

TOWN OF CLARKSON
TOWN BOARD MEETING
May 27, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, May 27, 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 |
| Thomas Guarino | Councilperson |
| Sharon Mattison | Councilperson |
| Susan Henshaw | Town Clerk |
| Robert Viscardi | Highway Superintendent |
| Keith O’Toole | Attorney |

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.

OPEN FORUM

Martha Clasquin, 34 Sherwood Drive – Mentioned that she has notes from the Town Board meeting in March 2023, regarding renovations for the Town Hall. In the winter edition of the Clarkson newsletter there is mention of outside renovations and she is aware that Councilperson Culhane made note of the expenses. The spring edition made mention of the USPS possibly using our current Town Hall building. On April 8, the Town of Clarkson passed a resolution on MRB Group’s proposal for a new Town Hall site development plan as well as an architectural concept plan. She asked if someone could help her fill in the gaps. Supervisor Liotta mentioned that several years ago there was discussion on staying in our current building and renovating but the costs were too high. We decided to stay where we are for the time, making minimal modifications to the building, utilizing solar money. The Post Office has contacted us regarding the feasibility of using our Town Hall as a new post office. They were also looking at a site at Clarkson Commons Plaza across the street. Their current facility is on privately owned property, and they will not be renewing the lease that is set to expire in March 2026. In August 2024, the USPS visited the Town Hall with their architect and took pictures and measurements. The lease agent in Washington D.C. recently advised that the USPS moves slowly and they do not have a decision yet. In the meantime, the Town Board has decided to move forward with the Hafner Park concept plan that includes a new Town Hall being relocated in front of the highway department. Superintendent Viscardi mentioned that the town court is not a conducive space to add a Town Hall, as previously considered. Councilperson Culhane stated that the vision is to have a town campus along with the new Hafner Park design and MRB Group is leading the way. Martha Clasquin mentioned continued concerns with the current parking lot at the post office and at town hall. Supervisor Liotta explained who owns the parking lot and decisions regarding it will be made soon. We can’t wait for the Post Office to decide on their new location; therefore, we will move forward with plans for a new Town Hall. No matter what, the town will continue to own and maintain the current building. Martha Clasquin asked that we continue to share all updates to this ongoing process regarding town hall.

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NEW BUSINESS

RESOLUTION #149

Notice of Termination– Accounting Services Agreement

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

WHEREAS, the Town is required to perform various bookkeeping and accounting functions during the course of its fiscal year; and

WHEREAS, the Town wishes to terminate an existing services agreement in order to migrate to a new services provider.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Notice of Termination letter to Local Government Support Services LLC in order to terminate the existing services agreement dated on or about February 26, 2025. The effective date of termination to be June 30, 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION # 150

Letter of Engagement– Laura Landers, CPA – Accounting Services

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

WHEREAS, the Town is required to perform various bookkeeping and accounting functions during the course of its fiscal year; and

WHEREAS, the Town wishes to retain an accounting firm to assist in these functions.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Letter of Engagement with Laura L. Landers LLC to provide bookkeeping and accounting services for the year ending December 31, 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION # 151

Approve Services Agreement AccuFund, Inc.

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

WHEREAS, the Town wishes to retain an online software service specific to the Town’s bookkeeping and finances; and

WHEREAS, AccuFund, Inc. 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 “Agreement - Town of Clarkson NY” with AccuFund Inc. to provide an online software service specific to the Town’s bookkeeping and finances, effective July 1, 2025, for a term

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of one year. Services to be billed for an initial 6-month period and quarterly thereafter. Payments due net 15 days.

VOTE OF THE BOARD

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

NAYES: none

AccuFund - Supervisor Liotta mentions this is the same online software service we have been using for years. We are very familiar with it, and it works extremely well putting together our vouchers. It will be completely the same, we will not have to learn anything new. The only difference is the software service will be in the Town of Clarkson’s name.

RESOLUTION #152

Approve new Highway Department Seasonal Employee, Jason Mosher

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Motion to approve new Highway Department seasonal employee, Jason Mosher as a Laborer, Step 1 @ \$17.14/hr. effective May 19, 2025.

VOTE OF THE BOARD

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

NAYES:

RESOLUTION #153

Approve new Highway Department Seasonal Employee, Mason Moyer

Introduced by Councilperson Guarino

Seconded by Councilperson D’Amuro

Motion to approve new Highway Department seasonal employee, Mason Moyer as a Laborer, Step 1 @ \$17.14/hr., effective June 16, 2025.

VOTE OF THE BOARD

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

NAYES:

Salt Barn – Superintendent Viscardi mentions a truck had hit our current salt barn. The tarp was ripped but the foundation is still good. Timing makes it ideal for us to build as it gives us more room for the trucks to get in and out. The truck company that hit the garage will be purchasing a new tarp. The new building will not be seen from the road and will be identical to the one we currently have. The wooden structure will be coming down in July. A new identical building will be going up to help store the remaining materials. Supervisor Liotta states that all the highway amenities will be moved behind the current building to better accommodate. She mentions that all the information along with a map, a new design and feasibility plan for Hafner Park can be found on the back counter as well as on our website under Hafner Park.

RESOLUTION #154

Approve Highway Purchase of Precast T-Walls for Salt Barn

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

Motion to approve Highway Superintendent’s request for the expenditure of \$47,808.00 for the purchase of Precast T-Walls from Hybrid Building Solutions for the salt barn.

VOTE OF THE BOARD

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

NAYS: none

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Supervisors Report

Supervisor's Meeting – On May 16, Supervisor Liotta attended the Monroe County Supervisor's meeting that was held at the Monroe County Office of Emergency Management on Scottsville Road. The meeting was based on what programs they offered to support municipalities along with the public. A similar meeting was attended by Kevin Moore, our Building Inspector, on November 16, 2023. In the event of various state of emergency scenarios from an anthrax scare to Ginna nuclear scare to a flipped-over bus accident on 390. Their office offers a slew of services from the beginning of the incident to recover and follow-through. It was impressive and she received good information to keep in hand. A 'point of dispensing' (POD) discussion-based meeting for catastrophic events that was held with the Village of Brockport, Town of Sweden, and the Town of Clarkson. The meeting included discussions on traffic routes, remote parking and transportation, delivery of medication, and security. Supervisor Liotta will follow up on obtaining the final After-Action Report from that meeting.

NYSDEC – On May 20, we received a letter from the NYSDEC stating that beginning this spring, the DEC will no longer offer hogweed control services on personal property. Instead, they are focusing on educating landowners and equipping them with information on how to safely and effectively control and/or monitor for giant hogweed. Included with the letter was a map of where hogweed was discovered and removed at the creek behind the town hall. Year detected: 2016; no plants found in 2024. We will post information on how to control giant hogweed on our FB page with a link to our website, and copies of the information can be found in the town hall lobby.

Rochester Area Community Foundation – On May 21, we received an email from the Rochester Area Community Foundation with a unique opportunity. The Ralph C. Wilson Jr. Foundation offered to provide a grant up to \$75k for any project that was funded by a government agency in Monroe, Genesee, and Orleans Counties. We are currently awaiting more information on how to apply for this grant, and hope to apply the funds to the Hafner Park concept design, i.e., the new trails and/or youth sports/recreation.

Memorial Day Ceremony – On May 24, Tom Guarino along with Supervisor Liotta attended the Memorial Day ceremony at the Brockport Area Veterans Club along with members of the Sweden Town Board, Brockport Village Board, Assemblyman Steve Hawley, and Legislator Jackie Smith. It was well attended by the public and an honor to be there.

WIBA #1 – this morning we received an update that Pilon Construction is on Lawton Road and Sweden Walker Road, and next will be moving to Ireland Road. The contract calls for the installation of 76k feet of pipe, and they have ~13k feet to go. They are hoping to hire subcontractors for some of the restoration work. The next WIBA update meeting is set for June 10, at 9:30 am.

Monroe County Aging Alliance – The Monroe County Aging Alliance is conducting a Livable Community survey for Monroe County residents ages 50 and older. It's an online survey that will take 15-20 minutes to complete. We will post the information on our FB page and website. The data gathered will help inform community leaders as they plan for a more age-friendly, livable community for people of all ages. Melissa Wendland, Director, Strategic Initiatives with Common Ground Health, is working with the Alliance, and is scheduled to make a presentation at our town board meeting on June 24, for 20 minutes, followed by Q&A. She will be presenting in Sweden tonight and will then be in Brockport on June 23.

Grievance Day – Will be held on Wednesday, May 28, from 4pm - 8pm at the town hall. The town's assessor, Tammy Baker, and four Board of Assessment Review members will be present to hear from residents.

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Town Board Reports

Library Liaison Position - Councilperson Guarino inquired if anyone has assumed the position of Library liaison since Evan Wexler's passing. He mentioned he would step in if needed. Supervisor Liotta advised there are three library trustees and thought one of them could be the liaison replacement to the Town Board. The contract/agreement that we have in place with the library is that they should be reporting to us once a month or quarterly. Supervisor Liotta will investigate further and report back.

Doyle Security Systems - Councilperson Culhane reported that he received quotes from Doyle Security for installing remote access to both Kimball and Goodwin lodges. \$3360.00 for installation cost on remote access for each building, along with \$39.00 per month. Goodwin Lodge has existing wire for fire so installation costs would be \$2600.00 and \$49.00 per month. Kimball Lodge has no existing wiring; fire installation is \$4830.00 and \$49.00 per month. If WIFI were added it would be cheaper, however we currently do not have WIFI in either building. He will look into other options.

Live - feed Town Board meetings - Councilperson D'Amuro mentioned the need to discuss future videos of town board meetings being on either FB or zoom. More information to follow.

Town Clerk – Susan Henshaw mentioned she would like to thank all the Town Board members and the 20+ volunteers who assisted us with flag placement on our Veteran's graves last week at Garland Cemetery. It was a beautiful evening, and we were able to complete our placement in about an hour or so. We appreciate all the extra hands that came out to help. Susan would like to thank Councilperson Guarino and his wife Dawn for placing flags on Veterans' graves at West Cemetery of Clarkson. / * Supervisor Liotta mentioned she would like to thank Susan for decorating the Town Hall in red, white and blue. Also, thank you highway for putting up the flags on the street poles; it's always appreciated.

Building Department Report – Building Inspector Kevin Moore's report for the month of May included:

| | |
|----------------------------|---|
| 9 Property Code Violations | 1 Zoning Board application |
| 8 Stormwater Inspections | 1 Planning Board application |
| 1 Stormwater Violation | 72 Construction Inspections |
| 4 Fire call responses | 32 Building operating, Fire & Life Safety permits |

Clarkson Meadows Section 8 is anticipating starting construction in July 2025.

RESOLUTION #155

MOTION TO APPROVE 5-13-2025 MEETING MINUTES

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

Motion to approve 5-13-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYES: none

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RESOLUTION #156
AUDIT 5-27-2025

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

To authorize payment of audit 5-27-2025 totaling \$113,231.65, AA General \$16,639.35, BB General- Outside Village \$2,820.41, DA Highway– Town Wide \$10,098.40, DB- Highway– Outside Village \$2,178.39, HH- Capital Projects \$81,198.10, SS- Sewer \$297.00. Distribution of checks: Joint Checking #5491-5517

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #157
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,

Susan Henshaw

Town Clerk

Approved 2025-6-10