

TOWN OF CLARKSON
TOWN BOARD MEETING
February 24, 2026

The Town Board of the Town of Clarkson held its organizational meeting on February 24, 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

**excused

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.

HISTORICAL MOMENTS

Historian Leanna Hale shared that 11 years ago the Clarkson Historical Society began a cursive writing contest to celebrate John Hancock's birthday, recognizing that his signature is the largest on the Declaration of Independence. This year there were 41 entries from 10 different towns. The entries were divided into three age categories, and winners were selected from each group. / * Clarkson is part of region 11 of the Association of Public Historians of the State of New York. This year's regional meeting will be held on April 11, and she is hopeful that she will gather some great ideas to incorporate into our country's 250th celebration this summer. / * Leanna would also like to place Betsy Ross flags along the graves at the Clarkson cemeteries to honor the veterans who served in the Revolutionary War and The War of 1812 in recognition of Memorial Day. This spring Leanna is hoping to clean gravestones at the West Clarkson Cemetery and the Garland Cemetery, with some needed assistance. It may be worthwhile to consider adding special markers to identify those who served in the Revolutionary War and The War of 1812, so visitors can easily recognize their service./* Lastly, she has heard that the "Night at the Museum," which is held every couple of years, is expected to take place again this summer.

NEW BUSINESS

RESOLUTION #90
Authorize Intermunicipal Agreement Between the Town of Clarkson and the Town of Sweden
for the Sharing of Assessor Services and Support Staff

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o empowers municipal corporations, including Towns, to enter into cooperative agreements for the provision of shared services; and

WHEREAS, the Town of Clarkson, and Town of Sweden wish to appoint the same individual to serve as Town Assessor and share support staff for the Assessor's Office, in the interest of efficiency and cost-effectiveness

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson hereby approves the Intermunicipal Agreement between the Town of Clarkson and the Town of Sweden and further authorizes the Town Supervisor to

2026-02-24

execute said Agreement. This Agreement shall be for a term commencing January 1, 2026, and terminating December 31, 2026, unless earlier terminated by any party.

Section 2. That this resolution shall take effect immediately.

Section 3. That the Town Clerk shall forward a copy of this resolution to the Town of Sweden.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYES: none

ABSENT: Councilperson DeLorme

Supervisor Liotta explained that there was no formal or written Intermunicipal Agreement in place when the towns originally entered the shared assessor arrangement in August 2022. At that time, costs were divided based on the percentage of parcels within each town. A few weeks ago, Supervisor Liotta and Councilperson Mattison met with Supervisor Hayles and her assistant, Hiedi Librock, to review the parcel ratios. The only modification made to the agreement was to item #3, where the fee was increased from \$10,000.00 to \$11,000.00. This amount will be paid in quarterly installments of \$2,750.00. Additionally, the percentage outlined in item #4 was adjusted to 34.73% to reflect the updated parcel count, as Clarkson has gained and created additional parcels within the town. We have decided to have the Intermunicipal Agreement in place as this will be a benefit going forward.

RESOLUTION #91
Release of Bond for Buck Run Solar

Introduced by Councilperson Howlett
Seconded by Councilperson Mattison

WHEREAS, Buck Run Solar (“Buck Run”) operates a solar farm at property known as 2540 Redman Road, Clarkson, NY 14420 (“Solar Farm”); and

WHEREAS, as a condition of approval, Buck Run was required to provide a “Decommissioning Bond” to the Town to secure removal of the Solar Farm at such time as it ceases to operate; and

WHEREAS, the Town has the original Decommissioning Bond (Bond No. SUR2210000376) from Ascot Insurance Company and Buck Run wishes to provide a substitute Decommissioning Bond of equal amount (Bond No. L275245-2142) in exchange for releasing the original bond; and

WHEREAS, the Town has received the substitute bond and has no objection to the release request.

NOW THEREFORE BE IT RESOLVED, that:

Section 1. The Town Board approves the release of Ascot Insurance Company Decommissioning Bond (Bond No. SUR2210000376) for the Buck Run Solar Farm in exchange for Ascot Insurance Company Decommissioning Bond (Bond No. L275245-2142).

Section 2. The Town Board authorizes the Town Supervisor to execute the release letter.

VOTE OF THE BOARD:

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYES: none

ABSENT: Councilperson DeLorme

Supervisor Liotta requested that Attorney O’Toole assist regarding the sale to the new company. The project name remains the same, however, it is now being overseen and maintained by a different company. Due to the fact the original owner no longer wishes to remain financially responsible, the town will be releasing the initial bond that was put in place once it is signed by Supervisor Liotta.

2026-02-24

RESOLUTION # 92
AUTHORIZE END OF YEAR 2025 BUDGET AMENDMENT AND TRANSFER OF FUNDS

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, the Town Board is authorized to transfer funds and make supplemental appropriations where appropriate to amend the 2025 fiscal year budget; and
WHEREAS, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson has reviewed end of year 2025 budget amendment and such appropriations and transfer of funds all as described and incorporated herein. ***see attachment NOW, THEREFORE, BE IT RESOLVED:**

SECTION 1. That the Town Board authorizes the budget amendment and such appropriations and transfer of funds all as identified on and incorporated herein.

SECTION 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD:

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYES: none

ABSENT: Councilperson DeLorme

Supervisor Liotta stated that the town hired Financial Consultant, Laura Landers, midyear last year. Due to the timing, the 2025 budget was completed using the town's longstanding budget format. Moving forward, the town will transition to Laura's budgeting process. Once the necessary internal budget transfers are completed through her office, she will be able to finalize and close out the financials for the end of 2025.

RESOLUTION #93

Approve Professional Services Agreement– William P. Johnson
Radio Frequency Consultant Verizon Cell Tower 3186 Sweden Walker Road

Introduced by Councilperson Guarino
Seconded by Councilperson Howlett

Whereas, it is expected that the Town's Planning Board and/or Zoning Board of Appeals will require the advice of a Radio Frequency (RF) professional services provider to offer advice regarding a pending application to construct a Cell Tower and related facilities to be located at 3186 Sweden Walker Road; and

Whereas, when this request is formalized, the Town wishes to retain the services of such a consultant; and

Whereas, William P. Johnson has offered to provide such services to the Town.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson approves, and authorizes the Supervisor to sign, the Proposed Statement of Work of William P. Johnson to provide Radio Frequency engineering services for the proposed Cell Tower and related facilities located at 3186 Sweden Walker Road; and

Section 2. That this approval and authorization is conditioned upon the occurrence of the following events:

- A. That the Planning Board or Zoning Board of Appeals request the services of an RF consultant; an
- B. The applicant deposits an initial retainer of \$5,000 for this purpose, in addition to any fees or deposits required by law, with the Town.

2026-02-24

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison
NAYS: none
ABSENT: Councilperson DeLorme

Supervisor Liotta discussed that in accordance with our local law, the zoning code required a radio frequency engineer to determine if there is a need to construct a Verizon cell tower at 3186 Sweden Walker Road. The area currently being considered is a privately owned parcel located on the east side of Sweden Walker Road, opposite Gilmore Road. Supervisor Liotta will sign necessary documentation after the two conditions stated above are met.

RESOLUTION #94
TO APPROVE MERIT INCREASE FOR JUSTICE COURT CLERK CODY STEFFEN

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

To Approve merit, increase for Court Clerk, Cody Steffen from step 6 @ \$26.42 to step 8 @ \$28.29 to be retroactive to February 21, 2026.

VOTE OF THE BOARD:

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison
NAYES: none
ABSENT: Councilperson DeLorme

Supervisor's Report

1. On February 13 MRB Group submitted the grant application for the GM grant for speed signs on Lake Road and Ridge Road. It was decided that we would apply for these signs to be used on both sides of the routes 104 and 19 intersection to help minimize speed in all directions.
2. On February 19 we received a report of the Erie Canal's Bicentennial 2025 recalling exceptional events, programs and partnerships across the state, thanking the communities and organizations who welcomed residents and visitors to commemorate our state's shared canal heritage. The annual report is on the counter for anyone to review.
3. On February 23 today we received an email from our workers' compensation insurance company, stating that in appreciation of its members that stood by the Compensation Alliance and contributed to its continued success, the New York State Municipal Workers' Compensation Alliance is again distributing a portion of its surplus to members through its Member Loyalty Award. This monetary award, presented to members with renewal dates in January, reflects recognition by the Board of Trustees of fiscal challenges faced by municipalities and provides a tangible benefit of municipal cooperation by returning funds to local governments and schools for the betterment of their communities. Loyalty Award amounts are based on the individual member's longevity of membership with the Comp Alliance and its annual funding contribution. We should be receiving a check in the amount of \$500.00 this week.

Town Board Reports

Seymour Library - Councilperson Guarino mentioned he attended a library meeting last week. Patrick Pittman is working on a grant to digitize the history room. All the media posts along with maps will be on their website and will also be digitally preserved. In November they will be putting together a celebration for the 30TH Anniversary of the library building that also coincides with 90 years of the library being in the community. We can anticipate the municipality report by the end of March. Patrick and Lauren, his youth services assistant, both spoke at Career Day at Hill School last week. It was a great engagement and we hope this will encourage younger children to visit the library.

Town Clerk Report - Susan Henshaw advised the mobile DMV that comes to Clarkson on the 4th Wednesday of every month has been cancelled for tomorrow due to an upgrade to their computers.

2026-02-24

She had spoken to someone today and was told they should be back on schedule for March. All bricks and mortar locations are up and running. Only mobile units are affected at this time.

Building Department - Supervisor Liotta read the Building Department's bi-weekly activity report for February 24:

- The Building Department has completed the 2025 New York State annual report.
- They have initiated updates to the Historic Preservation Board application and have begun reviewing the Board's procedures and review process.
- Preliminary review has commenced on a proposed new build on Benita Drive; however, additional research will be required due to the multiple approvals previously granted within the various Clarkson Meadows Subdivisions.
- To date, 14 of the 69 required annual fire inspections have been scheduled.
- There have been no new updates regarding the Cook Development proposal.
- The support boards have begun their annual training requirements, and most members have already obtained their required continuing education credits for this year.
- The organization of the subdivision files is still a work in progress.

RESOLUTION #95

MOTION TO APPROVE 02-10-2026 MEETING MINUTES

Introduced by Councilperson Guarino

Seconded by Councilperson Howlett

Motion to approve 02-10-2026 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYS: none

ABSENT: Councilperson DeLorme

RESOLUTION #96

AUDIT 02-24-2026

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 02-24-2026 totaling \$928,907.66; AA- General \$61,225.94, BB- General Outside Village \$3,714.59, DA- Highway Town Wide \$46,002.28, DB- Highway – Outside Village \$9,824.85, HH- Capital Projects \$2,471.35, SF– Fire \$805,409.83, SS- Sewer \$258.82. Distribution of checks: Joint Checking #6171-6207.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYES: none

ABSENT: Councilperson DeLorme

RESOLUTION #97

MOTION TO ADJOURN

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

Motion to adjourn at 6:36 P.M.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino, Howlett and Mattison

NAYES: none

ABSENT: Councilperson DeLorme

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-03-10

TOWN OF CLARKSON
PLEASE APPROVE THE 2025 FUND TRANSFERS AT YOUR 2/24/26 MEETING:
GENERAL FUND - TOWNWIDE

<i>Transfer From:</i>	AA.1110.102.000	Municipal Court, Pers Serv, Clerk	\$ 10,185.31
	AA.1220.102.000	Supervisor, Pers Serv, Deputy	\$ 30.00
	AA.1315.400.000	Comptroller, Contractual Expend	\$ 495.77
	AA.1320.400.000	Auditor, Contractual Expend	\$ 813.60
	AA.1330.100.000	Tax Collection, Pers Serv	\$ 105.77
	AA.1340.100.000	Budget, Pers Serv	\$ 615.40
	AA.1355.400.000	Assessment, Contractual Expend	\$ 1,502.90
	AA.1420.400.000	Law, Contractual Expend	\$ 7,065.36
	AA.1430.102.000	Personnel, Clerk, Pers Serv	\$ 384.62
	AA.1430.400.000	Personnel, Contractual Expend	\$ 1,925.00
	AA.1440.400.000	Engineer, Contractual, Expend	\$ 2,645.23
	AA.1620.100.000	Buildings, Pers Serv	\$ 12,820.64
	AA.1680.400.000	Central Data Process, Contr Expend	\$ 19,330.56
	AA.5132.400.000	Garage, Contractual Expend	\$ 8,640.01
	AA.5182.400.000	Street Lighting, Contractual Expend	\$ 4,707.09
	AA.7110.400.000	Parks, Contractual Expend	\$ 3,154.92
	AA.8020.400.000	Planning, Contractual Expend	\$ 495.00
	AA.9010.800.000	State Retirement System	\$ 16,409.37
	AA.9030.800.000	Social Security, Empl Benefits	\$ 1,757.26
	AA.9060.800.000	Hospital & Medical (dental) Ins Bnfts	\$ 16,699.28
	AA.9785.600.000	Install Pur Debt, Principal (TH/HWY)	\$ 434.60
	AA.9785.601.000	Install Pur Debt, Principal (Downstairs)	\$ 235.28
			\$ 110,452.97

<i>Transfer To:</i>	AA.7110.100.000	Parks, Pers Serv	\$ 38,904.80
	AA.1220.100.000	Supervisor, Pers Serv, Deputy	\$ 30.00
	AA.1220.103.000	Sec to the Supervisor, Pers Serv	\$ 1,309.37
	AA.1355.100.000	Assessment, Pers Serv	\$ 721.17
	AA.1410.100.000	Clerk, Pers Serv	\$ 1,502.90
	AA.1620.200.000	Buildings, Equip & Cap Outlay	\$ 16,570.00
	AA.1910.400.000	Unallocated Insurance, Contr Expend	\$ 15,185.00
	AA.7110.200.000	Parks, Equip & Cap Outlay	\$ 14,735.52
	AA.7550.400.000	Celebrations, Contr Expend	\$ 2,162.70
	AA.7510.400.000	Historian, Contr Expend	\$ 495.00
	AA.9040.800.000	Worker's Compensation, Empl Bnfts	\$ 5,608.00
	AA.9050.800.000	Unemployment Insurance, Empl Bnfts	\$ 2,000.00
	AA.9055.800.000	Disability Insurance, Empl Bnfts	\$ 8,801.37
	AA.8989.400.000	Misc Home & Comm Serv, Contr Expen	\$ 2,427.14
			\$ 110,452.97

GENERAL FUND - OUTSIDE VILLAGE

<i>Transfer From:</i>	BB.3620.100.000	Safety Inspection, Pers Serv	\$ 67.03
	BB.3620.400.000	Safety Inspection, Contr Expen	\$ 5,643.86
	BB.8010.103.000	Zoning, Pers Serv, Board	\$ 1.06
	BB.8160.100.000	Refuse & Garb, Pers Serv, Landfill	\$ 5,296.85
	BB.8160.400.000	Refuse & Garbage, Contractual	\$ 5,836.22
	BB.9010.800.000	State Retirement System	\$ 3,352.34
	BB.9030.800.000	Social Security, Empl Benefits	\$ 3,007.36
	BB.9060.800.000	Hospital & Medical (dental) Ins, Empl Bnft	\$ 4,031.98
			\$ 27,236.70

<i>Transfer To:</i>	BB.1990.400.000	Contingency	\$	3,960.70
	BB.3620.201.000	Safety Inspection, Equip, Vehicle	\$	2,184.00
	BB.7410.400.000	Library, Contr Expend	\$	1,384.00
	BB.7410.401.000	Library, Reserve Repair Expenses	\$	1,278.00
	BB.8010.400.000	Zoning, Contr Expend	\$	3,500.00
	BB.8020.400.000	Planning, Contr Expend	\$	8,074.00
	BB.8090.400.000	Environmental Control, Contr Expend	\$	1,856.00
	BB.8160.200.000	Refuse & Garbage, Equip & Cap Outlay	\$	5,000.00
			\$	<u>27,236.70</u>

HIGHWAY FUND - TOWNWIDE

<i>Transfer From:</i>	DA.5110.400.000	Maint of Streets, Contr Expend	\$	15,123.06
	DA.8540.400.000	Drainage, Contr Expend	\$	2,230.81
	DA.9010.800.000	State Retirement System	\$	41,130.78
	DA.9030.800.000	Social Security, Empl Benefits	\$	331.32
	DA.9060.800.000	Hospital & Medical (dental) Ins, Empl	\$	<u>26,634.94</u>
			\$	85,450.91

<i>Transfer To:</i>	DA.5148.400.000	Services, Other Govts, Contr Expend	\$	55,474.00
	DA.8540.100.000	Drainage, Pers Serv	\$	14,310.00
	DA.9040.800.000	Workers Compensation, Empl Bnfts	\$	10,811.00
	DA.9050.800.000	Unemployment Insurance, Empl Bnfts	\$	3,000.00
	DA.5130.200.000	Machinery, Equip & Cap Outlay	\$	472.59
	DA.5130.400.000	Machinery, Contr Expend	\$	326.59
	DA.5142.100.000	Snow Removal, Pers Serv, Overtime	\$	576.91
	DA.5148.100.000	Services Other Govts, Pers Serv	\$	310.03
	DA.9089.800.000	Clothing Allowance	\$	169.79
			\$	<u>85,450.91</u>

HIGHWAY FUND - OUTSIDE VILLAGE

<i>Transfer From:</i>	DB.5112.200.000	Perm Improv Highway, Equip & Cap	\$	20,699.00
	DB.9010.800.000	State Retirement System	\$	5,214.76
			\$	<u>25,913.76</u>

<i>Transfer To:</i>	DB.5110.400.000	Maint of Streets, Contr Expend	\$	<u>\$25,913.76</u>
---------------------	-----------------	--------------------------------	----	--------------------

WATER DISTRICT

<i>Transfer From:</i>	SW.9710.700.012	Debt Interest, Serial Bonds, WD 12	\$	<u>0.01</u>
-----------------------	-----------------	------------------------------------	----	-------------

<i>Transfer To:</i>	SW.9710.600.012	Debt Principal, Serial Bonds, WD 12	\$	<u>0.01</u>
---------------------	-----------------	-------------------------------------	----	-------------

TOWN OF CLARKSON
FINAL BUDGET AMENDMENTS 2025

Increase BB.2590.000	Permits (Revenue)	\$7,900.00	
Increase BB.3620.100	Safety Insp Pers (Appropriation)		\$7,900.00
Increase DA.2300.000	Transportation Serv, Other Gov't (Revenue)	\$180,000.00	
Increase DA.5130.100	Machinery Per. (Appropriation)		\$87,000.00
Increase DA.5130.200	Machinery, Equip & Cap Outlay (Appropriation)		\$23,000.00
Increase DA.5130.400	Machinery, Contractual Exp (Appropriation)		\$27,000.00
Increase DA.5142.100	Snow Removal, Per. Overtime (Appropriation)		\$22,000.00
Increase DA.5148.100	Services, Other Gov't, Personnel (Appropriation)		\$10,500.00
Increase DA.9060.800	Hosp Medical Dental Insurance (Appropriation)		\$10,500.00
Increase SL.5182.400.001	Greenfield 1 Lighting District	\$13.97	
Increase SL.5999.000.001	Appropriated Fund Balance		\$13.97
Increase SL.5182.400.004	Wedgewood Lighting District	\$635.80	
Increase SL.5999.000.004	Appropriated Fund Balance		\$635.80
Increase SL.5182.400.008	Northfield Lighting District	\$173.71	
Increase SL.5999.000.008	Appropriated Fund Balance		\$173.71
Increase SL.5182.400.010	Mission Hill Lighting District	<u>\$499.03</u>	
Increase SL.5999.000.010	Appropriated Fund Balance		<u>\$499.03</u>
		\$189,222.51	\$ 189,222.51