDE

<i>Transfer From:</i>	DA.5130.400	Machinery, Contr Expend	\$	31,000.00
	DA.5142.100	Snow Removal, Pers Serv, Overtime	\$	40,344.00
			\$	<u>71,344.00</u>
<i>Transfer To:</i>	DA.5130.100	Machinery, Pers Serv	\$	40,705.00
	DA.5130.200	Machinery, Equip & Cap Outlay	\$	2,819.00
	DA.8540.400	Drainage, Contr Expend	\$	3,648.00
	DA.9060.800	Hospital & Medical Ins, Empl Bnfts	\$	24,116.00
	DA.9089.800	Clothing Allowance	\$	56.00
			\$	<u>71,344.00</u>

HIGHWAY FUND - OUTSIDE VILLAGE

<i>Transfer From:</i>	DB.5110.100	Maint of Streets, Per Serv	\$	6,800.00
	DB.5112.200	Perm Improve Highway, Equip & Cap Outlay	\$	55,662.00
	DB.5140.100	Brush & Weeds, Pers Serv	\$	4,000.00
	DB.5140.400	Brush & Weeds, Contr Expend	\$	30,000.00
	DB.9060.800	Social Security, Empl Bnfts	\$	1,609.00
			\$	<u>98,071.00</u>
<i>Transfer To:</i>	DB.5110.400	Maint of Streets, Contr Expend	\$	98,071.00
			\$	<u>98,071.00</u>

FIRE DISTRICT

<i>Transfer From:</i>	SF.1001.000	Real Property Taxes, Fire	\$	584,323.48
			\$	<u>584,323.48</u>
<i>Transfer To:</i>	SF.3410.400	Fire Districts Contractual	\$	584,323.48
			\$	<u>584,323.48</u>

LIGHING DISTRICT #10

<i>Transfer From:</i>	SL.5999.000	Unexpended Fund Balance	\$	104.00
			\$	<u>104.00</u>
<i>Transfer To:</i>	SL.5182.400	Street Lighting, Contr Expend	\$	104.00
			\$	<u>104.00</u>

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TOWN OF CLARKSON

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 12/23/24 MEETING:

APPROVED

NOT APPROVED

Wesley M. Potts
SIGNATURE - SUPERVISOR

1/14/25
DATE

Val K. Gil
SIGNATURE - COUNCILPERSON

1/14/25
DATE

Evan M. Wexler
SIGNATURE - COUNCILPERSON

1/14/25
DATE

Sharon J. Mattison
SIGNATURE - COUNCILPERSON

01-14-2025
DATE

Nick Durno
SIGNATURE - COUNCILPERSON

1-14-2025
DATE