

TOWN OF CLARKSON  
TOWN BOARD MEETING  
March 24, 2026

The Town Board of the Town of Clarkson held its organizational meeting on March 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. Supervisor Liotta mentioned that Councilpersons Mattison and DeLorme have been excused from attending the meeting.

**OPEN FORUM**

*Dave Virgilio, 17 Lynnwood Drive - he* asked if there have been any updates regarding the Clarkson Post Office. Supervisor Liotta stated that the update is included in her report later in the meeting.

**NEW BUSINESS**

**RESOLUTION #105**  
**AUTHORIZE SUPERVISOR TO SIGN AGREEMENT TO SHARE TOWN OF HAMLIN**  
**DOG BOARDING FACILITIES**

Introduced by Councilperson Howlett  
Seconded by Councilperson Guarino

**WHEREAS**, the Town Board of the Town of Clarkson has had an Intermunicipal Agreement (IMA) with the Town of Hamlin to lease space at the Town of Hamlin Dog Shelter since 2021 at the rate of \$3,250/annually; and

**WHEREAS**, the IMA automatically renewed each year from 2021 - 2025; and

**WHEREAS**, the Town of Hamlin recently brought to our attention that the cost to maintain the kennel has increased over the past few years and therefore amended the IMA for 2026 to increase the amount to \$3,750/annually.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** That the Town Board of the Town of Clarkson shall enter a revised IMA with the Town of Hamlin to lease space at the Town of Hamlin Dog Shelter for a term commencing January 1, 2026, and ending December 31, 2026, at the increased amount of \$3,750/annually.

**Section 2.** That the Town Board authorizes the Supervisor to sign the amended IMA with the Town of Hamlin. **\*see attachment**

**VOTE OF THE BOARD:**

AYES: Supervisor Liotta, Councilpersons, Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

**RESOLUTION #106**  
**MOTION TO APPOINT PATTI THAYER AS AN ALTERNATE BAR MEMBER TO A**  
**5-YEAR TERM ENDING SEPTEMBER 30, 2030**

Introduced by Guarino  
Seconded by Howlett

Motion to appoint Patti Thayer as an alternate BAR member to a 5-year term ending September 30, 2030.

**VOTE OF THE BOARD**

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

Supervisor Liotta mentioned that an ad was placed in the paper for an additional member for the Board of Assessment Review. The applicant, Patti Thayer, had a lot knowledge of real estate and assessments. The Town Board reviewed her information and found that she was well qualified. After discussion with Attorney O'Toole regarding the lack of clarity of the BAR member term, the decision was made to review the rules and vacate the above resolution until the next Town Board meeting.

**RESOLUTION #107**  
**MOTION TO VACATE RESOLUTION #106**

Introduced by Councilperson Howlett  
Seconded by Councilperson Guarino  
Motion to vacate Resolution #106.

**VOTE OF THE BOARD**

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

**RESOLUTION #108**  
**Approve the MS4 Annual Report for 2026**

Introduced by Councilperson Guarino  
Seconded by Councilperson Howlett

**WHEREAS**, the Town of Clarkson Stormwater Program Coordinator has prepared the 2026 MS4 Annual Report as required under the New York State Department of Environmental Conservation (DEC) General Permit for MS4 Stormwater Discharge.

**WHEREAS**, the MS4 Annual Report details progress made on the Town's Stormwater Management Plan (SWMP), which was created to address stormwater education, outreach and implementation of standards and goals to control stormwater discharges throughout the Town and to use best management practices (BMPs) to reach these goals.

**WHEREAS**, the Town of Clarkson had placed a downloadable copy of the MS4 Annual Report on its website for public comment:

**WHEREAS**, the Town of Clarkson will notify the New York State DEC to record the Town's approval of the 2026 MS4 Annual Report and will submit the Annual Report to DEC upon execution of this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Clarkson approves the 2026 Town of Clarkson Municipal Separate Storm Sewer System (MS4) Annual Report and authorizes the Supervisor to sign the MS4 Operator Certification Form and to notify the DEC of the approval and submit a copy of the report.

**VOTE OF THE BOARD**

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

**2026-03-24**

Supervisor Liotta mentioned she has invited Building Inspector, Steve Frosini, to explain the need to move forward with the MS4 report. He explained that the MS4 report is a requirement in NYS. The report outlines activities completed throughout the year, including monitoring retention ponds, drainage systems, and any illicit discharges. All such items must be documented and reported. Steve also noted there have been no questions from the public regarding the MS4 report at this time. Supervisor Liotta added the report was put on Facebook, along with a link to the town's website, inviting residents to review the report and submit any questions or comments. This step is part of the required public comment process. It was emphasized that the MS4 reporting requirements are very stringent, particularly in terms of accuracy and deadlines. This annual report must be completed by April 1.

**RESOLUTION #109**  
**ACKNOWLEDGE RECEIPT OF SUPERVISOR'S**  
**FEBRUARY FINANCIAL REPORT**

Introduced by Councilperson Howlett  
Seconded by Councilperson Guarino  
Acknowledge receipt of Supervisor's February Financial Report.  
**VOTE OF THE BOARD**  
AYES: Supervisor Liotta, Councilpersons Guarino and Howlett  
NAYES: none  
ABSENT: Councilpersons DeLorme and Mattison

**Supervisors Report**

1. On March 10, it was reported that we expect to receive \$500 from our workers' compensation carrier, Comp Alliance, and we have since received that check.
2. On March 12, we received an email from Monroe County asking us to sign a letter of support (as well as Greece, Parma, Ogdan, Hamlin, and Brockport) for a project it is pursuing. The email read:  
*Last year, we applied for and were awarded funding for the Northwest Quadrant Wastewater Treatment Facility Preliminary Intake Project which sought to allow for more efficient removal of large objects at the beginning of the wastewater treatment process. Given that we were successful in applying for funds for that project, this year we are applying for a different project called the Pump Station Improvement Project to replace the old and outdated surface aerators that have reached the end of their life cycle. This project will provide \$5.8M to help fund construction and design costs associated with the project. Since this treatment facility services the Town of Clarkson, Town Board authorized me to sign a letter of support in 2025 and again in 2026.*

3. Supervisor Liotta received an invitation to the Brockport Lions Club 75th anniversary dinner on Wednesday, April 15, and will be attending. A summary of the club's community outreach since 1951 is available in our foyer.
4. We received Hilton Parma Fire District's financial statement for the year ending December 31, 2025. It is available for review for a short time on the counter, if anyone is interested.
5. Supervisor Liotta, attended the monthly meeting of the Monroe County Town Supervisor's Association on Friday, March 20. Sheriff Todd Baxter was the guest speaker. He gave all of us a postcard of information regarding efforts that are being made to change the law in NYS regarding bail reform. I made a copy of the postcard and it is available in the foyer. There are QR codes that you can scan for more information. At present, according to NYS law, Monroe County judges are not allowed to consider whether criminals are dangerous when determining if they should be released or not. Giving criminals fines and then releasing them does not improve their lives or make it safer for the community. Instead, the Sheriff's Office has been making arrests under federal laws to keep criminals off the streets. Sheriff Baxter would prefer that criminals be caught and put in jail for 48-72 hours. During that time, the criminals can be assessed and referred to the services that they need. The department has resources available to assist but the law needs to be changed.

2026-03-24

6. We have been busy securing vendors for Good Neighbor Day. The Skycoasters band is confirmed for the event this year. It should be a great time!
7. NYAOT is hosting its 26th Town Finance & Personnel School on April 27-28 in Canandaigua, and Supervisor Liotta is registered to attend.
8. We received a letter from County Executive Adam Bello on March 16, about America's 250<sup>th</sup> anniversary. "Throughout the year, the county plans to celebrate the occasion with the theme *"Evolution of the Revolution,"* a reflection of our deep indigenous roots, groundbreaking civil rights leadership, and remarkable contributions to science, industry, arts, and culture." We are being asked to incorporate Monroe County's 250th branding and promotional resources into our event or program materials to tie together any celebrations occurring throughout the county. We are encouraged to submit any 250<sup>th</sup> themed events, programs, or other celebrations to a centralized calendar to increase exposure to a wider audience. The intent is to showcase Monroe County's remarkable contributions to our nation's story and inspire future generations by making America's 250th anniversary a memorable milestone for our community.
9. Late last year, we applied for a funding opportunity through a company called KABOOM for 2,500 sq. ft. of playground equipment at Hafner Park. We received an email last evening saying that they have moved forward with another group in Western New York.
10. The USPS has fully executed a new lease agreement, and the new PO location will be at 3670 Lake Rd in Clarkson Corners Plaza. No other details have been provided yet. It typically takes the USPS 3-6 months after signing a lease to be open for business, depending on how quickly they can complete their design and engage contractors.

Town Board Reports

**Seymour Library** - Councilperson Guarino mentioned he attended a library meeting last week. The library's CPA also attended to go over the financials. They ended the year with a surplus of \$19k, during the week of February break, they will be holding four programs in hopes of bringing in 200 people between the four options. The programs offered are Natural World of Animals; Music and Dance; Story Time – Blue Bear and 3-D printing. Each of these is expected to bring in between 60-70 people. The Financial report the state generates is unavailable at this time but will be coming out very soon. They are also going to start their community survey at the end of June. The engineer will be at the next meeting to be held on April 15; he will show the prelim to the newly updated children's room. Besides the grant they hope to receive through Congressman Morelle, they have also reached out to Senators Schumer and Gillibrand to try and secure the \$1 million grant.

**Town Clerk Report** – Susan Henshaw mentioned she had attended her Monroe County Town Clerk meeting on March 13. The main topic was taxes since we are currently in our Town and County tax season. They mentioned how towns are struggling to find assessors. / \* There is a NYS Tax Receivers and Collectors conference coming up in June in Niagara Falls. The conference will focus on taxes, along with recent and upcoming law changes. Once Susan has all the information, she will advise the board, as she would like to attend this training conference.

**Building Department** - Supervisor Liotta read the Building Department's weekly activity report for March 24:

**Town Board - Stormwater Resolution**

- The Town of Clarkson is a participant in the Monroe County MS4 Stormwater Coalition and prepares an Annual Stormwater Report each year in accordance with the Municipal Separate Storm Sewer System (MS4) program requirements.
- This report summarizes the Town's efforts over the past year to manage stormwater, protect local waterways, and comply with state regulations. The town is currently in year three of a five-year plan to update its stormwater management program in accordance with the latest State Pollutant Discharge Elimination System (SPDES) requirements.

2026-03-24

- A draft of the report was available for public review through today, and residents were encouraged to submit comments to the Building Department. At this time, no comments have been received.
- Accordingly, the town may proceed with the adoption and submission of the Annual Stormwater Report as presented.

**Highway Department** – Supervisor Liotta noted that Superintendent Viscardi has been excused and she will share work currently being done. Highway began work this week removing the existing steps on the side of the Town Hall building. They graded the area to improve drainage, so the water flows away from the building. Concrete is scheduled to be delivered on Thursday. / \* The Sans Souci Park project on the Erie Canal grant, includes repair and enhancements of the current dock. MRB Group is working with the Canal Association to provide the necessary engineering details outlining what needs to be done. Footers must be installed before they release the water, which is scheduled for May 5. Highway laid out where the new playground is going to be placed at Hafner park. / \* Last year Lawrence Road was repaved, and a lot of the loose stones were picked up by the snowplows. They used a skid steer that raked up the stones along the edge of the road so now grass can grow.

**RESOLUTION #110**

**MOTION TO APPROVE 03-10-2026 MEETING MINUTES**

Introduced by Councilperson Howlett  
Seconded by Councilperson Guarino

Motion to approve 03-10-2026 meeting minutes.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

**RESOLUTION #111**

**AUDIT 03-24-2026**

Introduced by Councilperson Guarino  
Seconded by Councilperson Howlett

To authorize payment of audit 03-24-2026 totaling \$92,731.89; AA- General \$35,015.50, BB- General Outside Village \$4,996.23, DA-Highway Town Wide \$43,545.23, DB-Highway – Outside Village \$1,653.86, HH-Capital Projects \$7,452.00, SS-Sewer \$69.07, Distribution of checks: Joint Checking #'s 6244-6279.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Guarino and Howlett

NAYES: none

ABSENT: Councilpersons DeLorme and Mattison

**RESOLUTION #112**  
**MOTION TO ADJOURN**

Introduced by Supervisor Liotta

Seconded by Councilperson Guarino

Motion to adjourn at 6:36P.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 2026-04-14

Intermunicipal Agreement Between Town of Hamlin and Town of Clarkson

Hamlin Dog Shelter - Lease Agreement for Kennel Facilities

Term: January 1, 2026 — December 31, 2026

This LEASE AGREEMENT, by and between the

TOWN OF HAMLIN, a municipal corporation having its office and principal place of business at 1658 Lake Rd, Hamlin, New York 14464, in the Town of Hamlin, County of Monroe, State of New York, hereinafter referred to as "Lessor"; and the

TOWN OF CLARKSON, a municipal corporation in the State of New York, having its office and principal place of business at 3710 Lake Rd, PO Box 858, Clarkson, NY 14430, in the Town of Clarkson, County of Monroe, State of New York, hereinafter referred to as "Lessee", and

WHEREAS, Lessor owns and operates boarding kennel facilities for stray dogs known as the Hamlin Dog Shelter, located at 80 Railroad Ave, in the Town of Hamlin, County of Monroe, and State of New York, and

WHEREAS, Lessee desires to rent kennel facilities from Lessor at the Hamlin Dog Shelter, and

NOW, THEREFORE, in consideration of the mutual covenants and undertakings contained herein, the parties do hereby agree as follows:

1. Lessor hereby leases to Lessee for its use, two (2) dog kennels at the Hamlin Dog Shelter.
2. Lessee and Lessor utilize the same Dog Control Officers, who will use the Hamlin Dog Shelter to shelter and hold all dogs seized in boundaries of the Town of Clarkson.
3. Lessee and the Dog Control Officers shall have access to the leased facilities at all times, to deliver and pick up seized dogs or redeem previously seized dogs. Lessee and the Dog Control Officers, in its use of the facilities, agree to adhere to the practices and policies of the Lessor.
4. Lessor shall provide competent employees to care for dogs in the leased facilities and shall provide food and water for such animals. Lessor agrees to provide all insurance, maintenance, and repair as may be necessary and shall keep the facilities in a clean condition.

5. Residents of Lessee may surrender dogs to Lessor, at no cost to Lessee
  
6. The parties agree to comply with all provisions of Article 7 of the Agriculture and Markets Law, and any rules and regulations promulgated pursuant thereto in relation to the seizure, holding, care, and redemption of dogs.
  
7. Lessee will be held responsible for collecting all kenneling fees prior to the dog's release to the dog owner, as well as providing a release form to the dog owner so they may redeem their dog from the Hamlin Dog Shelter.
  
8. Lessor will be responsible for collecting all fees for veterinary costs, adoption, spay, and neuter fees from the dog owner.
  
9. Lessor agrees to provide to Lessee, if desired, a monthly report of the number of "dog days" used by Lessee during the preceding month. A "dog day" is defined as the use of one kennel, by one dog, for one day.
  
10. Lessee shall pay Lessor the annual sum of \$3750.00 in two payments; \$1875.00 by January 31 and the final payment of \$1875.00 on or about July 31, of each year by voucher submitted to the Clarkson Town Board by the Lessee.
  
11. The terms of this Agreement shall automatically be renewed each following year unless either Town gives thirty (30) days written notice of their intention to change the terms.
  
12. This Agreement may be terminated by either party upon thirty (30) days written notice to the other party, with monies due or overpaid prorated on a monthly basis to the termination date.

IN WITNESS THEREOF, the parties have hereby executed this Agreement.

Date: 3/9/26

*Steven Baase*

Steven Baase, Hamlin Supervisor

Date: 3/24/26

*Ursula Liotta*

Ursula Liotta, Clarkson Supervisor