

**This Clarkson Town Board Meeting agenda is in development and as such is not to be construed as complete at the time of its posting.**

**TOWN BOARD AGENDA  
September 9, 2025  
6:00 P.M.**

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**OPEN FORUM**

**OLD BUSINESS**

**NEW BUSINESS**

1. Resolution – authorize a 2-year merit increase for Assistant to the Supervisor Tammy Blanchard.
2. Resolution - authorize Leanna Hale, Town Historian, to attend upcoming conferences.
3. Resolution – authorize receipt of the Town Audit.
4. Resolution – Schedule Public Hearing for Introductory **Local Law#5-2025**  
*To Amend the Code of the Town of Clarkson by Deleting and Repealing Chapter 140 Thereof entitled "Zoning" and Replacing it with a New Chapter 140 to be entitled "Zoning Law of the Town of Clarkson"*
5. Resolution – Schedule Public Hearing for Introductory **Local Law #6-2025**  
*To prohibit camping in all Town of Clarkson Parks*
6. Resolution – establish Capital Reserve Fund for Town Buildings.
7. Resolution – authorize transfer of Library Reserve Funds.
8. Resolution – for Supervisor to sign the IMA between the Town of Clarkson and the Town of Sweden for sharing of Assessor Services and Support staff.
9. Resolution – authorize Supervisor to sign Lu Engineer's proposal for NYSDEC triennial testing at Veterans Park at a fee of \$4,429.00
10. Resolution - approve 11th payment to Pilon Construction for WIBA#1-\$715,283.12.
11. Resolution – authorizing amendment No.2 to the Town of Clarkson's agreement with MRB Group for the Town of Clarkson Water Improvement Benefit Area No. 1.
12. Resolution – approve Notice of Termination– Software Services Agreement.
13. Resolution - approve new Building Dept. program, 3-year contract, SDL (Spatial Data Logic, LLC)
14. Resolution – authorize Supervisor to sign for Purchase/Financing for new Highway roll off truck.
15. Resolution – Approve Special Event Application for Seymour Library.
16. Resolution - appoint Stephen Frosini as the Building Inspector/Code Enforcement Officer/Fire Marshal.
17. Resolution - approve Highway Dept. new hire, mechanic Hunter Connor.
18. Resolution – approve Supervisor's August 2025 Financial Report

## **REPORTS**

- Supervisor
- Town Board
- Town Clerk
- Building Inspector
- Attorney
- Highway Superintendent

## **MINUTES**

- 8-12-2025
- 8-26-2025-Special Meeting

## **AUDIT**

- \$891,939.98

## **MOTION TO ADJOURN**

**1. RESOLUTION #XXX**  
**TO AUTHORIZE 2-YEAR MERIT INCREASE FOR THE ASSISTANT TO THE**  
**SUPERVISOR TAMMY BLANCHARD**

Introduced by Councilperson

Seconded by Councilperson

To authorize a 2-year merit increase for the Assistant to the Supervisor Tammy Blanchard from Clerk 1, Step 16 at \$26.68/hour to Clerk 1, Step 19 at \$27.49/hour effective September 13, 2025.

**VOTE OF THE BOARD**

AYES:

NAYS:

**2. RESOLUTION #XXX**  
**TO AUTHORIZE LEANNA HALE, TOWN HISTORIAN, TO ATTEND UPCOMING**  
**CONFERENCES**

Introduced by Councilperson

Seconded by Councilperson

To authorize Leanna Hale, Town Historian, to attend the Government Appointed Historians of WNY Annual Conference in Varysburg, NY in September and the Annual NYS History Conference in Cazenovia in October, with expenditures totaling \$627.00.

**VOTE OF THE BOARD**

AYES:

NAYS:

**3. RESOLUTION # XXX**  
**TOWN OF CLARKSON**  
**Acknowledge Receipt of the Town Audit**

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, the Town's independent auditor, Allied CPAs PC, has completed its audit of the Town's financial statements for the year ended December 31, 2024; and

**WHEREAS**, the Town acknowledges receipt of said audit and the representations contained therein.

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

**SECTION 1.** That the Town Board accepts the audit of its financial statements for the year ending December 31, 2024 conducted by its independent auditor Allied CPAs, PC and the representations contained therein.

**SECTION 2.** That the Town Board authorizes the Supervisor to execute the management representation letter requested by said independent auditor.

**VOTE OF THE BOARD**

AYES:

NAYS

**4. RESOLUTION #XXX**  
**SCHEDULE PUBLIC HEARING FOR PROPOSED LOCAL LAW:**  
**INTRODUCTORY LOCAL LAW #5 of 2025**

A Local Law to Amend the Code of the Town of Clarkson

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, the Town Board has before it proposed Introductory Local Law 5 of 2025 which would amend the Code of the Town of Clarkson by deleting and repealing Chapter 140 thereof entitled "Zoning" and replacing it with a new Chapter 140 to be entitled "Zoning Law of the Town of Clarkson".

**WHEREAS**, in order to adopt said Local Law, the Town Board of the Town of Clarkson is required to hold and conduct a public hearing thereon;

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

**SECTION 1.** That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 29th day of October, 2025, at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the changes which are contained on the attached Local Law; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

**SECTION 2.** That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

**VOTE OF THE BOARD**

AYES:

NAYS:

**5. RESOLUTION #XXX**  
**SCHEDULE PUBLIC HEARING FOR PROPOSED LOCAL LAW:**  
**INTRODUCTORY LOCAL LAW # 6 of 2025**  
**TOWN OF CLARKSON**

A Local Law to prohibit camping in Town of Clarkson Parks

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, the Town Board has before it proposed Introductory Local Law 6 of 2025 which would prohibit camping in Town of Clarkson parks.

**WHEREAS**, in order to adopt said Local Law, the Town Board of the Town of Clarkson is required to hold and conduct a public hearing thereon;

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

**SECTION 1.** That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 23rd day of September, 2025, at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the changes which are contained on the attached Local Law; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

**SECTION 2.** That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

**VOTE OF THE BOARD**

AYES:

NAYS:

**6. RESOLUTION #XXX**  
**ESTABLISH CAPITAL BUILDING RESERVE FUND**  
**FOR TOWN BUILDINGS**

Introduced by Councilperson  
Seconded by Councilperson

**WHEREAS**, by authority of New York State law, the Town wishes to establish a Capital Building Reserve Fund for Town Buildings; and

**WHEREAS**, the reserve fund shall be used to finance the construction, reconstruction or acquisition of Town Buildings.

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

**Section 1.** That pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Capital Building Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction, reconstruction or acquisition of Town Buildings.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The Town Board may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Clarkson. Any interest earned or capital gains realized on the money deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

**Section 2.** That this resolution shall take effect immediately.

**VOTE OF THE BOARD**

AYES:

NAYS:

**7. RESOLUTION #XXX**  
**AUTHORIZE TRANSFER OF LIBRARY RESERVE FUNDS**

Introduced by Councilperson  
Seconded by Councilperson

**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**, the Town maintains a Library Reserve Fund to fund the Town's share of the repairs and maintenance of the Seymour Library; and

**WHEREAS**, the Town wishes to transfer \$5,000 from the Library Reserve Fund into a budget line item so the \$5,000 may be expended for that purpose

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

**SECTION 1.** That the Town Board authorizes the following transfers of funds:

- 1) From: Library Reserve Fund - \$5,000.00  
To: BB7410.401

**SECTION 2.** That this resolution shall take effect immediately

**VOTE OF THE BOARD**

**AYES:**

**NAYS:**

**8. RESOLUTION #XXX**  
**Authorize Intermunicipal Agreement**  
**Between the Town of Clarkson and the Town of Sweden**  
**For the Sharing of Assessor Services and Support Staff**

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, New York General Municipal Law, Article 5-G, Section 119-o empowers municipal corporations, including Towns, to enter into cooperative agreements for the provision of shared services; and

**WHEREAS**, the Town of Clarkson, and Town of Sweden wish to appoint the same individual to serve as Town Assessor and share support staff for the Assessor's Office, in the interest of efficiency and cost-effectiveness

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

**Section 1.** That the Town Board of the Town of Clarkson hereby approves the Intermunicipal Agreement between the Town of Clarkson and the Town of Sweden and further authorizes the Town Supervisor to execute said Agreement. This Agreement shall be for a term commencing January 1, 2026, and terminating December 31, 2026 unless earlier terminated by any party.

**Section 2.** That this resolution shall take effect immediately.

**Section 3.** That the Town Clerk forward a copy of this resolution to the Town of Sweden.

**VOTE OF THE BOARD**

AYES:

NAYS:

**9. RESOLUTION #XXX**  
**Approve Professional Services Agreement– Lu Engineers**  
**NYSDEC Monitoring and Periodic Review Report**  
**Clarkson Veterans Park**

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, the New York State Department of Environmental Conservation (NYSDEC) determined that the cleanup requirements to address contamination related to a former service station site at the Clarkson Veterans Park located at 8264 Ridge Road under New York State's Environmental Restoration Program were met in 2014; and

**WHEREAS**, NYSDEC requires that the Town submit a Monitoring and Periodic Review Report to confirm continued regulatory compliance; and

**WHEREAS**, the Town wishes to retain a professional engineering firm to prepare the Monitoring and Periodic Review Report for submission to NYSDEC

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

**Section 1.** That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Proposal for Engineering Assistance with Lu Engineers to prepare a Monitoring and Periodic Review Report for submission to NYSDEC for the former service station site at 8264 Ridge Road (NYSDEC Site #828143). Initial services to be performed at a cost of \$4,429.00. Additional related services to be billed at standard pricing rates as required.

**VOTE OF THE BOARD**

AYES:

NAYS:

**10. RESOLUTION #XXX**  
**AUTHORIZING PAYMENT #11 TO PILON CONSTRUCTION CO., INC. of \$715,283.12**  
**TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA NO. 1**

Introduced by Councilperson

Seconded by Councilperson

**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

**WHEREAS**, Pilon has requested a progress payment in the amount of **\$715,283.12**; and

**WHEREAS**, MRB Group, the Town’s Engineer for this project has reviewed the request and recommended payment in the amount of **\$715,283.12**; 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 **\$715,283.12** should be approved; and

**WHEREAS**, this payment will result in total expenditures for WIBA No. 1 exceeding the amount received from the BAN; and

**WHEREAS**, in accordance with the contract, this payment to Pilon Construction Co., Inc., may be payable before grand funds are received from USDA requiring the Town to advance funds to WIBA No. 1; and

**WHEREAS**, the Town Board authorizes these advances to WIBA No. 1 until grant funds are received; and

**WHEREAS**, the Town Board has determined the WIBA No. 1 shall be charged interest on the advances at the same rate as the Town receives from NYCLASS;

**THEREFORE, Now, BE IT RESOLVED**, that the Town Board authorizes the payment of **\$715,283.12** 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 to the extent that any proceeds remain; and be it

**FURTHER RESOLVED**, that any funds advanced to WIBA No. 1 from the Town which are required to be made be paid from the General Fund and shall bear the interest at the rate that the Town receives on NYCLASS deposits; and be it

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

**VOTE OF THE BOARD**

AYES:

NAYES:



**11. RESOLUTION#XXX**  
**AUTHORIZING AMENDMENT No. 2 TO THE TOWN OF CLARKSON’S AGREEMENT**  
**WITH MRB GROUP FOR THE TOWN OF CLARKSON WATER IMPROVEMENT**  
**BENEFIT AREA NO. 1**

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, on Jul 26, 2022, the Town of Clarkson entered into an agreement (hereinafter, “the Agreement”) with MRB Group for engineering and administration of the Town of Clarkson Water Improvement Benefit Area No. 1 (hereinafter, “WIBA No. 1”); and

**WHEREAS**, Article 3.02 (B &C) of the Agreement provides that the Agreement may be amended equitably during the construction and administration of WIBA No.1; and

**WHEREAS**, the Agreement was previously amended on August 14, 2024; and

**WHEREAS**, by letter dated September 4, 2025, MRB has requested a further amendment to the Agreement for reasons set forth in said letter; and

**WHEREAS**, the request is to increase the Administration of Construction Agreement Services amount in the Agreement by \$68,000.00 and the Resident Project Representation Services amount in the Agreement by \$65,000.00; and

**WHEREAS**, the original amount of the Agreement was \$1,148,000.00, the requested amendment and the prior amendment will bring the Agreement to a total of \$1,311,000.00; and

**WHEREAS**, the Town Board has reviewed the request and finds that, based on the reasons set forth in said letter, the request is equitable; and

**THEREFORE, Now, BE IT RESOLVED**, that the Town Board approves Amendment No. 2 to the Agreement with MRB Group; and be it

**FURTHER RESOLVED**, that the Town Supervisor is authorized to sign the amendment; and be it

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

**VOTE OF THE BOARD**

AYES:

NAYES:

**12. RESOLUTION #XXX**  
**Notice of Termination– Software Services Agreement**

Introduced by Councilperson

Seconded by Councilperson

**WHEREAS**, the Town uses software services to perform various administrative functions for the Building Department which facilitates permit processing and legal compliance; and

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

**NOW, THEREFORE, 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 WebQA, Inc in order to terminate the existing services agreement dated on or about October 28, 2010. The effective date of termination to be December 31, 2025.

**VOTE OF THE BOARD**

AYES:

NAYES:

**13. RESOLUTION#XXX**  
**Approve new Building Dept. program, 3-year contract with**  
**Spatial Data Logic, LLC**

Introduced by Councilperson  
Seconded by Councilperson

**WHEREAS**, the Town wishes to retain the services of a professional services provider to provide certain information technologies services to the Town for its Building Department; and

**WHEREAS**, Spatial Data Logic LLC ("SDL") has offered to provide such services to the Town's and its Building Department

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

**Section 1.** That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Master Services Agreement with Spatial Data Logic LLC ("SDL") to provide its "SDL Software" and related information technologies services to the Town for a term of up to three years at an annual cost of \$5,800.00 per year.

**VOTE OF THE BOARD**

AYES:

NAYES:

**14. RESOLUTION #XXX**  
**Approve Supervisor to sign for Purchase & Financing for new Highway roll off Truck**

Introduced by Councilperson  
Seconded by Councilperson

**WHEREAS**, the Town of Clarkson owns a roll off truck which is no longer fit for purpose and must be replaced; and

**WHEREAS**, a 2025 Freightliner MS 106 truck has been identified as a suitable replacement; and

**WHEREAS**, the above referenced vehicle is available for purchase under New York State's "Piggybacking" Law under the NYS OGS contract through an authorized vendor, which eliminates the need for competitive bidding pursuant to §103 of the NYS General Municipal Law; and

**WHEREAS**, Daimler Truck Financial has offered 5-year purchase money financing in which the town can purchase the new truck; and

**WHEREAS**, the 5 annual payments will allow the town to budget annually for this acquisition; and

**NOW, THEREFORE, BE IT RESOLVED**, to authorize the Town Supervisor to execute the proposal of Daimler Truck Financial Service USA LLC dated August 14, 2025 and other related instruments to obtain purchase money financing for the purchase of a 2025 Freightliner truck, MS 106, with Heritage Body Equipment, for a purchase price not to exceed \$47,868.63/year for 5 years, totaling \$239,343.15.

**VOTE OF THE BOARD**

AYES:

NAYES:

**15. RESOLUTION #XXX**

**Approve Special Event Application for Seymour Library**

Introduced by Councilperson

Seconded by Copouncilperson

**WHEREAS**, the Seymour Library Foundation is hosting the “After Hours@the Library Event” on October 4, 2025 and wishes to serve alcoholic beverages at the event which requires a Special Event Permit from the NYS Liquor Authority; and

**WHEREAS**, the Seymour Library is located within the jurisdiction of the Town of Clarkson and application for the permit requires authorization of the Town;

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

**Section 1.** That the Town Board of the Town of Clarkson, New York, approves of the sale and service of alcoholic beverages at the "After Hours@the Library Event on October 4, 2025 and authorizes the Town Supervisor to execute the Landlord Authorization Form; and

**Section 2.** That this resolution shall take effect immediately.

**VOTE OF THE BOARD**

AYES:

NAYES:

**16. RESOLUTION #XXX**

**TO APPOINT STEPHEN FROSINI AS THE BUILDING INSPECTOR/CODE  
ENFORCEMENT OFFICER/FIRE MARSHAL**

Introduced by Councilperson

Seconded by Councilperson

To appoint Stephen Frosini, residing at 209 Darla Drive, Town of Clarkson, as the Building Inspector/Code Enforcement Officer/Fire Marshal effective September 15, 2025.

**VOTE OF THE BOARD**

AYES:

NAYES

**17. RESOLUTION #XXX**

**To approve Highway Dept. new hire, mechanic Hunter Connor**

Introduced by Councilperson

Seconded by Councilperson

Motion to approve Highway Dept. new hire, mechanic Hunter Connor, Step 3 @ \$25.27/hr, effective 9/15/2025 pending fingerprint and background check.

**VOTE OF THE BOARD**

AYES:

NAYES:

**18. RESOLUTION #XXX**

**ACKNOWLEDGE RECEIPT OF SUPERVISOR'S AUGUST 2025 FINANCIAL REPORT**

Introduced by Councilperson

Seconded by Councilperson

Acknowledge receipt of Supervisor's August 2025 Financial Report.

**VOTE OF THE BOARD**

AYES:

NAYES: