

TOWN OF CLARKSON
TOWN BOARD MEETING
July 28, 2026

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

HISTORICAL MOMENTS

Leanna Hale – Town Historian reported on her ongoing research into early settlers’ families, including efforts to locate Moody Freeman in the cemetery. She noted she has been in contact with those responsible for Garland Cemetery, who have Revolutionary War memorabilia in their office. Leanna stated that there are three Revolutionary War veterans buried in Garland Cemetery, all in the east section. Two veterans are buried in the Prosser family plot, and one veteran is buried across from them near the property line. She also reported that the Cemetery Association is working with the historic Pomeroy Company to obtain a plaque listing the veterans’ names and to secure a new, legible monument to be placed near the original Revolutionary War tombstones, which are now difficult to read. Leanna invited residents to share any historical information they may have that could assist her research and expressed appreciation for the community’s support.

OPEN FORUM

Martha Clasquin, 34 Sherwood Drive, expressed her appreciation for Town Clerk Susan Henshaw, noting that Susan’s work is remarkable for its accuracy, thoroughness, and clarity in the minutes. She observed that important details can easily be missed during the meeting itself and specifically thanked Susan for clearly addressing her prior question regarding a property matter and for extensively covering the East Avenue sidewalk project. Town Clerk Susan Henshaw thanked Martha for her kind remarks and noted that she appreciates the recognition on behalf of herself and her deputy, Carla Ward.

OLD BUSINESS

RESOLUTION #182 **ADOPT AMENDED TOWN OF CLARKSON 2026 FEE SCHEDULES**

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

WHEREAS, the Town Board has reviewed the Town of Clarkson 2026 Fee Schedules and wishes to amend it.

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

2026-07-28

- Section 1.** That the Town Board hereby amends the Town of Clarkson 2026 Fee Schedules as set forth on the written schedules of fees for 2026; and
- Section 2.** That all fees, either newly established or amended, shall be effective as of the date of the adoption of this resolution and shall supersede any fee schedules enacted prior to this date; and
- Section 3.** This shall take effect immediately. *see attachments

VOTE OF THE BOARD

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

Supervisor Liotta explained that the primary change was the addition of fees associated with the recently adopted incentive zoning provisions, which were approved at the last meeting and are now incorporated into the new schedule. Attorney O'Toole further clarified that the prior schedule had incentive and overlay fees combined, and these have now been separated for clarity; however, the underlying fee amounts for those categories did not change.

NEW BUSINESS

RESOLUTION #183
AUTHORIZING SUPERVISOR TO SIGN SUPPLEMENTAL
AGREEMENT No. 7 to CONTRACT NO. D014803, INCLUDING AMENDMENT B --
AMENDMENT TO CHANGE THE ESTIMATED EXPENDITURE FOR SNOW &
ICE AGREEMENT DUE TO THE SEVERITY OF 2025/26 WINTER SEVERITY

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

WHEREAS, the Town Board has authorized the Supervisor of the Town of Clarkson, County of Monroe, State of New York, to sign the NYSDOT Municipal Snow & Ice Supplemental Agreement No. 7 to Contract No. D014803, including Amendment B – Amendment to Change the Estimated Expenditure for Snow & Ice Agreement, due to the severity of the 2025/26 winter season.

Original Estimated Expenditure of \$341,809.34, plus Index Adjustment of \$238,098.95, equals a Total Revised Estimated Expenditure of \$579,908.29.

VOTE OF THE BOARD

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

Superintendent Viscardi explained the detailed process for reporting snow and ice operations, including the submission of monthly snow tickets and activity reports to New York State. He outlined how labor, equipment usage, mileage, and material (salt) consumption are all tracked and reported, and how this data is used by the state to adjust compensation. The Town Board briefly discussed the complexity of the snow ticket system and the significant documentation required by the state to support these reimbursements.

2026-07-28

RESOLUTION #184
AUTHORIZE AMENDATORY AGREEMENT TO COOPERATION AGREEMENT
FOR URBAN COUNTY REQUALIFICATION
Between the Town of Clarkson and the County of Monroe
Term: 10/1/2026--9/30/2026

Introduced by Councilperson Guarino
Seconded by Councilperson Howlett

WHEREAS, under Federal law, urban counties which enter into cooperative agreements with local governments, can access federal funding under the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs; and

WHEREAS, the County of Monroe and the Town of Clarkson entered into such a Cooperative Agreement on May 6, 2002, and

WHEREAS, the County desires to extend the Cooperative Agreement for another 3-year period, and

WHEREAS, extension of the Agreement requires an amendment restricting use of grant funds received to federally approved activities.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson hereby approves the “Amendatory Agreement to Cooperation Agreement for Urban County Requalification” between the Town of Clarkson and the County of Monroe and further authorizes the Town Supervisor to execute said Agreement. This Agreement shall be for a term commencing October 1, 2026, and terminating September 30, 2029, and successive periods covered by the automatic renewal clause unless either party provides written notice to terminate if they choose not to participate in a new qualification period.

Section 2. That this resolution shall take effect immediately.

Section 3. That the Town Clerk forward a copy of this resolution to the County of Monroe.

VOTE OF THE BOARD

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

RESOLUTION #185
TOWN OF CLARKSON
ACKNOWLEDGING RECEIPT OF THE TOWN AUDIT

Introduced by Councilperson Mattison
Seconded by Councilperson Howlett

WHEREAS, the Town’s independent auditor has completed its audit of the Town’s financial statements for the year ended December 31, 2025; and

WHEREAS, the Town acknowledges receipt of said audit and the representations contained therein;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board accepts the audit of its financial statements for the year ending December 31, 2025, conducted by its independent auditor Allied CPAs, PC and the representations contained therein.

2026-07-28

SECTION 2. That the Town Board authorizes the Supervisor to execute the management representation letter requested by said independent auditor.

VOTE OF THE BOARD

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

Supervisors Report

- The town has reapplied for the WQIP grant for the salt barn project, noting that the previous year's application was denied but the Town was encouraged to submit it again.
- The town received notice from Assemblyman Steve Hawley, who will be visiting Clarkson and neighboring municipalities on Saturday, August 22.
- The first budget workshop is scheduled for Monday, August 17 at 5:30 PM at the Town Hall.

Town Board Reports

Golf Tournament Fundraiser - Councilmember Dave Howlett reported that he participated in a golf tournament on Sunday benefitting the Morgan Manning House, sponsored by Grinds Café and Sweet Shoppe. He noted that there were two foursomes on every hole across all 18 holes. In addition, there was a 50/50 raffle and numerous gift baskets and prizes. He commented that the event was very well received.

Town Clerk Report – Susan Henshaw reported that she met with Edmunds Tech, the Town's government software provider for the BAS system used in the Clerk's office. She explained that New York State has initiated upgrades to the system, specifically affecting dog licensing. Susan shared the updated information now appearing on all dog license renewal notices, highlighting that the Clerk's office is accepting voluntary donations in connection with dog renewals. / * The clerk's office is working on completing their annual passport testing this week. / * Due to recent regulation changes, there is a new tag structure and process for Deer Management Permits (DMPs) beginning this season. She is currently reviewing these changes in preparation for the start of hunting license sales next week.

RESOLUTION #186 MOTION TO APPROVE 2026-07-14 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve 2026-07-14 meeting minutes.

VOTE OF THE BOARD

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

2026-07-28

RESOLUTION #187
AUDIT 2026-07-28

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

To authorize payment of audit 2026-07-28 totaling \$87,381.33; AA- General \$45,008.50, BB-General Outside Village \$4,099.84, DA-Highway Town Wide \$19,996.34, DB-Highway – Outside Village \$18,276.65. Distribution of checks: Joint Checking #'s 6545-6580.

VOTE OF THE BOARD

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

RESOLUTION #188
MOTION TO ADJOURN

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

Motion to adjourn at 6:28 P.M.

VOTE OF THE BOARD

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

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-08-11

2026 TOWN OF CLARKSON FEE SCHEDULE I
Building Permits – RESIDENTIAL

NEW CONSTRUCTION (including modular homes but not manufactured, i.e. trailers)		for house/structure, including relocation \$100&1/2 sq ft.
Foundation (Does not include C/C if required)		
Plan review (2 hrs. in-house included)		\$75 hr. after 2 hrs. Outside consultation Cost & 10% Single-family 0.30 sq. ft \$288 min. fee Multi-family (3+) 0.30 sq. ft \$288 min. fee Manufactured homes (new or replaced) \$250
Parkland Fee		\$750 per dwelling unit
Plumbing Fee		\$65 Plus, fixtures are \$4 each
Sewer Fee		Town connection fee \$125 County connection fee \$250
MISCELLANEOUS (Does not include C/C if required)		
Additions & alterations		smaller than 425 sq. ft \$80 greater than 425 sq. ft \$0.20 per sq ft
Demolition or Removal of residential structure > 144 sq. ft		\$100
Electrical (<i>permit required w/o fee</i>)		No Charge
Fence (<i>no C/C</i>)		\$50
Generator – standby		\$65
Handicap ramp		No Charge
Roofing (<i>no C/C</i>)		DIY (<i>permit required w/o fee</i>) Contractors (<i>permit required with fee</i>) \$50
Solar energy structures		\$125
Telecommunication tower (<i>personal use</i>)		\$80
Wind generators		(small <35") \$65 w/special permit from PB
Small wireless facilities		\$500 up to 5 units
Stop work order		\$250
Working without a permit		\$125
Permit renewal fee		1/2 Original Permit fee/\$50min.
Burn permit		\$25 (<i>agricultural burn no charge</i>)
Operating Permits:		\$25
Fire/ Life Safety Inspection		\$50
CERTIFICATES		
Certificate of Occupancy		\$100 Apartment Projects \$40 per unit Renovation, Conversion Remodel \$150 More than 100,000 sq. ft. \$250
Certificate of Compliance		\$25
ACCESSORY STRUCTURES (<u>Does not include C/C if required</u>)		
Including but not limited to: Shed - Garage - Barn - Gazebo - Greenhouse		Up to & including 140 sq. ft. gross area - No permit required Greater than 140 sq. ft. \$80
Including but not limited to: Deck - Unenclosed Porch - Ramp		30 sq. ft. or smaller \$65 Greater than 30 sq. ft. \$80
Including but not limited to: Pool - Spa - Hot Tub		In-ground pool \$100 Above-ground pool \$65 Spa-hot tub \$65
Including but not limited to: Outdoor/Indoor Heating		Outdoor furnace \$80 Woodstove – gas fireplace \$65
HIGHWAY PERMIT:- Application Fees		
ROW-right of way construction permit-pending highway approval		TBD – (\$1 per linear ft max. fee \$1000)

NOTE: Fees include consultations with building inspector and inspections at the site. Permit fees shall be doubled if no permit was obtained prior to the build. Cost based on square footage. Commercial permit fees listed DO NOT include certificate of occupancy or certificate of compliance fees if required.

2026 TOWN OF CLARKSON FEE SCHEDULE II
Building Permits - COMMERCIAL

NEW CONSTRUCTION (including modular homes but not manufactured, i.e. trailers)	
FOUNDATION (Does not include C/C if required)	\$100/hour \$0.30 sq. ft./\$75 min. fee
Plan review (2 hrs. in-house included)	\$75 hr. after 2 hrs. Outside consultation Cost & 10% Single-family 0.35 sq. ft \$336 min. fee Multi-family (3+) 0.35 sq. ft \$336 min. fee Manufactured homes (new or replaced) \$250
Remodel	\$0.30 sq. ft./\$50 min. fee
Plumbing Fee	\$100 plus, \$10 per fixture More than 100,000 sq. ft. \$200 plus, \$10 per fixture
Parkland Fee	\$1000 per unit/ dwelling unit More than 100,000 sq. ft. \$2,000 per unit
Sewer Fee	Town connection fee \$350 More than 100,000 sq. ft. \$650 County connection fee \$350

MISCELLANEOUS (Does not include C/C if required)	
Business permits (renewed annually)	\$250 min \$0.30 sq. ft./\$75 min. fee
Additions & alterations	smaller than 425 sq. ft \$105 greater than 425 sq. ft \$0.25 per sq ft
Demolition or removal of structure	\$1000
Electrical	\$250
Fence (no C/C)	\$250
Generator – standby	\$250
Operating permit (business multi-use)	\$250
Permit renewal fee	½ Original Permit fee/\$50min
Roofing	\$100
Sign permit	Permanent (w/ZBA special permit) \$10/sq. ft./\$40 min. Temporary (no ZBA application required) \$150
Solar energy structures	\$250 min or \$1per KW Solar energy structures over 1MWdc \$1020 per acre
Telecommunication tower	\$1,025
Wind generators – per tower	\$500 Med >35'-100' (w/special permit from PB) Large >100'-400' (w/special permit from TB) or \$2 per KW/DC
MET - single	\$500

CERTIFICATES	
Certificate of Occupancy	\$100 Commercial/ Public Assembly \$250 per unit More than 100,000 sq. ft. \$500 per unit Commercial Renovation, Conversion Remodel \$150 More than 100,000 sq. ft. \$250 Apartment Projects \$40 per unit Industrial \$300
Certificate of Compliance	\$100
ACCESSORY STRUCTURES	
Shed - Garage - Barn (attached or detached)	Up to 1250 sq. ft. \$250 Greater than 1250 sq. ft.\$0.30 sq. ft.
Deck - Unenclosed Porch - Ramp	Less than 1250 sq. ft \$250 Greater than 1250 sq. ft. \$0.30 sq. ft.
Pool: Swimming Pool	\$250

2026 TOWN OF CLARKSON FEE SCHEDULE III

TOWN BOARD

Rezoning Fees

Rezoning Application & Public Hearing.....	\$1000 Plus \$100 per affected lot
Zoning Map Revision	\$100 / Outside Consultation: Cost & 10%

Incentive Zoning

Application Fee	\$1,500
Initial Deposit for Professional review fees	\$2,500.00
Application to Extend Time of Approval	\$1,500

Overlay Districts

Application Fee	\$1,500.00
Initial Deposit for Professional review fees	\$1,500.00

PLANNING BOARD – Application Fees

Predevelopment meeting	\$400
------------------------	-------

Subdivision w/Site Plan

Note: For the purpose of development – site plan required

Residential (1 & 2 Family)	\$600 plus \$150 per affected lot
Site Plan Amendment/Reapproval(residential)	\$400 plus \$125 per affected lot
Residential multi-family (3+)	\$400 plus \$30 per unit, and \$100 per acre
Subdivision w/o site plan	\$300 plus \$125 per affected lot
Commercial/Industrial	\$1,500 per lot plus \$0.05 per sq ft of building or structure area
Site Plan Amendment/Reapproval(commercial)	\$500 per lot plus \$0.05 per sq ft of building or structure area
Telecommunications Tower	\$750 all zoning districts - plus ZBA Special Use Permit (\$150) & engineering deposit (\$1,000)

Resubdivision (all districts)

Note: For the purpose of lot line changes not involving development – instrument survey required

Lot line changes	\$150 per affected lot
------------------	------------------------

Special Permits

Special Permit	\$150 (other PB fees may apply)
----------------	---------------------------------

Other

Mylar Re-Date and Re-Sign	\$10 per lot, \$50 minimum
---------------------------	----------------------------

Fill Permits – Includes Grading

Fill Permit – Includes Grading	\$50 Flat Fee
Review Fee	\$50
Inspection Fee	Outside Consultation: Cost & 10%
Administrative Review (> 25 yards/year)	\$50

ZONING BOARD OF APPEALS – Application Fees

Appeal Variance	\$200
Area Variance	\$300
Use Variance	\$350
Customary Home Occupation	\$350
Special Use Permit for Telecommunications Tower	\$150
Sign (permanent only)*	\$150
Special Permit, Zoning Permit, and Temporary, Non-Conforming Use Permits	\$150

*Note: Temporary signs > 6 sq. ft. require a permit issued by the Building Department.

Note: Board fees are application fees only. The applicant is responsible for all fees or disbursements generated during the process including, but not limited to: engineering, attorney, inspection, and publication fees. No decision letters, maps, or mylars will be signed until all applicable fees have been paid.

Town Clerk's Office
2026 Fee Schedule

Business Permits	\$250 minimum annually
Trailer Parks (2)	
Junk Yards (1)	
Truck Parts (1)	
Copies	.25 per page
Dog Renewal	\$10 spayed/neutered \$20 unaltered
Dog Boarding	\$20 per day
Dog Pick up	\$25 first offense \$45 second offense
EZPass	\$25 per pass
Fax	\$1.00 per page
FOIL–electronic copies-*	\$75 per flash drive
FOIL–electronic copies-*	FREE
*A fee for a copy of records may be charged based upon the actual cost of reproduction. You will be notified of all charges, if any, prior to receiving any records of request.	
Lodge Rentals	
Goodwin Lodge	\$200 rental fee / \$200 security deposit
Kimball Lodge	\$225 rental fee / \$225 security deposit
Marriage License	\$40 (per NYS) / free for active military
Marriage Transcript	\$10 (per NYS) per copy
Notary Services	FREE
Passport execution fee/services	\$35 (per Passport Agency)
Passport Photo	\$15
Transfer Station – Residents Only	\$275
Welcome to Clarkson signs (7)	\$300 annually
USB Flash drive – video copies	\$75 per copy
Bounced Checks	\$20 per transaction

We accept cash, check or credit card forms of payment for above services. There is a 2.45% convenience fee for credit/debit card use, with a minimum fee of \$1.75.