

TOWN OF CLARKSON  
TOWN BOARD MEETING  
May 26, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, May 26, 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, Town Historian reported on a successful program at the Academy, which hosted 21 homeschool children ages 8–12 for activities on Clarkson history, the Academy’s Greek Revival architecture, cursive writing, and 1940s–1950s games. She announced that “Night at the Museum” will be held this Saturday from 4:00 p.m. –8:00 p.m., with the Academy and the Brockport Museum participating. Visitors will collect a card stamped at each site, to be entered for door prizes. At the Academy, junior-high students from cursive camp will judge adult handwriting, and the winner will receive membership to the Clarkson Historical Society.

**NEW BUSINESS**

**RESOLUTION #142**  
**SCHEDULE PUBLIC HEARING FOR PROPOSED LOCAL LAW:**  
**INTRODUCTORY LOCAL LAW # 1-2026**  
**TOWN OF CLARKSON**  
**A Local Law to Authorize Incentive Zoning**  
**in the Town of Clarkson**

Introduced by Councilperson Guarino  
Seconded by Councilperson Mattison

**WHEREAS**, the Town Board has proposed Introductory Local Law 1 of 2026 which would authorize incentive zoning in the Town of Clarkson;

**WHEREAS**, in order to adopt said Local Law, the Town Board of the Town of Clarkson is required to hold and conduct a public hearing thereon;

**WHEREAS**, the Town Board wishes to schedule the public hearing for July 14, 2026;

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

**SECTION 1.** That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 14th day of July, 2026, at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the changes which are contained in the proposed Local Law; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

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**SECTION 2.** That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

**VOTE OF THE BOARD**

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

NAYES: none

Attorney O’Toole explained that incentive zoning allows developers to offer public benefits to the town in exchange for relief from certain zoning requirements. Supervisor Liotta noted that incentive zoning had existed in the prior zoning code but was inadvertently omitted during last year’s comprehensive code update. Upon discovery of the omission, Attorney O’Toole and Deputy Attorney Olson drafted an updated incentive zoning local law to restore these provisions for the town code.

**RESOLUTION #143**  
**HIRE LAWN CARE FIRM TO REMOVE NUISANCE**  
**BRUSH, GRASS, RUBBISH AND WEEDS**

Introduced by Councilperson Howlett

Seconded by Councilperson Delorme

**WHEREAS**, the Town is required to enforce Chapter 45 of the Town Code relating to property maintenance violations which require the removal of nuisance brush, grass, rubbish and weeds on private property; and.

**WHEREAS**, the Town wishes to retain the services of a lawn care firm to assist in this function.

**NOW THEREFORE, BE IT RESOLVED:**

**SECTION 1.** That the Town Board of the Town of Clarkson accepts the proposal of “**Yard Daddy**” dated April 22, 2026, to provide lawn care services to address property maintenance violations under Chapter 45 of the Clarkson Town Code.

**VOTE OF THE BOARD**

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

NAYES: none

Supervisor Liotta noted that the town has used the same lawn care company, Yard Daddy, for the past two years. The town first contracted with Yard Daddy in 2024 when there was a significant need for their services, and the company continued in 2025 at the same cost. For the current year, the town has solicited bids and the Town Board received a comparison summary of four companies, including Yard Daddy, to ensure a fair review of expenses. Yard Daddy again submitted the most favorable proposal, confirming the Board’s due diligence in selecting the lowest responsible bidder.

**RESOLUTION #144**  
**ACKNOWLEDGE RECEIPT OF SUPERVISOR’S**  
**APRIL 2026 FINANCIAL REPORT**

Introduced by Councilperson Mattison

Seconded by Councilperson Delorme

Acknowledge receipt of Supervisor’s April 2026 Financial Report.

**VOTE OF THE BOARD**

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

NAYES: none

**2026-05-26**

**RESOLUTION #145**  
**TO APPOINT RAYMOND PETER AS HIGHWAY DEPARTMENT**  
**SEASONAL LABORER**

Introduced by Councilperson Howlett

Seconded by Councilperson Mattison

To appoint Raymond Peter as part time Highway Department Seasonal Laborer at \$24.00/hr., effective April 29, 2026.

**VOTE OF THE BOARD**

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

NAYES: none

Superintendent Viscardi noted that Mr. Peter is a retired mechanic who has worked for the town previously and will assist during the busy summer and early fall months. Supervisor Liotta added that long-time seasonal employees Travis Hatfield and Gerry McAllister, who served the community for approximately 20 and 30 years respectively, did not return this year, and expressed appreciation for their many years of service. A full-time highway employee remains in charge of park operations.

**Supervisors Report**

1. I have continued to email and call my contacts at the USPS in the hope that they would reconsider temporarily closing the Clarkson PO facility as of June 1st until its move to the Creekside Corners Plaza in the fall, but I have received no response. Our Historian, Leanna Hale, has also written a letter to the President of the United States. We will have to wait and see what happens.
2. We received a copy of the Monroe County 2027-2032 Capital Improvement Program. It's available on the counter, and a link will be posted on FB.
3. The restoration of the WIBA waterline project has begun. Lawton Road and Ireland Road were completed in late April and early May. The most recent schedule was provided to me today by MRB engineer, Scott Mattison:
  - Pilon is currently hydro seeding Redman Road to be completed on 5/26/26.
  - Restoration of West Avenue to follow Redman Road 5/27/26 through 6/3/26.
  - Restoration of Drake Road to follow West Avenue.

I will post this information on FB, our website, and place a notice in the town hall entryway.

**Town Board Reports**

**Seymour Library** - Councilperson Guarino reported that the "Library After Dark" fundraiser will be held on October 17 from 7:00 p.m. to 10:00 p.m. Tickets will be \$30 each, the goal is to help raise money for the children. The library's summer reading program, titled "Greatest Hits," will kick off on June 25. Plans include Lugia's Ice Cream Truck, hot dogs provided by the Lions Club, and a ribbon cutting for the new accessibility improvements to the new pavilion scheduled for 5:00 p.m.

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**West Cemetery of Clarkson** - Councilpersons Howlett and Mattison expressed their appreciation for the recent placement of flags for the veterans at the West Cemetery of Clarkson ahead of Memorial Day noting how quickly the work was completed thanks to the efforts of all volunteers. Councilperson Howlett commented that the use of PVC piping for the flags made placement much easier and more efficient. Supervisor Liotta mentioned residents who visit or regularly drive by the site have responded positively and are pleased with how it looks. Supervisor Liotta also acknowledged Tom and Dawn Guarino for having placed the cemetery flags for many years and remarked that this year additional volunteers helped make the work go even faster.

**Building Department** - Supervisor Liotta read the Building Department's monthly activity report for May:

- Building Permits: Issued 17 building permits and conducted seven month-to-date structural inspections.
- Fire Inspections: Completed 12 fire inspections this month. An additional 10 inspections were scheduled last week alone to meet the closing deadline for the current inspection cycle.
- Mailed out 12 second-notice forms with accompanying invoices to businesses that failed to respond to the initial inspection letter.
- Process Improvements: Implemented updated fire inspection protocols for the upcoming year, which include revised forms, an updated invoice structure, and a new fee schedule.
- Mowing Contracts: Completed the review, vetting, and selection process for the upcoming mowing contract bids.
- Professional Development: Steve completed the comprehensive stormwater training series in preparation for SWMP (Stormwater Management Program) and SWPPP (Stormwater Pollution Prevention Plan) compliance. He also attended four support boards meetings and one pre-development meeting this month.

**Support Board Updates**

- Planning Board: Three public hearings are scheduled, including the review for the proposed telecommunications tower on Sweden Walker Road.
- Zoning Board of Appeals (ZBA): Two public hearings are scheduled; the board remains in the review process for the telecommunications tower application.

**East Avenue Sidewalk Project** – Attorney O’Toole reported for the East Avenue sidewalk project. The town must obtain easements from affected property owners before work can begin. The necessary easement documents have been drafted and will be sent directly to the homeowners. He noted that MRB Group prepared the surveyors’ descriptions, and he drafted the easement documents and will oversee their mailing.

**RESOLUTION #146**  
**AUDIT 05-26-2026**

Introduced by Councilperson Mattison  
Seconded by Councilperson Guarino

To authorize payment of audit 05-26-2026 totaling \$147,919.71; AA- General \$13,691.46, BB-General Outside Village \$1,812.85, DA-Highway Town Wide \$116,228.78, DB-Highway – Outside Village \$2,393.85, HH – Capital Projects \$13,636.25, SS-Sewer - \$156.52. Distribution of checks: Joint Checking #'s 6385-6421.

**VOTE OF THE BOARD**

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

**2026-05-26**

**RESOLUTION #147**  
**MOTION TO ENTER INTO EXECUTIVE SESSION**

Introduced by Councilperson Howlett  
Seconded by Councilperson DeLorme

**WHEREAS**, Section 108(3) of the Public Officers Law exempts “any matter made confidential by federal or state law” from the provisions of the Open Meetings Law; and

**WHEREAS**, Section 4503 of the New York State Civil Practice Law and Rules provide for confidential and privileged communications between an attorney and his or her client in the course of professional employment; and

**WHEREAS**, the Deputy Town Attorney has requested the opportunity to discuss legal matters with his client, the Town Board;

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

That the Town Board enter a private session with its Deputy Town Attorney to discuss legal matters at 6:23 PM and that in addition to the Town Board of Trustees and the Deputy Town Attorney, the following individuals shall be included:

1. Keith O’Toole
2. Robert Viscardi

**VOTE OF THE BOARD**

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

**RESOLUTION #148**  
**MOTION TO EXIT OUT OF EXECUTIVE SESSION**

Introduced by Supervisor Liotta  
Seconded by Councilperson Howlett

Motion to exit out of Executive Session at 6:53 PM.

**VOTE OF THE BOARD**

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

**2026-05-26**

**RESOLUTION #149**  
**AUTHORIZE ATTORNEY OLSON TO SEND A LETTER TO SELLERS' ATTORNEY**  
**FOR TERMINATION OF CONTRACT TO PURCHASE PARCEL AT 3720 LAKE**  
**ROAD**

Introduced by Councilperson DeLorme  
Seconded by Councilperson Guarino

Motion to authorize Attorney Olson to send a letter to sellers' attorney to terminate the contract to purchase 3720 Lake Road, due to the real estate appraisal being unsatisfactory.

**VOTE OF THE BOARD**

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

**RESOLUTION #150**  
**MOTION TO ADJOURN**

Introduced by Councilperson Mattison  
Seconded by Councilperson Guarino

Motion to adjourn at 6:54 P.M.

**VOTE OF THE BOARD**

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

Respectfully submitted,

Susan Henshaw  
Town Clerk

Approved 2026-06-09