

TOWN OF CLARKSON  
TOWN BOARD MEETING  
June 23, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, June 23, 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.

### **OPENING STATEMENT**

Supervisor Liotta read a prepared statement from the Clarkson Town Board regarding the events from this past weekend. She mentioned this has been posted on Facebook and on our website.

*Like many in our community, we were saddened by Sunday's apartment fire at 3640 Lake Road that displaced so many of our neighbors. Our thoughts are with the individuals and families who have lost their homes and are facing difficult days ahead.*

*In Clarkson, we are more than just residents—we're neighbors! When one part of our community is hurting, we all feel it. We want those affected to know that they are not alone. So many community partners and small businesses are committed to supporting them now, and in the future.*

*We are grateful to all first responders, including the many firefighters, EMS personnel, law enforcement officers, and Red Cross, for their quick and professional response. We also thank our Fire Marshal, Steve Frosini, and our Highway Superintendent, Bob Viscardi, for assisting at the scene.*

***THANK YOU*** to the many residents and businesses in Clarkson and adjacent towns who have already reached out to help; so many offers have posted on Facebook! Your generosity reflects the very best of neighbors supporting neighbors at this difficult time.

### **OPEN FORUM**

Assessor, Tammy Baker, presented a report on the 2026 reassessment and the Board of Assessment Review held on May 27. They had over 160 informal hearings, 4 property walk throughs, 18 residential grievances and 6 commercial grievances (Autumn Woods most likely will file Article 7. They have until the end of July to file.

- 2025 Total Assessed Value was \$621,961,252. Town Taxable Value \$ 542,872,078.
- 2026 Total Assessed Value is \$816,635,129 (+\$194,673,877) Town Taxable Value \$713,248,879 (+\$170,376,801).

Monroe County raised the following Veterans Exemptions:

- Wartime from \$36,000 to \$45,000 or 15%;
- Combat from \$24,000 to \$30,000 or 10%;
- Cold War from \$8,000 to \$45,000 (maximum) or 15%;
- Disability was capped at \$120,000 but is now \$150,000. These are the maximum values someone can receive, as it is a percentage of their assessed value. The State also has passed a new

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- exemption for Veterans, stating that if a Veteran is 100% disabled, then each taxing jurisdiction may adopt a local law.

**HISTORICAL MOMENTS** - Supervisor Liotta provided a report from Town Historian & Triangle Tract Historical Society President, Leanna Hale. Leanna provided handouts of the Triangle Tract History Museum which includes all the towns that have been in the tract since 1801: Town(s) of Hamlin, Clarkson, Brockport, Sweden, Bergen and LeRoy. The handouts are also available in the lobby. Please view the QR code on the front page for further insight. Leanna mentioned that this was formed after the Morgan Manning house no longer had a Historical Society. It was felt that all towns involved needed to have their events advertised. This is the original formation of the area before the towns were settled and established.

**RESOLUTION #160**  
**DESIGNATING RECIPIENT OF VOLUNTARY ANIMAL SHELTER**  
**CONTRIBUTIONS PURSUANT TO NYS AGRICULTURE & MARKETS LAW §109**

Introduced by Councilperson Guarino  
Seconded by Councilperson Mattison

**WHEREAS**, New York State Agriculture & Markets Law §109, as amended effective December 2025, requires that municipalities include in the dog license applications and renewals an option for voluntary contributions to support an animal shelter; and

**WHEREAS**, pursuant to such law, voluntary contributions collected in connection with dog licensing are to be provided to the organization under contract with the municipality for animal shelter services; and

**WHEREAS**, the Town of Clarkson currently contracts with the Town of Hamlin Dog Shelter to provide such services; and

**WHEREAS**, the Town Board wishes to acknowledge and implement the requirements of §109 in a manner consistent with applicable law;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby acknowledges that, pursuant to New York State Agriculture & Markets Law §109, all voluntary animal shelter contributions collected in connection with dog licensing shall be for the benefit of the Town of Hamlin Dog Shelter, as the Town's contracted animal shelter provider; and

**BE IT FURTHER RESOLVED**, that the Town Clerk is authorized and directed to update dog license applications, renewal forms, and related materials to include a clearly identified voluntary contribution option in compliance with §109, including language stating that such contributions are voluntary and not part of the license fee, and identifying the Town of Hamlin Dog Shelter as the recipient; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor is authorized and directed to establish a dedicated fund or budget line item for the receipt and accounting of such contributions; and

**BE IT FURTHER RESOLVED**, that all funds collected pursuant to this program shall be remitted to the Town of Hamlin Dog Shelter no less than annually, and may be remitted on a more frequent basis as determined appropriate by the Town's financial officers; and

**BE IT FURTHER RESOLVED**, that the appropriate Town officials are authorized to take all actions necessary to implement this resolution, including administrative and system updates.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

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Town Clerk Susan Henshaw read the insert that will be sent to residents along with their license renewal reminders, which explains that residents may now make voluntary contributions to support the Hamlin Dog Shelter when renewing their dog licenses. She emphasized that this is strictly voluntary and not part of the license fee, and that all funds collected will support the local Hamlin Dog Shelter.

**RESOLUTION #161**  
**TO AUTHORIZE MERIT INCREASE FOR THE DEPUTY TOWN CLERK,**  
**CARLA WARD**

Introduced by Councilperson DeLorme  
Seconded by Councilperson Guarino

To authorize a 2-year annual merit increase (4/5) for the Deputy Town Clerk, Carla Ward from Clerk II, Step 4 at \$22.67/hour to Clerk II, Step 5 at \$23.35/hour effective June 15, 2026.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

**RESOLUTION #162**  
**MOTION TO APPROVE MERIT INCREASE FOR JUSTICE COURT CLERK,**  
**SUSAN WEISS**

Introduced by Councilperson DeLorme  
Seconded by Councilperson Mattison

Motion to approve merit increase for Justice Court Clerk Susan Weiss from \$26.42/hr. to Clerk I, Step 8 @ \$28.29/hr. effective 6/15/26.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

**RESOLUTION #163**  
**MOTION TO APPROVE NEW HIGHWAY SEASONAL PART TIME EMPLOYEE,**  
**BRANDON BARTEK**

Introduced by Councilperson Mattison  
Seconded by Councilperson Guarino

Motion to approve new Highway Department seasonal part-time employee, Brandon Bartek, Laborer, Step 1 @ \$18.46/hr. effective June 16, 2026.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

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**RESOLUTION #164**  
**ACKNOWLEDGE RECEIPT OF SUPERVISOR'S**  
**FINANCIAL REPORT FOR MAY 2026**

Introduced by Councilperson Guarino  
Seconded by Councilperson DeLorme

Acknowledge receipt of Supervisor's May 2026 Financial Report.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

**Supervisors Report**

**Primary Day** – Supervisor Liotta visited both polling locations. At noon, the Seymour Library recorded 12 voters; at 5:00 pm. Kimball lodge had recorded 61 voters. She further noted that no local races were on the ballot. This year, Monroe County did have a sample ballot posted at the polling sites; instead, a QR code was provided for voters to scan to be able to preview their ballot. Concerns were raised that this system is not user-friendly for the aging community. She expressed hope that this approach will be reconsidered or improved before the general election. *Martha Clasquin, 34 Sherwood Drive*, mentioned that she had gone to early voting and had no issues.

**Apartment Fire** – The last few days have been quite busy. Town Building Inspector/Fire Marshall Steve Frosini provided the following information:

- The Red Cross had been contacted and was on scene when he arrived and set them up at the Clarkson Fire Hall. They provided counseling for displaced residents and guided them through insurance and the rebuilding process.
- Eric Bassett, the property owner, responded to the scene early Sunday morning and stayed with Steve Frosini until the site was secured. He was required to hire 24/7 security at the location until the building is raised. He was required to place hard fencing around the building to restrict access.
- Goodwin Lodge has been provided for The Red Cross to use as needed.
- Many local businesses have stepped up to handle donations of money and needed items.
- The Red Cross placed families who needed housing, into a local hotel.
- Councilman Dave Howlett contacted the Brockport School District via the Red Cross, and they were ready to offer shelter, if necessary.
- Dave Maynard, from the Hamlin Dog Shelter, advised he can assist with housing for dogs, as well as food donations, if needed.
- Eric Bassett, property owner, has hired a cat recovery service, who has installed cameras to hopefully detect the two lost cats and safely trap them for return.
- The residents were being allowed to visit the property tonight from 6pm-8pm to retrieve items that may have survived the fire, and work with the fire department personnel to enter the building for recovery. The insurance company must complete its investigation before an order to demolish the building can be issued. Fencing and security will remain until the building is razed.

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Supervisor Liotta stated that this is just a quick report. When time allows, Steve will provide a further summary. Facebook has so much information out there currently. Many local restaurants and businesses have offered to adopt specific families, by collecting items and funds. The list includes Custom House, Ridge Runners, Gallo Performance, all in Clarkson. All-American Acres and All-American Diesel Service in Holley. Zales Landscaping from the Village of Brockport. Brockport Big Guys Campground, which has 585 Back Porch restaurant. There are GoFundMe pages sponsored by Brockport parents and teachers, set up for affected families. The East Avenue Animal Clinic is donating food. We have directed them to take that to the Hamlin Dog Shelter. The Mill House restaurant provided sandwiches to all the first responders who were on scene. Cusimano's Pizzeria provided breakfast sandwiches and breakfast pizzas, Crosby's across the street, donated water. It was heartwarming and impressive, it made the Supervisor proud of the way many came in to assist. She was very impressed with the professionalism of the Brockport Fire Department; it is truly stellar. Town Clerk Susan Henshaw mentioned she has been receiving calls on donation sites. Supervisor Liotta mentioned she knows of two sites specifically that are taking donations, Truly Pampered and Pettinari's Meat & Deli. The Church of Latter-Day Saints has agreed to take those donations from small businesses, to create one central drop off location. They will sort the donated items gathered for distribution to those affected.

### **Town Board Reports**

**Seymour Library** - Councilperson Guarino mentioned on Thursday at 4:30 p.m. there will be a ribbon-cutting ceremony for the new pavilion recently installed. /\* Unfortunately, the library did not receive the grant sponsored by Congressman Joe Morelle's office for the children's wing project. Representatives from MRB Group attended a meeting and we were advised that this grant opportunity is expected to be offered again next year. A recommendation was made that they begin now with a minimum-scope project, focusing first on necessary engineering work so that if grant funding becomes available in the future, they will be ready to apply and can then expand the project scope based on additional funds. /\* Friends of the library had a yarn and fabric sale where they raised \$1,000 to benefit the library.

**Town Clerk Report** – Town Clerk Susan Henshaw mentioned she has completed her Town and County Tax season, and satisfied the warrant of approximately \$6.6 million, and subsequent surrender has been sent on to the Monroe County Treasury. She mentioned she will now have a few months to prepare for the next school tax season in September. /\* She attended the New York State Association of Tax Receivers & Collectors Conference held on June 7-9 in Niagara Falls. It was very informative and well attended with over 130 tax receivers and collectors involved. A detailed summary was sent to all board members last week. Thank you all once again for allowing me to attend. It will undoubtedly be beneficial for my office. /\* She has ordered new patriotic banners for Lake Rd. The Highway Department will place them on telephone poles heading towards the roundabout as soon as they arrive.

### **RESOLUTION #165** **MOTION TO APPROVE 2026-06-09 MEETING MINUTES**

Introduced by Councilperson Guarino  
Seconded by Councilperson DeLorme

Motion to approve 2026-06-09 meeting minutes.

### **VOTE OF THE BOARD**

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

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**RESOLUTION #166**  
**AUDIT 2026-06-23**

Introduced by Councilperson Mattison  
Seconded by Councilperson Guarino

To authorize payment of audit 2026-06-23 totaling \$46,745.88; AA- General \$25,554.32, BB-General Outside Village \$3,888.60, DA-Highway Town Wide \$14,774.06, DB-Highway – Outside Village \$982.08, HH – Capital Projects \$1,470.00, SS – Sewer \$76.82. Distribution of checks: Joint Checking #'s 6469-6499.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

**RESOLUTION #167**  
**MOTION TO ADJOURN**

Introduced by Councilperson Guarino  
Seconded by Councilperson Mattison

Motion to adjourn at 6:36 P.M.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino and Mattison

NAYES: none

ABSENT: Councilperson Howlett

Respectfully submitted,

Susan Henshaw  
Town Clerk

Approved 2026-07-14