TOWN OF CLARKSON
TOWN BOARD MEETING
October 13, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, October 13, 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

** 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.

OPEN FORUM

Martha Clasquin, 34 Sherwood Drive, had asked the board to share any key concerns and factors behind the 2027 tentative budget. Supervisor Liotta mentioned the town's budget is under budget and under cap and used fund balance transfers to balance expenses rather than raise taxes. The main pressures included rising fuel and road salt costs, along with approximately $50,000 less than expected in sales tax revenue. Highway Superintendent Viscardi noted that salt has increased by $15 per ton and that the department typically uses 2,200–2,500 tons per year. The town tries to purchase salt at a lower price when possible and store it for the next season. The budget also includes estimates for two new highway employees and potential increase in health insurance costs. The town selected a plan intended to reduce premiums, budget for deductible costs, and secured savings from a new Medicare program for retirees. Supervisor Liotta said the board reviewed departmental budgets line by line. It is an extensive process.

NEW BUSINESS

RESOLUTION #211
MOTION TO ACCEPT THE 2027 TENTATIVE BUDGET

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

WHEREAS, pursuant to Town Law §106(3), the Town Clerk has presented the Tentative Budget to the Town Board.

NOW THEREFORE, BE IT RESOLVED that the Town Board accepts the 2027 Tentative Budget from the Town Clerk.

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

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RESOLUTION # 212
RESOLUTION MEMORIALIZING CHANGES TO THE 2027 TENTATIVE BUDGET AND AUTHORIZING PREPARATION AND FILING OF 2027 PRELIMINARY BUDGET

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, pursuant to Town Law Article 8, and §§ 106 and 107 therein, the Town and its various officers and employees coordinate fiscal reviews and activities to help and cause the Town's Budget Officer to prepare a Tentative Budget and such Tentative Budget is presented formally to the Town Clerk and the Town Board thereafter reviews, investigates, updates and amends the same, whereupon it becomes a Preliminary Budget; and

WHEREAS, a Preliminary Budget must exist by a specific date, and public hearings are held thereupon before the formality of adoption by formal vote and resolution as a Final Budget; and

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. To date, the agreed-upon changes and updates to the Tentative Budget as presented to the Town Board by the Town Clerk, have been incorporated in the Tentative Budget. ***see attached**

SECTION 2. Said Tentative Budget, as so revised and modified, is hereby approved and shall become the Preliminary Budget of the Town of Clarkson for the fiscal year beginning January 1, 2027, and subjected to public hearing as required by law.

SECTION 3. Said Preliminary Budget shall be filed in the office of the Town Clerk of the Town of Clarkson and said Town Clerk is hereby authorized and directed to reproduce copies of same for public distribution.

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

RESOLUTION #213
RESOLUTION SCHEDULING PUBLIC HEARING FOR THE TOWN OF CLARKSON 2027 PRELIMINARY BUDGET

Introduced by Councilperson DeLorme
Seconded by Councilperson Howlett

WHEREAS, the Preliminary Budget of the Town of Clarkson for the fiscal year beginning January 1, 2027, shall be filed in the office of the Town Clerk of the Town of Clarkson, and said Clerk is hereby authorized and directed to reproduce copies of same for public distribution; and

WHEREAS, in order to adopt said Preliminary Budget, the Town Board of the Town of Clarkson is required to hold and conduct a public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 27th, day of October 2026, at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the changes which are contained on the Preliminary Budget as compiled or for or against any items therein contained; at which Public Hearing all interested persons will be heard concerning the subject matter thereof.

SECTION 2. That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

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

RESOLUTION # 214
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 2026; 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 all as described in **attached** 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 and incorporated herein. ***see attached**
SECTION 2. That this resolution shall take effect immediately.

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

RESOLUTION #215
Join Broome County Purchasing Alliance and Appoint Haylor, Freyer & Coon Inc. As Broker of Record

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Whereas, the Town appointed Haylor, Freyer & Coon Inc., 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 recommended joining the Broome County Purchasing Alliance so the Town can avail itself of the Excellus BCBS Group Medicare Plan 7; and

Whereas, the Town wishes to accept the recommendation from Haylor, Freyer & Coon and to appoint them as broker of record.

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 of intent to join the Broom County Purchasing Alliance and the letter to appoint Haylor, Freyer & Coon Inc. as the Town's broker of record with Excellus BCBS.

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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

RESOLUTION #216
TO RE-APPOINT MEMBER DEBORAH FASCIANO TO BOARD OF ASSESSMENT REVIEW

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

WHEREAS, The Town of Clarkson has a Board of Assessment Review ("BAR") consisting of five members, and

WHEREAS, board member appointments, as prescribed in Real Property Tax Law §523(3), shall be for a five-year term of office. The term of office shall begin on October 1 and end on September 30, five years later; and

WHEREAS, it is the desire of the Town Board to reappoint a member to the Board of Assessment Review whose term ended on September 30, 2026; and

NOW THEREFORE, BE IT RESOLVED, that Deborah Fasciano of 1099 Lawrence Road, Town of Clarkson, be reappointed as member of the Board of Assessment Review effective October 1, 2026, and ending September 30, 2031.

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

RESOLUTION #217
ACKNOWLEDGE RECEIPT OF SUPERVISOR'S AUGUST 2026 FINANCIAL REPORT

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

Acknowledge receipt of Supervisor's August 2026 Financial Report.

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

Supervisors Report

1. On 9/16, we received the STOP-DWI Annual Report for 2025 from the Monroe County Department of Public Safety. I will post the letter and link to our FB page and website and will leave it on the counter for review.

2. On 9/26 we held our ribbon cutting and grand opening for the multi-golf course at Kimball Park, as noted on our FB page and per the article in the Westside News.

3. We received notice of the Brockport Fire District proposed budget public hearing to be held on Monday 10/19 at 6pm at the Brockport Fire District, Station 3, 191 West Avenue. The notice is posted on the bulletin board in the lobby.

Town Board Reports

Tree Sponsors - Councilperson Mattison reported that two trees were sponsored for The Living Legacy at Kimball Park. She worked with Monroe County Sign Division where they created plaques for each tree. The completed plaques were passed to the Highway Department for posting and installation.

Town Clerk Report - Susan Henshaw said she and Deputy Town Clerk Carla Ward completed their annual passport recertification testing in September, and that passport services in town have become increasingly busy. The Brockport Post Office directs applicants to the town due to being short staffed. She was told they have recently hired a permanent employee who might help with passports.

Building Department Report - Supervisor Liotta read the Building Department's monthly report from the last 30 days as of 10/7/2026.

Code Enforcement

• Two violations are currently active and undergoing enforcement action. One has been resolved before the required due date.

Permitting Activity

• Five permits have been successfully closed out within the last month.
• Fifteen new permits have been issued during this same period.
• Six inspections have been completed.
• We are presently reviewing a building application for a new home build on Leanna Crescent.

Administration

• The department has completed review and changes made to the Planning Board application for a more efficient process.
• The department has begun its end-of-year system review and building permits are closed out.
• All stormwater ponds have been inspected to meet the annual MS4 requirements

Planning & Zoning Activity

• Four applications remain active before the Planning Board.
• Three applications remain active before the Zoning Board of Appeals.

Training Completed by Steve

• 9/23/2026 2-hour MS4 operators forum.

Looking Ahead

We are projected to inspect and report on all outfalls for the stormwater MS4 annual requirements.

RESOLUTION #218
MOTION TO APPROVE 2026-09-22 MEETING MINUTES

Introduced by Councilperson Guarino
Seconded by Councilperson Mattison

Motion to approve 2026-09-22 meeting minutes.

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

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RESOLUTION #219
AUDIT FOR 10-13-2026

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

To authorize payment of audit 10-13-2026 totaling $58,186.11. AA General $21,859.34, BB General- Outside Village $3,252.83, DA Highway - Town Wide $15,648.13, DB Highway-Outside Village $5,742.64, HH- Capital Projects $5,747.50, SL- Lighting $5,611.64, SS- Sewer $220.71, TA- Agency $103.32 and Distribution of checks: Joint Checking #6705-6738.

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

RESOLUTION #220
MOTION TO ADJOURN

Introduced by Councilperson DeLorme
Seconded by Councilperson Guarino

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
Town Clerk

Approved 2026-10-27

2027 BUDGET TENTATIVE CHANGES

		Tentative	Preliminary
AA.1010.100.000	Legislative Board, Pers Ser	$41,200	$40,788
AA.1110.100.000	Municipal Court, Pers Serv	$38,998	$38,608
AA.1110.102.000	Municipal Court, Pers Clerk	$31,827	$31,509
AA.1220.100.000	Supervisor, Pers Serv	$50,470	$49,965
AA.1220.102.000	Supervisor, Deputy, Pers	$805	$797
AA.1220.103.000	Sec to Supervisor, Per Ser	$56,257	$55,694
AA.1340.100.000	Budget Officer, Pers Ser	$10,300	$10,197
AA.1355.102.000	Assessment, Deputy Pers Serv	$22,273	$22,050
AA.1355.400.000	Assessment,Contractual Expend	$22,000	$27,590.00
AA.1410.100.000	Clerk, Pers Serv	$68,405	$67,721
AA.1410.102.000	Clerk Deputy, Pers Serv	$45,100	$44,649
AA.1430.102.000	Personnel, Clerk Pers Serv	$11,330	$11,217
AA.1620.100.000	Buildings, Pers Serv	$50,000	$49,500
AA.1680.100.000	Central Data Proc, Pers Serv	$6,829	$6,761
AA.3120.100.000	Police, Pers Serv	$1,660	$1,500
AA.3510.100.000	Control of Animals, Pers Serv	$11,017	$10,907
AA.3510.102.000	Control of Animals, Deputy	$8,230	$8,148
AA.5010.100.000	Street Admin, Pers Serv	$122,514	$121,289
AA.5010.102.000	Street Admin, Per Ser Clerk	$56,260	$55,697
AA.7110.100.000	Parks, Pers Serv	$82,400	$81,576
AA.7510.100.000	Historian	$4,256	$4,213
AA.7520.100.000	Historical Property, Per - Chair	$1,265	$1,252
AA.7520.103.000	Historical Property, Per- Board x 4	$4,630	$4,584
AA.8710.100.000	Conservation, Pers Serv - Chair	$1,275	$1,262
AA.8710.103.000	Conservation, Pers Serv - Board x 3	$3,477	$3,442
AA.8810.100.000	Cemetery, Pers Serv	$1,000	$990
BB.3620.100.000	Safety Inspection, Pers Sv	$86,310	$85,447
BB.3620.103.000	Safety Inspection, Per Svc - Assis	$48,000	$47,520
BB.8010.100.000	Zoning, Pers Serv - Chair	$3,852	$3,813
BB.8010.103.000	Zoning, Pers Serv, Board x 4	$5,114	$5,063
BB.8020.100.000	Planning, Pers Serv - Chair	$4,889	$4,840
BB.8020.103.000	Planning Pers Serv - Board x 4	$9,587	$9,491
BB.8160.100.000	Refuse & Garbage Pers Services	$61,425	$60,811
DA.5130.100.000	Machinery, Pers Services	$377,920	$374,141
DA.5142.100.000	Snow Removal, Pers Serv Overtime	$176,000	$174,240
DA.8540.100.000	Drainage, Pers Serv	$25,000	$24,750
DB.5110.100.000	Maint of Streets, Pers Serv	$100,000	$99,000
DB.5140.100.000	Brush & Weeds Pers Serv	$40,000	$39,600

10.13.26-2 uml/tb

TOWN OF CLARKSON
BUDGET TRANSFERS-Q1 THRU JULY 2026

GENERAL FUND-TOWNWIDE

Transfer from:			
	AA1320.400.000	Auditor, contr expend	592.69
	AA.1010.400.000	Leg Board, Contractual	313.00
	AA.1660.400.000	Central Storeroom, Contractual	1,000.00
	AA.1670.400.000	Central Print & Mail, Contractual	1,000.00
	AA7510.400.000	Historian, contractual	1,691.86
			4,597.55
Transfer to:			
	AA1110.400.000	Municipal Court, contr expend	592.69
	AA1910.400.000	Unallocated insurance, contr expen	2,313.00
	AA7550.400.000	Celebrations, contr expend	1,691.86
			4,597.55

GENERAL FUND-OUTSIDE VILLAGE

Transfer from:			
	BB8160.200.000	Refuse & Garbage, equip, landfill	3,780.59
			3,780.59
Transfer to:			
	BB8160.100.000	Refuse & Garbage, pers serv, landfill	3,780.59
			3,780.59

HIGHWAY FUND-TOWNWIDE

Transfer from:			
	DA5110.400.000	Maint of streets, contr expend	4,673.54
			4,673.54
Transfer to:			
	DA5148.100.000	Services, other gov't, contr expend	4,673.54
			4,673.54

10/6/2026