

TOWN OF CLARKSON  
TOWN BOARD MEETING  
August 12, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, August 12, 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.

**HISTORICAL MOMENTS**

Historian Leanna Hale mentioned that Summer Camp will be held at the Clarkson Academy next week, August 18 – 21. They will teach cursive writing and history of the area. The children will have recess where they will play old games, such as hopscotch and jump rope. They will have a musical guest coming to sing old songs and teach some Erie Canal songs. / \* On Friday, September 26, at 1:00 p.m. we will be holding our event at Sans Souci Park to welcome the Seneca Chief boat as it continues to Albany to celebrate the completion of the Erie canal. The event will have a food truck and will be sponsored by the Historic Preservation Committee. / \* In September Leanna will be attending Government Appointed Historians of Western New York conference in Varysburg, N.Y. In October, Leanna will also be attending the State Conference in Cazenovia.

**OLD BUSINESS**

**RESOLUTION #200**

**AUTHORIZING PAYMENT #10 TO PILON CONSTRUCTION CO., INC. of  
\$281,148.27 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 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

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**WHEREAS**, Pilon has requested a progress payment in the amount of \$281,148.27; and

**WHEREAS**, MRB Group, the Town's Engineer for this project has reviewed the request and recommended payment in the amount of \$281,148.27; 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 \$281,148.27 should be approved.

**THEREFORE, Now, BE IT RESOLVED**, that the Town Board authorizes the payment of \$281,148.27 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

**Playground Equipment** - Supervisor Liotta mentioned that in January 2025, an application was submitted. The grant is for \$24k through NYS Canal Corporation. The park does not currently have a playground so we will be adding one similar to the equipment at Kimball Park. We will be using the same company as they are easy to work with.

**RESOLUTION #201**

**Authorize Purchase of Playground Equipment for Sans Souci Park**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

**WHEREAS**, the Town of Clarkson was successful in obtaining a matching grant for various improvements planned for Sans Souci Park from the NYS Canal System Tourism Infrastructure and Events Grant; and

**WHEREAS**, the improvement plan includes new playground equipment; and

**WHEREAS**, the Town has received a quote for such playground equipment which complies with its improvement plan.

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson authorizes the Supervisor to execute the quote to purchase Playground Equipment for Sans Souci Park from All Things Recreational for an amount not to exceed \$21,600.00.

**VOTE OF THE BOARD**

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

NAYES: none

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**RESOLUTION #202**  
**AUTHORIZE AED PURCHASE FOR CARDIAC LIFE**

Introduced by Councilperson Mattison  
Seconded by Councilperson D'Amuro

**WHEREAS**, Automated External Defibrillators (AEDs) are medical devices which have been shown to dramatically improve survival rates for sudden cardiac arrest when they are readily available and used promptly at the scene of a cardiac arrest; and

**WHEREAS**, the Town of Clarkson wishes to replace the outdated AEDs currently on site in the Town Hall, the Highway Department and the Justice Court; and

**WHEREAS**, consistent with its Procurement Policy, the Town has obtained at least three (3) quotes for such a purchase.

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

**Section 1.** That the Town Board of the Town of Clarkson authorizes the Supervisor to purchase three (3) Automated External Defibrillators (AEDs) from Cardiac Life Products for an amount not to exceed \$5,386.50.

**VOTE OF THE BOARD**

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

Supervisor Liotta mentioned when returning the old AED's, a refund of \$300.00 per unit is being offered.

**NEW BUSINESS**

**RESOLUTION #203**  
**TO RE-APPOINT TAMMY BAKER AS SOLE TOWN ASSESSOR TO A 6-YEAR**  
**TERM**

Introduced by Councilperson Guarino  
Seconded by Councilperson Culhane

**WHEREAS**, Tammy Baker has served the Town of Clarkson as its Assessor since August 15, 2022; and

**WHEREAS**, the term of office of the Assessor is fixed by law and is set to expire on September 30, 2025; and

**WHEREAS**, sole appointed assessor's appointments, as prescribed in Real Property Tax Law §310 shall be for a six-year term of office. The next term of office begins on October 1, 2025, and ends September 30, 2031; and

**WHEREAS**, it is the desire of the Town Board to re-appoint the Assessor at this time to provide for continuing stability in the area of assessment.

**NOW THEREFORE, BE IT RESOLVED**, that Tammy Baker, 440 Leicester Road, Caledonia NY 14423, be re-appointed to the position of Sole Appointed Assessor effective October 01, 2025, and ending September 30, 2031; and

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**BE IT FURTHER RESOLVED**, that Tammy Baker shall continue to meet all the qualifications and requirements of the New York State Board of Real Property Services.

VOTE OF THE BOARD

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

NAYES: none

Supervisor Liotta mentioned she is happy to re-appoint Tammy Baker as the Town Assessor, that she is excellent, always available and easy to work with.

**RESOLUTION #204**

**AUTHORIZING SUPERVISOR TO SIGN AMENDMENT B TO CHANGE THE ESTIMATED EXPENDITURE FOR 2024-25 SNOW & ICE AGREEMENT DUE TO WINTER SEVERITY**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

**WHEREAS**, the Town Board has authorized the Supervisor of the Town of Clarkson, County of Monroe, State of New York to sign the NYSDOT MUNICIPAL SNOW AND ICE AGREEMENT AMENDMENT B – AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW & ICE AGREEMENT, due to the severity of the 2024/25 winter season.

The Original Estimated Expenditure of \$319,900.09 plus Index Adjustment of \$53,049.14 equals a total revised estimated expenditure of \$372,949.23.

VOTE OF THE BOARD

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

NAYES: none

Supervisor Liotta wanted to clarify with Highway Superintendent Viscardi that the original estimate that NYS would pay to the town was \$319k, and that NYS will pay an additional \$53k because of the severe winter.

**RESOLUTION #205**

**MOTION TO APPROVE NEW HIGHWAY DEPT. HIRE JASON LEPKOWSKI**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Motion to approve new Highway Dept. hire Jason Lepkowski, as Laborer, Step 15 @ \$21.11/hr. effective August 26, 2025.

VOTE OF THE BOARD

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

NAYES: none

**Supervisors Report**

**Salt Storage** - On July 31, MRB Engineers submitted the grant application for the salt storage facility. We hope to hear back sometime in December 2025.

**Hafner Park** - On August 1, MRB Engineers submitted a grant application for the improvements to Hafner Park per the design concept. We hope to hear back sometime in December 2025.

**Newsletter** – On August 3, our summer edition of the newsletter was an insert in the Westside News. Many thanks to Kelly our highway clerk, for formatting the newsletter once again, and to the town hall staff for their assistance in getting the draft to the printer, putting it together, and delivering it to Westside News. It takes a real team effort, and I am very grateful.

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**Brookfield Project** – On August 4, Supervisor Liotta received an email from Al Spaziano, the contractor for the Brookfield Project on Sweden Walker Road. He has provided proof of documentation that the project is still moving forward. There are constant changes to the economy, such as new tariffs, higher interest rates, etc., and adopting HUD's new criteria requirements that were set into place by the new administration in January 2025. Spaziano has had to redo most of the financing paperwork. It has been diaried until December, so we will wait until that time.

**WIBA #1** – On August 5, WIBA held an updated meeting that all water mains should be in by the end of this week. They are testing services on County Line Road and taking samples on Ireland and Gilmore Roads. Meanwhile, fire hydrants need to be painted. There have been no resident complaints. Scott Mattison, MRB project engineer, asked Pilon Construction for an updated work schedule.

**Financial Report** – On August 5, we received the town's financial report for July 2025, however, I have a few questions that need to be answered by our financial team before it is approved. We have a meeting set for Wednesday August 13 and will add it to our next town board agenda for approval.

**Good Neighbor Day** - This Friday, August 15, is our Good Neighbor Day event from 5 – 10 p.m. Many thanks in advance to Councilperson Mattison and Assistant to Town Supervisor Tammy Blanchard for arranging all the vendors. Also, many thanks to highway and seasonal crew for setting up and taking down for this event. We will have a 'town' table with visuals that will be provided by MRB Group for the new town hall as well as the new park concept. Town Historian, Leanna Hale will also provide historian information. Spread the word, we hope you stop down. Weather will be great!

### **Town Board Reports**

**Good Neighbor Day** – Councilperson Mattison read the list of food vendors that will be participating at the event this Friday. They are Agatina's, Cusimano's Pizza, The Creamery (ice cream), Dukes Donuts, Firefly Nectar (mobile bar service), Lion's Club, Macarollin Food Truck and Traveling Toms Coffee Truck.

**Sans Souci Park** - Councilperson D'Amuro mentioned that on September 26, at 1:00 p. we will be holding our event at Sans Souci Park. We will be walking to Brockport as we welcome the Seneca Chief boat around 3:30 p.m. Army Eats food truck, games and t-shirts will be on hand to purchase for a \$5.00 donation. We will be discussing the parking situation along with the possibility of offering music. The Historic Preservation Committee is very excited, and we are all looking forward to this event.

**YouTube** – We are in need of 23 more followers to go live on YouTube.

Councilperson Culhane would like to mention there will be no meeting on Tuesday August 26.

**Building Department** - Supervisor Liotta mentioned we are following the required civil service procedure regarding hiring a replacement as well as interviewing five potential candidates for the open position. We are trying to find the right fit for the building department and our team. In the meantime, I want to acknowledge Andrea Rookey and Mike Farrell, our deputy building inspector, for stepping up to help our residents.

**Town Clerk** – Last week Susan Henshaw mentioned she shared with the board revenue totals from the clerk's office regarding passports, passport photos, lodge rental tallies, as well as comparisons from previous years. She included FOIL requests received to date for 2025. / \* We have modified our lodge applications where we will now be shredding deposit checks and instead respond via email due to increase in cost by mail.

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**RESOLUTION #206**  
**MOTION TO APPROVE 7-22-2025 MEETING MINUTES**

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

Motion to approve 7-22-2025 meeting minutes.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #207**  
**AUDIT 8-12-2025**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

To authorize payment of audit 8-12-2025 totaling \$460,981.86 AA General \$31,764.15, BB General- Outside Village \$4,243.23, DA Highway– Town Wide \$65,583.11, DB-Highway – Outside Village \$2,728.55, HH- Capital Projects \$317,371.37, SL – Lighting \$4,419.80, SS - Sewer \$34,871.65. Distribution of checks: Joint Checking #5662/5664-5716.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #208**  
**MOTION TO ADJOURN**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to adjourn at 6:27 P.M.

**VOTE OF THE BOARD**

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

NAYES: none

Respectfully submitted,

Susan Henshaw  
Town Clerk