

TOWN OF CLARKSON
TOWN BOARD MEETING
January 13, 2026

The Town Board of the Town of Clarkson held its organizational meeting on January 13, 2026, at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:	Ursula Liotta	Supervisor
	Kathy DeLorme	Councilperson
	Tom Guarino	Councilperson
	David Howlett	Councilperson
	Sharon Mattison	Councilperson
	Susan Henshaw	Town Clerk
	Robert Viscardi	Highway Superintendent
	Keith O'Toole	Town Attorney

Supervisor Liotta opened the meeting. She 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.

Happy New Year everyone. On January 6th, we held the town's organizational meeting and today is our first official meeting of the year. We welcome two new board members, Kathy DeLorme and Dave Howlett. It's good to have them on board.

OPEN FORUM

Martha Clasquin, 34 Sherwood Drive, welcomes the new board members with a few thoughts. She wishes to express her gratitude to the previous Town Board. She discussed the need to expand internet access in rural areas including Clarkson. Martha was thrilled to share information on an article from the Westside News advising the partnership between Monroe County and Spectrum. This will help ensure that every household and business within Monroe County, including the most rural areas, will now have access to high-speed internet. However, according to data from the U.S. Census Bureau, nearly three out of ten households in the county's most rural areas still do not have an internet subscription, highlighting the continued need for expanded connectivity. Martha shares she is very proud of the previous administration for the investment in our community. Supervisor Liotta thanked her for the kind words. Due to connection issues, at our last meeting we couldn't broadcast live. Thank you again for sharing your thoughts.

Supervisor Liotta welcomed Brian Baty, our insurance representative from Hoffman Hanafin & Associates, and reviewed the town's policy with Traveler's Insurance for the upcoming year.

NEW BUSINESS

RESOLUTION #63
AUTHORIZING PAYMENT #15 TO PILON CONSTRUCTION CO., INC. of \$144,814.69
TOWN OF CLARKSON
WATER IMPROVEMENT BENEFIT AREA NO. 1

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

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

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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 **\$144,814.69**; and

WHEREAS, MRB Group, the Town's Engineer for this project has reviewed the request and recommended payment in the amount of **\$144,814.69**; 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 **\$144,814.69** 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 **\$144,814.69** 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 DeLorme, Guarino, Howlett and Mattison

NAYES: none

RESOLUTION #64

**Approve Professional Services Agreement– MRB Group
NYSDOT TAP Grant Application
Route 19 Sidewalks**

Introduced by Councilperson Howlett

Seconded by Councilperson DeLorme

WHEREAS, The Town of Clarkson seeks to procure grant writing and engineering services (the "Services") associated with a proposed pedestrian sidewalk project 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 Town of Clarkson issued a Request for Qualifications ("RFQ") for the Project and upon the submissions, found that MRB Group was most qualified to provide the necessary Services.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson approves and authorizes the Supervisor to sign the Proposal for Professional Services Agreement with MRB Group to prepare a grant application for pedestrian sidewalks along NYS Route 19 under the NYSDOT Transportation Alternatives Program ("TAP") Grant program. Initial services to be performed at a cost of \$10,000.00. Additional related services to be billed on a personnel time-charge basis as required.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

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Supervisor Liotta summarized the proposal that was nicely done by the MRB Group. Bi-annually the TAP program becomes available to help communities deliver safe walking and biking options as well as connections to transit areas. Projects are expected to improve mobility and make it more walkable and safer for all transportation users. She mentions how she has had numerous requests for sidewalks along Lake Road. The sidewalks for this project run from Woodstock Lane North to Ridge Road on the East side and Gilmore Road to Hafner Park on the West side and will include crosswalks. The grant application is due by January 15.

RESOLUTION #65

**Approve Professional Services Agreement– MRB Group
Sans Souci Park - Canal Tourism Grant**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

WHEREAS, the Town has been awarded a NYS Canal Corporation/Erie Canalway Grant for improvements to be made at Sans Souci Park; and

WHEREAS, the Town wishes to retain the services of a professional services provider to perform design, environmental and grant administration services for the Project; and

Whereas, MRB Group has offered to provide such services to the Town.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Proposal for Professional Services Agreement with MRB Group to provide services related to the development of Sans Souci Park. Initial services to be performed at a cost of \$17,200.00. Additional related services to be billed on a personnel time-charge basis as required.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYS: none

Supervisor Liotta mentioned in 2024 Erie Canalway offered grants for improvements to Sans Souci Park due to the 200th Anniversary of the Erie Canal. They offered two options. 1. Park Improvements 2. A celebration. The town chose enhancements to the park. Supervisor Liotta along with Highway Superintendent Viscardi proposed a new dock as well as a playground to make it more family friendly. In January 2025, the town received an award in the amount of \$24k. We are now waiting for permission from NYS Canal Corporation to move forward. This is going to be a great addition to Sans Souci Park, as it is always well visited. Councilperson Mattison mentioned the high traffic from those walking and biking along the canal. Supervisor Liotta reminded all that this is a nice, small park with an open pavilion and grills that our Highway department tends to. She also mentioned Sans Souci Park has the smallest frontage along the canal of all towns in New York State.

Supervisor's report:

1. On December 23, New York State Parks, Recreation and Historic Preservation issued a letter to the town informing us that a matching grant of up to \$660,375 had been reserved for the Hafner Park improvement project. Specific details have not yet been received. This is very good news!
2. Each month New York Association of Towns, aka NYAOT, holds a roundtable discussion open to all New York State towns; most recently held on December 16, 2025, and on January 8, 2026.

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Here are a few highlights:

The legislative agenda that NYAOT plans to present to Albany will include:

- More funds for formula-based aid under NYS AIM (Aid and Incentives for Municipalities) Program, CHIPS (Consolidated Local Street and Highway Improvement Program), and a proposed SWAP (Safe Water Action Program) for sewer/water infrastructure.
- Reform on the property tax cap formula. There are certain inequities that the legislature does not want to discuss.
- Mandatory public notice requirements, i.e., legal notices in the local paper: They can be done more efficiently and cheaper by using the town's website. Many local governments spend thousands of dollars on their legal notices each year.
- Find ways to lower the cost of healthcare. Current consortiums per NYS law require 100 employees per municipalities, yet 70% of towns are on community programs. All towns should be part of the consortium.
- Reprioritize and protect home rule vs. NYS mandates.

NYAOT also advised that a federal lawsuit has been filed against NYS regarding even year elections law, and they will be submitting a brief. NYAOT provided the contact info below for the attorney handling the lawsuit. They want to hear comments from the towns. The reasons NYAOT is advocating against even year elections are because of:

1. It will be more expensive to get the message out on the town level when competing with the federal level.
2. It does not change elections for judges and sheriffs on odd years, which fragments the elections even more.
3. The petitions that were signed last year stated 2-year and 4-year terms, and NYS changed the terms without considering the residents who signed the petitions.

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3. Clarkson will be doing a property reassessment this year. The last one was done in 2023. An informational meeting is scheduled for Thursday, February 5 from 6-7 pm led by Tammy Baker, our Assessor, and a representative from New York State. Notice will be in this weekend's Westside News, and on our Facebook page and website.

Town Clerk Report - Susan Henshaw mentioned that during the holidays, she held a Food Drive for the Brockport Food Shelf and Life Solutions of Hamlin. The Clarkson area and surrounding communities came forward as they always do and supported our cause. She received a thank you letter and will read a portion of it:

We would like to extend our sincere thanks to the Town of Clarkson for your time, generosity, and continued support of the Brockport Food Shelf and Life Solutions during the holiday season. Your commitment to helping our community is truly appreciated.

- The 2026 Transfer Station permits are available for \$275 for Clarkson residents. The 2025 permits are no longer allowed at the transfer station. Stop in to pick up your permit at the town clerk's office.
- 2026 Town and County tax season is underway and for the first time in several years, without a hitch.

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Building Department - Supervisor Liotta read the Building Department's bi-weekly activity report for January 13:

- Property file organization is still a work in progress, and we are nearly done ¾ of the way through.
- Planning and Zoning Board members have collected their required training credits for 2025 and have a headstart in the new year.
- All Historic Board members have been notified about training programs that are available for CE Credits.
- Steve Frosini, our Building Inspector, has obtained training and certificates for the 2025 new Energy Code as well as certificates for deck building and truss fundamentals.
- There is an average density development that has made its way to the Planning Board that is in the early stages.
- They are working on sending documents for the 2026 Fire Inspections.

Building Department – End of year statistics for 2025

- 75 Certificates of Compliance have been issued.
- 15 Certificates of Occupancy have been issued for both residential and commercial properties.
- 41 Fire inspections were completed.
- 11 Operating permits were issued.
- 4 Business permits were issued.
- 161 Building permits have been issued for both residential and commercial.

RESOLUTION #67

MOTION TO APPROVE 12-09-2025 MEETING MINUTES

Introduced by Councilperson Howlett

Seconded by Councilperson Guarino

Motion to approve 12-09-2025 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYS: none

RESOLUTION #68

MOTION TO APPROVE 01-06-2026 ORGANIZATIONAL MINUTES

Introduced by Councilperson Howlett

Seconded by Councilperson Guarino

Motion to approve 01-06-2026 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYS: none

RESOLUTION #69

AUDIT 01-13-2026

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 01-13-2026 totaling \$499,682.91; AA- General \$49,178.47, BB- General Outside Village \$195,231.32, DA-Highway Town Wide \$47,007.90, DB-Highway Outside Village \$33,406.74, HH-Capital Projects \$168,941.26, SL-Lighting \$5,827.58, SS-Sewer \$89.64. Distribution of checks: Joint Checking #6039-6098

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

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RESOLUTION #70
MOTION TO ENTER INTO EXECUTIVE SESSION

Introduced by Councilperson Guarino

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 a private session with its attorney to discuss legal matters at 6:44 PM.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

RESOLUTION #71
MOTION TO EXIT OUT OF EXECUTIVE SESSION

Introduced by Councilperson Howlett

Seconded by Councilperson Guarino

Motion to exit out of Executive Session at 7:22 PM.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

RESOLUTION #72
MOTION TO ADJOURN

Introduced by Councilperson Howlett

Seconded by Councilperson Guarino

Motion to adjourn at 7:23 P.M.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-01-27

