

TOWN OF CLARKSON
TOWN BOARD MEETING
May 13, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, May 13, 2025, at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:

Ursula Liotta	Supervisor
John Culhane	Councilperson
Thomas Guarino	Councilperson
Nick D’Amuro	Councilperson
Sharon Mattison	Councilperson
** Susan Henshaw	Town Clerk
Carla Ward	Deputy Town Clerk
Robert Viscardi	Highway Superintendent
Keith O’Toole	Attorney

** excused

Supervisor Liotta opened the meeting. Supervisor Liotta 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.

RESOLUTION #137
APPOINTMENT OF COUNCILPERSON

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

To appoint Thomas Guarino, 9208 Ridge Road, Brockport, NY, as Councilperson effective immediately and ending December 31, 2025.

VOTE OF THE BOARD

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

NAYES: none

Attorney Keith O’Toole administered the Oath of Office to newly appointed Town Councilperson Thomas Guarino.

HISTORICAL MOMENTS – Historian Leanna Hale mentioned that in 1810 Dewey Clinton came to Clarkson while scouting the area for the Erie Canal. Clarkson claims one corner on the Canal and that is the Sans Souci Park, at 4159 County Line Road. On September 26, Leanna would like to have people gather at Sans Souci Park to greet the incoming boat “The Seneca Chief.” This is the last event that will be going through the canal for its 200th year. Leanna would like to place a temporary sign, visible from the water, that reads Clarkson, N.Y. and 1819. That is when the Town of Clarkson was established. The boat will be traveling from Buffalo to New York City for the “Wedding of the Waters.” / * Leanna attended the annual Historical Society banquet in Hilton last night. They had offered a presentation of the Erie Canal Museum. She feels it is worth a trip to Syracuse to visit. / * Leanna would like to thank the board for giving her office space at the Courthouse. She will begin office hours in June, twice a week from 1:00 pm – 3:00 pm on Tuesday and Thursday, preferably by appointment only. / * Leanna will continue to work with the youngsters at the Academy this summer at the Cursive Writing Camp.

OLD BUSINESS

WIBA#1 – Supervisor Liotta mentioned that payment is once a month when the contractors submit an invoice to us for the work they have completed on the water line project. Pilon Construction has requested progress payment #7.

2025-05-13

RESOLUTION #138
AUTHORIZING PAYMENT #7 TO PILON CONSTRUCTION CO., INC. of
\$230,418.75 TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA
NO. 1

Introduced by Councilperson Culhane
Seconded by Councilperson D’Amuro

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 \$230,418.75; and

WHEREAS, MRB Group, the Town’s Engineer for this project has reviewed the request and recommended payment in the amount of \$230,418.75; 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 \$230,418.75 should be approved;

THEREFORE, Now, BE IT RESOLVED, that the Town Board authorizes the payment of \$230,418.75 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.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Guarino and Mattison
NAYES: none

MultiGolf Park Course - Supervisor Liotta mentioned we received the first proposal for the MultiGolf project in October 2024. Town Attorney and town engineer put together a contract with proper insurance. We are now ready to proceed.

RESOLUTION #139
Approve Contract for Multi Golf Park Course at Kimball Park

Introduced by Councilperson D’Amuro
Seconded by Councilperson Mattison

WHEREAS, the Town wishes to construct a MultiGolf Park Course at Kimball Park; and

2025-05-13

WHEREAS, Dynamic Discs, Inc offered to construct an 18-hole MultiGolf Park Course at Kimball Park; and

THEREFORE, BE IT RESOLVED, that the Town of Clarkson, has agreed to enter into a contract to have Dynamic Discs, Inc., 840 Overlander Road, Emporia, KS 66801 to construct a functionally complete 18-hole MultiGolf Park Course at Kimball Park, including design, labor and materials, at a cost not to exceed \$99,950.00,

BE IT FURTHER RESOLVED, that the Supervisor, is authorized to execute the contract for said project.

VOTE OF THE BOARD

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

NAYS: none

ABSTAINS: Councilperson Guarino

Supervisor Liotta explained we applied for the T-Mobile grant twice and were denied both times. We have \$75k in AARPA funds to use towards MultiGolf. Funds are required to be used for seniors and youth.

NEW BUSINESS

Water Quality Improvement Project – Supervisor Liotta reviewed the Water Quality Improvement Project (WQIP) grant. The town’s engineers suggested this grant, knowing our previous barn was damaged this winter by a delivery truck. This grant will allow us to build a new barn. Further guidance for this program will be released at the end of May.

RESOLUTION #140

Approve Professional Services Agreement– MRB Group
NYSDEC Water Quality Improvement Project (WQIP)
Grant Salt Storage Facility

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

Whereas, the Town wishes to retain the services of a professional services provider to prepare a grant application for a Salt Storage Facility under the NYSDEC Water Quality Improvement Project (WQIP) Grant program; and

Whereas, MRB Group has offered to provide such services to the Town.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Proposal for Professional Services Agreement with MRB Group to prepare a grant application for a Salt Storage Facility under the NYSDEC Water Quality Improvement Project (WQIP) Grant program. Initial services to be performed at a cost of \$5,500. Additional related services to be billed on a personnel time-charge basis as required.

VOTE OF THE BOARD

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

NAYES: none

ABSTAINS: Councilperson Guarino

Hafner Park Improvement Grant - Supervisor Liotta mentioned that MRB Group did a great job combining their proposals for two grants into one and charging one fee since both grants are similar. The two grants are specific to parks. The (MPR) Municipal Park and Recreation Grant was submitted on May 2, and is specific to new sports courts as well as a new spray park. Further information regarding the Consolidated Funding Application (CFA) Grant is expected by the end of May. Councilpersons D’Amuro mentioned that MRB Group knows we are a Certified Local Government. The CFA grants set a side status funds of 10% - 20% for local governments that have Certified Local Government status.

2025-05-13

RESOLUTION #141

Approve Professional Services Agreement– MRB Group
Hafner Park, Park Improvement Grants Municipal Park and Recreation Grant
(MPR) & Consolidated Funding Application (CFA) Parks Grant

Introduced by Councilperson D’Amuro
Seconded by Councilperson Mattison

Whereas, the Town wishes to retain the services of a professional services provider to prepare grant applications for Hafner Park improvements under the NYS Office of Parks, Recreation and Historic Preservation’s Municipal Park and Recreation Grant (MPR) program and the Consolidated Funding Application (CFA) Parks Grant program; and

Whereas, MRB Group has offered to provide such services to the Town.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Proposal for Professional Services Agreement with MRB Group to prepare two grant applications for Hafner Park improvements. The first grant application will be under the NYS Office of Parks, Recreation and Historic Preservation's Municipal Park and

Recreation Grant (MPR) program and the second grant application will be under the Consolidated Funding Application (CFA) Parks Grant program; and

Section 2. Initial services to be performed at a cost of \$8,500.00. Additional related services to be billed on a personnel time-charge basis as required.

VOTE OF THE BOARD

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

NAYES: none

ABSTAINS: Councilperson Guarino

Hafner Park Planning Grant - Supervisor Liotta mentioned most of last year we have spent with public outreach. We offered online surveys, a booth at Good Neighbor Day’s, as well as presentations at the Town Hall, with ideas on a new park, as well as a concept plan. Have spent a year on the needs and wants of the public. We are now done, and the plan is available to the public, with the Feasibility study to come shortly. MRB Group will then send the report to the Parks Division, which is due in July. Soon we will be able to apply for grants available to us.

RESOLUTION #142

Town of Clarkson Resolution of Authorization to Submit Final Report
Hafner Park Planning Grant

Introduced by Councilperson Culhane
Seconded by Councilperson Mattison

WHEREAS, the Town of Clarkson was awarded the Environmental Protection Fund Planning Grant in November 2023 through the New York State Office of Parks, Recreation and Historic Preservation (OPRHP); and

WHEREAS, the purpose of this grant was to complete a comprehensive planning project including a feasibility study, public outreach, a public interest survey, and initial concept design, in order to outline potential improvements that could be made to Hafner Park; and

WHEREAS, the Hafner Park Planning Report has been completed, and the Town is prepared to submit its final report to the New York State Office of Parks, Recreation and Historic Preservation

2025-05-13

NOW, THEREFORE, BE IT RESOLVED that the Town Board authorizes the Town Supervisor to submit the Project Closeout Final Report to the New York State Office of Parks, Recreation and Historic Preservation.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #143

**MOTION TO APPROVE MERIT INCREASE FOR CORRY JOHNSON,
HIGHWAY DEPARTMENT HEO**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

Motion to approve merit increase for Highway employee Corry Johnson, from HEO Step 9 @ \$27.09/hr. to HEO Step 11 @ \$28.47/hr. effective May 24, 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #144

**MOTION TO APPROVE MERIT INCREASE FOR ROBERT WILSON,
HIGHWAY DEPARTMENT MEO**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to approve merit increase for Highway employee Robert Wilson, from MEO Step 15 @ \$28.14/hr. to MEO Step 17 @ \$28.98/hr. effective May 24, 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #145

ACKNOWLEDGE RECEIPT OF SUPERVISOR’S APRIL FINANCIAL REPORT

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

Acknowledge receipt of Supervisor’s April Financial Report.

VOTE OF THE BOARD

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

NAYES: none

ABSTAINS: Councilpersons Guarino

Supervisors Report

On April 25, Monroe County Executive Adam Bello was guest speaker at the supervisor’s luncheon; 16 out of 19 town supervisors were in attendance. Topics included:

BusPatrol - A service available in Monroe County school districts at no cost, to install cameras on the outside and inside of school buses. Currently, the RCSD and 4 towns participate; HCSD was the first; BCSD does not yet participate. Mr. Bello is sending letters to all school superintendents who are not yet participating. If drivers are caught, tickets are \$250. Since its inception in 2023, 15,000 tickets have been issued in Monroe County. The fines collected pay for the system, and any overage is invested back into the community; no monies go to Monroe County or NYS. The MCSO is endorsing BusPatrol because it has to do with public safety.

Monroe County Sidewalk Money - We have been approved for funding the sidewalk project on East Avenue. Mr. Bello advised that we could apply for funds more than once if we wish to consider sidewalks on other county roads.

2025-05-13

MRB Group - On April 29, Maggie Nearing, Architect with MRB Group, and her assistant, Cassidy, held a 'new town hall' kick-off meeting with town hall employees to review the needs of each department. They will take the information compiled and create a floor plan that fits the site plan.

Assessor - On May 1, the town Assessor, Tammy Baker, completed the tentative assessment roll for the current year and a copy is on the counter for review. A legal notice was printed in the Westside News giving the dates and times that the assessor is available to meet with residents in the Assessor's Office at 18 State Street, Brockport. Grievance Day is set for May 28, from 4:00 – 8:00 pm. at Clarkson Town Hall.

Newsletter - On May 2, the Spring edition of the newsletter was in the Westside News; more copies are in the entryway and there is a link on our website. This is due to the sporadic delivery of paper by carriers around town. The Town Clerk's office requested that a newspaper stand be made available at our town hall; it was dropped off today and placed on the front porch.

Employee Handbook - We have started updating the employee handbook, one policy at a time.

ARPA Funds - On May 5, the allocation of the \$75,575.38 ARPA funds was approved by Monroe County to use towards the MultiGolf project that was approved earlier tonight for \$99,950.00.

New York Association of Towns - May 12, New York Association of Towns (NYAOT) recently offered all towns Amazon Prime as a benefit. This was activated yesterday. We were tax exempt with Amazon but now we will have a business account with free prime delivery.

WIBA #1 - May 13, the WIBA (waterline project) update meeting was held this morning. The Pilon crew is currently on Lawton Road, expected to finish there in the next two weeks and then move to Ireland Road. No bottlenecks or resident complaints. Project is 46% complete as of the current pay event. Next WIBA update meeting is set for is May 27, at 9:30 am.

.GOV DOMAIN - Recent NYS legislation amended General Municipal Law §§ 300 and 30 (7) to require that towns with populations of 1,500 or more establish and maintain an official website with a ".gov" domain name. This new policy assures that the assigned domain names appropriately reflect NYS government services and enables customers to readily recognize official NYS government entity websites. With our IT provider's help, we applied for our new domain name and were approved for **townofclarksonny.gov**. Hurricane will work with our web designer to get the new domain live for the website portion. For the time being, email addresses for all town employees will not change; we will discuss with Hurricane if or when to make that transition.

Town Board Reports

Good Neighbor Day - Councilperson Mattison has been working on Good Neighbor Day scheduled for Friday, August 15. She has reached out to all vendors requesting certificates of insurance as well as vendor applications.

Doyle Security - Councilperson Culhane has a meeting on Thursday, May 22 with Doyle Security. We are looking into installing keyless locks in the lodges. You would use an app to lock and unlock the lodge doors. They will price with and without internet. As of now we currently do not have internet at either lodge.

Historical Preservation Commission - Councilperson D'Amuro is working on a list of projects that are coming up for the 2026 fiscal year, such as updating the Cultural Resource Survey, which is an overview of the town's historic details. This helps place us on the National Register.

2025-05-13

Our last update for the register is from the 1970's. We could have a physical copy, google maps, virtual tour site, along with pamphlets to offer visitors or anyone interested. We can apply for additional Historical Markers and update the ones we have. / * We could help plan the anniversary of the 250-declaration event at the park this year. In addition, two things the board needs to know to be placed on the National Register are:

Option A – Hire a professional firm to update the Cultural Resource Survey

A firm who has been hired would produce a comprehensive and professionally updated to the 1987 survey, including research and photographs. Deliver an updated Cultural Resource Survey in PDF or catalog format. It would not include educational or promotional materials. The cost would be \$9k - \$12k.

Option B – Commission-Led Project Development

The commission could undertake these projects independently. Several members have experience in historical research and preservation, with support from Historian Leanna Hale, having access to relevant texts and resources. We could focus on informational and educational projects tailored to resident engagement. We could benefit from full local control over content and presentation. The challenge would be the time and labor that is required for completion. The proposed solution to enhance stipends or allocate a small project budget to support 2-3 commission members in leading and completing these tasks. The cost would be determined by the Clarkson Town Board. Many things need to be considered.

Town Clerk - Supervisor Liotta, read a report provided by Susan Henshaw. We are wrapping up the Town & County tax season. Currently the Clerk's office has collected \$5.4 million of the expected \$6 million. /* The Clarkson/Hamlin rabies clinic was held on Thursday, May 1 at the Hamlin Dog Shelter. Despite the rain, we serviced over 160 dogs, cats and ferrets. Thank you to all the volunteers who helped that evening.

Highway recycle - Superintendent Viscardi mentions that our first Monroe County project is a five-day recycle project on Lawrence Road. The project would entail milling the road and laying down stones. This should be completed by May 22. / * Kenyon Pipeline is about 80% completed for the Valley View sewer lining.

RESOLUTION #146

MOTION TO APPROVE 4-22-2025 MEETING MINUTES

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

Motion to approve 4-22-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYES: none

ABSTAINS: Councilpersons Guarino

RESOLUTION #147

AUDIT 5-13-2025

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize payment of audit 5-13-2025 totaling \$348,551.65, AA General \$25,102.47, BB General- Outside Village \$2,423.37, DA Highway– Town Wide \$82,660.08, HH-Capital Projects \$230,649.40, SL- Lighting \$4,427.62, SS- Sewer \$1,513.39 and TA-Agency \$103.32. Distribution of checks: Joint Checking #5442-5490.

VOTE OF THE BOARD

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

NAYES: none

2025-05-13

RESOLUTION #148
MOTION TO ADJOURN

Introduced by Councilperson Mattison
Seconded by Councilperson Culhane

Motion to adjourn at 6:42 P.M.

VOTE OF THE BOARD

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

NAYES: none

Respectfully submitted,

Carla Ward
Deputy Town Clerk

Approved 2025-05-27