

TOWN OF CLARKSON
TOWN BOARD MEETING
January 27, 2026

The Town Board of the Town of Clarkson held its organizational meeting on January 27, 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.

NEW BUSINESS

RESOLUTION #73
Approve Professional Services Agreement– MRB Group
GM On Main Street Grant for Lake Road

Introduced by Councilperson Howlett
Seconded by Councilperson Guarino

WHEREAS, the Town wishes to retain the services of a professional services provider to prepare a grant application for the General Motors (GM) on Main Street Grant relating to the installation of traffic calming improvements along Lake Road; and

WHEREAS, the Town has received the support of NYSDOT to pursue the installation of radar speed signs to reduce speeding along Lake Road; and

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

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson accepts and authorizes the Supervisor to sign the Proposal for Professional Services Agreement with MRB Group to prepare a grant application for the 2026 General Motors (GM) on Main Street Grant relating to the installation of traffic calming improvements along Lake Road. Initial services to be performed at a cost of \$3,500.00. 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 had a brief discussion and read a summary of the grant that was provided by MRB Group as part of their proposal. The summary outlined information regarding the town's ongoing discussions about improvements to Lake Road. The town will be preparing an application for the 2026 grant cycle.

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RESOLUTION #74
Approve Professional Services Agreement– MRB Group
Hafner Park - Park Improvement Grant
2026 NYS Parks Municipal Parks and Recreation Grant (MPR)

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

Whereas, the Town wishes to retain the services of a professional services provider to prepare a grant application for Hafner Park improvements under the NYS Office of Parks, Recreation and Historic Preservation’s 2026 Municipal Park and Recreation Grant (MPR) program; 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 approves, and authorizes the Supervisor to sign, the Proposal for Professional Services Agreement with MRB Group to prepare a grant application under the 2026 NYS Office of Parks, Recreation and Historic Preservation's Municipal Park and Recreation Grant (MPR) program; and

Section 2. Initial services to be performed at a cost of \$3,500.00. 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 read information that was provided by MRB Group regarding the town’s previous grant application. The Town of Clarkson applied for the grant in 2025 and was not awarded funding at that time. The town plans to re-apply by the deadline of February 9, 2026. This will provide authorization and support for the recreation grant in the amount of \$3,500.00 for approval.

RESOLUTION #75
Town of Clarkson
Resolution of Support & Authorization for the Town of Clarkson
2026 New York State Municipal Parks and Recreation (MPR) Grant

NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION
MUNICIPAL PARKS AND RECREATION (MPR) GRANT PROGRAM FOR HAFNER PARK

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorne

WHEREAS, the Town of Clarkson, Monroe County, supports the submission of the 2026 Municipal Parks and Recreation (MPR) grant application on behalf of the Town, for the construction of sports courts and a splash park in Hafner Park; and

WHEREAS, in accordance with the NYS OPRHP invites eligible applicants to apply for funding opportunities to undertake construction for improvements at Hafner Park; and

WHEREAS, a value of the Town's planning documents recognizes our recreational assets are important to us; and

WHEREAS, the Town strives to provide accessible green space and enjoyable programs in all seasons for the community and provide opportunities for relaxation, experiential learning inside and outside, and socialization to enhance personal growth and well-being for all individuals; and continuously improve the quality and safety of our facilities and services; and

NOW, THEREFORE, BE IT RESOLVED by the Town Board on behalf of the Town of Clarkson, New York authorizes the Town Supervisor to submit an application for a Municipal Parks and Recreation grant regarding the Town-owned Hafner Park and be considered the authorized representative for the project, able to execute all necessary documents relative to this project; and

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BE IT FURTHER RESOLVED, the Town Board does hereby authorize and obligates local matching funds in the amount of 10% of the grant award that will be hereby appropriated from the General Fund Budget line; and

BE IT FURTHER RESOLVED; that the Town of Clarkson recognizes and fully supports the submission of this 2026 MPR grant application for a planning project for Hafner Park.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION #76

Town of Clarkson

NYS DOT TAP Grant Municipal Supporting Resolution

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

WHEREAS, the Town of Clarkson Town Board (hereinafter referred to as Town Board) supports the submission of a 2025 - 2026 New York State Department of Transportation (NYS DOT) Transportation Alternatives Program (TAP) Grant Program under the Planning, Design, and Construction of Infrastructure-Related Projects to Improve Non-Driver Safety category; and

WHEREAS, the NYS DOT TAP program provides assistance for local governments to implement an approach to improve non-driver safety, access to public transportation, and enhanced mobility for residents; and

NOW THEREFORE BE IT RESOLVED, the Town Board, on behalf of the Town, identifies the Town Supervisor as the authorized representative for the project, able to execute necessary documents relative to and as required for this application; and

BE IT FURTHER RESOLVED, the Town Board does hereby authorize and obligates local matching funds of the minimum 20% of the total of any grant funding awarded in the form of in-kind services or cash contribution hereby appropriated from the Town of Clarkson Highway Fund; and

BE IT FURTHER RESOLVED, the Town will operate and maintain the sidewalks and include additional funding in the annual budget; and

BE IT FURTHER RESOLVED, that the Town of Clarkson recognizes and fully supports the submission of the 2025 - 2026 NYS DOT TAP grant application.

VOTE OF THE BOARD

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

NAYS: none

Supervisor Liotta mentioned at the last meeting, the town approved the proposal for MRB to proceed with preparing the grant. The proposal was approved to move forward, and the Town of Clarkson fully supports the submission of the 2026 MPR grant application.

RESOLUTION # 77

**Authorize Supervisor to sign Poll Site Agreement with
Monroe County Board of Elections**

Introduced by Councilperson Mattison

Seconded by Councilperson Howlett

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

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Section 1. That the Town Board of the Town of Clarkson does hereby authorizes the Supervisor to sign the Poll Site Agreements with the Monroe County Board of Elections for the following Clarkson locations; Kimball Lodge and Seymour Library.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #78
APPROVE SIGNATURE AUTHORITY FOR SEYMOUR LIBRARY ACCOUNTS
FIVE STAR BANK

Introduced by Councilperson DeLorme

Seconded by Councilperson Howlett

WHEREAS, the Town of Clarkson, the Town of Sweden and the Village of Brockport established the Seymour Library under a Joint Operating Agreement dated November 29, 2021, to serve the residents of the three founding communities; and

WHEREAS, under that agreement, the Town of Clarkson is obligated to manage certain Seymour Library bank accounts and must appoint representatives who are authorized to manage the accounts on behalf of the Town for the benefit of the library; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson, New York, authorizes Supervisor Ursula M. Liotta and Town Clerk Susan A. Henshaw to execute "Account Agreements" for the following Seymour Library Accounts at Five Star Bank:

Account Number	Account Type
7900257028	Public Checking
751931128	Money Market Public

Section 2. That said Supervisor Ursula M. Liotta and Town Clerk Susan A. Henshaw are granted signature authority for the accounts identified in Section 1.

Section 3. That said accounts are owned by the Seymour Library and hereafter administered by the Town of Clarkson for the benefit of the Seymour Library.

Section 4. That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

NAYS: none

RESOLUTION # 79
APPROVE SIGNATURE AUTHORITY FOR SEYMOUR LIBRARY ACCOUNTS
CANANDAIGUA NATIONAL BANK-CNB

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

WHEREAS, the Town of Clarkson, the Town of Sweden and the Village of Brockport established the Seymour Library under a Joint Operating Agreement dated November 29, 2021, to serve the residents of the three founding communities; and

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WHEREAS, under that agreement, the Town of Clarkson is obligated to manage certain Seymour Library bank accounts and must appoint representatives who are authorized to manage the accounts on behalf of the Town for the benefit of the library; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson, New York, authorizes Supervisor Ursula M. Liotta and Town Clerk Susan A. Henshaw to execute “Non-Personal Account Signature Card(s) for the following Seymour Library Accounts at Canandaigua National Bank:

Account Number	Account Type
1109596943	Savings
1110172272	Time Deposit
1109609980	Time Deposit
1110311370	Time Deposit
1109966147	Time Deposit
1110360966	Time Deposit

Section 2. That said Supervisor Ursula M. Liotta and Town Clerk Susan A. Henshaw are granted signature authority for the accounts identified in Section 1.

Section 3. That said accounts are owned by the Seymour Library and hereafter administered by the Town of Clarkson for the benefit of the Seymour Library.

Section 4. That this resolution shall take effect immediately.

VOTE OF THE BOARD

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

NAYES: none

Supervisors Report

1. The Town of Parma is applying for a Local Government Efficiency (LGE) grant for assistance in purchasing a new vacuum/sweeper truck to be shared between the **Towns of Parma, Sweden, and Clarkson**. The LGE program is designed to assist municipalities in expanding and modernizing local service delivery initiatives. The Town of Parma previously entered an Intermunicipal Agreement in 2009 with the Towns of Clarkson, Sweden, and Hamlin for the purchase and use of a vacuum/sweeper truck, saving all the involved municipalities thousands of dollars in service, maintenance, and operations costs. The current truck involved in that agreement has now reached the end of its useful service life. Purchasing a new truck for shared use through the LGE program will allow the involved municipalities to continue saving money and to ensure that their roadways, storm drains, and sewers are free of debris and harmful contaminants. Hamlin opted out of the agreement three years ago. The Town of Clarkson fully supports this decision and is committed to assisting with the operations and maintenance costs of the truck throughout its useful service life as we have done in the past. We provided a letter of support to the Town of Parma to submit with the grant application.
2. Monroe County Executive Adam Bello issued a press release on January 16, for the 2026 Legislative Youth Awards. All nominations are due by February 13. We also received an email from Legislator Jackie Smith explaining that each year, the Monroe County Legislature works with the Monroe County Youth Bureau to identify and honor exceptional youth and adults who serve as youth advocates in our community. Members of the Legislature identify young people that serve our community with the help of our local schools, churches, local charities, and neighbors. They also seek to identify adults who continually advocate for the young members of our community. As County Legislators, they can nominate worthy recipients in the following categories:

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Young Citizen of Excellence Awards:

- Age 12 and Under
- Age 13 through 15
- Age 16 through 21 (up to age 24 for youth with intellectual or developmental disabilities)
- Willie J. Lightfoot Youth Advocate (an adult advocate for youth)
- Gary Mervis Youth Team Achievement Award

If you know someone who possesses the qualities deserving of one of these awards, please nominate them at www.monroecounty.gov/youth-award-form by February 13. Information is also posted in the entryway.

3. We recently received a letter from Bradley Walike, introducing himself as the new NYSDOT Regional Director for Region 4, which includes the following counties: Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, and Wyoming. His predecessor in this position was Christopher Reeve, who has retired. Bradley has over 31 years of experience in different capacities with NYSDOT.
4. We held an all-hands-on-deck meeting with all employees on January 16. We reviewed the various successes of 2025 and upcoming projects in 2026. I'm very happy with our team of employees and how we cooperate so well with each other.

Town Board Reports

Brockport Central School District - Councilperson Howlett mentioned that he has forwarded the email regarding the 2026 Legislative Youth Awards to the Brockport Central School District.

Snow Removal- Councilperson Guarino wanted to say thank you to the Highway Department for keeping up with the snow!

Supervisor Liotta mentioned how grateful she is to all the employees for coming in on Monday January 26, after consideration of the storm and weather.

Highway Department – Superintendent Viscardi advised it has been a busy few days due to the winds and significant snowfall. There was one issue with a truck, which is currently in the shop being repaired. No salt deliveries are a big issue this year. We are in good shape for the second year regarding salt deliveries. We currently have approximately 400–500 tons of salt remaining in the barn, despite the delays in receiving timely deliveries.

RESOLUTION #80
MOTION TO APPROVE 01-13-2026 MEETING MINUTES

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison
Motion to approve 01-13-2026 meeting minutes.

VOTE OF THE BOARD

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

NAYS: none

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RESOLUTION #81
AUDIT 01-27-2026

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 01-27-2026 totaling \$342,547.20; AA- General \$101,500.80, BB- General Outside Village \$179,365.80, DA- Highway Town Wide \$36,528.95, DB-Highway Outside Village \$2,664.07, HH-Capital Projects \$12,329.34, SS-Sewer \$1,382.89, SW-Special District – Water \$8,775.35. Distribution of checks: Joint Checking #6101-6135.

VOTE OF THE BOARD

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

NAYES: none

RESOLUTION #82
MOTION TO ADJOURN

Introduced by Councilperson Mattison

Seconded by Councilperson Howlett

Motion to adjourn at 6:37 P.M.

VOTE OF THE BOARD

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

NAYES: none

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-02-10