

TOWN OF CLARKSON
TOWN BOARD MEETING
September 23, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, September 23, 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 #231
RESCHEDULE 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 Culhane

Seconded by Councilperson Guarino

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;

WHEREAS, the public hearing had been scheduled for September 23, 2025 and the Town Board wishes to reschedule the public hearing for October 28, 2025.

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 28th 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 in the Local Law available for review at the Town Hall, 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: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D'Amuro

2025-9-23

RESOLUTION #232
Approve Financing for new roll off Truck

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, the Town of Clarkson on September 9, did approve the purchase of a 2025 Freightliner MS 106 roll off truck and

WHEREAS, the Master Installment Purchase Agreement with Daimler Truck Financial which provides purchase money financing now requires Town Board Approval; and

THEREFORE, BE IT RESOLVED, to authorize the Town Supervisor to execute the proposed Master Installment Purchase Agreement of Daimler Truck Financial Service USA LLC dated September 22, 2025 and other related instruments to obtain purchase money financing for the purchase of the 2025 Freightliner truck, MS 106, with Heritage Body Equipment, for a purchase price not to exceed \$199,068.00, via financing contract at an interest rate of 6.51% with five annual payments of \$47,916.00.; and be it further

RESOLVED, that the Town Supervisor is authorized to execute the “Acknowledgement of Board Approval”

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D’Amuro

NEW BUSINESS

RESOLUTION #233
APPOINT NEW DEPUTY BUILDING INSPECTOR / CODE ENFORCEMENT
OFFICER/ FIRE MARSHAL

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

WHEREAS, Stephen Frosini was appointed Building Inspector/Code Enforcement Officer/Fire Marshal effective September 15, 2025, and

WHEREAS, Stephen Frosini is awaiting certification from the New York State Department of State as a Certified Code Enforcement Official (CEO), and

WHEREAS, the Town Board wishes to appoint a new Deputy Building Inspector/Code Enforcement Officer/Fire Marshal to assist in the transition while the certification process progresses.

NOW, THEREFORE, BE IT RESOLVED, to appoint Chad Fabry, 3569 North Main Street Road, Holley, New York, as Deputy Building Inspector/Code Enforcement Officer/Fire Marshal on an as needed basis effective immediately for approximately six months until Stephen Frosini is fully certified through the New York State Department of State.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D’Amuro

2025-9-23

Supervisor Liotta mentioned that Mike Farrell, our Highway Foreman, and appointed Deputy Building Inspector, has been assisting in the Building Department while we were in the process of hiring a permanent replacement. We thank Mike for his time and effort, but it is time he returns to full-time highway work. There is still a lot of work to be done. Chad Fabry, Building Inspector/Code Enforcement Officer for the Village of Brockport has agreed to assist. Chad worked here years ago and will act as afterhours Fire Marshal as well.

RESOLUTION #234
MOTION TO APPROVE MERIT INCREASE FOR ASSISTANT TO BUILDING
INSPECTOR ANDREA ROOKEY

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Motion to approve merit increase for Assistant to Building Inspector Andrea Rookey from Clerk II Step 17 @ \$21.57/hr. to Clerk II Step 20 @ \$22.56/hr. effective 10/3/25

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D'Amuro

Merit Increase - Supervisor Liotta mentioned Andrea Rookey, Assistant to Building Inspector, is tasked with all projects that come into the office that are assigned to the support boards. She is well diversified in all areas of her job. She has risen to the occasion and has done a great job while it has been vacant for 2 months.

RESOLUTION #235
ACKNOWLEDGE RECEIPT OF SUPERVISOR'S JULY & AUGUST
FINANCIAL REPORTS

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

Acknowledge receipt of Supervisor's July and August Financial Reports

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D'Amuro

Supervisors Report

2026 Budget – On September 13 and 17, the Town Board has had 2 Special Meetings to review the budget. It is still a work in progress. The deadline to present the tentative budget to the Town Clerk is September 30.

Pre-Development Meeting - On September 16, we held a second pre-development meeting with Cook Properties and their engineer. They proposed a residential development community of cluster homes south of Woodstock Lane. There was much discussion on this project, and we will wait to see if it progresses.

WIBA #1 – On September 16, we had a WIBA update meeting. The project is 85% complete. Approximately 45 letters have been mailed out to those who have not paid MCWA to set up an account for their connection. The deadline is October 4 to avoid further costly charges.

Rural Development Grant – Back in November 2024, we had closed on a BAN (Bond Anticipation Note) for \$4.7 million to start paying expenses of the WIBA project. Today, we received documents for a Rural Development loan for \$4.7 million to pay off the first loan. As we move forward, \$2.6 million for the Rural Development Grant will kick in and we will be reimbursed for the expenses of the grant.

2025-9-23

Main Street Bridge – Susan Henshaw and I attended a press conference on behalf of all business owners in the Village of Brockport who have experienced difficult times since the closing of the lift bridge. Legislator Jackie Smith, Senator Rob Ortt and Assemblyman Steve Hawley, put together a campaign to bring attention to its continued closure. A letter was sent to Governor Kathy Hochul hoping to redirect the fine money that has been going to NYS, to assist the businesses affected by the closure of the bridge. They have not yet heard back from the Governor. Also in attendance were Town of Sweden Supervisor Patty Hayles, Village of Brockport Mayor Ben Reed and Town of Ogden Supervisor Mike Zale, whose wife is a business owner in town.

Sans Souci Park – Friday, September 26 at 1:00 p.m. we will be celebrating the 200th Anniversary of the Erie Canal. We will be welcoming the Seneca Chief boat.

Town Board Reports

Seymour Library - Councilperson Guarino mentioned. * On September 24, the library will be opening at 1:00 p.m. for the following: * new servers to secure personal WIFI devices within the library will be installed. Patrick would like to thank Legislator Jackie Smith who has been part of this project. * On October 4, from 7:00 p.m. – 10:00 p.m. they will be holding an afterhours event as well as a Star party outside from 6:00 p.m. - 9:00 p.m. * Friends of the Seymour Library will be hosting a book fair from October 15-18. * Preparations of the site for the new pavilion have been started and will be dropped off within the next few weeks. The goal is to eventually have electricity for music, and this will be one more venue option for the library to host year-round. The Eagle Scout project has made benches that will be placed outside the pavilion.

Town Clerk - Susan Henshaw wanted to advise the appreciation several residents expressed regarding the dog park. We offer dog dishes with water, toys and bags for pick-up purposes. Residents enjoy the quiet well-kept space for their dogs.

Highway Department – Superintendent Viscardi mentioned they have finished work for the County as well as completed paving on Lawrence Rd. The project on East Ridge Road in Irondequoit is almost complete. Our next big project will be relocating the salt tent to the back of the building, making it easier for salt deliveries. This is all part of the new park plan. We applied for another grant for a 40x60 salt tent. It will be placed next to the other tent and will look like identical buildings.

RESOLUTION #236

MOTION TO APPROVE 9-9-2025 MEETING MINUTES

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

Motion to approve 9-9-2025 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYS: none

ABSENT: Councilperson D'Amuro

RESOLUTION #237

AUDIT 9-23-2025

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 9-23-2025 totaling \$62,345.79; AA General \$37,583.38, BB General-Outside Village \$2,591.86, DA Highway–Town Wide \$20,928.70, DB-Highway–Outside Village \$1,241.85. Distribution of checks: Joint Checking #5781-5811.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, Guarino and Mattison

NAYES: none

ABSENT: Councilperson D'Amuro

2025-9-23

RESOLUTION #238
MOTION TO ADJOURN

Introduced by Councilperson Mattison

Seconded by Councilperson Culhane

Motion to adjourn at 6:28 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

Approved 2025-10-14