

TOWN OF CLARKSON
TOWN BOARD MEETING
March 10, 2026

The Town Board of the Town of Clarkson held its organizational meeting on March 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

**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.

OLD BUSINESS

RESOLUTION #98
TOWN OF CLARKSON
HAFNER PARK IMPROVEMENT PROJECT
SEQR-DECLARING THE INTENT TO BE LEAD AGENCY

Introduced by Councilperson Howlett
Seconded by Councilperson Guarino

WHEREAS, the Town of Clarkson Town Board (hereinafter referred to as “Town Board”) has reviewed the New York State Environmental Quality Review Act (“SEQRA”) Full Environmental Assessment Form (“EAF”) Part 1, prepared by the MRB Group (hereinafter referred to as “Project Engineer”) on the above-referenced Town of Clarkson Hafner Park Improvements Project (hereinafter referred to as “Action”); and

WHEREAS, the Town Board determines that said Action is classified as a Type 1 Action under the State Environmental Quality Review (“SEQR”) Regulations; and

WHEREAS, the Town Board determines that said Action is also subject to review and approval by other involved agencies under the SEQR Regulations; and

WHEREAS, the Town Board determines that it is the most appropriate agency to ensure the coordination of this Action and will provide written notifications to all agencies involved, for the purpose of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby declare its intent to be designated as the lead agency for the Action and directs the Supervisor to sign and date the Full EAF Part 1.

BE IT FURTHER RESOLVED, that the Project Engineer is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing.

2026-03-10

VOTE OF THE BOARD:

AYES: Supervisor Liotta, Councilpersons, Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

NEW BUSINESS

RESOLUTION #99

**Approve Professional Services Agreement– MRB Group
NYSDEC Water Quality Improvement Project (WQIP) Grant
Salt Storage Facility Project**

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 a Salt Storage Facility under the NYSDEC Water Quality Improvement Project (WQIP) Grant program; and

Whereas, MRB Group 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 Professional Services Agreement with MRB Group to prepare a grant application for a Salt Storage Facility under the NYSDEC Water Quality Improvement Project (WQIP) Grant program. 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 Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

Supervisor Liotta explains this is going to be a resubmission and it falls under new business, as it is a new application for 2026. As you may recall, the application was denied in 2025. After the debriefing, it was determined that we were shy of the required points we needed to be considered for the grant. It was highly recommended by the DEC that we reapply. Having the opportunity for a debriefing is helpful, as it allows MRB Group to review and revise the application to determine where improvements can be made. They have also indicated we are able to begin the project, that we do not have to wait for a decision on the grant. This provides a significant benefit in allowing the town to move forward. The second salt barn is much needed regardless of whether the grant is awarded. If the grant is not received, the town still has the option to utilize CHIPS funding, which is not limited strictly town road work. Highway Department has already started working on the salt barn.

RESOLUTION #100

**TO AUTHORIZE MERIT INCREASE FOR THE ASSISTANT TO THE
SUPERVISOR, TAMMY BLANCHARD**

Introduced by Councilperson Guarino

Seconded by Councilperson Howlett

To authorize a merit increase for the Assistant to the Supervisor, Tammy Blanchard, from Clerk 1, Step 18 on the 2025 step chart, plus COLA as of 1/1/2026 of \$28.04/hour, to Step 10 on the 2026 step chart of \$30.01/hour, effective March 13, 2025.

2026-03-10

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

Merit Increase – Supervisor Liotta mentioned that her assistant, Tammy Blanchard, has done an excellent job. She explained the previous salary chart consisted of 20 steps. In January, a new step chart was created and has been reduced to 10 steps. Tammy is currently at step 10, which is the highest level within the clerk category.

RESOLUTION #101

ACKNOWLEDGE RECEIPT OF SUPERVISOR’S JANUARY FINANCIAL REPORT

Introduced by Councilperson Guarino

Seconded by Councilperson Howlett

Acknowledge receipt of Supervisor’s January Financial Report.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

Financial Reports – Supervisor Liotta mentioned that town is in good financial standing. February’s financial report is currently being reviewed and will be sent out to the board shortly. We have been granted an extension on filing the 2025 Annual Financial Review (AFR) to April 30.

Supervisors Report

1. The NYS Transportation Alternatives Program (TAP) grant for the sidewalks along Lake Road N. is due on Thursday, March 12. MRB Group will be sending us the draft tomorrow for review.
2. We received an email from the Seymour Library requesting a letter of support from the three municipalities for its application of a federal grant for the children’s room renovation. This grant is being offered by Congressman Joseph Morelle. With Town Board’s approval, I have signed on behalf of the Town of Clarkson and have sent it on to the Towns of Sweden and Brockport. The grant application is due on Friday, March 13. The letter reads in part:

On behalf of the Town of Clarkson, the Town of Sweden, and the Village of Brockport, we are pleased to express our strong support for the proposed renovation of the Children’s Room at the Seymour Library in Brockport, New York. This project represents an important investment in the future of our shared community and will provide meaningful benefits to residents throughout the region.

Modernizing the Children’s Room will allow the library to better accommodate story times, literacy programs, and educational activities that foster a lifelong love of reading among young residents. The renovated space will also support flexible programming, improved accessibility, and environments that encourage curiosity, collaboration, and discovery. Beyond its educational benefits, the renovation will further strengthen the library’s role as a vibrant community hub. Enhanced community space will provide families with a safe, welcoming, and inclusive environment where children can gather, learn, and interact with others. Improved facilities will enable the library to expand its programming and respond more effectively to the needs of families throughout the Clarkson–Sweden–Brockport area.

2026-03-10

Town Clerk Report – Susan Henshaw mentioned the Rabies Clinic has been scheduled for Thursday, May 7, from 5:30p – 7:30p. It is a shared event shared with the Town of Hamlin, and Clarkson will be hosting the event at the Highway Garage. Board members and any volunteers are always welcome to attend. Councilperson Guarino offered to volunteer. / * Dave Maynard is also seeking a Town Board liaison with the Dog Control Department. / * The town’s annual Shred Day has been scheduled for Saturday, June 6, from 10:00a – 12:00p in front of the Highway Department. Volunteers are also welcome to help with this event.

Building Department - Supervisor Liotta read the Building Department’s bi-weekly activity report for March 10:

- To date, 21 of the 69 required annual fire inspections have been scheduled. Twelve fire inspections have been completed and have passed this year. Second notices will be generated and mailed at the beginning of April to businesses that have not yet responded to requests to schedule their fire inspections.
- Continuing Education (CE) credits were updated and distributed to all Support Board members, along with reminders regarding the annual requirement of four hours of continuing education credits.
- Fifteen permits have been issued so far this year, and fourteen building permit inspections have been completed.
- Steve has completed another round of Code Enforcement training. He recently completed the 9E Residential Code of New York State course and passed with a score of 92%.
- This week, Steve is attending 24-hour mandatory in-service training. Next week, he will begin the 9F Building Code of New York State course, which is the final course required for full certification.
- The Historic Preservation Board will hold a Public Hearing on April 6, at 6:00 P.M. regarding the appearance associated with the proposed change of use for the property located at 8388 Ridge Road, from an auto body repair shop to a gas station, to ensure the building design and site appearance remain consistent with the historic character of the surrounding neighborhood.
- A Radio Frequency Engineer is currently reviewing the application for a proposed telecommunications tower at 3186 Sweden Walker Road.
 - The project has not yet been scheduled for a Public Hearing.
 - It has only received initial review from both the Planning Board and the Zoning Board of Appeals.
- Violation notices have been issued to properties along Ridge Road that are not in compliance with the Clarkson Town Code and/or the New York State Property Maintenance Code.

RESOLUTION #102
MOTION TO APPROVE 02-24-2026 MEETING MINUTES

Introduced by Councilperson Guarino
Seconded by Councilperson Howlett
Motion to approve 02-24-2026 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

2026-03-10

RESOLUTION #103
AUDIT 03-10-2026

Introduced by Councilperson Guarino

Seconded by Councilperson Howlett

To authorize payment of audit 03-10-2026 totaling \$62,225.11; AA- General \$16,322.03, BB- General Outside Village \$4,654.37, DA-Highway Town Wide \$29,831.60, DB-Highway – Outside Village \$4,505.79, SL-Lighting \$6,388.63, SS-Sewer \$522.69, Distribution of checks: Joint Checking #'s 6208-6243.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

RESOLUTION #104
MOTION TO ADJOURN

Introduced by Councilperson Howlett

Seconded by Councilperson Guarino

Motion to adjourn at 6:26 P.M.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-03-24