TOWN OF CLARKSON

 TOWN BOARD MEETING

February 11, 2025

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

February 11, 2025, at 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

\*\*excused

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** – Pilon Construction Co. Inc, submitted a bill to MRB Group for the 4th WIBA payment, representing work done through January 31, 2025. Attorney Olson reviewed the request and requirements have been met. Payment has been authorized for $228,388.74.

**RESOLUTION #83**

**AUTHORIZING PAYMENT TO PILON CONSTRUCTION CO., INC. of $228,388.74 TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA NO. 1**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

**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 $228,388.74; and

**WHEREAS,** MRB Group, the Town’s Engineer for this project has reviewed the request and recommended payment in the amount of $228,388.74; 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 $228,388.74 should be approved;

**THEREFORE, Now, BE IT RESOLVED,** that the Town Board authorizes the payment of $228,388.74 to Pilon Construction Co., Inc.; and be it

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**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.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**NEW BUSINESS**

**NYS Canal Tourism Grant** – Supervisor Liotta mentioned back in November a grant application was submitted to NYS Erie Canalway Systems, for improvements to Sans Souci Park. The minimum amount offered is $5,000, to a maximum of $24,000. We recently received an approval letter advising that the Town of Clarkson was awarded the maximum grant amount of $24,000 for park improvements. A total grant award amount of $178,865.00 was committed to a wide range of trail and water amenities to further enhance resident and visitor experiences along our canal system. We have until April 2026 to complete the projects that we have planned, which include fixing the existing dock, boat ramp, new playground and bike racks.

**RESOLUTION #84**

**Acceptance of NYS Canal Tourism Grant for**

**Sans Souci Park**

Introduced by Councilperson Culhane

Seconded by Councilperson D’Amuro

 **WHEREAS,** the Town of Clarkson made application to the State of New York for a grant from the NYS Canal System Tourism Infrastructure & Event Grant Program to fund improvements at Sans Souci Park; and

 **WHEREAS,** the Town of Clarkson Sans Souci Park Improvements, has been selected to receive a grant of $24,000 from the 2025 NYS Canal System Tourism Infrastructure & Event Grant Program as supported by the NYS Canal Corporation and the Erie Canalway National Heritage Corridor.

 **NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** That the Town Board of the Town of Clarkson accepts the $24,000 grant from the NYS Canal System Tourism Infrastructure & Event Grant Program.

**Section 2.** That the Town Board authorizes the Supervisor to execute the grant agreement and all documents necessary to accept the grant, apply for the permit from the NYS Canal Corporation and file all compliance documents for said grant.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**Highway Expenditure** – Superintendent Viscardi mentioned he has purchased 2 new pickup trucks. One for the highway department and one for the building department. They were purchased through OGS (Office of General Services), which is a procurement site where you request the type of vehicle you are interested in. You then receive 3 quotes from different vendors. We chose to purchase the trucks through Jim Barnard Chevrolet, in Churchville, who gave us the lowest price. The trucks are the same price as the one purchased 2 years ago. Delivery is expected in approximately 12-16 weeks.

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**RESOLUTION #85**

**MOTION TO APPROVE PURCHASE OF (2) PICKUP TRUCKS FROM JIM BARNARD CHEVROLET THROUGH OFFICE OF GENERAL SERVICES VEHICLE PROCUREMENT**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

Motion to approve the Highway Superintendent to sign the quote and expenditures of $79,262.08 for the purchase of (2) 2025 Chevrolet Silverado 1500.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**Building Inspector** – Supervisor Liotta mentioned that Kevin Moore submitted a request for 80 hours rollover vacation time. She discussed that according to our employee handbook, all vacation rollover requests must be submitted to your department head 30 days prior to the anniversary date and the Town Board must approve all carry over request. The maximum rollover for a full-time employee is 2 weeks.

**RESOLUTION #86**

**MOTION TO APPROVE BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER KEVIN MOORE WITH 80 HOURS OF VACATION ROLLOVER**

Introduced by Councilperson Culhane

Seconded by Councilperson D’Amuro

Motion to approve Building Inspector/Code Enforcement Officer Kevin Moore with 80 hours of vacation rollover on 3/18/2025.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**Wage & Salary Chart** – Supervisor Liotta discussed the need for amendments to the current wage chart under the Clerk I column. We removed 5 steps at the top and added 5 steps to the bottom, to account for merit increases.

**RESOLUTION #87**

**AUTHORIZE AMENDMENT TO 2025 GENERAL SALARY CHART FOR THE “CLERK I” CATEGORY**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

 **WHEREAS,** upon analysis of the 2025 General Salary Chart, the Town Board is considering amendments to the general step increases for salaries in the “Clerk I” category all as described on **Exhibit A** and incorporated herein.

 **NOW, THEREFORE, BE IT RESOLVED**:

 **SECTION 1.** That the Town Board authorizes the amendment to the 2025 general salary chart for the “Clerk I” category all as identified on **Exhibit A, below,** and incorporated herein.

 **SECTION 2.** That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

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**RESOLUTION #88**

**ACKNOWLEDGE RECEIPT OF SUPERVISOR’S JANUARY FINANCIAL REPORT**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Acknowledge receipt of Supervisor’s January Financial Report.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**Supervisors Report** – On February 1, the latest WIBA update was posted on our website, FB, as well as in our newly distributed newsletters. Additional copies of the newsletters are located at the Town Hall and posted on our website. The water line project is 30% complete. Contractors have mobilized their equipment to the south section of Redman Road. They plan to begin the main water installation along the south section of Redman Road and continue with directional pourings on Drake, Redman and County Line Roads. Despite some delays due to bad weather and difficulty with stakeouts, they continue to be on schedule for completion. / \* Scott Mattison, engineer with MRB Group, presented a concept plan draft for Hafner Park. It is located on the counter at the Town Hall for anyone interested in reviewing. Your feedback is welcome.

**Town Board Reports**

**Good Neighbor Day** - Councilperson Mattison mentioned that Good Neighbor Day is scheduled for Friday, August 15, 2025. The band Ruby Shooz is reserved with an updated contract provided to Supervisor Liotta for review.

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**Historic Preservation Commission** - Councilperson D’Amuro mentioned how productive the last meeting was. He has an upcoming meeting next week with S.H.P.O. (State Historic Preservation Office) regarding a Cultural Resource Survey grant. The grant is to research historic properties in the town. Our last survey was completed in 1987, so we are hopeful for this grant possibility to provide updates. The goal is to have this information on our website for anyone to view.

**Stormwater Pollution Prevention** - Attorney O’Toole mentioned the Stormwater Pollution Prevention Law drafts are complete. Resolutions will be ready for approval at the next town board meeting on February 25.

**Highway** – Superintendent Viscardi advised that according to the 2025 winter snow ticket, the highway trucks have traveled 25,309 miles; 6,000 are town miles, 6,340 are county miles and almost 13,000 state miles. /\* This year we have used 1,790 tons of salt, which has doubled since 2024. Even though there is a shortage of salt in the area, the Town of Clarkson is fine. We currently have about 350 tons of salt in stock. When an order is placed with the salt mines, they are to deliver within 3 days. We are about 1,500 tons in arrears. We have 3 scheduled deliveries of 300 tons to come. We had funds left over from our 2023–24 salt budget so we placed an early order; we filled the barn and that saved us money for this year. The salt mines used to produce ~ 25,000 tons a day and now they are at 7,000 tons. We are looking closely at the salt that is being put down within subdivisions as well as county roads. We will concentrate more on the high-speed roads like Ridge Road and Route 19. The salt shortage is frustrating as we are not receiving many answers. There are 4 points out of Western NY that the salt comes from and all are currently very low on salt. It has been a tough winter across the state. The Town of Clarkson is in good shape, and we are able to work with what we have on hand.

**RESOLUTION #89**

**MOTION TO APPROVE 1-28-2025 MEETING MINUTES**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to approve 1-28-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

**RESOLUTION #90**

**AUDIT 2-11-2025**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

To authorize payment of audit 2-11-2025 totaling $360,314.62, AA General $82,174.44, BB General- Outside Village $18,529.55, DA Highway – Town Wide $10,692.25, DB Highway - Outside Village $4,799.46, HH - Capital Projects $239,273.98, SL – Lighting $4,343.05, SS - Sewer $287.81, TA – Agency $214.08 and Distribution of checks: Joint Checking #5217-5257.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

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**RESOLUTION #91**

**MOTION TO ADJOURN**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Culhane

Motion to adjourn at 6:29pm.

VOTE OF THE BOARD

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

NAYES: None

ABSENT: Wexler

Respectfully submitted,

Susan Henshaw

Town Clerk