

.TOWN OF CLARKSON  
TOWN BOARD MEETING  
December 9, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, December 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

\*\*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.

Supervisor Liotta mentioned Susan Henshaw is not here this evening due to a death in her family. Her Deputy, Carla Ward was in her place.

**OLD BUSINESS**

**Public Hearing Local Law #8-2025** - Temporarily Increasing the 2026 Salary of the Town Justice of the Town of Clarkson

**Open the Public Hearing:** Supervisor Liotta read the Legal Notice aloud, which explains the purpose of the public hearing.

**Comments/questions from the Town Board:** Supervisor Liotta mentioned this is based on a referendum that was put in place at our last meeting. This is meant to reduce the number of Town Justice positions from two to one and to save our taxpayers money. The budget for 2026 was set in place for the two Town Justices at a salary totaling \$37,862.00. Therefore, one Town Justice would be \$18,931.00. We also included an additional \$10,000.00. Going forward for 2026 the Town Justice pay will be \$28,931.00.

**RESOLUTION #293**

**INTRODUCTORY LOCAL LAW #8 - 2025 - CLOSE PUBLIC HEARING**

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson closes the public hearing for Introductory Local Law #8 of 2025-Temporarily Increasing the 2026 Salary of the Town Justice of the Town of Clarkson.

**VOTE OF THE BOARD**

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

NAYES: none

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**RESOLUTION #294**  
**INTRODUCTORY LOCAL LAW #8 - 2025 -- SEQR**

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 classifies Introductory Local Law #8 - 2025 as a Type II action under the State Environmental Quality Review Act and 6NYCRR615.5(c)(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 #295**  
**INTRODUCTORY LOCAL LAW #8 – 2025—RESOLUTION OF ADOPTION**  
**A Local Law Temporarily Increasing the 2026 Salary of**  
**The Town Justice of the Town of Clarkson**

Introduced by Councilperson Culhane  
Seconded by Councilperson Guarino

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson adopts Introductory Local Law #8 of 2025 entitled “A Local Law Temporarily Increasing the 2026 Salary of The Town Justice of the Town of Clarkson”

**Section 2.** That we upon filing with the Secretary of State, the Town Clerk is authorized to assign a final “Local Law” number so that the Local Law is filed in numerical sequence as required by law. An appropriate entry to this effect shall be made by the Town Clerk in the Clerk’s records.

**VOTE OF THE BOARD**

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

**RESOLUTION #296**  
**AUTHORIZING PAYMENT #14 TO PILON CONSTRUCTION CO., INC.**  
**of \$46,264.53 TOWN OF CLARKSON WATER IMPROVEMENT BENEFIT**  
**AREA NO. 1**

Introduced by Councilperson Mattison  
Seconded by Councilperson D'Amuro

**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**, the Town has fully expended the proceeds from the \$4,700,000.00 bond and will now use the USDA grant money to pay the remainder of the funds for the project.

**WHEREAS**, Pilon has requested a progress payment in the amount of **\$46,264.53** and

**WHEREAS**, MRB Group, the Town’s Engineer for this project has reviewed the request and recommended payment in the amount of **\$46,264.53**; and

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**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 **\$46,264.53** should be approved; 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;

**THEREFORE, Now, BE IT RESOLVED**, that the Town Board authorizes the payment of **\$46,264.53** to Pilon Construction Co., Inc.; 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 an expense of WIBA No. 1; 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

NAYES: none

Supervisor Liotta mentioned we have received some reimbursement checks for grant funds, due to the government now being open. Attorney Olson stated to leave the resolution wording in place in case the government should shut down again. This would give us a way out if we should not receive payment.

**RESOLUTION #297**  
**WATER IMPROVEMENT BENEFIT AREA #1**  
**NET INTEREST**

Introduced by Councilperson Guarino

Seconded by Councilperson Culhane

**WHEREAS**, the Town of Clarkson Town Board (hereinafter referred to as Town Board) is installing water main for Water Improvement Benefit Area #1; and

**WHEREAS**, the Town received funding from the USDA in the form of grant and loan. The USDA has issued a Letter of Conditions for the Town of Clarkson. The Town also borrowed funds from Greene County Commercial Bank to cover expenses for the loan portion of the project; and

**WHEREAS**, the net interest amount was initially projected to be \$150,000; however, the final net interest amount due to Greene County Commercial Bank for the interim financing was \$160,811.81; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board accepts and approves that \$10,811.81 be moved from Project Contingency to the Net Interest budget. The total project costs will not change.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta mentions the form is required by MRB and needs to be submitted to move money within the fund. The total project cost will not change.

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**RESOLUTION #298**

**MOTION TO SCHEDULE 2026 ORGANIZATIONAL MEETING**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

Motion to schedule 2026 Organizational meeting for Tuesday, January 6, 2026, at 6:00pm.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #299**

**Request for Qualifications NYSDOT TAP Grant Application**

**Route 19 Sidewalks**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

**WHEREAS**, The Town of Clarkson seeks to procure grant writing and engineering services (the "Services") associated with proposed pedestrian sidewalk projects along NYS Route 19 (the "Project"); and

**WHEREAS**, the Town of Clarkson has identified a source of grant funding under the NYSDOT Transportation Alternatives Program ("TAP") which requires such Services for the Project; and

**WHEREAS**, the engineering firm currently used by the Town of Clarkson for related services has prepared a Request for Qualifications ("RFQ") that can be used to solicit the Services in a manner that New York State and/or Federal funding programs require.

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson does hereby authorize the Town Supervisor to work with the Town Clerk to proceed with the RFQ for services; and

**Section 2.** That the Town Clerk is ordered to publish the RFQ on the Town of Clarkson website, the New York State Contract Reporter, and the Town designated local newspaper.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #300**

**Supporting a Four Year Cyclical Reassessment Plan and Authorizing the Town Supervisor and the Town Assessor To Apply For and Accept, if Awarded, State Aid for Cyclical Reassessments**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Guarino

**WHEREAS**, New York State provides financial aid to municipalities that reassess at 100% of market value on a cyclical basis to the extent such funding is available; and

**WHEREAS**, to be eligible for the State Aid for Cyclical Reassessments, the Town of Clarkson is required to submit a plan for future reassessments that includes reassessments at 100% of market value and implemented pursuant to an approved plan with a minimum 4-year interval; and

**WHEREAS**, the Town Assessor proposes to apply for State Aid for Cyclical Reassessments and submit a 4-year cyclical reassessment plan with 2026 being the first year of the plan; and

**WHEREAS**, the Town Board has determined that cyclical reassessment at 100% of market value is in the best interests of the Town of Clarkson and its further development.

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**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** Town Board adopts the attached Cyclical Reassessment Plan for the Town of Clarkson, authorizing the Town Supervisor and Assessor for the Town of Clarkson to sign the RP-1573-ACR-P on the Town's behalf; and

**Section 2.** That the Town Supervisor and the Town Assessor are hereby authorized to apply for and accept, if awarded, State Aid for Cyclical Assessments from the New York State Department of Taxation Office of Real Property Tax Services.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta mentioned that Tammy Baker, our Town Assessor, attended an assessor's meeting, and it was brought to her attention that this money was being made available to many towns that are being reassessed. The state will provide an undetermined amount that is usually between \$3.00 - \$5.00 per parcel. This is based on the number of parcels in each town. Clarkson has approximately 2,590 parcels which means a check for \$7,000.00 approximately. This is a benefit that the town receives and will go into our general account. Tammy discussed the reassessment at a previous meeting as well as in the newsletter. The last reassessment was done in 2023. The town needs the assessed values to get back to 100%.

**RESOLUTION #301**

**Purchase of Workers Compensation Insurance Coverage through Work Comp Alliance For Years 2026 thru 2027**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

**WHEREAS**, the Town receives workers compensation insurance coverage through Work Comp Alliance which will expire at the end of 2025; and

**WHEREAS**, the Town's insurance advisor has recommended extending such insurance coverage for a 2-year period to enjoy a rate guarantee at a lower cost than renewing coverage for one year.

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Town Board of the Town of Clarkson has decided to purchase workers compensation insurance coverage through the insurance pool known as New York State Workers Compensation Alliance with a rate guarantee for the years 2026 and 2027.

**Section 2.** That the Supervisor is authorized to execute the Member Participation Agreement with Work Comp Alliance for the years 2026 and 2027.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta mentioned that she spoke to Brian J. Baty, our insurance representative from Hoffman Hanafin & Associates, and reviewed our options for renewal of workers' compensation insurance coverage. The standard 1-year renewal was \$37,290.00 for the annual premium. The 2-year guaranteed renewal was the same at \$37,290.00. The town's expiring annual premium is \$40,722.00 and the renewal will be saving the town \$3,400.00. He recommended that we go with the fixed 2-year guarantee.

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**RESOLUTION #302**  
**TO APPROVE AMENDED 2025 HOLIDAY SCHEDULE**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

To approve amended 2025 Holiday Schedule.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta mentioned that a schedule was in place the beginning of the year. The schedule included 2 half days in the middle of December. However, it caused scheduling issues with the employees. After having a discussion with employees and department heads it made more sense to combine the 2 half days into 1 full day making Christmas Eve a full day off.

**RESOLUTION #303**  
**ACKNOWLEDGE RECEIPT OF SUPERVISOR’S NOVEMBER FINANCIAL REPORT**

Introduced by Councilperson Culhane

Seconded by Councilperson Guarino

Acknowledge receipt of Supervisor’s November Report.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta mentioned the executive summary is on the counter if anyone wishes to look at that.

**Supervisors Report**

**NYS Transportation Alternatives Program (TAP) grant** - We are pursuing the NYS Transportation Alternatives Program (TAP) grant, and on December 4, I watched a mandatory webinar regarding the program. This grant only becomes available once per year. The key details are:

- Funding: 97.4 million available statewide.
- Purpose: fund active transportation, community revitalization, and environmental goals through projects like sidewalks, bike lanes, trails, etc.

**NYS DOT Federal Share:**

- Provides up to 80% of eligible project costs; sponsors provide at least 20%.
- Grant range: awards typically range from \$500,000 to \$7.0 million.
- Pre-application deadline is January 15, 2026.
- Application deadline is March 12, 2026.

We approved the Request for Qualifications earlier tonight and we will arrange for the same to be published in the paper by December 12 and will wait for engineering applications to be received by January 5, 2026. On January 6, town board will review the applications received and choose the engineer who will prepare the pre-application by January 15, 2026, and the full application by March 12, 2026.

**Monroe County Town Clerk’s Association** - The morning of December 5, I greeted the Monroe County Town Clerk’s Association ahead of their December meeting. I let them know how important the town clerk’s office is to our residents, Town Board, as well as the Supervisor’s Office. I greatly appreciate the work Susan and Carla do for our town.

**Umpteenth Annual Christmas Party** - On the evening of December 5, the Umpteenth Annual Children’s Christmas Party was held at The Whitehall Mansion. Susan and Carla did an amazing job pulling the event together, as well as our Historian, Leanna Hale, and Mr. and Mrs. Claus. Approximately 60 kids and 100 adults attended. The Wood Family is always so gracious to us, and we appreciate being able to use their venue.

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**WIBA No. 1** - On December 9, the WIBA No. 1 update meeting was held. All services will be in by the end of this week, including, Sweden Walker Road. MRB Group will be issuing a Certificate of Substantial Completion soon, which will trigger the start of the one-year warranty per contract. Within the next two weeks, the contractors will finish the miscellaneous work and focus on cleanup. MRB will be providing us with a summary and timetable of the project completion in 2026.

### **Town Board Reports**

#### **Clarkson Historic Preservation Commission** **Initial Proposal for Fiscal Year 2026**

The Clarkson Historic Preservation Commission proposes two strategic plans for Fiscal Year 2026 aimed at honoring our past while supporting the town's future. These initiatives are designed to inform, educate, and engage both residents and visitors.

### **Goals**

1. Update the Cultural Resource Survey (1987) (additional cost).

Revise and modernize the 1987 Cultural Resource Survey to reflect the current state of the town. A new catalog-style PDF will be made available on the town website and in hard copy at Town Hall.

2. Develop a Google Maps Virtual Walking Tour and Site Map (additional cost).

Create a digital walking tour and site map accessible via the town's website for residents and visitors.

3. Design and Distribute an Informational Pamphlet (additional cost).

Produce a pamphlet for residents and realtors outlining the benefits and resources associated with owning a historic home in Clarkson. Commission members would distribute these materials door-to-door.

4. Apply for Additional Historical Markers.

Pursue grants and budget allocations to secure historical markers for additional homes and buildings within the district. This would also include upgrading the San Souci Park sign.

5. Produce a Short Informational Video.

Film a brief video featuring local residents, Commission members, and the town historian to highlight the district and its historical significance. The video will be posted on the town website.

6. Plan a United States 250th Anniversary Event (Summer 2026).

Organize a town event to commemorate the nation's semi quincentennial.

### **Implementation Plans**

Some of these initiatives are ambitious; however, several could be completed by the end of 2026. The Commission outlines two potential paths to pursue this work.

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**Option A: Hire a Professional Firm to Update the Cultural Resource Survey.**

A hired firm would produce a comprehensive and professionally executed update to the 1987 survey, including research and photographs. The firm would likely only complete this task; other projects would remain the responsibility of the Commission.

- Deliverable: Updated Cultural Resource Survey (PDF / catalog format).
- Limitations: Does not include educational or promotional materials beyond the survey.
- Estimated Cost: \$9,000–\$12,000.
- Note: Clarkson has been listed on the National Register since 1994. While the survey provides valuable documentation, it is primarily intended for historical recognition rather than resident-facing engagement.

**Option B: Commission-Led Project Development.**

Alternatively, the Commission could undertake these projects independently. Several members have experience in historical research and preservation and, with support from Town Historian Leanna Hale, have access to relevant texts and resources.

- Focus: Informational and educational projects tailored to resident engagement.
- Benefit: Full local control over content and presentation.
- Challenge: Time and labor required for completion.
- Proposed Solution: Enhance stipends or allocate a small project budget to support two to three Commission members in leading and completing these tasks.
- Cost: To be determined by the Clarkson Town Board

Proposed Budget Detail:

- Cultural resource survey update (document, pamphlet, website content, virtual walking tour, site map):

This is a larger project requiring significant time and production work. Freelance editorial rates typically range from \$35–\$80 per hour. The Commission proposes a rate of \$35 per hour for Commission members completing this work.

- Estimated Hours: 114 hours (rounded down).
- Total Proposed Cost: \$4,000.

- Commission members must submit a time sheet documenting the completed work and hours worked. Timesheets must be signed by a supervisor and approved by the Town Board.

**Building Department** - Supervisor Liotta read the Building Department's bi-weekly activity report for December 9;

- They have completed the on-boarding process with SDL, our permitting software, and it has been marked a success.
- Our department is still working on uploading frequently sited statues to SDL for ease of documentation.
- The property file organization is still a work in progress, and we are now halfway through.
- All Planning and Zoning Members have collected their CE credit hours for 2025, except for one who is waiting to receive his certificate of attendance



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- They have one Planning Board application and one Zoning Board application in front of each of the boards.
- 1648 Lawrence Rd has received a temporary C of O for now as the resident is working towards full compliance after the house fire.
- We are working on documents to send for the 2026 Fire Inspections.
- MRB has been contacted about printing large maps for zoning and wetlands.
- There were 3 building permits issued in December, including one new house built on Cintron Landing. Five permits were closed out this month.

**Highway Department** – Superintendent Viscardi mentioned he would like to thank Councilpersons Culhane and D’Amuro for their dedication to the residents as well as the employees. They have made great strides in the last four years from healthcare to employee relations that will continue after they leave. It was enjoyable working with them both and thank you for all that you have done.

**Recognizing Councilpersons John Culhane and Nick D’Amuro from Supervisor Liotta.**

Nick D’Amuro:

I first met Nick when I was an elections coordinator and he was one of my scheduled election inspectors. He had asked me if there were any open-board positions at the town; Nick ran for a town board seat the following year in 2021.

Because of Nick’s passion for history, he was instrumental in the town becoming a Certified Local Government with designations at the state and federal levels, which led to the creation of the Historic Preservation Commission by local law in 2023. He has been active with the Commission and Nick helped plan the Erie Canal Celebration at Sans Souci Park in September. Nick plans to be a member of the commission in 2026 since Al Hoy has resigned as chairperson.

Nick was also an advocate for veterans by scheduling open meetings for them during his first two years on Town Board. He had also been our ‘live’ town board meeting guru for Facebook and YouTube, and we are grateful that he made that happen. He also introduced us to Tyler Jones, who maintains our Facebook page and website.

John Culhane:

John served on the Planning Board for two years prior to being elected to Town Board in 2021. He has been the deputy town supervisor for the past two years, ready to fill my shoes if need be.

John was our resident spreadsheet guru. He developed spreadsheets to keep track of the incentive zoning projects, including the solar farms. John was also a great help over the years when working with healthcare costs and employee related matters; he introduced the ‘Disk color match study’ to our team to help identify our personalities in the workplace. He was instrumental in promoting and leading many of the All-Hands-on Deck employee meetings resulting in the good relationships that all departments now share. He has often emphasized the many accomplishments made by the employees to help best serve our residents.

Supervisor Liotta would like to thank them both for their contributions to the town residents as well as the employees over the years. They will both be missed.

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**RESOLUTION #304**

**MOTION TO APPROVE 11-25-2025 MEETING MINUTES**

Introduced by Councilperson D’Amuro

Seconded by Councilperson Mattison

Motion to approve 11-25-2025 meeting minutes.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #305**

**AUDIT 12-09-2025**

Introduced by Councilperson Culhane

Seconded by Councilperson D’Amuro

To authorize payment of audit 12-09-2025 totaling \$111,843.60; AA- General \$16,162.21, BB- General Outside Village \$10,229.77, DA-Highway Town Wide \$9,465.76, DB-Highway Outside Village \$664.42, HH-Capital Projects \$69,739.93, SL-Lighting \$5,460.96, SS-Sewer \$120.55. Distribution of checks: Joint Checking #5969-6004.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #306**

**MOTION TO ADJOURN**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

Motion to adjourn at 7:02 P.M.

**VOTE OF THE BOARD**

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

NAYES: none

Respectfully submitted,

Susan Henshaw  
Town Clerk