

TOWN OF CLARKSON
TOWN BOARD MEETING
November 25, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, November 25, 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 presented her fall report. She attended the Western New York Historian Association meeting that was on gravestone cleaning and preservation. The spring meeting will be in preparation for the country’s 250th anniversary. / * In September we had the anniversary celebration of the completion of the Erie Canal at Sans Souci Park. Leanna mentioned how Clarkson was here before the canal and described events that occurred between 1801-1825 while the canal was being completed. Leanna wishes to remind all that “Clarkson came first”. / * Leanna attended the State Conference in Cazenovia with discussion on planning the 250th anniversary of the USA, and the Revolutionary War burial. Clarkson will be celebrating the gentlemen that were in the Revolutionary War and buried here in Clarkson. / * She mentioned the land tract in Clarkson, and that in 1801 became the Triangle Tract. /* Make sure to check the Town of Clarkson’s Facebook page every month for any updates on events in the towns of Leroy, Bergen, Sweden, Brockport, Clarkson and Hamlin.

NEW BUSINESS

RESOLUTION #284
AUTHORIZING SUPERVISOR TO SIGN NYSDOT MUNICIPAL SNOW AND
ICE SUPPLEMENTAL AGREEMENT TO CHANGE THE ESTIMATED
EXPENDITURE FOR 2025/2026

Introduced by: Councilperson Culhane
Seconded by: Councilperson Guarino

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 SUPPLEMENTAL AGREEMENT for additional expenditure due to increases in equipment and materials as outlined in contract #D014803.

The Original Estimated Expenditure of \$319,900.19 plus Index Adjustment of \$21,909.15 equals a total revised estimated expenditure of \$341,809.34.

VOTE OF THE BOARD

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

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2026 Step Charts - Superintendent Viscardi discussed the 2026 highway step chart. He mentions the most noticeable thing is changing from 20 to 10 steps. The goal is to help assist with employee retention. The old chart that was developed in 2001 has needed some attention. He reached out to other towns on the west side to compare Clarkson step values and they were between the middle to higher range. Employees will receive 1 merit raise per year in June rather than on their anniversary date. After completing their 1-year probation period, employees will then be eligible for a raise and a 2-step increase with a satisfactory review. This timeline allows for a good evaluation of an employee. Once an employee reaches step 10, they are only eligible for the annual COLA, (cost of living adjustment, raise). All raises are subject to department head and town board approval. This new chart allows an employee to reach step 10 quicker. Superintendent Viscardi mentioned the Clerk chart will mimic the Highway Steps 1-10 chart. Councilperson Culhane discussed the challenges of the 2% COLA and the increases involving the budget. Supervisor Liotta mentioned she and Superintendent Viscardi discussed both charts. Supervisor Liotta appreciated Superintendent Viscardi’s work involved with putting the step chart together.

RESOLUTION #285
TO APPROVE THE 2026 HIGHWAY STEP-CHART

Introduced by Councilperson Mattison
Seconded by Councilperson D’Amuro

| 2026 HWY Step Chart | | | | | | |
|---------------------|---------|-----------------|--------------|-------|-------------------|----------|
| Step | 2 | 3 | 4 | 5 | 8 | 9 |
| | Foreman | Working Foreman | HEO/Mechanic | MEO | Laborer <non CDL> | Seasonal |
| 2025 | 27.43 | 25.19 | 23.69 | 22.06 | 16.56 | 15.15 |
| 2026 COLA | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% | 2.00% |
| Start 2026 | 29.84 | 27.35 | 25.69 | 23.88 | 17.93 | 15.48 |
| 1 | 30.73 | 28.17 | 26.46 | 24.59 | 18.46 | 15.95 |
| 2 | 31.66 | 29.01 | 27.25 | 25.33 | 19.02 | 16.43 |
| 3 | 32.60 | 29.88 | 28.07 | 26.09 | 19.59 | 16.92 |
| 4 | 33.58 | 30.78 | 28.91 | 26.87 | 20.17 | 17.43 |
| 5 | 34.59 | 31.70 | 29.78 | 27.68 | 20.78 | 17.95 |
| 6 | 35.63 | 32.65 | 30.67 | 28.51 | 21.40 | 18.49 |
| 7 | 36.70 | 33.63 | 31.59 | 29.37 | 22.05 | 19.04 |
| 8 | 37.80 | 34.64 | 32.54 | 30.25 | 22.71 | 19.61 |
| 9 | 38.93 | 35.68 | 33.51 | 31.16 | 23.39 | 20.20 |
| 10 | 40.10 | 36.75 | 34.52 | 32.09 | 24.09 | 20.81 |

- Steps are in 3% increases
 - 1 Merit raise per year
 - Reviews in June
 - Not eligible for a raise until probation is completed (1 year of employment)
 - 2 step increases with a satisfactory review
 - When employee reaches step 10, they are only eligible for yearly COLA increase
 - All raises are subject to department head and Town Board approval

VOTE OF THE BOARD
AYES: Supervisor Liotta, Councilpersons Culhane, D’Amuro, Guarino and Mattison
NAYES: none

2025-11-25

RESOLUTION #286
TO APPROVE THE 2026 CLERK STEP-CHART

Introduced by Councilperson D’Amuro
Seconded by Councilperson Mattison

| 2026 Clerk Step Increases | | | | |
|---------------------------|---|---|-------------------|-----------|
| Step | 9 | 7 | 5 | 8 |
| | Clerk I Court Clerk Ct. Attendants Sec. to Supv. Hwy Sec. | Clerk II Dep. Town Clerk Bldg. Dept. Sec. | Landfill Operator | Custodian |
| 2025 | 21.03 | 16.75 | 15.53 | 15.15 |
| 2026 COLA | 2.00% | 2.00% | 2.00% | 2.00% |
| Start 2026 | 22.33 | 20.14 | 19.16 | 19.16 |
| 1 | 23.00 | 20.75 | 19.74 | 19.74 |
| 2 | 23.69 | 21.37 | 20.33 | 20.33 |
| 3 | 24.40 | 22.01 | 20.94 | 20.94 |
| 4 | 25.13 | 22.67 | 21.57 | 21.57 |
| 5 | 25.89 | 23.35 | 22.21 | 22.21 |
| 6 | 26.66 | 24.05 | 22.88 | 22.88 |
| 7 | 27.46 | 24.77 | 23.56 | 23.56 |
| 8 | 28.29 | 25.52 | 24.27 | 24.27 |
| 9 | 29.14 | 26.28 | 25.00 | 25.00 |
| 10 | 30.01 | 27.07 | 25.75 | 25.75 |

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- When employee reaches step 10, they are only eligible for yearly COLA increase
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VOTE OF THE BOARD

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

RESOLUTION #287
TO ABOLISH ONE TOWN JUSTICE POSITION

Introduced by Councilperson Guarino
Seconded by Councilperson Culhane

WHEREAS, the Town of Clarkson currently has two (2) elected Town Justice positions;
and

WHEREAS, one of the elected Town Justices has stated that he has resigned from office effective October 30, 2025, leaving that office vacant; and

WHEREAS, pursuant to New York Town Law Section 60-a(2) the Town Board finds that it is in the best interest of Town of Clarkson to reduce the number of elected Justices from two (2) to one (1); and

WHEREAS, the Town Board has determined that the reduction to one (1) Town Justice would save the Town’s taxpayers money; and

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WHEREAS, the term of office of the vacant Town Justice position would have expired on December 31, 2025; and

NOW THEREFORE BE IT, RESOLVED, pursuant to the provisions of New York Town Law Section 60-a (2), the Town of Clarkson Town Board hereby reduces the number of Town Justices to one (1), with the Town Justice position having an elected term of office expiring on December 31, 2025, being eliminated; and be it further

RESOLVED, that this Resolution shall be subject to permissive referendum as provided by New York State Town Law Article 7, Sections 90 through 94; and be it further

RESOLVED, the Town Clerk is hereby authorized and directed to publish notice of this Resolution in the official newspaper of the Town within ten (10) days, and within ten (10) days, post copy of said notice on the signboard of the Town; and be it further

RESOLVED, that this resolution shall take effect on the thirtieth (30th) day, or upon such resolution having been approved by an affirmative vote of a majority of qualified electors of such town, if a valid petition be filed within the statutorily authorized time period forcing such question on the ballot at a general or special town election.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION # 288
SCHEDULE PUBLIC HEARING FOR PROPOSED LOCAL LAW:
INTRODUCTORY LOCAL LAW #8 of 2025
TOWN OF CLARKSON
A Local Law Temporarily Increasing the 2026 Salary of
The Town Justice of the Town of Clarkson

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

WHEREAS, the Town Board has before it proposed Introductory Local Law #8 of 2025 which would authorize a temporary pay increase for the Town Justice of the Town of Clarkson for the year **2026**; and

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; and

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 9th day of December, 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

NAYS: none

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RESOLUTION #289
APPROVE BUILDING INSPECTOR STEVE FROSINI AND DEPUTY
INSPECTOR MIKE FARRELLS' ATTENDANCE AT
THE FINGER LAKES BUILDING OFFICIALS' ASSOCIATION, INC. (FLBOA)
CONFERENCE IN MARCH

Introduced by Councilperson Culhane

Seconded by Councilperson Mattison

Approve Building Inspector Steve Frosini and Deputy Building Inspector Mike Farrell's attendance at the Finger Lakes Building Officials' Association, Inc. (FLBOA)

Conference in March.

VOTE OF THE BOARD

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

NAYES: none

Supervisors Report

Ralph C. Wilson Foundation Grant – On November 12, 2025, Supervisor Liotta participated in a webinar with MRB Group regarding the Ralph C. Wilson Foundation grant for \$25k for the children's programming. After reviewing the criteria with MRB, it was decided that it wasn't a good fit for us.

Employee Healthcare - On November 13, employees met with our healthcare broker Dan Botsford to review our insurance options for 2026. The rates have increased by 20% and this affects our town as well as our employees. Since then, she has spent many hours reworking numbers to make the increase more palatable for all employees while staying within the budget. She also consulted with other towns as well as the NYAOT (NY Association of Towns). However, there are no real options available for our town due to its size. We must remain in the community pool and absorb the high increase. Municipalities that have 100 or more employees can join the local consortium. They can negotiate the percentage increase with the insurance companies. She is very grateful to the Henrietta Supervisor Steve Schultz for advocating on our behalf with NYAOT. They have placed this matter on the state's legislative agenda to discuss relief for small towns like ours. A recent email from NYAOT stated "the law was changed in 2019, to align with the ACA (Affordable Care Act). So, that the Insurance Law 3231 requires 100 or fewer employees to have community rated plans. There is a 100-person threshold for obtaining stop loss coverage. NYAOT's testimony submitted to the NYS Legislature in 2019 provided a good outline of the many legislative barriers towns face to make more affordable health insurance. NYAOT will add a health insurance resolution to the legislative priority list that will be going to the review committee on December 2nd.

MRB Group - On November 14, she participated in a webinar with MRB regarding Kaboom, which was introduced to us by the Rochester Area Community Foundation, for 2,500 sq. ft. playground equipment for Hafner Park. There is no dollar figure attached to this project, and no town dollar match is required. MRB has completed the application today, and we hope to hear back in four weeks whether we have been accepted. If so, more details to come.

GM Main Street grant - On November 19, she participated in a webinar with MRB regarding the GM Main Street grant. This program is funded by GM, and they will award five - \$60k grants to nonprofit organizations and municipalities to implement innovative road safety and traffic calming initiatives. These projects need to be physical, be ready to construct crosswalks, digital speed signs, crossing lights and bike lanes. We are pursuing the application process with MRB. The grant due date is February 13, 2026.

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USTA- The National Tennis Organization has a grant opportunity available. We are awaiting MRB's proposal to draft the necessary construction documents for the tennis court as required by the grant committee.

NYS DOT TAP grant opportunity for sidewalks - NYS DOT has already approved the sidewalks that we would like to install on Lake Road N; we're hoping to receive grant monies to perform the work. This grant becomes available 1x per year; application is due mid-January 2026; MRB is walking us through the procedural process. More details are to come. This grant becomes available 1x per year; application is due mid-January 2026; MRB is walking us through the procedural process. More details are to come.

WIBA #1 - The WIBA update meeting was held today, and a new update for residents was prepared by Scott Mattison, engineer with MRB. This will be printed in the paper, on FB and on our website, and available in the foyer. It reads as follows:

**The Town of Clarkson Water Improvement Benefit Area No. 1
November 25, 2025**

The Town's engineers, MRB Group, have provided the following update:

- The Contractor has installed all water main within the water benefit area.
- As of November 25th, Ireland Road, Drake Road, Lawton Road, Monroe Orleans County Line Road, Redman Road, West Avenue and Old West Avenue water mains are active and in service.
- Sweden Walker Road is currently delayed from being activated and in service due to a gas leak. This leak was not caused by the water project and is outside of the control of the Town, Contractor, and Engineer.
- The Contractor is working to install remaining water services and clean up for winter on all roads. Final grading and restoration will be completed in the spring once the weather is suitable for growing grass.
- Questions: contact Scott Mattison, P.E., MRB Group, 585.340.3661

Town Clerk – Susan Henshaw mentioned the food drive is going incredibly well. She would like to thank all who have donated. Many boxes and bags of food are coming in and will be shared between Life Solutions of Hamlin and the Brockport Food Shelf. We have a couple weeks left so we are still accepting donations.

Building Department – Supervisor Liotta read the Building Department's bi-weekly activity report for November 25:

- Steve Frosini, our Building Inspector as well as Andrea, Assistant to Building Inspector, have created new forms and have edited existing forms in their new software system (SDL).
- Steve has created construction and fire inspection checklists in (SDL).
- Statements have also been added to SDL.
- Both Steve and Andrea were searching for the Building Department iPad. It was found and was set up with Verizon for remote SDL access.
- Both attended the Zoning Board meeting and worked to address a variance request.
- Issued 1 appearance ticket and sent out 1 order to remedy.
- Steve and Andrea continued their efforts to reduce redundant files in their property file cabinets.
- Steve worked on two SWPPP projects and paused one for winter and closed out the other.

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- Steve has also reviewed two sets of prints for construction permits.
- Steve attended a Storm Water Coalition meeting to review end-of-year state requirements.
- Fielded the normal frequency of calls from residents with concerns and questions.
- Work sites were reviewed for various stages of construction inspections.
- Researched older open permits and are in the process of contacting the permit holders for updates on progress.

Highway Department – Superintendent Viscardi mentioned it has been a busy month. The guys are doing a fabulous job and have been working all over the county. We have just finished a job in Pittsford extending driveways. / * He passed around some pictures of the highway guys putting up the new salt barn. It is now complete and full. / * We are now getting the trucks ready for our 1st snowstorm.

RESOLUTION #290

MOTION TO APPROVE 11-11-2025 MEETING MINUTES

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

Motion to approve 11-11-2025 meeting minutes.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #291

AUDIT 11-25-2025

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

To authorize payment of audit 11-25-2025 totaling \$263,681.60 AA General \$74,537.78, BB General- Outside Village \$15,132.60, DA Highway– Town Wide \$106,218.53, DB- Highway – Outside Village \$25,631.09, HH- Capital Projects \$42,161.60. Distribution of checks: Joint Checking #5938-5968.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #292

MOTION TO ADJOURN

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to adjourn at 6:37 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 2025-12-09