

TOWN OF CLARKSON  
TOWN BOARD MEETING  
April 28, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, April 28, 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*, addressed the board with a few items of concern. She stated that she saw in the minutes the town is purchasing the Post Office parcel at 3720 Lake Road and requested clarification on this transaction. She then requested an update on the trees at Kimball Park, noting that these trees were purchased by families to memorialize loved ones. She wanted to ensure the trees are alive and well. Martha asked for an update on the solar properties, specifically requesting information on the current financial status and accounting of these projects. Superintendent Viscardi advised that the trees appear to be healthy, noting that there may be a few that need some attention. He further stated he will revisit the park tomorrow. Supervisor Liotta mentioned she will prepare and present report for the solar projects at the next meeting. She mentioned the town board held a special meeting on Saturday, May 1 with Deputy Attorney Olson to discuss the purchase of the parcel at 3720 Lake Road. Supervisor Liotta stated she would address the Post Office matter in detail during her supervisor's report.

**NEW BUSINESS**

**RESOLUTION #125**  
**AUTHORIZE TRANSFER OF FUNDS FOR FISCAL YEAR END 2025**

Introduced by Councilperson Howlett  
Seconded by Councilperson Mattison

**WHEREAS**, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson is authorized to transfer funds where appropriate to amend the fiscal year end **2025**.

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

**SECTION 1.** That the Town Board authorizes the transfer of funds to amend the fiscal year end **2025**, all as identified in the attached summary and incorporated herein. \***see attached**

**SECTION 2.** That this resolution shall take effect immediately.

**VOTE OF THE BOARD**

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

Supervisors Report

1. I attended and represented the Town of Clarkson at The Lions Club of Brockport 75<sup>th</sup> Anniversary Celebration held on April 15<sup>th</sup> and The Kiwanis Club of Brockport 100<sup>th</sup> Anniversary Gala on April 25<sup>th</sup>. Both volunteer organizations are to be applauded for the service they provide to our local area.
2. On April 24<sup>th</sup> we filed the Annual Financial Report (AFR) for 2025 with NYS; and our records for 2025 are being audited this week by Justin Bentley, CPA and the Allied team.
3. On April 27 & 28, I attended workshops in Canandaigua sponsored by NYAOT. They focused on financial/budget and HR/personnel. Both tracks were extremely informative; it was good to network with the many professional presenters, and employees/elected officials from neighboring towns in attendance.
4. On April 25, town board held a Special Town Board Meeting with Attorney Olson to discuss the town's purchase of 3720 Lake Road, the parcel with the post office. As we have been told and I have reported to you:
  - The property owner, Marilyn Duryea, had a lease with the Post Office which expired on 3/31/26.
  - In 2024, the USPS told us that they needed to move because of the lease expiration, and Mrs. Duryea was not wishing to renew it, and they were considering our town hall as the possible new post office site.
  - Earlier this year, we were told that the USPS chose a storefront at the Clarkson Corners Plaza for the next PO site.
  - We have also been told that the PO is status quo next door for the next two years.
  - We then learned that Mrs. Duryea wished to sell the parcel; we made her an offer to purchase the property for \$100,000. She countered the offer for \$112,000; we prepared the offer with some contingencies to protect the town, and she accepted the offer.
  - The special meeting was for town board to approve the contract.
  - We have hired Timothy Murphy, real estate appraiser and await his report. If it is satisfactory, we will then order an environmental audit.
  - The Town Board agreed that it was a good investment for the town since we own the parcels to the N, S, and E of the Duryea property.

Town Board Reports

**Memorial Trees** - Councilperson Mattison reported that there is a confirmed delivery of 16 trees scheduled for Friday, May 1, to Kimball Park. The trees will be a mix of maples and northern red oaks. Supervisor Liotta mentioned that the contractor will be back next week to finish the course. The trees are part of that finish work.

**School Budget** - Councilperson Howlett reported that the Brockport Central School district budget open forum will be held on Tuesday, May 5 at 5:30 PM, with the regular meeting to follow at 6:00 PM. The session will cover the proposed school budget, which includes numerous changes, such as a new pool and several needed repairs throughout the district. There is one open seat on school board this year. Councilperson Howlett noted that the forum is expected to be held at the Hill School, as in past years, because the cafeteria/auditorium is larger than the boardroom, although it is not yet confirmed.

**Town Clerk Report** - Susan Henshaw, reported that the Rabies Clinic scheduled for Thursday, May 7, is now full. She has contacted the town's social media representative to ensure that an announcement is placed on FB indicating the clinic is full and that no walk-ins will be accepted, according to Dog Control Officer Dave Maynard. Susan noted that the clinic typically brings enough serum only for the number of animals that are pre-registered. She thanked everyone for their participation.

Supervisor Liotta stated that she did not have a report from the Building Department.

2026-04-28

**Highway Department** – Superintendent Viscardi reported the Town is about halfway through both the junk drop-off and brush pickup programs. They both have been very busy this year. He noted that drainage concerns are significant this year, with many creeks running beyond their banks. He believes much of the problem is due to dead ash trees and other downed foliage in and around the creeks. In some areas, high water is now encroaching on roadways, and the Highway Department will likely need to walk sections of the creeks to identify blockages and problem areas. Once conditions dry out, likely in June or July, they plan to bring equipment into the creeks to remove and clear obstructions. He emphasized that this will be a multi-year project, estimating two to three years of work given the number of creeks in the Town. Supervisor Liotta asked if there are certain areas worse than others. Superintendent Viscardi noted the most significant drainage issues are occurring in the northeast quadrant of the Town, particularly on the east side of Lake Road. He explained that every creek in Clarkson generally flows northeast toward Salmon Creek and Hilton. He added that the area between Drake Road and Route 19 is also experiencing notable problems.

**Flag Placement** - Town Clerk Susan Henshaw advised she placed an ad in the paper seeking volunteers for Memorial Day flag placement at Garland Cemetery. On Monday, May 11, at 5:30 PM. Susan stated that the Town will provide maps and flags for volunteers. She also noted that new PVC pipe has been installed in front of each marker requiring a flag, which should make placement much easier for everyone this year. Susan noted that information about the event is also available on the Town’s Facebook page as well as in the Town newsletters that were sent as inserts in the West Side News this past week.

**RESOLUTION #126**

**MOTION TO APPROVE 04-14-2026 MEETING MINUTES**

Introduced by Councilperson Guarino

Seconded by Councilperson Mattison

Motion to approve 04-14-2026 meeting minutes.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #127**

**MOTION TO APPROVE 04-25-2026 MEETING MINUTES**

Introduced by Councilperson Howlett

Seconded by Councilperson DeLorme

Motion to approve 04-25-2026 meeting minutes.

**VOTE OF THE BOARD**

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

NAYES: none

**RESOLUTION #128**

**AUDIT 04-15-2026**

Introduced by Councilperson Mattison

Seconded by Councilperson Guarino

To authorize payment of audit 04-15-2026 totaling \$45,858.76; AA- General \$12,146.55, BB-General Outside Village \$4,246.47 DA-Highway Town Wide \$28,487.37, DB-Highway – Outside Village \$915.59, SS-Sewer \$62.78. Distribution of checks: Joint Checking ‘s 6323-6347.

**VOTE OF THE BOARD**

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

NAYES: none

2026-04-28

RESOLUTION #129  
MOTION TO ADJOURN

Introduced by Councilperson Guarino  
Seconded by Councilperson Mattison  
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

Approved 2026-05-12

**TOWN OF CLARKSON  
ADDITIONAL BUDGET TRANSFERS FOR YEAR-END 2025**

**Transfer from:**

AA1110.100.000	Municipal Court, pers serv	284.91
AA1430.100.000	Personnel, pers serv	120.88
AA5010.100.000	Street Admin, pers serv	323.27
AA9010.800.000	State retirement system	7,380.98
AA9055.800.000	Disability ins, empl bnft	141.53
BB1990.400.000	Contingency	112.64
DA9010.800.000	State retirement system	9,314.66
		<b><u>17,678.87</u></b>

**Transfer to:**

AA1110.102.000	Municipal Court, clerk	284.91
AA1430.102.000	HR, pers serv	120.88
AA5010.102.000	Street Admin, clerk	323.27
AA8020.400.000	Planning, contractual	7,380.98
AA9030.800.000	Social security, empl bnft	141.53
BB8160.100.000	Refuse & Garbage, pers serv	72.14
BB9030.800.000	Social security, empl bnft	40.50
DA5130.100.000	Machinery, pers serv	3,382.33
DA5142.100.000	Snow removal, pers serv	5,247.93
DA9030.800.000	Social security, empl bnft	684.40
		<b><u>17,678.87</u></b>

Provided by Laura Landers, CPA  
4.22.26