

This Clarkson Town Board Meeting agenda is in development and as such is not to be construed as complete at the time of its posting.

TOWN BOARD AGENDA

August 11, 2026

6:00 P.M.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

OPEN FORUM

OLD BUSINESS

NEW BUSINESS

1. Resolution – to appoint Haylor, Freyer & Coon as insurance representatives to Excellus Blue Cross Blue Shield.
2. Resolution – to appoint Town Assessor, Robin Anderson.
3. Resolution – to appoint Benjamin Reddy to Clarkson Historic Preservation Commission.
4. Resolution – establish the number of hours that constitute a standard workday for retirement purposes for Kelly Smith, Conservation Board Member.
5. Resolution – to appoint MRB Group per the Hafner Park RFQ.
6. Resolution – to authorize Budget Amendment and Transfer of Funds.
7. Resolution - approve financial statement for July 2026.

REPORTS

- Supervisor
- Town Board
- Town Clerk
- Building Department
- Attorney
- Highway Superintendent

MINUTES

- 2026-07-28

AUDIT

- \$80,954.42

MOTION TO ADJOURN

1. RESOLUTION #XXX
Appoint Health Insurance Brokerage Agent
Haylor, Freyer & Coon Inc.

Introduced by Councilperson

Seconded by Councilperson

WHEREAS, the Town wishes to retain the services of a professional insurance broker to act as agent of the Town to negotiate health insurance coverages with Excellus Blue Cross Blue Shield (Excellus BCBS);

WHEREAS, Haylor, Freyer & Coon Inc has offered to provide such services to the Town.

NOW THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson approves, and authorizes the Supervisor to sign, the letter to Excellus BCBS appointing Haylor, Freyer & Coon Inc. as the Town's sole insurance representative with Excellus BCBS.

Appointment to continue until terminated by the Town in writing delivered to Excellus BCBS.

VOTE OF THE BOARD

AYES:

NAYES:

2. RESOLUTION #XXX
APPOINT TOWN ASSESSOR

Introduced by Councilperson

Seconded by Councilperson

WHEREAS, Tammy Baker has announced her retirement from the position of Town Assessor, effective July 31, 2026, and delivered her letter of resignation to the Town Clerk, creating a vacancy in the shared Assessor position serving the Towns of Clarkson and Sweden; and

WHEREAS, the Town Board of the Town of Clarkson wishes to thank Tammy Baker for her dedicated service and commitment to both communities and extend their best wishes on her retirement; and

WHEREAS, the Town Board has determined that it is in the best interest to appoint a qualified individual to fill the vacancy and continue providing professional assessment services; and

WHEREAS, Robin Anderson possesses the qualifications, experience, and professional expertise necessary to serve as the shared Town Assessor for the Towns of Clarkson and Sweden; and

WHEREAS, the appointment is subject to approval by the New York State Department of Taxation and Finance;

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That the Town Board of the Town of Clarkson hereby appoints Robin Anderson as Town Assessor, effective August 11, 2026, or upon approval by the New York State Department of Taxation and Finance, whichever occurs later, to complete the unexpired term of Tammy Baker, which expires on September 30, 2031.

Sec. 2. That the Town of Clarkson's share in the annual salary for the position shall be \$28,800.

Sec. 3. That the position shall be full-time, consisting of 35 hours per week, Monday through Friday, and that the appointee shall be eligible for the employee benefits provided to full-time employees of the Town of Sweden in accordance with the Town's Employee Handbook and applicable policies.

Sec. 4. That the Town Supervisor and any other appropriate officials are hereby authorized to execute all documents and take all actions necessary to carry out the intent of this resolution.

Sec. 5. That this resolution shall take effect immediately.

VOTE OF THE BOARD

AYES:

NAYES:

3. RESOLUTION #XXX
APPOINT BOARD MEMBER TO
TOWN OF CLARKSON HISTORIC PRESERVATION COMMISSION

Introduced by Councilperson
Seconded by Councilperson

WHEREAS, Daniel Maier was serving as a member of the Town of Clarkson Historic Preservation Commission and has delivered his letter of resignation dated June 11, 2026, to the Town Clerk; and

WHEREAS, said resignation created a vacancy on the Town of Clarkson Historic Preservation Commission and the Town Board wishes to make an appointment to fill said vacancy and complete the balance of said term of office.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. Benjamin L. Reddy of 99 Sherwood Drive, Clarkson, NY 14420 is appointed to serve as member of the Town of Clarkson Historic Preservation Commission for a term effective August 11, 2026 and ending December 31, 2028.

VOTE OF THE BOARD

AYES:
NAYES

4. RESOLUTION #XXX
ESTABLISHING NUMBER OF HOURS THAT CONSTITUTE A
STANDARD WORKDAY FOR RETIREMENT PURPOSES

Introduced by Councilperson
Seconded by Councilperson

WHEREAS, The Town Board is required to establish the number of hours that constitute a standard workday for retirement purposes.

NOW, THEREFORE, BE IT RESOLVED:

Sec. 1. That a .28 workday be established as a standard workday for retirement purposes for the following positions:

Conservation Board member Kelly Smith.

Sec. 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

AYES:
NAYES:

5. RESOLUTION #XXX
Selection of Qualified Design Professional
Hafner Park– EPF Grant #259186

Introduced by Councilperson

Seconded by Councilperson

WHEREAS, The Town of Clarkson seeks to procure proposals from qualified engineers, landscape architects and other licensed design professional service providers (the "Services") associated with a plan to enhance, upgrade and improve the recreational facilities at Hafner Park (the "Project"); and

WHEREAS, the Town of Clarkson has identified a source of grant funding under the Environmental Protection Fund, Grant #259186, received from the NYS OPRHP which requires such Services for the Project; and

WHEREAS, the Town of Clarkson issued a Request for Qualifications ("RFQ") to identify a licensed design professional firm that is qualified to provide the Services for the Project; and

WHEREAS, upon a review of the submissions received and upon the application of the selection criteria in the RFQ, the Town has identified a qualified licensed design professional firm for the Project.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. That upon a review of the submissions received in response to its Request for Qualifications, the Town Board of the Town of Clarkson finds that MRB Group is the most qualified firm to provide engineering and other design professional services associated with the plan to enhance, upgrade and improve the recreational facilities at Hafner Park; and

Section 2. That the Town Clerk is ordered to notify MRB Group of the adoption of this resolution no later than August 12, 2026.

VOTE OF THE BOARD

AYES:

NAYS:

6. RESOLUTION #XXX
AUTHORIZE BUDGET AMENDMENT AND TRANSFER OF FUNDS

Introduced by Councilperson
Seconded by Councilperson

WHEREAS, the Town Board is authorized to transfer funds and make supplemental appropriations where appropriate to amend the fiscal year budget for 2025; and

WHEREAS, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson is considering adoption of a mid-year budget amendment and such appropriations and transfer of funds as described on **attachment** and incorporated herein.

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board authorizes the budget amendment and such appropriations and transfer of funds all as identified on **attachment** and incorporated herein.

SECTION 2. That this resolution shall take effect immediately.

VOTE OF THE BOARD

AYES:

NAYS:

7. ACKNOWLEDGE RECEIPT OF SUPERVISOR'S
FINANCIAL REPORT FOR JULY 2026

Introduced by Councilperson
Seconded by Councilperson

Acknowledge receipt of Supervisor's July 2026 Financial Report.

VOTE OF THE BOARD

AYES:

NAYS: