

TOWN OF CLARKSON
TOWN BOARD MEETING
October 28, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, October 28, 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, inquired if the Town of Clarkson has a town treasurer. Supervisor Liotta states she is the Fiscal Officer of the town. She, along with her assistant Tammy Blanchard, oversee paying the bills for the Town Hall and highway overseas paying their bills. We have a CPA that oversees bookkeeping as well as a Financial Services Department who then creates statements at the end of every month. Martha also questioned the three district items that are over budget, that were mentioned at the last board meeting. Supervisor Liotta advised we are not over budget rather we are over the tax cap. Special districts are the contributing factor. Supervisor Liotta wrote a letter of explanation on the 2026 budget and tax cap concerns and plans on reading it at our next meeting.

OLD BUSINESS

Supervisor Liotta mentioned that after the last meeting on October 14, which was adjourned, Attorney O’Toole asked for clarification of one of the motions regarding the budget. After discussion, it was decided that a correction needed to be made in order to do so, the meeting was reopened off air. The minutes for approval tonight reflect the before and after and are correct.

RESOLUTION #253
RESCHEDULE PUBLIC HEARING FOR PROPOSED LOCAL LAW:
INTRODUCTORY LOCAL LAW #7 of 2025
TOWN OF CLARKSON
A Local Law to provide for an Override of the Real Property Tax
Levy Limit for Fiscal Year 2026.

Introduced by Councilperson Culhane
Seconded by Councilperson Guarino

WHEREAS, the Town Board has before it proposed Introductory Local Law 7 of 2025 which would authorize an override of the real property tax levy limit found in NYS General Municipal Law Section 3-c(5) for the year 2026

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:

2025-10-28

SECTION 1. That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 11th day of November, 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 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: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Guarino and Mattison

NAYES: none

Public Hearing - Zoning Law

Supervisor Liotta summarized the legal notice, and the Public Hearing was opened. John Steinmetz, from Bergmann, explained the zoning code update with a presentation and overview. The plan has been in the making for 5 years. The town updated its Comprehensive Plan in 2022. The Public Hearing was opened during 2022-2024 on updating the zoning code. In September of 2025, an open house was held at Goodwin Lodge to inform residents about the newly proposed codes and to explain the new land use map. Other code improvements included development standards, parking design requirements, landscaping screening and buffering, commercial buildings and permits. A general application permit was created that aligns with New York State codes. This new zoning code has been completed with extensive work from committee members and many outside sources. This matter was referred to Monroe County Planning and Development for review, and the town received its satisfactory response.

No comments from the public or the town board were made. Supervisor Liotta thanked John Steinmetz for the presentation.

RESOLUTION #254

LOCAL LAW #5 - 2025 - CLOSE PUBLIC HEARING

New Zoning Law of the Town of Clarkson

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson closes the public hearing for Local Law #5 - 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #255

LOCAL LAW #5 - 2025 – SEOR

New Zoning Law of the Town of Clarkson

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

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, “Zoning,” and replacing it with a new Chapter 140 to be entitled "Zoning Law of the Town of Clarkson" (the “Local Law”)

2025-10-28

WHEREAS, the Town of Clarkson has determined that the adoption of said Local Law is a Type I Action as defined in the State Environmental Quality Review Act (6 NYCRR §617); and

WHEREAS, for purposes of conducting a coordinated review, the Town of Clarkson Town Board has determined that it is the only “Involved Agency” and shall assume the role of "Lead Agency" for purposes of conducting a SEQR assessment of the Local Law; and

WHEREAS, pursuant to the State Environmental Quality Review Act (SEQR), the Town Board, as SEQR lead agency, prepared a Full Environmental Assessment Form (EAF) identifying and evaluating the potential environmental impacts that could result from adoption of the Local Law; and

WHEREAS, upon consideration of the completed EAF and following a careful evaluation of the criteria for making a determination of significance as provided in 6 NYCRR Section 617.7(c), the Town Board has concluded that adoption of the Local Law will not result in any significant adverse environmental impacts;

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board hereby adopts a SEQR Negative Declaration with respect to the adoption of the Local Law #5 of 2025 entitled "Zoning Law of the Town of Clarkson.”

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #256

LOCAL LAW #5 – 2025—RESOLUTION OF ADOPTION

A Local Law to Amend the Code of the Town of Clarkson by Deleting and Repealing Chapter 140 Thereof, Zoning, and Replacing it with a New Chapter 140 to be entitled "Zoning Law of the Town of Clarkson"

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson adopts Local Law #5 of 2025 entitled “Zoning Law of the Town of Clarkson”.

VOTE OF THE BOARD

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

NAYES: none

Public Hearing - Prohibit Camping

Supervisor Liotta opened the public hearing by reading the legal notice, and she explained the purpose of the newly created law. We had a situation that came up last summer where we had people who consistently camped in Sans Souci Park. It took several attempts to have them evacuated, even though signs are posted stating the park hours from 6am – 10pm. MCSO suggested we have a law in place specifically stating, “no camping.”

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There were no comments from the public or the town board.

RESOLUTION #257
LOCAL LAW #6 - 2025 - CLOSE PUBLIC HEARING
To Prohibit Camping in Town of Clarkson Parks

Introduced by Councilperson Guarino

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson closes the public hearing for Local Law #6 - 2025.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #258
LOCAL LAW #6 - 2025 – SEQR
To Prohibit Camping in Town of Clarkson Parks

Introduced by Councilperson Guarino

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson classifies Local Law #6 - 2025 as a Type II action under the State Environmental Quality Review Act and 6NYCRR615.5(c)(33 & 26) and not subject to review pursuant to SEQRA

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #259
LOCAL LAW #6 – 2025—RESOLUTION OF ADOPTION
A Local Law to Prohibit Camping in Town of Clarkson Parks.

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson adopts Local Law #6 of 2025 entitled “A Local Law to prohibit Camping in Town of Clarkson Parks.”

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION#260
RESOLUTION MEMORIALIZING CHANGES TO TENTATIVE 2026 BUDGET
AND AUTHORIZING PREPARATION AND FILING OF
PRELIMINARY BUDGET

Introduced by Councilperson Culhane

Seconded by Councilperson Giarino

WHEREAS, pursuant to Town Law Article 8, and §§ 106 and 107 therein, the Town and its various officers and employees coordinate fiscal reviews and activities to help and cause the Town’s Budget Officer to prepare a Tentative Budget and such Tentative Budget is presented formally by the Town Clerk and the Town Board thereafter reviews, investigates, updates and amends the same, whereupon it becomes a Preliminary Budget; and

2025-10-28

WHEREAS, a Preliminary Budget must exist by a specific date, and public hearings are held thereupon before the formality of adoption by formal vote and resolution as a Final Budget; and

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. To date, the agreed-upon changes and updates to the Tentative Budget as presented to the Town Board by the Town Clerk, have been incorporated in the Tentative Budget.

SECTION 2. Said Tentative Budget, as so revised and modified, is hereby approved as and shall become the Preliminary Budget of the Town of Clarkson for the fiscal year beginning January 1, 2026, and is subject to a public hearing as required by law.

SECTION 3. Said Preliminary Budget shall be filed in the office of the Town Clerk of the Town of Clarkson and said Town Clerk is hereby authorized and directed to reproduce copies of same for public distribution.

VOTE OF THE BOARD

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

NAYS: none

Supervisor Liotta and Attorney O’Toole further discuss the 2026 Tentative Budget.

RESOLUTION # 261
SCHEDULING PUBLIC HEARING FOR THE TOWN OF CLARKSON
PRELIMINARY BUDGET FOR 2026

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

WHEREAS, the Preliminary Budget of the Town of Clarkson for the fiscal year beginning January 1, 2026, shall be filed in the office of the Town Clerk of the Town of Clarkson, and said Clerk is hereby authorized and directed to reproduce copies of the same for public distribution; and

WHEREAS, in order to adopt said Preliminary Budget, 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 11th day of November, 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 Preliminary Budget as compiled or for or against any items therein contained; 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, D’Amuro, Guarino and Mattison

NAYES: none

Supervisor Liotta reiterated that the public hearing is scheduled for November 11, Veteran’s Day, and hopes it will not pose an issue for residents.

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Resident, Bill Fine, commented that the hearing will be on Veteran's Day. Supervisor Liotta stated that Veteran's Day is not on our holiday list this year, and we are holding the Town Board meeting because we have town business to transact, namely budget deadlines. That is not meant to disrespect our Veterans of their service.

NEW BUSINESS

RESOLUTION #262
AUTHORIZE MERIT/STEP INCREASE FOR HIGHWAY
EMPLOYEE ADAM JOHNSON

Introduced by Guarino

Seconded by Culhane

To authorize merit/step increase for Highway employee Adam Johnson from MEO, step 14 @ \$27.72/hr. to step 16 @ \$28.55/hr. effective November 2, 2025.

VOTE OF THE BOARD

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

NAYS: none

Supervisor Liotta also mentioned that Adam celebrated his 5th year anniversary with the Town of Clarkson.

RESOLUTION #263
Release of Bond for Whitehall Mansion Event Venue

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

WHEREAS, The Town Engineer that the Town has been retaining approximately a \$47,141.00 bond for sanitary sewer and related improvements in the Lake Road Right of Way for the Whitehall Mansion Event Venue project, and the Town Engineer states that the work is complete and acceptable and recommends that any remaining funds for said project be released; and

WHEREAS, the final amount being held is up to \$47,141.00;

NOW THEREFORE BE IT RESOLVED, that Merchants Bonding Company Bond #101215767, in an amount not to exceed \$47,141.00, be released for the Whitehall Mansion Event Venue project, leaving a balance of \$0.00.

VOTE OF THE BOARD

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

NAYS: none

Supervisor Liotta mentioned there is always a bond in place with large projects in the town to ensure work is complete. It will then be released once the completion of the project is reviewed and approved.

Supervisors Report

NYS Historic Preservation - On October 21, Town Clerk Susan Henshaw and Supervisor Liotta attended the celebration at Kirby's Farm Market for the recognition of its 50-year-old family business in the NYS Historic Preservation Registry, sponsored by Assemblyman Steve Hawley.

Multigolf – On October 27, Supervisor Liotta spoke with Avery Jenkins, the organizer of the multigolf project at Kimball Park. Avery is arriving in town on October 31, and a meeting is scheduled for that afternoon, with construction to take place next week.

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Hafner Park – On October 27, Laurie Fox, Tammy Blanchard and Supervisor Liotta had a zoom meeting with Joseph Pellito with Congressman Joe Morelle’s office regarding funding for our town, specifically for Hafner Park. Due to the government shutdown, it is hard to find funding opportunities for 2026. Some ideas were offered, and we will wait to hear more news.

WIBA #1 – On October 28, a WIBA update meeting was held. Pilon is moving along, and the project is nearing completion; soon all residents will have running water. It’s planned that grading restoration at the driveways will occur before winter, with seeding to be done in the spring.

Newsletter - the year-end newsletter has been prepared and will be available in the Westside News this weekend, in the lobby, and online. Thanks to all who participated with articles, and the team effort to put it together.

Town Board Reports

Seymour Library – On October 15, Councilperson Guarino attended the library board meeting. The Star Gazing event took place on October 4 with approximately 120 people attending the outside portion and another 100 for the inside After-Hours event. Enough funds were raised to cover the expenses of this event. / * The pavilion is scheduled to be delivered on October 30 and will be situated on the east side of the building. / * The library now has 20 MIFI units, which is a personal WIFI device offered for free to those who do not have high speed internet. / * In November, the library will have a Reading Power Play with Amerks players who come in and read to the children.

Building Department – Supervisor Liotta read the Building Department’s report that was submitted by Andrea, Assistant to Building Inspector. The Building Department has not had any new large projects relating to the Planning Board within the last two months.

- Brookfield project is waiting on HUD and should hear back in Q1 of 2026.
- Jeff Cook has not yet submitted an application to the Planning Board, and he did inform us that it would be their next step.
- Dewitt is in the process of purchasing College Service to turn back into a gas station with a convenience store. No application has yet to be submitted to the Historic Preservation Board or the Planning Board.
- The house at 8407 Ridge Rd. next to Crosby’s has been purchased by Crosby’s. They are planning to go in front of the Historic Preservation Board to demolish the house due to significant fire damage.
- The new permitting software launch will take place on October 29. We have had plenty of time with SDL to perfect our permitting forms and create better ways to split data for better reporting. We have had meetings every week as well as training to prepare us for the switch to take place. The only setback is that the GovQA never submitted attachments for us to provide SDL. Andrea does not think it will hinder us too much because any attachment has been placed in the corresponding physical property files.
- Deputy Building Inspector/Code Enforcement Chad Fabry has been doing a wonderful job at providing Andrea and Steve with all the knowledge he can to help us learn our roles best.

Building Department Report for the months of September and October:

September: 9 Building Permits

October: 1 Emergency call
2 Violations
10 Building Permits

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Highway Department – Superintendent Viscardi mentioned that they are in the last weeks of completing work for the county on milling and paving outside Powder Mill Ponds in Pittsford. / * They are in the middle of brush pick-up that should be finished by the middle of next week. Leaf pick up will continue through the end of November on Mondays and Tuesdays. Leaves should be in paper bags and left at the curb. / * They are in the process of preparing all the trucks for winter and outfitting them with plows. / * They have relocated the salt tent from the front to the back. The arches are all down and when placed back up in its new positions, salt will be added. They are hopeful of having this completed by mid-November.

RESOLUTION #264

MOTION TO APPROVE 10-14-2025 MEETING MINUTES

Introduced by Councilperson D’Amuro

Seconded by Councilperson Guarino

Motion to approve 10-14-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION #265

AUDIT 10-28-2025

Introduced by Councilperson Mattison

Seconded by Councilperson Culhane

To authorize payment of audit 10-28-2025 totaling \$153,869.44; AA- General \$12,839.43, BB- General Outside Village \$1,190.61, DA-Highway Town Wide \$72,153.23, DB-Highway Outside Village \$2,766.75, HH-Capital Projects \$64,919.42. Distribution of checks: Joint Checking #'s 5859, 5861-5896.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #266

MOTION TO ENTER INTO EXECUTIVE SESSION

Introduced by Councilperson D’Amuro

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 6:56 PM.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #267

MOTION TO EXIT OUT OF EXECUTIVE SESSION

Introduced by Supervisor D’Amuro

Seconded by Councilperson Mattison

Motion to exit out of Executive Session at 7:40 PM.

VOTE OF THE BOARD

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

NAYES: none

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RESOLUTION #268
MOTION TO ADJOURN

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to adjourn at 7:41 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 2025-11-11