

TOWN OF CLARKSON
TOWN BOARD MEETING
June 9, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, June 9, 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
	Carla Ward	Deputy 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.

NEW BUSINESS

RESOLUTION #152

**Authorize Payment #16 to Pilon Construction Co., Inc. of
\$142,606.67, Town of Clarkson & Water Benefit Improvement Area No. 1**

Introduced by Councilperson Mattison
Seconded by Councilperson Delorme

WHEREAS, on August 27, 2024, the Town of Clarkson entered a contract with Pilon Construction Company, Inc. (hereinafter "Pilon") for the construction of the Town of Clarkson Water Improvement Benefit Area No. 1; and

WHEREAS, the contract provides for progress payments to Pilon during the construction; and

WHEREAS, the funds for the construction of the Town of Clarkson Water Improvement Benefit Area No. 1 are being provided by a bond in the amount of \$4,700,000.00 and a grant from USDA Rural Development in the amount of \$2,944,000.00; and

WHEREAS, the Town has fully expended the proceeds from the \$4,700,000.00 bond and will now use the USDA grant money to pay the remainder of the funds for the project.

WHEREAS, Pilon has requested a progress payment in the amount of **\$142,606.67**; and

WHEREAS, MRB Group, the Town's Engineer for this project has reviewed the request and recommended payment in the amount of **\$142,606.67**; and

WHEREAS, Richard J. Olson, the Town's Attorney for this project, has reviewed the request with respect to the legal requirements and has found no impediments to payment; and

WHEREAS, after reviewing the request and the Engineer's recommendation this Board has determined that the request by Pilon for a progress payment in the amount of **\$142,606.67** should be approved; and

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WHEREAS, in accordance with the contract, this payment to Pilon Construction Co., Inc., may be payable before grant funds are received from USDA requiring the Town to advance funds to WIBA No. 1; and

WHEREAS, the Town Board authorizes these advances to WIBA No. 1 until grant funds are received; and

WHEREAS, the Town Board has determined the WIBA No. 1 shall be charged interest on the advances at the same rate as the Town receives from NYCLASS;

THEREFORE, Now, BE IT RESOLVED, that the Town Board authorizes the payment of **\$142,606.67** to Pilon Construction Co., Inc.; and be it

FURTHER RESOLVED, that any funds advanced to WIBA No. 1 from the Town which are required to be made be paid from the General Fund and shall bear the interest at the rate that the Town receives on NYCLASS deposits and be an expense of WIBA No. 1; and be it

FURTHER RESOLVED, that this Resolution take effect immediately.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Howlett and Mattison

NAYES: none

ABSENT: Councilperson Guarino

RESOLUTION #153
Accepting NYS OPRHP EPF Grant for
Hafner Park Improvements Project & Delegating Signing Authority

Introduced by Councilperson Delorme

Seconded by Councilperson Mattison

RESOLVED, that the Town of Clarkson applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage (EPF) for the purpose of funding the development of the **Hafner Park Improvements Project**;

RESOLVED, that the Town of Clarkson is authorized and directed to accept these grant funds in an amount not to exceed **\$660,375.00** for the project described in the grant application;

RESOLVED, that the Town of Clarkson is authorized and directed to agree to the terms and conditions of the State of New York Contract for Grants ("Contract") with OPRHP for such development of the **Hafner Park Improvements Project**;

RESOLVED, that Town of Clarkson is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

RESOLVED, that the Town Board of the Town of Clarkson delegates signing authority to execute the contract and any amendments thereto, any required deed of easement, and any other certifications to the individuals who hold the following elected or appointed municipal office and employment position titles: Town Supervisor.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Howlett and Mattison

NAYES: none

ABSENT: Councilperson Guarino

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NEW BUSINESS

RESOLUTION #154
Motion to Approve Merit Increases for Highway Employees,
Effective June 15, 2026

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve merit increases for the following Highway employees, according to the reviews provided and the 2026 step chart, all effective June 15, 2026:

Michael Farrell, Foreman, from \$38.44 to \$40.10, Step 10
Jesse Cross, Working Foreman, from \$35.30 to \$36.75, Step 10
Wayne Swanger, HEO, from \$33.20 to \$34.52, Step 10
Robert Farrell, MEO, from \$30.92 to \$32.09, Step 10
Adam Johnson, MEO, from \$29.12 to \$31.16, Step 9
Michael Bartek, MEO, from \$28.68 to \$29.37, Step 7
Liam McGuire, MEO from \$24.36 to \$26.09, Step 3
Kelly Sprague, Hwy Sec., from \$27.21 to \$29.14, Step 9

VOTE OF THE BOARD

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

RESOLUTION #155
Support & Authorize the 2026 Water Quality Improvement Project (WQIP)
Grant Application – Salt Storage Structure

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

WHEREAS, the Town of Clarkson, Monroe County, supports the submission of a 2026 Water Quality Improvement Project (WQIP) application through the Consolidated Funding Application (CFA) on behalf of the Town for the construction of a new salt storage structure; and

WHEREAS, the New York State Department of Environmental Conservation (DEC) provides this competitive statewide reimbursement grant program through the CFA portal for local governments, administered to directly address documented water quality impairments; and

NOW THEREFORE BE IT RESOLVED, the Town Board, on behalf of the Town, identifies the Town Supervisor as the authorized representative for the project, able to execute necessary documents relative to and as required for this application; and

BE IT FURTHER RESOLVED, the Town Board does hereby accept that they shall provide the required 25% match for all grant funding awarded as a local match in the form of in-kind services or cash contributions hereby appropriated and obligated from the General Fund; and

BE IT FURTHER RESOLVED, that the Town of Clarkson Town Board recognizes and fully supports the submission of the WQIP application through the CFA for a Salt Storage Grant by MRB Group on behalf of the Town for Salt Storage improvements.

VOTE OF THE BOARD

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

2026-06-09

RESOLUTION #156

**Authorize Supervisor to sign Letter of Support addressed to Town of Parma
Ambulance RFP Committee seeking EMS services**

Introduced by Councilperson Howlett
Seconded by Councilperson Mattison

Motion to authorize Supervisor to sign letter addressed to Town of Parma Ambulance RFP Committee, in support of Monroe Ambulance EMS services.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Howlett and Mattison

NAYES: none

ABSENT: Councilperson Guarino

Town Clerk Report – Deputy Town Clerk Carla Ward mentioned Town Clerk Susan Henshaw is currently attending a conference in Niagara Falls for the New York State Association of Tax Receivers & Collectors and will share a summary with the board upon return.

Building Department - Supervisor Liotta read the Building Department Report on vacant homes on Ridge Road as of June 9.

Supervisor Liotta stated that the Building Department received complaints from residents regarding the status of certain vacant homes on Ridge Road located in the Historic Preservation District, and they were referred to by the Historic Preservation Commission for review. The Commission in turn directed the Building Department to contact the property owners and inquire about their intent for the homes. Each property is privately owned, and the homes are either in process of being sold, renovated, or being considered for demolition after a Certificate of Appropriateness has been granted by the Commission. The Building Department will continue to have ongoing conversations with the property owners.

Vacant homes on Ridge Road: 8354, 8314, 8286, and 8280 Ridge Rd.

Other:

3947 Lake Rd - violations of parking on the front lawn, mud on the sidewalk and the dumpster in the driveway have all been resolved; the complaint has been closed.

Highway Department – Superintendent Viscardi mentioned tomorrow they will start to mill a portion of Ireland Road. Weather permitting, paving will then begin on Thursday. / * The exterior stair project at Town Hall is progressing. The last concrete pour for the bottom of the stairs is scheduled for Tuesday, June 16. Highway will then work on building a retaining wall along the staircase. This project should be completed in a couple of weeks. / * Eighteen trees have been delivered with an additional eight more ordered and two had to be replaced. Delivery should take place next week. Supervisor Liotta mentioned that Councilperson Mattison and Deputy Town Clerk Ward have been working on a Tree Program flyer for Kimball Park along with a map that allows you to pick a planted tree and add a cherished memory in honor of a loved one on a personalized marker that will be provided.

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RESOLUTION #157
MOTION TO APPROVE 05-26-2026 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve 05-26-2026 meeting minutes.

VOTE OF THE BOARD

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

RESOLUTION #158
AUDIT 06-09-2026

Introduced by Councilperson Mattison
Seconded by Councilperson Howlett

To authorize payment of audit 06-09-2026 totaling \$201,974.01; AA- General \$29,761.64, BB- General Outside Village \$12,837.25 DA-Highway Town Wide \$3,560.10, DB-Highway – Outside Village \$4,159.14, HH – Capital Projects \$146,298.27, SL - Lighting - \$5,233.39, SS – Sewer \$124.22. Distribution of checks: Joint Checking #'s 6422-6468.

VOTE OF THE BOARD

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

RESOLUTION #159
MOTION TO ADJOURN

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

Motion to adjourn at 6:20 P.M.

VOTE OF THE BOARD

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

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-06-23