

TOWN OF CLARKSON
TOWN BOARD MEETING
April 14, 2026

The Town Board of the Town of Clarkson held its organizational meeting on April 14, 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.

HISTORICAL MOMENTS

Leanna Hale reported she recently attended a meeting at the Genesee Country Museum where the Sons of the American Revolution were present. A certificate of commemoration was given to all town historians who had people from their representing town in the Revolutionary War. Leanna presented this certificate to the Town Board where it can be displayed at Town Hall. / * Tomorrow she will be hosting the Hilton Historical Society meeting at the Academy where she can show updates to the building. Next week she will be going to the Region 12 Historical Meeting in Pennsylvania. / * Leanna mentioned she has planned this fall for a gravestone cleaning project at both cemeteries in Clarkson. At one of her recent meetings, she was provided with a book of historians who clean graves for part-time work. / * Leanna had long believed a Revolutionary War veteran was buried in West Clarkson Cemetery but had discovered he was not. This led her to coordinate with Hamlin's historian to assist in tracking accurate information. / * During the Revolutionary War era, many residents were associated with the "black north", known as, Town of Clarkson, so those individuals are acknowledged under Clarkson, not Hamlin. Leanna thanked everyone for supporting her. Supervisor Liotta thanked Leanna for her presentation.

OLD BUSINESS

RESOLUTION #113

APPOINT MEMBER TO BOARD OF ASSESSMENT REVIEW

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, The Town of Clarkson has a Board of Assessment Review ("BAR") consisting of five members, and

WHEREAS, a vacancy has occurred; and

WHEREAS, board member appointments, as prescribed in Real Property Tax Law §523(3), shall be for a five-year term of office. The term of office shall begin on October 1 and end on September 30, five years later; and

WHEREAS, persons appointed on a date other than October 1, to fill an unexpired term, shall serve until September 30th when that term ends; and

WHEREAS, it is the desire of the Town Board to appoint a new member to the Board of Assessment Review to complete the unexpired term created by the vacancy.

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NOW THEREFORE, BE IT RESOLVED, to appoint **PATTI THAYER** of 8518 West Ridge Road, Clarkson, NY 14420, to the position of Board of Assessment Review Member effective April 14, 2026, and ending September 30, 2030.

VOTE OF THE BOARD

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

NAYES: none

NEW BUSINESS

RESOLUTION #114

TOWN OF CLARKSON HAFNER PARK IMPROVEMENT PROJECT

SEQR Resolution – Designating Lead Agency

Introduced by Councilperson Howlett

Seconded by Councilperson DeLorme

WHEREAS, the Town of Clarkson Town Board (hereinafter referred to as “Town Board”) on March 10, 2026 declared its intent to be designated the Lead Agency for the Town of Clarkson Hafner Park Improvements Project (hereinafter referred to as “Action”) under the provisions of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has provided written notices to this effect to the involved and interested agencies; and

WHEREAS, the Town Board has not received any written objections from the involved agencies to the Board being designated as the lead agency under the SEQR Regulations; and

WHEREAS, the Town Board has previously determined that it is the most appropriate agency to ensure the coordination of this Action and for making the determination of significance thereon under the SEQR Regulations.

NOW, THEREFORE BE IT RESOLVED that the Town Board does hereby designate itself as the Lead Agency for the Action identified above herein.

VOTE OF THE BOARD

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

NAYES: none

Supervisor Liotta mentioned this step is standard protocol under SEQR. MRB Group has advised that this required step is necessary to move forward with the Hafner Park project. It is also a requirement tied to the grant the town recently received for park improvements.

RESOLUTION#115

TOWN OF CLARKSON HAFNER PARK IMPROVEMENTS PROJECT

SEQR RESOLUTION – DETERMINATION OF ENVIRONMENTAL SIGNIFICANCE

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

WHEREAS, the Town of Clarkson Town Board (hereinafter referred to as “Town Board”) has determined the Town of Clarkson Hafner Park Improvements Project (hereinafter referred to as “Action”) to be a Type 1 Action pursuant to Part 617 of the State Environmental Quality Review (SEQR) Regulations; and

WHEREAS, the Town Board has reviewed and accepted the completed Full Environmental Assessment Form Parts 1, 2, and 3, including the supporting information on the Action prepared by the MRB Group (hereinafter referred to as “Town Engineer”); and

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WHEREAS, the Town Board has completed the coordinated review and public comment period provided for under the SEQR Regulations; and

WHEREAS, the Town Board has designated itself as lead agency under the SEQR Regulations for making the determination of significance upon said action on a separate resolution at the April 14, 2026, meeting; 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 Full Environmental Assessment Form Parts 1, 2, and 3.

NOW, THEREFORE BE IT RESOLVED, that said Action **WILL NOT** result in any significant adverse environmental impacts based on the review of the Full Environmental Assessment Form; and

BE IT FINALLY RESOLVED, that the Town Board does hereby make a Determination of Non-Significance on said Action, and the Supervisor is hereby authorized to sign the Full Environmental Assessment Form (EAF) Part 3, the Negative Declaration, as evidence of the Town Board determination of environmental non-significance.

VOTE OF THE BOARD

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

NAYES: none

Supervisor Liotta explained that the State Environmental Quality Review (SEQR) process is standard for development projects in New York. The EAF (Environmental Assessment Form) is essentially a checklist used to determine if a project will have a significant negative impact on the environment. A "negative declaration", means the Board has determined that the project won't cause major environmental harm, allowing us to move forward without a more intensive Environmental Impact Statement. MRB Group prepared the forms and Attorney O'Toole reviewed them for accuracy.

RESOLUTION #116

TO APPROVE MERIT INCREASE FOR BUILDING DEPARTMENT ASSISTANT

ANDREA ROOKEY

Introduced by Councilperson Howlett

Seconded by Councilperson DeLorme

To approve merit, increase for Building Department Assistant Andrea Rookey, from Step 5 @ \$23.35 /hr. to Step 7 @ \$24.77 /hr. effective April 20, 2026.

VOTE OF THE BOARD

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

NAYES: none

Supervisors Report

1. Monroe County Civil Service requires us to certify our payroll each year. Assistant to the Supervisor, Tammy Blanchard, keeps our Civil Service records up to date by reporting our employees, titles and wages, and she submitted this year's report before the March 30, deadline. We have received confirmation that our payroll has been certified with zero discrepancies.
2. On March 25, we received a proposed map of the completed Kimball MultiGolf Park from the contractor, Avery Jenkins, with DiskParkGolf. The proposed map appears to be a draft of a larger sign that will be posted at the park, showing the holes, par, distance, symbols, and other course details. Avery and his crew are scheduled to return to Clarkson during the first week of May to complete the course.
3. On April 3, I received an email from MRB Group stating that Monroe County DOT has approved their plans for the East Avenue Sidewalk project. They will now work on getting easements and then bid on the project through County Bid.

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4. We are currently working on the town newsletter and plan to have it available at the beginning of May.
5. Plans for Good Neighbor Day on Friday, August 14, 2026, are moving along, and this year's event will highlight America's 250th Anniversary.
6. Supervisor Liotta followed up with the USPS on the status of the post office next door, and they have advised that there is a two-year extension for the current location.
7. Supervisor Liotta received April's edition of the Erie Canalway News. It is posted on FB with a link for easy access.

Town Board Reports

Seymour Library - Councilperson Guarino mentioned he will be attending the library board meeting tomorrow.

Town Clerk Report – Susan Henshaw would like to remind residents about the upcoming Rabies Clinic on Thursday, May 7. Appointments are limited, and a few spots are still available every 15 minutes starting at 6:15pm – 7:00pm. If interested, please call the Town Clerk's office at 637-1130. Clinic will be held in front of the Clarkson Highway Garage. You will pull up in your vehicle, walk to check in, then visit the vet and return to your vehicle. It is a quick process.

Highway Department – Superintendent Viscardi reported that the Highway Department has been addressing numerous drainage concerns in coordination with both the town and Monroe County. Crews have been working to clear logs and other debris that have washed up along creek shoulders. / * Highway recently replaced a drainage tile on Lawrence Road for the county. / * Brush and leaf pickup will begin on Monday, April 20. Junk drop-off will begin on Saturday, April 25-May 1. / * The exterior stair replacement project at Town Hall is underway. The second concrete pour for the lower stairs is scheduled for Thursday, April 23. Highway will then work on the upper stairs. Steel for the new railing has been obtained and installation will follow. This much-needed project is progressing well.

RESOLUTION #117

MOTION TO APPROVE 03-24-2026 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson Guarino
Motion to approve 03-24-2026 meeting minutes.

VOTE OF THE BOARD

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

RESOLUTION #118

AUDIT 04-14-2026

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino
To authorize payment of audit 04-14-2026 totaling \$42,945.56; AA- General \$24,250.53, BB- General Outside Village \$719.08, DA-Highway Town Wide \$5,082.31, DB-Highway – Outside Village \$3,099.37, HH-Capital Projects \$4,228.93, SL-Lighting \$5,402.03, SS-Sewer \$163.31. Distribution of checks: Joint Checking 's 6280-6322.

VOTE OF THE BOARD

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

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RESOLUTION #119
MOTION TO ADJOURN

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme
Motion to adjourn at 6:23 P.M.

VOTE OF THE BOARD

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

Respectfully submitted,

Susan Henshaw
Town Clerk

DRAFT