

TOWN OF CLARKSON  
TOWN BOARD MEETING  
March 24, 2015

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, March 24, 2015 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 PM.

PRESENT:

Paul Kimball	Supervisor
Allan Hoy	Councilperson
Christa Filipowicz	Councilperson
Patrick Didas	Councilperson
Jackie Smith	Councilperson
** Sharon Mattison	Town Clerk
Robert Viscardi	Highway Supt.
Richard Olson	Attorney for the Town

ALSO:

Kristin Coon	Ass't to Supervisor
Chad Fabry	Building Insp/Code Enf.
Katharine Kemp	Deputy Town Clerk

\*\*excused

Supervisor Kimball opened the meeting, and Katharine Kemp, Deputy Town Clerk led all those present in the Pledge of Allegiance. A moment of silence was observed for those serving in the military.

**OPEN FORUM**

Cody Dean distributed the first quarter summary for Brockport Ambulance. A short discussion followed regarding those statistics as well as the ongoing location search.

Harold Mundy commented on a recent article in the Wall Street Journal regarding a negative inflation rate, wondering how it will affect the Fire District and the Town during budget preparation. The tax cap is based on the rate of inflation or 25, whichever is lower. Although inflation is currently negative, the cap doesn't go below zero. The Fire District as well as the Town are actively working on their respective budgets and their Government Efficiency Plan which requires 1% of levy saved through shared services consolidation or other efficiency activities.

**MOTION TO APPROVE EMPLOYEE HANDBOOK REVISIONS**

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To approve revisions to the employee handbook regarding the part-time employee policy.

Unanimously carried

**\*see attached revisions at end of minutes**

**LOCAL LAW #1-2015 REVISIONS**

A public hearing has been scheduled for April 14, 2015.

**MOTION AUTHORIZING TRANSFER OF GREEN AREA TRUST FUNDS**

Motion by Councilperson Hoy

Seconded by Councilperson Smith

To transfer Green Area Trust funds in the amount of \$46,040.48 to pay down Ridgewood Park.

Unanimously carried.

**NYALGRO CONFERENCE**

Motion by Councilperson Filipowicz  
 Seconded by Councilperson Smith  
 To authorize the Deputy Town Clerk to attend the 2015 NYALGRO Conference.  
 Unanimously carried.

### **03.24.15**

#### **GRANT CONSULTANT**

Supervisor Kimball stated that our contract with J. O'Connell is up for renewal on April 1<sup>st</sup>. After a short discussion, it was the consensus of the Board members that we will not renew this contract. There are other resources available to obtain information on grants.

#### **BUILDING INSPECTOR REPORTS**

C. Fabry remarked that he attended the FLBOA Conference last week. Spring building permits and zoning complaints have begun.

#### **HIGHWAY SUPT. REPORTS**

B. Viscardi reported that Highway staff has been working on the new doors and painting at the Town Hall as well as several drainage issues throughout the town.

#### **MINUTES**

Motion by Councilperson Smith  
 Seconded by Councilperson Didas  
 To approve March 10, 2015 minutes.  
 Unanimously carried

#### **AUDIT—03-02-2015**

Motion by Councilperson Hoy  
 Seconded by Councilperson Filipowicz  
 To authorize payment of audit 03-02-2015 to include the following:  
 Vouchers 20150232-20150278; Total \$30109.05; Gen. \$11,102.41; Hwy. \$18,504.23;  
 SL \$502.41  
 For distribution checks from 30000 - 30045  
 Unanimously carried

#### **EXECUTIVE SESSION**

Motion by Councilperson Hoy  
 Seconded by Councilperson Smith  
 To enter executive session at 6:35 P.M. to discuss a personnel matter.  
 Unanimously carried

#### **RETURN TO REGULAR SESSION**

Motion by Councilperson Smith  
 Seconded by Councilperson Filipowicz  
 To return to regular session at 7:30 P.M.  
 Unanimously carried

#### **MOTION TO ADJOURN**

Motion to adjourn at 7:36 P.M. by Councilperson Filipowicz  
 Seconded by Councilperson Didas  
 Unanimously carried

Respectfully submitted,

Katharine Kemp  
 Deputy Town Clerk

Approved 04-14-2015

**Part-Time Employees****Effective Date:** 07/01/2013 \***Revision Date:** 03/24/2015

For purposes of this Employee Handbook, the term “part-time employee” will mean an employee who is scheduled to work between 20 hours and less than 35 hours per week. Part-time employees hired after 1-01-1999 shall receive no benefits from the Town other than their hourly wage.

**Part-Time Employees hired prior to 1-01-1999****Effective Date:** 07/01/2013 \***Revision Date:** 03/24/2015

This section applies to employees scheduled to work between 20 hours and less than 35 hours per week who receive benefits pursuant to the terms and conditions under which they were hired, prior to 1-01-1999.

**Pro-Rating for Part-time Employees hired prior to 1-01-1999****Effective Date:** 07/01/2013 \***Revision Date:** 03/24/2015

**Summary** – For purposes of computing of earned benefits (vacation leave, sick leave and personal leave) when applied to part-time employees hired prior to 1-01-1999, the following computation will apply:

- Average weekly hours will be computed by dividing the total number of hours actually worked by the employee during the previous fiscal year by the number of weeks actually worked in such year. Hours actually worked will exclude vacation time, sick time, town holidays and personal leave time for this computation and will not exceed 40 hours per week for said computation. Employees hired mid-year shall receive credit based on the following pro-rata formula:

$$\text{Average hours per week} = \frac{\text{Total actual hours paid during fiscal period}}{\text{Total actual weeks worked for fiscal period}}$$

\*Benefits do not accrue above forty hours weekly.

- Compensation for allowed absences will be calculated as follows:

One or more continuous weeks of an approved absence will be based on 40 hours for full-time highway personnel, 35 hours for full time general fund personnel and the average hours calculated per formula under Application (1) and (2) page 1 for part-time employees hired prior to 1-01-1999 and will be reduced from the employee’s total accumulated benefits.

Single days of approved absence will be reduced from the employee’s accumulated benefits at a maximum of eight hours for full-time employees and six hours for part-time employees (hired prior to 1-01-1999) per day. Half days will be reduced from the accumulated benefits at a maximum of four hours for full-time employees and three hours for part-time employees (hired prior to 1-01-1999) per day.

\*This revision does not change Town policy; it reflects re-wording of previously existing policy for clarification.