

TOWN OF CLARKSON  
TOWN BOARD MEETING  
February 10, 2026

The Town Board of the Town of Clarkson held its organizational meeting on February 10, 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.

**OPEN FORUM**

*Martha Clasquin, 34 Sherwood Drive*, mentioned that she attended the Assessor's meeting that was held on February 5. She felt that Tammy Baker, Town Assessor listened respectfully and addressed concerns with respect to a challenging audience and provided a wealth of helpful information. She would like to commend Tammy for her expertise, patience and professionalism. While some of the individuals attempted to steer the discussion in a different direction, a few attendees were able to refocus the conversation and turn it into a more positive discussion. Supervisor Liotta thanked Martha for her kind words. She mentioned she did not attend the meeting because if we had more than two town board members attend it would have had to be held as a special meeting. She mentions that Tammy is well trained, confident and she has the best interest of the town.

**OLD BUSINESS**

**RESOLUTION #83**

**Town of Clarkson - Water Improvement Benefit Area #1  
To Accept and Approve General Fund Interest Amount**

Introduced by Councilperson Mattison  
Seconded by Councilperson Guarino

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

**WHEREAS**, the Town received funding from the USDA in the form of grant and loan funds. 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 Town had spent down all USDA loan funds for this project and was beginning to be reimbursed for costs through grant funds in August 2025; and

**WHEREAS**, the United States government was shut down from October 1, 2025, to November 12, 2025, and the Town was required to make payments to its contractors for this project before grant funds could be received from the USDA during the shutdown; and

**WHEREAS**, the Town advanced funding to WIBA No. 1 from the Town of Clarkson General Fund in order to pay its contractors for this project; and

2026-02-10

**WHEREAS**, these payments incurred interest of \$8,293,97 due to the Town of Clarkson General Fund; and

**WHEREAS**, \$0.00 remains in the Net Interest budget (Line A3) for this project; and

**WHEREAS**, \$336,618.19 remains in the Contingency budget (Line D) for this project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board accepts and approves that \$8,293.97 be moved from Project Contingency budget (Line D) to the Net Interest budget (Line A3). The total project costs will not change.

VOTE OF THE BOARD:

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

NAYES: none

Supervisor Liotta explained during the government shutdown, we were not receiving reimbursements from the USDA for contractor payments. The interest earned was for the funds the town advanced in contractor payments until the government reopened.

NEW BUSINESS

RESOLUTION #84

Authorize Supervisor to Sign Stormwater Coalition Intermunicipal Agreement

Introduced by Councilperson Howlett  
Seconded by Councilperson DeLorme

**WHEREAS**, the Town of Clarkson is a member of the Monroe County Stormwater Coalition; and

**WHEREAS**, the Coalition has prepared a new Stormwater Coalition Intermunicipal Agreement; and

**WHEREAS**, the Town Board of the Town of Clarkson has determined it is in the best interest of the Town to continue its participation in the Coalition; and

**WHEREAS**, the Town Attorney has reviewed said Agreement and finds it to be in good order.

**NOW THEREFORE, BE IT RESOLVED:**

**Section 1.** That the Supervisor, on behalf of the Town of Clarkson, is hereby authorized to execute said Intermunicipal Agreement.

VOTE OF THE BOARD:

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

NAYES: none

Supervisor Liotta read an email from Attorney Keith O’Toole, explaining the purpose of the Intermunicipal Agreement. There was previously no Intermunicipal Agreement with Monroe County, but there is one in place now.

RESOLUTION #85

SANS SOUCI PARK IMPROVEMENTS PROJECT  
SEQR – DETERMINATION OF SIGNIFICANCE

Introduced by Councilperson Guarino  
Seconded by Councilperson Mattison

**WHEREAS**, the Town of Clarkson Town Board, (hereinafter referred to as “Town Board”) is seeking to install improvements at Sans Souci Town Park, and

2026-02-10

**WHEREAS**, the Town Board has determined the above referenced application (hereinafter referred to as Action) to be an Unlisted Action under Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

**WHEREAS**, the Town Board has determined that the proposed Project is subject to a single agency review pursuant to Part 617.6(b) (4) of the SEQR Regulations; and

**WHEREAS**, the Town Board determines that it is the most appropriate agency for making the determination of significance thereon under the SEQR Regulations; and

**WHEREAS**, the Town Board has considered the criteria for determining significance as set forth in Section 617.7(c) (1) of the SEQR Regulations and the information contained in the Short Environmental Assessment Form Part 1; and

**WHEREAS**, the Town Board has completed Part 2 and Part 3 of the Short Environmental Assessment Form; and

**NOW, THEREFORE BE IT RESOLVED** that the Town Board does hereby designate itself as lead agency for the proposed development above herein; and

**BE IT FURTHER RESOLVED** that the Town Board has reasonably concluded the following impacts are expected to result from the proposed Action, when compared against the criteria in Section 617.7 (c):

(i) there will not be a substantial adverse change in existing air quality, ground or surface water quality or quantity, traffic noise levels; a substantial increase in solid waste production; a substantial increase in potential for erosion, flooding, leaching or drainage problems.

(ii) there will not be large quantities of vegetation or fauna removed from the site or destroyed as the result of the proposed action; there will not be substantial

interference with the movement of any resident or migratory fish or wildlife species as the result of the proposed action; there will not be a significant impact upon habitat areas on the site; there are no known threatened or endangered species of animal or plant, or the habitat of such species; or, are there any other significant adverse impacts to natural resources on the site;

(iii) there are no known Critical Environmental Area(s) on the site which will be impaired as the result of the proposed action.

(iv) the overall density of the site is consistent with the Comprehensive Plan land use recommendations.

(v) the proposed action will not impair important historical, archeological, architectural, aesthetic resources, community, or neighborhood character.

(vi) there will not be a major change in the use of either the quantity or type of energy resulting from the proposed action.

(vii) there will not be any hazard created to human health.

(viii) there will not be a substantial change in the use, or intensity of use, of land including open space or recreational resources, or in its capacity to support existing uses.

(ix) there will not be a large number of people attracted to the site for more than a few days when compared to the number of people who would come to such a place absent the action.

(x) there will not be a material demand for other actions that would result in one of the above consequences.

(xi) there will not be changes in two or more of the elements of the environment that when considered together result in a substantial adverse impact; and

2026-02-10

(xii) there are not two or more related actions which would have a significant impact upon the environment.

**BE IT FURTHER RESOLVED** that based upon the information and analysis above and the supporting documentation, the Town Board determines that the proposed action WILL NOT result in any significant adverse environmental impacts.

**BE IT FURTHER RESOLVED** that the Town Board directs the Town Supervisor to sign and date Part 3 of the Short Environmental Assessment Form and to identify on the Form that the proposed Action will not result in any significant adverse impacts.

**BE IT FINALLY RESOLVED** that the Town Board directs that copies of this determination be filed as provided for under the SEQR Regulations.

VOTE OF THE BOARD:

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

NAYES: none

Supervisor Liotta explained this relates to the enhancements that are planned for Sans Souci Park using the awarded grant funds. The improvements include replacing the existing dock, installing a playground, swing set and adding a bike rack. Attorney O'Toole explained that part of the SEQR review is required because the park is located along the Erie Canal, which is considered a historic asset. As a result, a submission must be made to the State Historic Preservation Office (SHPO), which operates under the New York State Parks systems. We have been advised that everything is acceptable at this time and that we have received permission to proceed. However, if any changes are made to the project, updated drawings of the park would need to be submitted. Attorney O'Toole also spoke with MRB Group, and we were informed that since the project is not suitable for framing at this time, no construction drawings are required.

**RESOLUTION # 86**  
**Approve Purchase of Wheel Loader**

Introduced by Councilperson Howlett  
Seconded by Councilperson DeLorme

**WHEREAS**, the Town of Clarkson wishes to purchase a new Bobcat L95 Compact Wheel Loader; and

**WHEREAS**, Superintendent of Highways Robert Viscardi has submitted a vehicle proposal from Doosan Bobcat North America Inc. through Bobcat of the Finger Lakes, Fairport, NY, which has been attached and made a part hereof; and

**WHEREAS**, the above referenced vehicle is available for purchase under New York State's "Piggybacking" Law under the NYS OGS contract #020223-CEC through an authorized vendor, which eliminates the need for competitive bidding pursuant to §103 of the NYS General Municipal Law; and

**WHEREAS**, said vehicles would be purchased at a price of \$101,434.54; and

**WHEREAS**, the Superintendent of Highways has recommended that said quote be accepted, with \$101,434.54 to come from DA.5130.200- Machinery, Equip & Cap Outlay.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board authorizes the Superintendent of Highways to purchase a new Bobcat L95 Compact Wheel Loader in an amount not to exceed \$101,434.54 from Doosan Bobcat North America Inc. through Bobcat of the Finger Lakes by piggybacking off NYS OGS contract #020223-CEC to be paid from DA.5130.200- Machinery, Equip & Cap Outlay as referenced above in this resolution and as shown and set forth on the attached proposal; and it is further

**2026-02-10**

**RESOLVED**, the Town Superintendent of Highways is hereby authorized to enter and sign all necessary documents and pay all amounts needed to effectuate same. **See attachments**

**VOTE OF THE BOARD:**

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

NAYES: none

Supervisor Liotta reviewed the specific cost figures for the purchase and outlined the funding sources that will be used. She confirmed that sufficient funds are available to cover the full cost. Superintendent Viscardi noted that this is brand-new piece of equipment and will not replace any existing machinery. The new Bobcat wheel loader weighs approximately 12,000 pounds, which is about one-third the size of the Town's current wheel loader. It will be useful working on park renovations. The town currently has four pieces of Bobcat equipment that are interchangeable. Bobcat has been reliable and easy to work with. In the event of any concerns or mechanical issues, parts are readily available locally. We can expect to take possession in 2-3 months.

**Supervisors Report**

Information from our last town board meeting on January 27:

- As you recall, the town was recently denied the NYS DEC SWIFR grant for funds to build a new salt barn at the highway department. On February 3, MRB Group, Superintendent Viscardi and I participated in a debriefing of the denial. The DEC was very thorough in explaining the value of each category of the application. We needed 40 points to qualify and we received 37. The opportunity to resubmit for the 2026 grant will become available again later this spring, and we need to decide if we wish to try again.
- The first quarterly newsletter for 2026 was included in the Westside News this past weekend, and it will be posted on our website as well. Extra copies can be found in our lobby.
- Last week, our Assessor, Tammy Baker, together with two representatives from New York State, led a public meeting regarding the planned 2026 property reassessments. The information Tammy provided during the meeting is also available on our website and in the lobby. Tammy and her assistant, Darla, are always available to answer questions for residents.
- We received information regarding Monroe County Soil & Water Conservation District's Tree & Shrub Program and posted it on our website. It is open for orders! Residents can pre-order affordable seedlings, live stakes, shrubs, flowering plants, seed mixes, and more. This is great for habitat, erosion control, and beautifying your property. All the information can be found on our website. You can browse program details and how to order. All orders must be received by March 6, 2026; distribution is April 23–24, 2026 at the Monroe County Eco park; and an overstock sale will follow on April 25, 2026.
- We held our first 2026 Good Neighbor Day planning meeting on February 3, and we made good progress. Mark your calendars for Friday, August 14 from 5 – 10 pm. We plan to celebrate our country's 250th anniversary during that event as well.
- As you are aware, remaining 2025 expenses were paid during January, so our accountant is now finishing up year-end reports. We hope to approve December 2025 and January 2026 financial reports at our next meeting on February 24.
- MRB Group submitted the 2026 Municipal Parks and Recreation (MPR) grant last Friday, ahead of the February 9, deadline. This grant is specifically for the spray park and new sports courts (basketball, tennis, pickleball) for our new park design.

**2026-02-10**

**Town Board Reports** - Councilperson Howlett mentioned that he would like to thank everyone for allowing him to attend the Assessor's meeting the other night. He stated that he agrees with Martha Clasquin's comments. While some individuals attempted to steer the discussion in a different direction, a few attendees were able to refocus the conversation and turn it into a more positive discussion.

**Town Clerk Report** - Susan Henshaw - mentions the 2026 Town and County taxes have succumbed a lot of her time.

**Building Department** - Supervisor Liotta read the Building Department's bi-weekly activity report for February 10:

- We have completed the organization of all property files, and we have begun organizing all the subdivision files.
- On January 29, all 2026 fire inspection notices were sent out. Out of the 69 businesses that require inspections, 10 have been received and inspections have been scheduled.
- The updated mapping and wetland plans for Clarkson zoning have been completed. The water resource maps have been printed and are now available in the Building Department for review.
- A proposed telecommunications tower on Sweden Walker Road is currently under review. A site plan approval will go before the Planning Board and as well as a special permit application will go before the Zoning Board of Appeals.
- The Building Department is currently in the process of reconfiguring our space in the retention room. This will accurately reflect the inventory log as well as adding prints appropriately deemed for retention.
- The Building Department conducted a drive-through inspection of the Historic District to identify potential New York State property maintenance violations. The department is currently in the process of contacting the affected property owners.

**Highway Department** – Superintendent Viscardi mentioned that it has been a good old-fashioned winter, with 110 inches of snow falling in Clarkson so far this year. We are about two-thirds of the way through the season. He mentioned it's the most he has seen since 1999 when Clarkson had 125 inches. The trucks have traveled this year between town, state, and county roads about 36,023 miles. As of February 10, highway as used around 1400 tons of salt and another 400 – 500 tons since. Channel 13 interviewed Superintendent Viscardi regarding salt concerns. There are a ton of excuses from American Rocksalt as to why they're not getting it out of the ground in a timely fashion. Currently, the barn is about ¾ full.

**RESOLUTION #87**  
**MOTION TO APPROVE 01-27-2026 MEETING MINUTES**

Introduced by Councilperson Guarino  
Seconded by Councilperson Howlett  
Motion to approve 01-27-2026 meeting minutes.

**VOTE OF THE BOARD**

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

NAYS: none

2026-02-10

**RESOLUTION #88**  
**AUDIT 02-10-2026**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 02-10-2026 totaling \$88,832.38; AA- General \$27,929.15, BB- General Outside Village \$223.88, DA-Highway Town Wide \$49,490.94, DB-Highway – Outside Village \$5,070.02, SL-Lighting \$5,925.86, SS-Sewer \$192.53. Distribution of checks: Joint Checking #6136-6170.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #89**  
**MOTION TO ADJOURN**

Introduced by Councilperson Mattison

Seconded by Councilperson Howlett

Motion to adjourn at 640 P.M.

**VOTE OF THE BOARD**

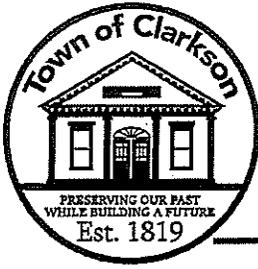
AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

Respectfully submitted,

Susan Henshaw  
Town Clerk

Approved 2026-02-24



3710 LAKE ROAD, PO BOX 858  
CLARKSON, NY 14430  
(585) 637-1132  
[highway@townofclarksonny.gov](mailto:highway@townofclarksonny.gov)

---

January 20, 2026

Doosan Bobcat North America, Inc.  
P.O. Box 74007382  
Chicago, IL 60672-7382

Re: Intent to Purchase

Dear Sir/Madam,

Please accept this correspondence as our letter of intent to purchase from Doosan Bobcat North America, Inc., a Bobcat L95 Compact Wheel Loader as outlined in quote number JH1609892. The total purchase price shall be \$101,434.54 as outlined in the quote using NYS OGS Contract #PC70868/Sourcewell pricing through contract #020223-CEC.

Thank you for your cooperation in this matter. Should you have any other questions please call me at the above number or email.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Viscardi", with a long, sweeping underline.

Robert M. Viscardi

Highway Superintendent



Quotation Number: JH1609892  
 Quote Sent Date: Jan 15, 2026  
 Expiration Date: Feb 14, 2026  
 Prepared By: Jared Hyatt  
 Phone: 3159455213  
 Email: jared@djmequipment.com

Customer  
**TOWN OF CLARKSON 271167**  
 3710 LAKE RD  
 CLARKSON, NY, 14430

Contact

Dealer  
**Bobcat of the Finger Lakes, Fairport, NY**  
 7216 PITTSFORD-PALMYRA ROAD  
 FAIRPORT, NY, 14450

Item Name	Item Number	Quantity	Unit Price	Price Each	Total
Bobcat L95 Compact Wheel Loader	M0705	1	109,634.00	83,321.84	83,321.84
<b>Standard Equipment:</b>					
74 HP 2.4L Turbocharged Bobcat engine with integrated Diesel Oxidation Catalyst (DOC)					
Articulation Lock Bar					
Attachment Control Device					
Automatic Park Brake with Slope Assist					
Automatic Ride Control					
Auxiliary Hydraulics, High Flow with pressure release couplers					
Back-up Alarm					
Battery Disconnect Switch					
Bobcat Standard 5" Display					
Bucket Level Indicator					
Canopy with; Cup Holders, Dual Quick Charge USB /12 V Power Outlet, Interior Storage Compartments, Keyless Ignition, Retractable 2					
Seat Belt, Tilt and Telescoping Steering Column, Vinyl Suspension Seat					
Differential Lock					
Engine and Hydraulics Systems De-rate					
Front Horn					
Glow Plugs					
Hydrostatic Transmission with Electronic Gearbox, 4 speeds, Advanced Attachment Control, & Flex Drive (Engine Speed Dial)					
HVAC Cab Comfort Package	M0705-P01-C02	1	12,135.00	9,222.60	9,222.60
<i>Included: Enclosed Cab with HVAC Front and rear wiper / washer, Dome light, Rear defrost, Radio Ready, Heated Air Ride Seat,</i>					
L95 General Purpose Bucket	7484957	1	4,528.00	3,441.28	3,441.28
Cutting Edge Kit	7484982	1	465.01	465.01	465.01
Rotating Beacon Kit	7336474	1	134.75	134.75	134.75
SMV Kit	7447402	1	111.67	111.67	111.67
Rear View Camera	7422924	1	661.26	661.26	661.26
Digital Radio w/ Hands Free Calling	46891158	1	327.13	327.13	327.13
Total for Bobcat L95 Compact Wheel Loader					97,685.54

Quote Subtotal	97,685.54
Dealer PDI	500.00
Freight Charges	2,750.00
Destination Charges	99.00
Dealer Assembly Charges	400.00
Sales Total before Taxes	101,434.54
Taxes	0.00
<b>Quote Total - USD</b>	<b>101,434.54</b>

Notes: \*Pricing per NYS OGS contract # PC70868/Sourcwell contract # 020223-CEC\* \*Purchase orders made out to:

**Doosan Bobcat North America, Inc P.O. Box 74007382 Chicago, IL 60674-7382**

<b>Customer Acceptance:</b>	
Quotation Number: JH1609892	Purchase Order: <u>letter of intent</u>
Authorized Signature:	
Print: <u>Robert Viscardi</u>	Sign: <u>[Signature]</u>
Date: <u>1/20/2026</u>	Email: <u>highway@townofclarksonny.gov</u>
Tax Exempt: Y <input checked="" type="checkbox"/> / N <input type="checkbox"/>	