TOWN OF CLARKSON
TOWN BOARD MEETING
September 22, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, September 22, 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.

NEW BUSINESS

RESOLUTION #206
Letter of Engagement– Laura Landers–CPA – 2027 Accounting Services

Introduced by Councilperson Guarino
Seconded by Councilperson Howlett

WHEREAS, the Town is required to perform various bookkeeping and accounting functions during the course of its fiscal year; and

WHEREAS, the Town wishes the retain an accounting firm to assist in these functions.

BE IT RESOLVED AS FOLLOWS:

Section 1. That the Town Board of the Town of Clarkson authorizes the Supervisor to sign the Letter of Engagement with Laura L. Landers, LLC, to provide bookkeeping and accounting services for the year ending December 31, 2027.

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

Supervisor Liotta noted that the Town hired Laura L. Landers, LLC in July 2025, with a graduated fee schedule to complete the 2025 fiscal year and provide services for 2026. The proposed 2027 engagement reflects only a slight increase over those prior amounts. She explained that confirming the 2027 fees now allows the Town to incorporate the cost into the budget.

Supervisors Report

- On September 8, the Town Board members attended the library's annual meeting. Library Director Patrick Pittman presented the annual report, and the auditor delivered the required five-year audit report. Supervisor Liotta stated that both reports were well received and that copies are available at the town office for review. She praised the library's strong programming and commented that the town is fortunate to have such a vibrant library in the community.

2026-09-22

- Supervisor Liotta mentioned at the last meeting, a resident raised concerns about excessive speeding and unsafe behavior along Lake Road. The town is aware of the speed issues within this corridor. We previously applied for a grant to fund speed control signs, but the application was not successful. In preparation for that grant, the town's engineers, MRB Group, obtained New York State approved criteria for speed control devices on Lake Road. She has been in contact with a company that manufactures solar-powered speed display signs and plans to follow up to secure cost information. The town will evaluate purchasing the signs with its own funds, pending any necessary NYS DOT approvals. She informed the board that this matter is ongoing, and she is actively working on it.

- Supervisor Liotta reported that her Assistant, Tammy Blanchard, has reached her three-year anniversary on September 13. She explained that Tammy is currently at the top of the wage chart as of June and will therefore not receive a merit increase. No action by the board is required, and she will email Tammy's performance review.

- Building Inspector, Code Enforcement Officer and Fire Marshal Steve Frosini has reached his one-year anniversary and has successfully completed his one-year probationary period. As a salaried employee, there was no merit increase to consider. His performance review will be emailed to the board.

- She also noted that both she and Councilperson Sharon Mattison are marking their three-year anniversaries on September 23, commenting on how quickly three years have gone by.

- Supervisor Liotta reported that the town has hired Safari Landscape to provide upgraded landscaping at Kimball Lodge, Goodwin Lodge, and the Justice Court, which were all in need of attention. Safari has completed the work at Kimball Park, and the site now looks clean, new, and greatly improved. The highway department removed all the old landscaping at each of the three buildings, and Safari will install new plantings based on plans that were reviewed by Superintendent Viscardi, Highway Foreman Mike Farrell, and Supervisor Liotta. Once all work is complete, photos of the improvements will be shared on the Town's Facebook page.

- Supervisor Liotta reported that on September 21, we held our health insurance meeting with town employees and retirees. The town's insurance agency is assembling plan packets for employees. Once the packets are ready, the agency representative will return to review with employees.

- Supervisor Liotta noted that September 30 is the town's deadline to file the tentative budget with the Town Clerk. The Town Clerk will make it available for public review. The tentative budget will then be presented on October 13 to the Town Board at its regular meeting. We are still within the guidelines under the NYS budget schedule.

- Supervisor Liotta announced that the Kimball Park MultiDiscGolf course grand opening will take place on Saturday, September 26, at 10:00 a.m. with a ribbon cutting ceremony. She mentioned County Executive Bello and Assemblyman Hawley have been invited, although their attendance has not been confirmed, and Legislator Jackie Smith is expected to attend. She emphasized that all funds for the course were provided through Monroe County ARPA money and expressed gratitude for this support, noting that the course would not have been possible without that funding.

Town Board Reports

Seymour Library - Councilperson Guarino reported that the library's summer reading program has ended and they experienced a solid increase in teens and tween participation, which in turn helps motivate younger readers. The library's programs ranged from book readings to author visits and other events which averaged about 50 attendees per program. There seems to be a growing interest in adult learning programs. The library will hold an After-Hours event on October 17 from 7:00 p.m. to 10:00 p.m. Tickets are available on the library website. There is still time to take part in the library community survey. Which ends on September 30, 2026.

Highway Department – Highway Superintendent Viscardi reported that they finished a major paving project in the Town of Perinton. This was one of the largest paving jobs they have undertaken in years. The crew is now back in Clarkson and preparing a fall schedule that includes brush pickup, drainage projects, and several small paving projects. / * Safari Landscape has made significant improvements over at Kimball Lodge by installing new landscaping. Highway Department has removed old landscaping Kimball Lodge and Justice Courthouse and is expected to finish up next week at Goodwin Lodge. He expressed his appreciation for Amanda from Safari Landscape for their work and professionalism. / * Superintendent Viscardi requested permission to attend the New York State Association of Towns Highway Superintendents Conference in Saratoga. The Town Board approved his request by motion.

RESOLUTION #207
MOTION TO APPROVE HIGHWAY SUPERINTENDENT TO ATTEND THE NYSAOTS CONFERENCE IN SARATOGA SPRINGS FROM SEPTEMBER 29, 2026 – OCTOBER 1, 2026

Introduced by Councilperson Guarino
Seconded by Councilperson Howlett

Motion to allow Highway Superintendent to attend the NYSAOTS Conference in Saratoga Springs from September 29, 2026 – October 1, 2026.

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

RESOLUTION #208
MOTION TO APPROVE 2026-09-08 MEETING MINUTES

Introduced by Councilperson Mattison
Seconded by Councilperson Guarino

Motion to approve 2026-09-08 meeting minutes.

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

2026-09-22

RESOLUTION #209
AUDIT FOR 9-22-2026

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

To authorize payment of audit for 09-22-2026 totaling $52,506.25. AA General $12,248.31, BB General- Outside Village $6,930.56, DA Highway - Town Wide $15,982.05, DB Highway-Outside Village $2,533.67, HH- Capital Projects $14,751.85, SS- Sewer $59.81 and Distribution of checks: Joint Checking #6683-6704.

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

RESOLUTION #210
MOTION TO ADJOURN

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to adjourn at 6:30 P.M.

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

Respectfully submitted,

Susan Henshaw

Approved 2026-10-13