TOWN OF CLARKSON
TOWN BOARD MEETING
August 11, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, August 11, 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 #189
Appoint Health Insurance Brokerage Agent
Haylor, Freyer & Coon Inc.

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

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

Supervisor Liotta stated that health insurance is always a significant issue for the Town and explained that Clarkson is too small to participate in a New York State municipal health insurance consortium, which requires more than 100 municipal employees. Clarkson does not meet that threshold, many towns across the state, including several in Monroe County, are in the same position and must obtain coverage privately. She noted that the Town has experienced some issues with its current health insurance arrangement, so together with Superintendent Viscardi and her Assistant Tammy Blanchard, they interviewed three brokers, one being the Town's current broker of the past few years and two new firms. After reviewing their proposals, they

selected the broker they felt offered the best package and would work most effectively with town employees. She added that the Town of Parma currently uses the same firm and speaks very highly of their services, which further supported the Town's decision.

RESOLUTION #190
APPOINT TOWN ASSESSOR

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

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

Supervisor Liotta explained that the Town of Clarkson shares a single assessor with the Town of Sweden. The assessor is employed by Sweden and works out of the Sweden office located on State Street, and Clarkson residents can schedule appointments as needed. The annual salary for the assessor's position is $80,000, of which Clarkson pays 28% based on the proportion of properties in each town, while Sweden covers the remaining salary and the larger share of related office and benefit costs.

2026-08-11

RESOLUTION #191
APPOINT BOARD MEMBER TO
TOWN OF CLARKSON HISTORIC PRESERVATION COMMISSION

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

WHEREAS, Daniel Maier was serving as a member of the Town of Clarkson Historic Preservation Commission and had 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, Brockport, 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: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison
NAYES: none

Supervisor Liotta noted that Benjamin Reddy had previously attended and interviewed with the Town Board and based on his professional background and current work, he was considered extremely well suited for the position. She added that the Town is very happy to have him on board.

RESOLUTION #192
ESTABLISHING NUMBER OF HOURS THAT CONSTITUTE A STANDARD WORKDAY FOR RETIREMENT PURPOSES

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

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

Supervisor Liotta explained that at the request of the New York State Retirement System, the Town must formally establish a standard workday of 0.28 for Conservation Board member, Kelly Smith. She participates in the State retirement system and has chosen to have her board stipend counted toward her retirement. She noted that this represents a very minimal amount of time but is required for proper state reporting.

2026-08-11

RESOLUTION #193
Selection of Qualified Design Professional
Hafner Park– EPF Grant #259186

Introduced by Councilperson DeLorme
Seconded by Councilperson Howlett

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

Supervisor Liotta reported that the Town has received $660,000 grant to fund a significant portion of the planned improvements at Hafner Park. Following a Request for Qualifications that generated five strong proposals, the board selected MRB Group as the design professional for the project, noting that MRB created the original concept plan, and they are already the town's engineering firm, and have an excellent working relationship with Clarkson.

RESOLUTION #194
AUTHORIZE BUDGET AMENDMENT AND TRANSFER OF FUNDS

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

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

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

Supervisor Liotta clarified that the resolution primarily involves line-item transfers within the existing budget, rather than changing the overall adopted budget. The action authorizes the town to transfer funds between accounts and make any necessary supplemental appropriations within the same fund to cover expenditures, in accordance with the mid-year financial review.

RESOLUTION #195
ACKNOWLEDGE RECEIPT OF SUPERVISOR'S FINANCIAL REPORT FOR JULY 2026

Introduced by Councilperson Guarino
Seconded by Councilperson DeLorme

Acknowledge receipt of Supervisor's July 2026 Financial Report.

VOTE OF THE BOARD
AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison
NAYES: none

Supervisors Report

- The town has received notice from the GM on Main Grant Program that our application was not selected for funding. The Town had applied for a grant to support road safety and traffic-calming initiatives, including movable electronic speed signs that could be deployed along Lake Road, Ridge Road, and in various neighborhoods.

- The town recently received information about the Monroe County Home Improvement Program, which provides grants to income-eligible homeowners for projects such as ADA accessibility modifications, structural repairs, major systems upgrades, and other essential home improvements, with awards of up to $20,000. The program is funded through the U.S. Department of Housing and Urban Development (HUD) and is designed to help residents repair and revitalize their homes. Pamphlets and application materials will be available in the Town Hall entryway for interested homeowners.

- The installation of a sign at Kimball Park to indicate the new multigolf course will be installed on Thursday. The town has planted 40 trees throughout the course, primarily maples and pears with some oaks available. The program allows residents to dedicate a tree in memory or honor of someone, at a cost of $100 per tree. Participants may pick the tree they would like and attach the tag given with their name on it, and the town will then create a dedication plaque that will be placed near the tree.

2026-08-11

Town Board Reports

Good Neighbor Day - Councilperson Guarino stated that he is looking forward to Good Neighbor Day on Friday. The event will feature the Skycoasters, a car show, food trucks, for families, and fireworks. Supervisor Liotta mentioned that Assemblyman Steve Hawley will also be present to give a proclamation in recognition of Monroe County's 250th anniversary. She also reminded the public of the upcoming budget meeting on Monday, August 17 at 5:30 PM.

RESOLUTION #196
MOTION TO APPROVE 07-28-2026 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve 07-28-2026 meeting minutes.

VOTE OF THE BOARD
AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison
NAYES: none

RESOLUTION #197
AUDIT 08-11-2026

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

To authorize payment of audit 08-11-2026 totaling $80,954.42; AA- General $41,675.18, BB-General Outside Village $4,158.75, DA-Highway Town Wide $8,925.64, DB-Highway – Outside Village $7,746.09, HH – Capital Projects $12,776.11, SL - Lighting - $5,358.03, SS – Sewer $314.62. Distribution of checks: Joint Checking #'s 6581-6626.

VOTE OF THE BOARD
AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison
NAYES: none

RESOLUTION #198
MOTION TO ADJOURN

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to adjourn at 6:29 P.M.

VOTE OF THE BOARD
AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison
NAYES: none

Respectfully submitted,

Susan Henshaw
Town Clerk

TOWN OF CLARKSON
BUDGET TRANSFERS-Q1 THRU JULY 2026

GENERAL FUND-TOWNWIDE

Transfer from:				
	AA.5132.200	Garage, Equip & Capital Outlay	$1,000.00	
	AA.1110.400	Mun Court, Cont	2,000.00	
	AA.8989.400	Misc Home and Community	$1,000.00	
	AA.9050.800	Unemployment Insurance	$1,500.00	
	AA.5132.400	Garage, Contr Expend	7,302.17	ok/rmv
			12,802.17	
Transfer to:				
	AA1320.400.000	Auditor, contr expend	3,400.00	
	AA1460.400.000	Records Mgmt, contr expend	11.29	
	AA1680.200.000	Central Data Process, equip	6,044.65	
	AA1910.400.000	Unallocated insurance, contr expen	2,812.00	
	AA1920.400.000	Municipal Assn Dues, contr expend	325.00	
	AA8810.400.000	Cemetery, contr expend	209.23	
			12,802.17	

GENERAL FUND-OUTSIDE VILLAGE

Transfer from:				
	BB.3620.201	Safety Inspec, Equipment	$0.27	
			0.27	
Transfer to:				
	BB7410.400.000	Library, contr expend	0.27	
			0.27	

HIGHWAY FUND-TOWNWIDE

Transfer from:				
	DA.5130.400	Machinery, contr	3,083.00	ok/rmv
			3,083.00	
Transfer to:				
	DA9050.800.000	Unemployment insurance	3,083.00	
			3,083.00	

8/11/2026 TB