

TOWN OF CLARKSON  
TOWN BOARD MEETING  
July 22, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, July 22, 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

\*\* 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.

**OLD BUSINESS**

**RESOLUTION #188**

**Approve General Security’s Proposal for Remote Access for Park Lodges**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

**WHEREAS**, in order to provide recreational opportunities to the residents of the Town of Clarkson, the Town authorizes rentals of Goodwin Lodge at Hafner Park (3645 Lake Road) and Kimball Lodge (8000 Ridge Road); and

**WHEREAS**, in order to reduce the Town’s labor costs and to improve security at the Lodges, the Town has solicited proposals to install remote access security equipment along with monthly monitoring services at each of the Lodges; and

**WHEREAS**, General Security has offered to provide such security equipment and monitoring services to the Town.

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson authorizes the Supervisor to execute the proposals dated June 13, 2025, from General Security for a one-time charge to install remote access security equipment at Goodwin Lodge and Kimball Lodge, along with a monthly monitoring service at each of the Lodges. The one-time charge for installation and activation is \$1,668.12 for Goodwin Lodge and \$1,590.84 for Kimball Lodge. The monthly monitoring service fee to be \$38 per lodge.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D’Amuro

Councilperson Culhane mentioned once approved it will then be a few weeks to set up the installation.

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**NEW BUSINESS**

**Seymour Library** - Supervisor Liotta mentioned that she had received a letter from Libby Caruso, President of the Seymour Library Board of Trustees. The letter was then forwarded over to the town attorney as well as the town board members. They are looking to have a prebuilt 12 x 24 outdoor education pavilion. The project will be at no cost to the community and will be paid for by donations provided by the Seymour Library Foundation of \$10k; BISCO (Brockport Integrated Services & Community Organizations) of - \$5K, Sweden Community Recreation Foundation - \$5k and Canadaigua National Bank - \$6k. No municipal funds are required for the pavilion. Future maintenance will be provided by the Seymour Library. The only thing they ask is for other municipalities to assist with the installation of the crushed stone pad where the pavilion will be placed. The pavilion will be an excellent support for programs as well as provide easy access to the children's playroom.

**RESOLUTION #189**

**APPROVE CONSTRUCTION OF PAVILION AT SEYMOUR LIBRARY**

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

**WHEREAS**, the Town of Clarkson, the Town of Sweden and the Village of Brockport established the Seymour Library under an Inter-Municipal agreement to serve the residents of the three founding communities; and

**WHEREAS**, demand for library services has increased and the Seymour Library Board of Trustees wishes to erect an outdoor Pavilion on Library property to expand services to the founding communities; and

**WHEREAS**, the Seymour Library has secured donations to purchase the proposed Pavilion at no cost to the founding communities; and

**WHEREAS**, the Seymour Library is located within the jurisdiction of the Town of Clarkson and the Pavilion project came before the Town of Clarkson Planning Board for review; and

**WHEREAS**, the Planning Board approved the project with no further site plan review required; and

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

**Section 1.** That the Town Board of the Town of Clarkson, New York, approves the construction the Pavilion on the grounds of the Seymour Library subject to final approval of the Town of Clarkson Building Inspector under the New York State Uniform Fire Prevention and Building Code and the Americans with Disabilities Act (ADA) and other applicable law; and

**Section 2.** To the extent that labor and equipment is reasonably available, the Superintendent of Highways is authorized to assist with the installation of the crushed stone pad for the Pavilion and related site work; and

**Section 3.** That this resolution shall take effect immediately.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

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**RESOLUTION #190**  
**AUTHORIZE 3-YEAR MERIT/STEP INCREASE FOR THE ASSISTANT TO**  
**HIGHWAY SUPERINTENDENT KELLY SPRAGUE**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize a merit/step increase for the Assistant to Highway Superintendent Kelly Sprague from Clerk 1, Step 14 at \$25.90/hour to Clerk 1, Step 16 at \$26.68/hour effective August 8, 2025.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

**RESOLUTION #191**  
**MOTION TO APPROVE MERIT INCREASE OF 1-YEAR ANNIVERSARY**  
**REVIEW AND PROBATIONARY PERIOD FOR HIGHWAY EMPLOYEE LIAM**  
**MCGUIRE**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Motion to approve merit increase of 1-year anniversary review and probationary period for highway employee Liam McGuire, from MEO Step 2 @ \$23.18/hr. to MEO, Step 4 @ \$23.88/hr. effective 8/05/25.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

**Financial Report** – Supervisor Liotta mentioned this is our first report with our new finance company. She mentioned that she was very impressed, it was precise and everything we wanted to see in two pages.

**RESOLUTION #192**  
**ACKNOWLEDGE RECEIPT OF SUPERVISOR'S JUNE FINANCIAL REPORT**

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

Acknowledge receipt of Supervisor's June Financial Report.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

**RESOLUTION #193**  
**RESOLUTION AUTHORIZING SUPERVISOR TO SIGN DOCUMENTS**  
**NECESSARY TO EFFECTUATE USDA BOND AND GRANT**  
**TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA NO. 1**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

**WHEREAS**, on March 14, 2023 this Board authorized the creation of the Town of Clarkson Water Improvement Benefit Area No. 1 (WIBA No 1); and

**WHEREAS**, the funds for the construction of WIBA No. 1 are being provided by a USDA 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 issued \$4,700,000.00 in Bond Anticipation Notes to Greene County Commercial Bank; and

**WHEREAS**, the construction of WIBA No 1. has progressed such that the proceeds of the Bond Anticipation Notes will be exhausted; and

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**WHEREAS**, this will allow the Town to issue the bond to the USDA, using the proceeds to pay off the Bond Anticipation Notes, and to receive the grant funds in accordance with USDA Rural Development rules and regulation; and

**WHEREAS**, this Board, by Bond Resolution made on March 28, 2023 authorized the sale and issuance of the Bonds;

**THEREFORE, Now, BE IT RESOLVED**, that the Town Board authorizes the Supervisor and the Town Clerk to sign any and all documents necessary to sell and issue the bonds and to receive the proceeds of the USDA grant; and be it

**FURTHER RESOLVED**, that prior to signing, such documents shall be first reviewed and approved by Richard J. Olson, the Town's Attorney assigned to WIBA No. 1; and be it

**FURTHER RESOLVED**, that this Resolution take effect immediately.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

**RESOLUTION # 194**

**Approve Professional Services Agreement– MRB Group**

**Ralph C. Wilson Foundation Grant**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

**WHEREAS**, the Town wishes to retain the services of a professional services provider to prepare a grant application for the Ralph C. Wilson Foundation Grant relating to the development of Hafner Park; 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 the Ralph C. Wilson Foundation Grant relating to the development of Hafner Park. Initial services to be performed at a cost of \$2,500. Additional related services to be billed on a personnel time-charge basis as required.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

**Ralph C. Wilson Foundation Grant** – Supervisor Liotta mentioned the grant is for \$75k that will cover local rural projects from the Matching Grants Leverage Program. There was an inquiry application form that needed to be filled out. MRB Group submitted the application on July 21, listing the project as the Hafner Park Playground Improvement project. The funds for the grant will go towards the playground, site work, benches and shade cover.

**Supervisors Report**

**MRB Group** – On July 19, MRB submitted the MS4 Stormwater Mapping Grant application, with all attachments. The maximum grant amount is \$75k, with a 10% town match. The award announcements are expected sometime in December 2025.

**WIBA#1** - This morning we had our two-week WIBA update meeting. Pilon construction is now on Sweden Walker Road. They started at the north end and are moving south. They're pressure testing on Ireland Road and Clarkson Parma Townline Road. We have had no resident complaints. The calls coming in are regarding the completion date, which is still on schedule. The next meeting is set for August 5, at 9:30am.

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**Monroe County Water Authority** – A representative from MCWA was present for the WIBA #1 meeting. On Monday, there were 3 main water breaks in Clarkson: 2 on Gilmore Road, and 1 on Lawrence Road. MCWA has a broader issue that needs to be solved due to pressure release valves. Open fire hydrants will flow in those areas until the issue is resolved.

**Historical Commission** – Councilperson D’Amuro and the Historical Commission members will be taking the lead on the Erie Canal event scheduled for Friday, September 26, more details to follow.

**YouTube** - Councilperson D’Amuro was instrumental in creating a YouTube channel for the town. Future town board meetings will now be televised on YouTube and then copied to FB, starting on August 12. Please be sure to subscribe.

**Zoning Code/Map** - Our new zoning code and map are now ready for the public to review. The scheduled date is on Thursday, September 18, at the Goodwin Lodge at Hafner Park from 5:30 pm – 7:00 pm. We will post on FB.

**Kimball Lodge** - Supervisor Liotta mentioned she had rented Kimball Lodge this past weekend for a family reunion. Knowing she had been part of the planning and decision making for the renovations, and watching progress take place, she knew what to expect. The reactions of other family members were fantastic. They were seeing it for the first time and with a different set of eyes and they were thoroughly impressed, and rightfully so. She just wanted to give a shout out to our highway department crew again, for the exemplary skill and workmanship. She is very proud of all the work they do for the Town of Clarkson.

### **Town Board Reports**

**Seymour Library** - Councilperson Guarino mentioned that he attended the recent Seymour Library Board Meeting. They will be holding their 2026 Budget Meeting for all municipalities on August 26, at 7:00 pm. They will be going over their 2026 - 2028 long-term goals and perhaps put some tracking in place. / \* The pavilion project was approved. An Eagle Scout project-built picnic benches for the pavilion. / \* The library will have a booth set up at the Brockport Arts Festival August 9-10, located next to the Spurr stage. / \* On October 4, the library will be hosting the After-Hours function to take place both inside and outside. The Rochester Museum and Science Center will be doing Star Gazing outside. / \* The library will have a booth set up on Good Neighbor Day.

**Town Clerk** – Susan Henshaw mentioned she has gathered information for AED lifesaving options for our 3 town buildings: Town Hall, Highway and Court, for Town Board members to review. / \* She has been assisting with Good Neighbor Day preparation working with the vendors, placing ads in the paper, website, and getting signs ready for placement around town. / \* She has been assisting with work apparel orders for town employees. / \* Lastly, gathering information for 2025 – 2026 school tax bills to be delivered late August.

**Building Department** - Supervisor Liotta - would like to let the public know that Wednesday, July 23 will be Kevin Moore’s last day as CEO for the Town of Clarkson. We would like to thank Kevin for his 5 + years of service. We wish him all the best in the future.

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**Highway Department** – Superintendent Viscardi mentioned that the Lawrence Road project is about 2/3 done. A few weeks ago, highway applied the first chip, seal and the excess was swept. The week of August 13 – 18, highway will chip, seal with a finer stone, sweep it and lastly seal it. / \* Last Wednesday highway finished paving Craig Hill Drive, going all the way back to the golf course. / \* Today highway started work for the county, with a milling project on East Ridge Road in Irondequoit. This is about a 1-month project.

**RESOLUTION #195**

**MOTION TO APPROVE 7-08-2025 MEETING MINUTES**

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

Motion to approve 7-08-2025 meeting minutes.

**VOTE OF THE BOARD**

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

NAYES: none

ABSENT: Councilperson D’Amuro

**RESOLUTION #196**

**AUDIT 7-22-2025**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 7-22-2025 totaling \$45,644.67 AA General \$29,232.72, BB General- Outside Village \$6,492.21, DA Highway– Town Wide \$5,013.16, DB- Highway– Outside Village \$1,393.26, HH- Capital Projects \$3,229.75, SS – Sewer \$283.57. Distribution of checks: Joint Checking #5623-5661.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D’Amuro

**RESOLUTION #197**

**MOTION TO ENTER INTO EXECUTIVE SESSION**

Introduced by Councilperson Culhane

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 entered into a private session with its attorney to discuss legal matters at 6:33 PM.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D’Amuro

**RESOLUTION #198**

**MOTION TO EXIT OUT OF EXECUTIVE SESSION**

Introduced by Supervisor Mattison

Seconded by Councilperson Culhane

Motion to exit out of Executive Session at 7:31 PM.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D’Amuro

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**RESOLUTION #199**  
**MOTION TO ADJOURN**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

Motion to adjourn at 7:30 P.M.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D’Amuro

Respectfully submitted,

Susan Henshaw  
Town Clerk