

TOWN OF CLARKSON
TOWN BOARD MEETING
September 8, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, September 8, 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 shared a reflection tying national tragedies to Clarkson's local history. She recalled working at Guardian Angels Church on September 11, 2001, when people sought comfort and conversation in the wake of the attacks. She then described the town's connection to October 31, 1999, EgyptAir Flight 990, Boeing 767 crash, in the ocean off Nantucket in which former Clarkson Academy student and Brockport High School graduate Erica Tauby Schwenk, along with her two adult children, and members of their families along with 217 people whose lives were lost. Leanna highlighted a painting of the Academy, that was painted by Erika's husband Franz Schwenk and was then donated in 2004. Besides being a painter, Franz was a World War II veteran and an architect with Eastman Kodak. The painting showed several children in front of the Academy but only one girl turned toward the artist and waved "goodbye". According to the Historical Society representative to receive this picture, it was Erika waving goodbye. Leanna closed by reminding everyone that even small towns are touched by distant events, and that simple kindness in our community is especially important in the face of such loss.

OPEN FORUM

Lawrence Reel, 2281 Lake Road, addressed the board with concerns regarding ongoing speeding and unsafe behavior on Lake Road. He cited high speed tractor trailers and motorcycles as well as bicyclists and e-bike riders traveling against traffic and ignoring safety rules, creating near-miss situations near his property. Supervisor Liotta acknowledged the traffic and safety concerns on Lake Road and noted that the Town recently reposted bicycle and e-bike regulations on its Facebook page. She further discussed the role of sheriff patrols, the planned deployment of traffic/license plate cameras, a pending grant for new sidewalks to improve pedestrian safety, and New York State scheduled repair of the nearby bridge for 2027-2029.

OLD BUSINESS

RESOLUTION #199
Approve the MS4 Interim Progress Report

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

WHEREAS, the Town of Clarkson Stormwater Program Coordinator has prepared the MS4 Interim Progress Report as required under the New York State Department of Environmental Conservation (DEC) General Permit for MS4 Stormwater Discharge; and

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WHEREAS, pursuant to the provisions of said General Permit, the Town is required to periodically prepare and file an MS4 Interim Progress Certification to verify compliance with the semi-annual metrics and goals outlined within its Stormwater Management Program (SWMP) Plan; and

WHEREAS, the Town's Stormwater Program Coordinator has compiled the required Interim Progress data covering the reporting period from **January 3, 2026 to June 30, 2026**; and

WHEREAS, the Town Board has reviewed the draft Interim Progress Certification and finds it to be a true and accurate reflection of the Town's current stormwater management activities.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Clarkson approves the Town of Clarkson Interim Progress Certification and authorizes the Supervisor to sign the MS4 Operator Certification Form and to notify the DEC of the approval and submit a copy of the report.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

Supervisor Liotta noted that there is a significant amount of work involved for the Building Department and stated that Building Coordinator Andrea has a very good handle on managing those responsibilities.

RESOLUTION # 200
AUTHORIZE FUND AMENDMENT

Introduced by Councilperson Howlett

Seconded by Councilperson DeLorme

WHEREAS, upon analysis of Town accounts and upon consultation and advice with its financial consultants, the Town Board of the Town of Clarkson wishes to effect certain amendments of fund balances.

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board authorizes the following amendment of fund balances:

- 1) Increase estimated revenues in BB2555 in the amount of \$6,000.00
- 2) Increase appropriations in BB1440.400.000 in the amount of \$6,000.00

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons DeLorme, Guarino, Howlett and Mattison

NAYES: none

Supervisor Liotta explained that the fund balance amendment was necessary because the town hired an expert, at the applicant's expense, to review a zoning application for a proposed cell tower on Sweden Walker Road. The applicant deposited \$6,000.00 with the town to cover the expense, but because there had been no budget line for the expense, the board needed to increase estimated revenue and appropriations by \$6,000 to properly align the payment received with the related expenditure.

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RESOLUTION #201
NEW YORK ASSOCIATION OF TOWNS LEGISLATIVE MEETING DELEGATION:
AUTHORIZATION FOR DELEGATE TO LEGISLATIVE MEETING OF
THE NEW YORK ASSOCIATION OF TOWNS

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, Supervisor Ursula Liotta will attend the New York Association of Towns (“NYAOT”) Legislative Conference and Meeting on September 22–23, 2026; and

WHEREAS the Town of Clarkson benefits from having a delegate vote on what to include in NYAOT’s 2027 legislative priorities; and

WHEREAS the Town of Clarkson has the authority to designate any officer, employee, or representative of the town as a delegate for this meeting;

WHEREAS, pursuant to New York State Town Law § 116(12) and General Municipal Law § 77(b), the actual and necessary expenses incurred by municipal officers for attendance at such conferences and training seminars are proper municipal charges;

THEREFORE, BE IT RESOLVED that Supervisor Ursula Liotta be designated as a delegate for the Town of Clarkson, and further

BE IT FURTHER RESOLVED, that the reasonable and necessary expenses incurred for registration, travel, meals, and lodging associated with attending the NYAOT Legislative Conference and Meeting shall be reimbursed or paid by the Town, upon submission of proper receipts and vouchers.

VOTE OF THE BOARD

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

The board adopted a resolution designating Supervisor Liotta as the town’s delegate, to attend the New York Association of Towns legislative meeting in Albany. Reasonable and necessary related expenses will be reimbursed or paid by the town upon submission of proper receipts, in accordance with Town Law and General Municipal Law. Supervisor Liotta noted that she was not certain she would attend but wanted the delegate resolution in place since this was the last board meeting before the conference.

Supervisors Report

- On August 22, Assemblyman Steve Hawley held a town hall meeting here at the Clarkson Town Hall answering questions from residents for an hour. He later sent a letter thanking the Town for its hospitality and emphasizing the value of meeting constituents face-to-face to hear their concerns.
- Legislator Jackie Smith forwarded a letter from County Executive Adam Bello to the Monroe County Legislature recommending amendments to various ARPA grant resolutions, including an increase in the Town of Clarkson’s subaward from \$75,538.00 to \$122,175.38, (an additional \$46,600.00). She noted that the Legislature was scheduled to vote on this referral this evening and explained that the County is reallocating unused ARPA funds before the December 31 expenditure deadline, so they are not returned to the U.S. Treasury. She expressed appreciation that Clarkson was identified as a town ready to put the additional funds to use.
- The Board will be attending the annual tri-municipality meeting for the Seymour Library this evening, together with representatives from the Village of Brockport and the Town of Sweden.

2026-09-08

Building Department Report- Supervisor Liotta read the Building Department’s monthly report from the last 30 days as of 9/8/2026.

Code Enforcement

- Three violations are currently active and undergoing enforcement action.

Permitting Activity

- Ten permits have been successfully closed out within the last month.
- Thirteen new permits have been issued during this same period.
- Nine inspections have been completed.

Budget & Administration

- The department has completed review and preparation of the proposed 2027 budget.

Planning & Zoning Activity

- Two applications remain active before the Planning Board.
- Two applications remain active before the Zoning Board of Appeals.

Interagency & Community Coordination

- The department is in ongoing discussions with the United States Postal Service regarding their plans for relocation to the 3670 Lake Road plaza.

Training Completed by Steve

- 8/18/2026 - Smarter Paths to Code Compliance.
- 8/27/2026 - Commercial Updates to the 2025 ECCCNY.

Looking Ahead

- Three training reminders have been sent to members to collect their CE Credits for 2026.
- We are anticipating fee changes for the building permits and are currently in the review process.

Update

We have been in contact with the Basset Group, owners of 3638 Lake Road, which suffered a major fire. The Basset Group has stated that, as of September 8, 2026, their insurance company has not yet approved demolition of the building.

RESOLUTION #202
MOTION TO APPROVE 2026-08-11 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve 2026-08-11 meeting minutes.

VOTE OF THE BOARD

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

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RESOLUTION #203
APPROVE AUDIT FROM 8-12-2026 TO 8-25-2026

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

To authorize payment of audit 08-25-2026 totaling \$174,187.83. AA General \$18,250.91, BB General- Outside Village \$49,463.89, DA Highway - Town Wide \$25,209.68, DB Highway- Outside Village \$79,358.35, HH- Capital Projects \$1,905.00 and Distribution of checks: Joint Checking #6627-6658.

VOTE OF THE BOARD

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

RESOLUTION #204
APPROVE AUDIT FROM 8-26-2026 TO 9-08-2026

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

To authorize payment of audit 09-08-2026 totaling \$41,066.66. AA General \$14,128.29, BB General- Outside Village \$3,954.99, DA Highway - Town Wide \$15,026.06, DB Highway- Outside Village \$2,514.41, HH- Capital Projects \$9.85, SL- Lighting \$5,378.56, SS- Sewer \$54.50 and Distribution of checks: Joint Checking #6658-6682.

VOTE OF THE BOARD

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

RESOLUTION #205
MOTION TO ADJOURN

Introduced by Councilperson Howlett
Seconded by Councilperson Guarino

Motion to adjourn at 6:40 P.M.

VOTE OF THE BOARD

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

Respectfully submitted,

Susan Henshaw
Town Clerk

Approved 2026-09-22