TOWN OF CLARKSON
TOWN BOARD MEETING
November 10, 2026

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, November 10, 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 and stated that we pause to recognize Veterans Day and to honor all who have served in the United States Armed Forces. Their dedication, sacrifice, and commitment to our nation continue to shape the freedoms we rely on every day. I invite everyone to join in a moment of silence as we reflect with gratitude on our Veterans past and present.

OLD BUSINESS

REOLUTION #227
ADOPTING THE 2027 PRELIMINARY BUDGET FOR THE TOWN OF CLARKSON 2027 ANNUAL BUDGET

Introduced by Councilperson Howlett
Seconded by Councilperson Mattison

WHEREAS, the Town Board of the Town of Clarkson has met and considered the preliminary budget for the fiscal year beginning January 1, 2027, and conducted a public hearing thereon on October 27, 2026, as required by Town Law, Section 108; and

NOW, THEREFORE BE IT RESOLVED:

SECTION 1. That the preliminary budget as changed, altered, and revised and as hereinafter set forth is hereby adopted as the annual budget of the Town of Clarkson for the fiscal year beginning January 1, 2027, and the budget revisions shall be entered in the Minutes of the Town Board. ***see attached**

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

2026-11-10

NEW BUSINESS

RESOLUTION #228
AUTHORIZING SUPERVISOR TO SIGN NYSDOT SUPPLEMENTAL AGREEMENT FOR 2026/2027 SNOW & ICE AGREEMENT

Introduced by Councilperson Mattison
Seconded by Councilperson DeLorme

WHEREAS, the Town Board has authorized the Supervisor of the Town of Clarkson, County of Monroe, State of New York to sign the **NYSDOT MUNICIPAL SNOW AND ICE SUPPLEMENTAL AGREEMENT** for additional expenditure due to increases in equipment and materials as outlined in contract #D014803.
The Original Estimated Expenditure of $319,900.19 plus Index Adjustment of $45,700.80 equals a total revised estimated expenditure of $365,600.99.

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

RESOLUTION #229
CRIME BOND FOR TAX COLLECTOR FOR 2027

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

WHEREAS, the Town Board of the Town of Clarkson must approve the surety, form and amount of the official undertaking for the faithful performance of the duties of the town clerk and receiver of taxes and assessments.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The Board hereby approves the surety, form and amount of the official undertaking for the faithful performance of the duties of the town clerk and receiver of taxes and assessments, as follows:

Type of undertaking: Crime Bond
Insurance company: Travelers Casualty and Surety Company of America
Amount: $250,000.00
Policy Premium: $785.00

Section 2. A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law section 25 and filed in the office of the Town Clerk.

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

Town Clerk Susan Henshaw mentioned this is now a 3-year term and locks in the coverage and premium for that period, which is a benefit to the town and guarantees the rate the same every year for 2027, 2028, 2029 and billed annually at $785.00.

RESOLUTION #230
BUDGET INTERFUND TRANSFER

Introduced by Councilperson DeLorme
Seconded by Councilperson Howlett

WHEREAS, the Town Board authorizes LAURA LANDERS, CPA, to increase interfund transfer to capital project AA.9950.900 in the amount of $99,950 for ARPA Federal Aid received from Monroe County in 2025 and 2026, to be transferred to Kimball Park capital project, HH.7110.200.553.

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

Supervisor Liotta explained that the board was asked to authorize a bookkeeping transfer of federal aid into fund line AA 9950, as required by the Office of the State Comptroller, and then transferred to the Kimball Park capital project. The transfer corresponds to the exact cost of the multigolf course; it is an accounting transfer to cover that expense, not a new project expense. The resolution was prepared by Laura Landers.

Supervisors Report

- Bob Farrell, Highway MEO, was recognized for his 15th anniversary of employment with the Town. A letter was sent to him, and he will be receiving longevity pay next payroll.

- Hamlin Dog Shelter --- received two letters from NYS Agriculture and Markets on November 9th with satisfactory reports for both the Dog Control Officer Inspection and the Municipal Shelter Inspection. The shelter is used by the Towns of Clarkson, Hamlin, Ogden, Sweden, and the Dog Control Officer is utilized by the Towns of Clarkson, Hamlin, and Sweden; Ogden has its own. We are very pleased with the outcome of this annual audit and grateful for the work of Dave Maynard and Caroline Thompson, including all volunteers at the shelter.

- We received a letter from County Executive Adam Bello stating that they are conducting a review of the Monroe County Comprehensive Plan entitled "Plan Forward" which establishes the long-term vision, goals, and strategies to guide Monroe County's growth, investment, and decision-making over the next decade. This information was sent to us for our review; I forwarded it to our Building Department if they wished to submit any comments to Monroe County Planning and Development by November 22nd.

- On November 9th, I participated in a debriefing with MRB Group regarding the NYS DOT TAP grant for sidewalks on Lake Road that we were denied. We were told that we scored competitively but they only had $97M of federal funds to allocate and received $500M in requests. In 2026 alone, NYS denied five town grant applications, including a second submission for the salt barn. NYS had encouraged us to resubmit a second application to the salt barn after our first denial; we were told in the debriefing that we were an excellent candidate since we had already begun the work.

Town Clerk Report – Susan Henshaw announced that the Annual Food Drive will run from Thursday, November 12 – December 11. Donations may be dropped off at Town Hall in the collection box in the lobby. / * Reminder for those with little kiddos who might be interested in attending the Annual Children's Christmas Party. It will be held on Friday, December 4 from 6:00pm - 7:30pm at the White Hall Mansion. You must make a reservation with the town clerk's office.

Building Department Report - Supervisor Liotta read the Building Department's monthly report from the last 30 days as of 11/9/2026.

Permitting Activity
- Twelve permits have been successfully closed out within the last month.
- Eleven new permits have been issued during this same period.
- Seventeen inspections have been completed.

Administration
- The department has completed the data input for the pro housing certification. The data compiled contains the last 5 years of housing permits.
- The department successfully relocated inspections within the software system to their associated permit records, replacing the previous standalone inspection structure and improving permit tracking and record consistency.
- The department has scheduled a meeting with the CEO of SDL, our permitting software vendor, to discuss system improvements that will optimize internal application processing and support the expansion of online services for residents through a dedicated public portal.

Planning & Zoning Activity
- Four applications remain active before the Planning Board.
- One application remains active before the Zoning Board of Appeals.
- All CE credit updates have been sent to all individual support board members.
- All support boards have been sent information on what training courses can be attended as we are approaching the end of the fiscal year.

Training Completed by Steve
- 11/4 R-NY-2 Tight Homes, Bright Futures: Bringing Comfort to Building Thermal Envelopes Part 1.
- 11/4 R-NY-2 Tight Homes, Bright Futures: Bringing Comfort to Building Thermal Envelopes Part 2.

Looking Ahead

We are actively closing out permits as they reach expiration.

Highway Department – Superintendent Viscardi reported that winter preparations are underway, preparing trucks and installing winter fencing. He reported that Monroe County is discussing possible changes to its county road maintenance contract, which currently compensates Clarkson on a lane mile basis. He mentioned Clarkson favors retaining the current arrangement, which has worked well for the town, and emphasized that accurate records of snow and salt usage are important. A lengthy discussion ensued before Superintendent Viscardi advised that he will keep the Board informed on any further details.

RESOLUTION #231
MOTION TO APPROVE 2026-10-27 MEETING MINUTES

Introduced by Councilperson Howlett
Seconded by Councilperson DeLorme

Motion to approve 2026-10-27 meeting minutes.

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

RESOLUTION #232
AUDIT FOR 11-10-2026

Introduced by Councilperson Mattison
Seconded by Councilperson Howlett

To authorize payment of audit 11-10-2026 totaling $60,338.44. AA General $23,386.00, BB General- Outside Village $9,386.55, DA Highway - Town Wide $12,642.05, DB Highway-Outside Village $4,891.07, HH- Capital Projects $4,825.00, SS- Lighting $5,688.00, SS- Sewer - -$480.23 and Distribution of checks: Joint Checking #6777-6811.

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

RESOLUTION #233
MOTION TO ADJOURN

Introduced by Councilperson Howlett
Seconded by Supervisor Liotta

Motion to adjourn at 6:29 P.M.

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

Supervisor Liotta mentioned she was going into an attorney client privileged discussion with Attorney O'Toole on details about the exemptions to better understand the 100% exemption.

Respectfully submitted,

Susan Henshaw
Town Clerk

2027 BUDGET CHANGES - COLA

		Tentative 3% 9.29.26	Preliminary 2% 10.27.26	Adopted 3% 11.10.26
AA.1010.100.000	Legislative Board, Pers Ser	$41,200	$40,788	$41,200
AA.1110.100.000	Municipal Court, Pers Serv	$38,998	$38,608	$38,998
AA.1110.102.000	Municipal Court, Pers Clerk	$31,827	$31,509	$31,827
AA.1220.100.000	Supervisor, Pers Serv	$50,470	$49,965	$50,470
AA.1220.102.000	Supervisor, Deputy, Pers	$805	$797	$805
AA.1220.103.000	Sec to Supervisor, Per Ser	$56,257	$55,694	$56,257
AA.1340.100.000	Budget Officer, Pers Ser	$10,300	$10,197	$10,300
AA.1355.102.000	Assessment, Deputy Pers Serv	$22,273	$22,050	$22,273
AA.1410.100.000	Clerk, Pers Serv	$68,405	$67,721	$68,405
AA.1410.102.000	Clerk Deputy, Pers Serv	$45,100	$44,649	$45,100
AA.1430.102.000	Personnel, Clerk Pers Serv	$11,330	$11,217	$11,330
AA.1620.100.000	Buildings, Pers Serv	$50,000	$49,500	$50,000
AA.1680.100.000	Central Data Proc, Pers Serv	$6,829	$6,761	$6,829
AA.3510.100.000	Control of Animals, Pers Serv	$11,017	$10,907	$11,017
AA.3510.102.000	Control of Animals, Deputy	$8,230	$8,148	$8,230
AA.5010.100.000	Street Admin, Pers Serv	$122,514	$121,289	$122,514
AA.5010.102.000	Street Admin, Per Ser Clerk	$56,260	$55,697	$56,260
AA.7110.100.000	Parks, Pers Serv	$82,400	$81,576	$82,400
AA.7510.100.000	Historian	$4,256	$4,213	$4,256
AA.7520.100.000	Historical Property, Per - Chair	$1,265	$1,252	$1,265
AA.7520.103.000	Historical Property, Per- Board x 4	$4,630	$4,584	$4,630
AA.8710.100.000	Conservation, Pers Serv - Chair	$1,275	$1,262	$1,275
AA.8710.103.000	Conservation, Pers Serv - Board x 3	$3,477	$3,442	$3,477
AA.8810.100.000	Cemetery, Pers Serv	$1,000	$990	$1,000
BB.3620.100.000	Safety Inspection, Pers Sv	$86,310	$85,447	$86,310
BB.3620.103.000	Safety Inspection, Per Svc - Assis	$48,000	$47,520	$48,000
BB.8010.100.000	Zoning, Pers Serv - Chair	$3,852	$3,813	$3,852
BB.8010.103.000	Zoning, Pers Serv, Board x 4	$5,114	$5,063	$5,114
BB.8020.100.000	Planning, Pers Serv - Chair	$4,889	$4,840	$4,889
BB.8020.103.000	Planning Pers Serv - Board x 4	$9,587	$9,491	$9,587
BB.8160.100.000	Refuse & Garbage Pers Services	$61,425	$60,811	$61,425
DA.5130.100.000	Machinery, Pers Services	$377,920	$374,141	$377,920
DA.5142.100.000	Snow Removal, Pers Serv Overtime	$176,000	$174,240	$176,000
DA.8540.100.000	Drainage, Pers Serv	$25,000	$24,750	$25,000
DB.5110.100.000	Maint of Streets, Pers Serv	$100,000	$99,000	$100,000
DB.5140.100.000	Brush & Weeds Pers Serv	$40,000	$39,600	$40,000

11.10.26(3) uml

cc: TB minutes