

TOWN OF CLARKSON
TOWN BOARD MEETING
September 9, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, September 9, 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.

NEW BUSINESS

RESOLUTION #211

**TO AUTHORIZE 2-YEAR MERIT INCREASE FOR THE ASSISTANT TO THE
SUPERVISOR TAMMY BLANCHARD**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

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 18 at \$27.49/hour effective September 13, 2025.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION #212

**TO AUTHORIZE LEANNA HALE, TOWN HISTORIAN, TO ATTEND
UPCOMING CONFERENCES**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

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

NAYS: none

RESOLUTION # 213

TOWN OF CLARKSON

ACKNOWLEDGE RECEIPT OF THE TOWN AUDIT FOR 2024

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

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.

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

NAYS: none

RESOLUTION #214

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 Guarino

Seconded by Councilperson D’Amuro

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

NAYS: none

RESOLUTION #215

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 Mattison

Seconded by Councilperson Culhane

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.

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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

NAYS: none

Local Law #6 - Supervisor Liotta mentioned that recently we had an issue with campers in our parks. Even though we have a sign posted for a 10:00 p.m. park closure, MCSO suggests we state this in a law, so it is in writing.

RESOLUTION #216
ESTABLISH CAPITAL BUILDING RESERVE FUND
FOR TOWN BUILDINGS

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

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

NAYS: none

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Capital Building Reserve Fund – After receiving our town funds, our new CPA, Laura Landers, recommends we establish a Capital Reserve Fund, especially to be used for town building.

RESOLUTION #217

AUTHORIZE TRANSFER OF LIBRARY RESERVE FUNDS

Introduced by Councilperson D'Amuro

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, 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 RESOLVE

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

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

SECTION 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION #218

**AUTHORIZE SUPERVISOR TO SIGN LU ENGINEERS'S PROPOSAL FOR
NYSDEC TRIENNIAL TESTING AT VETERANS PARK AT A FEE OF \$4,429.00**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

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

NAYS: none

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RESOLUTION #219
AUTHORIZING PAYMENT #11 TO PILON CONSTRUCTION CO., INC. of
\$715,283.12 TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT AREA
NO. 1

Introduced by Councilperson Guarino
Seconded by Councilperson Culhane

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 grant 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;

NOW, THEREFORE, 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

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FURTHER RESOLVED, that any funds advanced to WIBA No. 1 from the Town which are required to be made and 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: Supervisor Liotta, Councilpersons Culhane, D'Amuro, Guarino and Mattison

NAYS: none

RESOLUTION#220

**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 Mattison

Seconded by Councilperson D'Amuro

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

NOW, THEREFORE, 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.

*** See Attachment ***

VOTE OF THE BOARD

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

NAYES: none

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RESOLUTION #221

Notice of Termination– WebQA Software Services Agreement

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

WHEREAS, the Town uses certain 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 the 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: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Guarino and Mattison

NAYES: none

Software Services - Supervisor Liotta mentioned that we have been using this software program since 2010. Andrea Rookey, Building Department Coordinator, mentioned how difficult it is to navigate the current system. Chad Fabry from the Building Department at the Village of Brockport, is using a different system and has suggested their program.

RESOLUTION#222

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

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

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

NAYES: none

RESOLUTION #223

**Approve Supervisor to sign for Purchase & Financing for new Transfer Station roll
off Truck**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

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

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

RESOLUTION #224

Approve Special Event Application for Seymour Library

Introduced by Councilperson Guarino
Seconded by Councilperson Culhane

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

RESOLUTION #225

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

Introduced by Councilperson Culhane
Seconded by Councilperson Guarino

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.

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VOTE OF THE BOARD

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

Building Inspector - Supervisor Liotta mentioned that the Town Board diligently interviewed six candidates. They took their time, and his qualifications were excellent. He will obtain his certifications and will attend his first class on September 15.

RESOLUTION #226

To approve Highway Dept. new hire, mechanic Hunter Conner

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

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

VOTE OF THE BOARD

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

Supervisor's Report

Health Insurance – On August 12, Dan Botsford, our health insurance representative, met with Assistant to the Supervisor Tammy Blanchard, Highway Superintendent Viscardi and Supervisor Liotta about coverage for employees in the upcoming year. The new rates are not out yet, but a 20% increase is expected from Excellus. He is scheduled to come back on September 16 to meet with employees to discuss ahead of enrollment.

Cook Properties - On August 19, a pre-development meeting was held with Cook Properties. It was presented by the developer and his engineer, along with the Town's support board chairs, town attorney, town engineer, highway superintendent, building department and Supervisor Liotta regarding a project called Clarkson Estates. This is a proposed residential community off Lake Road, south of Woodstock Lane on the east side. Based on the conversation and suggestions that were made to the developer by the town, a follow-up pre-development meeting is scheduled for September 16.

MPR Grant – On August 21, we received a letter from New York State Parks, Recreation and Historic Preservation that the MPR grant we applied for in May was not selected for funding. New York State had \$10M to distribute; they received 203 eligible applications requesting \$131M. New York State broke out the state into 10 regions so each received about \$1M. The awards were broken down so each of the 10 regions would receive at least one award. We are in the Finger Lakes Region and the Town of Dundee was awarded \$1M. This grant was the starting point of our Hafner Park redesign that included new sports courts, bathrooms, and a spray park. We can reapply next year, but in the meantime, we are pivoting to see if there is other funding available.

MRB Group - On August 14, 21 and 28, the town and MRB Group had meetings regarding a grant opportunity with MVP Health Care Healthy Cities offered by the National Fitness Campaign for an outdoor exercise area for our Hafner Park redesign. MRB prepared the grant application, and we were awarded \$40k towards the cost of the project. We had to decline since it needed to be implemented by spring 2026. We were not ready for it due to the denial of the MPR grant. The funding has been officially rolled back into the National Grant Fund, and we hope to reapply in the future.

Seymour Library - On August 26, the Town Board attended the annual Seymour Library budget presentation.

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WIBA #1 - On August 19, 22 and September 2, WIBA updated meetings were held along with review of delay status. An update was also provided to the public on September 29, online as well as in the paper that weekend. We will update monthly. The progress as of today is as follows:

- Monroe Orleans County Line Road – In service as of September 28.
- Redman Road (south of NYS 104), West Avenue, and Old West Avenue – Water services have been installed, and it is anticipated that the water main will be placed into service later this week or early next week.
- The contractor is currently moving equipment from West Avenue to Lawton Road to continue water service installation.

Multigolf – On August 21, we received an email from Avery Jenkins, the designer of the multigolf course at Kimball Park. He is planning for the installation date to be November 1-7, hopefully the weather will cooperate. Meanwhile, the product for the course was shipped from Finland and has been delivered to the highway department.

School Taxes – On September 1, we received the warrant for the 2025-2026 school taxes from the town clerk.

MCSO - As you recall, the MCSO presented at the April 22 town board meeting regarding their recent initiatives, including the use of drones, license plate cameras in all towns, and Clarkson's own patrol car. Supervisor Liotta emailed Captain Bancroft on September 2, and he replied on September 3. A portion of his letter reads:

"The good citizens of Clarkson have certainly enjoyed a higher degree of visibility and interactivity with their newly assigned single-district deputy. We are so pleased this was able to take hold! Your dedicated car is now known via their radio number as "678" and is in Clarkson 24/7."

"Regarding the plate readers, the project is still in the "permitting" phase. All the hardware is purchased and stored here at MCSO but can't be installed until the permits are issued. The County Resolution that passed earlier this year certainly sped along the process. But we are still at the mercy of RGE and National Grid. Of note, RGE is moving along more swiftly, but NG is extremely slow."

Captain Bancroft will keep us advised and Supervisor Liotta will pass the information along at that time.

Dog Control – On September 5, Dave Maynard, Dog Control Officer, called to let Supervisor Liotta know that the facility passed the annual NYSDEC audit.

Zoning Code - The updated zoning code and map will be presented to the public at an Open House on September 18. It will be held at Goodwin Lodge at Hafner Park from 5:30 p.m.–7:00 p.m. and is presented by Katie Darcy and John Steinmetz with Colliers Engineering.

Budget – The Town Board has started working on the budget for 2026 with a meeting scheduled for Saturday, September 13. Tentative budget is due by September 30.

Town Board Reports

Erie Canal Bicentennial Event - Councilperson D'Amuro mentioned the 200th Anniversary of the Erie Canal is scheduled for Friday, September 26, from 1:00 p.m.-3:00 p.m. There are approximately 30 orders for t-shirts, at a \$5.00 donation, to be picked up on the day of the event. Senator Hawley will be in attendance as well as a band and 3 food trucks; Kona Ice, Army Eats and a coffee truck.

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Seymour Library - Councilperson Guarino mentioned he attended the library board meeting on August 20. The summer reading program is done for the year. The highest amount of reading was completed with 162k minutes. They are seeing more kids coming to the library between grades 5-9. Patrick Pittman worked with the county to secure personal WIFI devices within the library. There is a work study program where high school students are available to assist. There is an upcoming Star party with the Rochester Museum and Science Center having giant telescopes and other items to help celebrate.

Good Neighbor Day – Supervisor Liotta mentioned a month ago we celebrated Good Neighbor Day. It was a beautiful night and was well attended. There was positive feedback from the vendors, and many mentioned they will be happy to return next year. The children loved the sand pile. It was a bigger hit than the bounce house.

RESOLUTION #227

MOTION TO APPROVE 8-12-2025 MEETING MINUTES

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

Motion to approve 8-12-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #228

MOTION TO APPROVE 8-26-2025 SPECIAL MEETING MINUTES

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

Motion to approve 8-26-2025 special meeting minutes.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #229

AUDIT 8-27-2025

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize payment of audit 8-27-2025 totaling \$891,939.98; AA General \$26,114.17, BB General-Outside Village \$4,964.66, DA Highway-Town Wide \$5,829.70, DB-Highway-Outside Village \$1,861.73, HH-Capital Projects \$848.858.67, SL-Lighting \$4,262.31, SS-Sewer \$48.74. Distribution of checks: Joint Checking #5743-5780.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #230

MOTION TO ADJOURN

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Motion to adjourn at 6:40 P.M.

VOTE OF THE BOARD

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

NAYES: none

Respectfully submitted,

Susan Henshaw
Town Clerk



September 4, 2025

Supervisor Ursula Liotta
And Town Board Members
Town of Clarkson
3710 Lake Road
Clarkson, NY 14430

**Re: Town of Clarkson Water Improvement Benefit Area No. 1
MRB Group Project No. 0330.22002.000**

Dear Supervisor Liotta and Town Board Members,

Enclosed please find Engineering Amendment No. 2 for the above referenced project. The amendment is for the following:

- 1. Administration of Construction Contract Services:** Additional Construction Administration Services are required because of the Contractors schedule for completion of the project. The Contract has exceeded the substantial completion time as well as the final payment time resulting in significant additional time spent over what was anticipated. This Engineering Amendment includes an additional estimated amount of \$68,000 for Construction Administration Services, beyond the original amount allocated for.
- 2. Resident Project Representation Services:** Additional Resident Project Representation (RPR) Services are required because of the Contractors schedule for completion of the project. The Contract has exceeded the substantial completion time as well as the final payment time resulting in significant time spent over what was anticipated.

In accordance with the Engineering Services Agreement, Resident Project Representation Services are invoiced on an "hourly basis as incurred" since the completion of our services associated with this task is based upon the Contractor's pace of work and project schedule.

This Engineering Amendment includes an additional estimated amount of \$65,000 of Resident Project Representation Services (on an hourly basis as incurred), beyond the original amount allocated for Resident Project Representation Services.

145 Culver Road, Suite 160, Rochester, NY 14620 • 585.381.9250

MRBGroup.com

Exhibit A



Elevating Communities

Upon your review, should you have any questions, please do not hesitate to contact me. I am also available to attend your Town Board meeting on Tuesday September 9th to discuss in person.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Mattison", written over a horizontal line.

Scott D. Mattison, P.E.

145 Culver Road, Suite 160, Rochester, NY 14620 • 585.381.9250

MRBGroup.com

Re: Town of Clarkson Water Improvement Benefit Area No. 1
Supervisor Ursula Liotta
And Town Board Members
September 4, 2025

This is EXHIBIT K, consisting of 2 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated July 25, 2022.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

The Effective Date of this Amendment is: September 4, 2025.

Background Data

Effective Date of Owner-Engineer Agreement: July 25, 2022

Owner: Town of Clarkson

Engineer: MRB Group

Project: WIBA No. 1

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ☒ Additional Services to be performed by Engineer
- ☐ Modifications to services of Engineer
- ☐ Modifications to responsibilities of Owner
- ☐ Modifications of payment to Engineer
- ☐ Modifications to time(s) for rendering services
- ☐ Modifications to other terms and conditions of the Agreement

Description of Modifications:

1. **Administration of Construction Contract Services:** Additional Construction Administration Services are required because of the Contractors schedule for completion of the project. The Contract has exceeded the substantial completion time as well as the final payment time resulting in significant additional time spent over what was anticipated. This Engineering Amendment includes an additional estimated amount of \$68,000 for Construction Administration Services, beyond the original amount allocated for.
2. **Resident Project Representation Services:** Additional Resident Project Representation (RPR) Services are required because of the Contractors schedule for completion of the project. The Contract has exceeded the substantial completion time as well as the final payment time resulting in significant time spent over what was anticipated.

In accordance with the Engineering Services Agreement, Resident Project Representation Services are invoiced on an "hourly basis as incurred" since the completion of our services associated with this task is based upon the Contractor's pace of work and project schedule.

This Engineering Amendment includes an additional estimated amount of \$65,000 of Resident Project Representation Services (on an hourly basis as incurred), beyond the original amount allocated for Resident Project Representation Services.

Agreement Summary:

Original agreement amount:	\$1,148,000.00
Net change for prior amendments:	\$ 30,000.00
This amendment amount:	\$ 133,000.00
Adjusted Agreement amount:	\$1,311,000.00

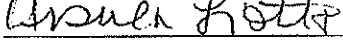
Change in time for services (days or date, as applicable): N/A

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

Town of Clarkson

By: 
Print
name: Ursula Liotta

Title: Town Supervisor

Date Signed: 9/9/25

ENGINEER:

MRB Group Engineering, Architecture & Surveying,
D.P.C.

By: _____
Print
name: James J. Oberst, P.E.

Title: Executive Vice President/C.O.O.

Date Signed: _____

Exhibit K – Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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