

TOWN OF CLARKSON  
TOWN BOARD MEETING  
January 28, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, January 28, 2025, at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 P.M.

PRESENT:

Ursula Liotta	Supervisor
John Culhane	Councilperson
Nick D'Amuro	Councilperson
Sharon Mattison	Councilperson
**Evan Wexler	Councilperson
Susan Henshaw	Town Clerk
Robert Viscardi	Highway Superintendent
Keith O'Toole	Attorney
**Kevin Moore	Building Inspector

\*\*excused

Supervisor Liotta opened the meeting. She led everyone to 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**

**Valley View Sewer** - Superintendent Viscardi explained that the Valley View sewer is one of the oldest sewers in town, put in place during the 1950's. At Thanksgiving, there was a bad break with the top caving in. This will require immediate attention. To fix this we have 2 options to complete the almost 2000 foot of sewer line. If the highway department were to tend to this project, there would be destruction that would involve digging up driveways, lawns and would be an approximate two-month project with restoration, at a cost of \$180k – \$200k. The other option would be a method of using PVC pipes to line the existing sewers which requires no digging, and the PVC could last 50 years. The company that could do this is called Kenyon Pipeline, out of Queensbury, NY. Approximate cost of the project is \$100k, which is ½ the cost of highway doing the work. They are currently working on a project in the Village of Brockport. Superintendent Viscardi plans to meet with them next week, to discuss price and time frame.

**Transfer Station** - Superintendent Viscardi discussed that the transfer station is having electrical issues with the braker panel. There will be an electrician on site to do the work. This will take 2 days to fix, and the transfer station will be closed Wednesday, January 29 and will reopen on Saturday, February 1.

**NYS Supplemental Agreement** – Supervisor Liotta explained that every year NYS expects the town to estimate what you might spend midway through the season on expenditures for snow and ice. Looking at our numbers, an adjustment needs to be made. Superintendent Viscardi mentioned the importance of having real winter weather as it affects labor and material usage. A work sheet is provided for the highway to complete, which assists in obtaining the proper estimates.

**RESOLUTION #71**

**AUTHORIZING SUPERVISOR TO SIGN SUPPLEMENTAL AGREEMENT TO  
CHANGE THE ESTIMATED EXPENDITURE FOR 2024/2025 SNOW & ICE  
AGREEMENT**

Introduced by Councilperson D'Amuro  
Seconded by Councilperson Mattison

STATE OF NEW YORK     ]  
COUNTY OF MONROE    ] SS:  
TOWN OF CLARKSON     ]

**2025-01-28**

I, Susan Henshaw, Town Clerk of the Town of Clarkson, Monroe County, New York, **DO HEREBY CERTIFY**, that Resolution # 71 of 2025 – Municipal Agreement – New York State DOT 2024-2025 Supplemental Agreement & Adjustments to the Snow & Ice Agreements – Contract #D014803, Monroe County, New York, as adopted by the Town Board of the Town of Clarkson on the 28th day of January 2025 is a true copy of said Resolution and of the whole thereof.

**I DO FURTHER CERTIFY** that each of the members of said Town Board had due notice of said meeting, and that Supervisor Liotta, Councilpersons Culhane, D’Amuro and Mattison were present at such meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Clarkson, this 28th day of January 2025.

Susan Henshaw  
Town Clerk  
Town of Clarkson

**WHEREAS** the present New York State DOT Snow & Ice Agreement needs to be adjusted based on new calculations; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town of Clarkson approves the 2024-2025 Supplemental Agreement & Adjustments to the Snow & Ice Agreement – Contract #D014803 between the State of New York and the Town of Clarkson for snow and ice control; and **BE IT FURTHER**

**RESOLVED**, that the Town Board of the Town of Clarkson hereby authorizes the Supervisor to sign any paperwork between the New York State Department of Transportation and the Town of Clarkson regarding this agreement.

VOTE OF THE BOARD

AYES: Supervisor Liotta, Councilpersons Culhane, D’Amuro and Mattison

NAYES: None

ABSENT: Wexler

**NYS Snow & Ice** - Supervisor Liotta explained that we used to do contracts every year. However, in 2019 NYS DOT changed to a 5-year contract. The last contract was signed on July 1, 2019 - June 30, 2024. That contract has now expired. The new 5-year contract started on July 1, 2024, and will end June 30, 2029.

**RESOLUTION #72**

**AUTHORIZING SUPERVISOR TO SIGN STATE SNOW & ICE 5-YEAR CONTRACT EXTENSION WITH NEW YORK STATE DEPARTMENT OF TRANSPORTATION FROM 7/1/24 – 6/30/29**

Introduced by Councilperson Mattison

Seconded by Councilperson D’Amuro

STATE OF NEW YORK     ]  
COUNTY OF MONROE    ] SS:  
TOWN OF CLARKSON     ]

I, Susan Henshaw, Town Clerk of the Town of Clarkson, Monroe County, New York, **DO HEREBY CERTIFY**, that Resolution #72 of 2025 – NYS DOT State Snow &

Ice 5-year Contract Extension, Monroe County, New York, as adopted by the Town Board of the Town of Clarkson on the 28th day of January 2025 is a true copy of said Resolution and of the whole thereof.

**2025-01-28**

**I DO FURTHER CERTIFY** that each of the members of said Town Board had due notice of said meeting, and that Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison were present at such meeting.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Clarkson, this 28th day of January 2025.

Susan Henshaw  
Town Clerk  
Town of Clarkson

**WHEREAS**, the Town of Clarkson is under contract with the New York State Department of Transportation to provide snow & ice control on specified State roads within the Town and;

**WHEREAS**, a 5-year extension is proposed and agreed to by the State of New York and Town Highway Superintendent; **NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of the Town of Clarkson adopts the 5-year Extension and authorizes the Town Supervisor to execute any paperwork for the revised Snow and Ice Contract Extension.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**Merit Increase** – Supervisor Liotta explained that highway employee, Liam McGuire, was hired this past August as a Laborer. Superintendent Viscardi stated that he has since received his CDL, and has been promoted to MEO, Motor Equipment Operator.

**RESOLUTION #73**

**MOTION TO APPROVE MERIT INCREASE OF 6-MONTH ANNIVERSARY FOR HIGHWAY EMPLOYEE LIAM MCGUIRE**

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

Motion to approve merit increase of 6-month anniversary for highway employee Liam McGuire, from Laborer Step 2, @ \$17.41/hr. to MEO step 2 @ \$23.18/hr. effective 2/05/25.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**Merit Increase** – Supervisor Liotta mentioned that this will be Assistant to Highway Superintendent, Kelly Sprague's last 6-month increase. Kelly has been here for 2 ½ years and will now have her reviews on her anniversary date only.

**RESOLUTION #74**

**AUTHORIZE MERIT/STEP INCREASE OF 2.5 YEAR REVIEW FOR THE ASSISTANT TO HIGHWAY SUPERINTENDENT KELLY SPRAGUE**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

To authorize a merit/step increase of 2.5-year review for the Assistant to Highway Superintendent Kelly Sprague from Clerk 1, Step 17 at \$25.14/hr. to Clerk 1, Step 19 @ \$25.90/hr. effective 02/08/2025.

**2025-01-28**

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**FLBOA Training Conference** – Kevin Moore, Building Inspector and CEO (Code Enforcement Officer), along with Deputy Building Inspector Mike Farrell, will be attending the annual 3-Day FLBOA, Finger Lakes Building Officials Association Conference in March. The conference allows them both to obtain state required 24-hour credits to complete their certification. The cost to attend is \$460.00 each.

**RESOLUTION #75**

**APPROVE BUILDING INSPECTOR KEVIN MOORE AND DEPUTY INSPECTOR MIKE FARRELLS' ATTENDANCE AT THE FINGER LAKES BUILDING OFFICIALS' ASSOCIATION, INC. (FLBOA) CONFERENCE**

Introduced by Councilperson Culhane

Seconded by Councilperson Mattison

Approve Building Inspector Kevin Moore and Deputy Building Inspector Mike Farrell's attendance at the Finger Lakes Building Officials' Association, Inc. (FLBOA) Conference.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**Building Inspector Compensation** – A new policy has been created for Builder Inspector/Fire Marshal Kevin Moore regarding emergency calls. He will be provided with a stipend each time he is called out, after hours, for such an event. Kevin will be required to show proof of the notice from the fire department and attach to his time sheet.

**RESOLUTION #76**

**BUILDING INSPECTOR - COMPENSATION 2025**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Mattison

**Whereas**, the position of Building Inspector is an exempt, salaried, position; and

**Whereas**, the Building Inspector shall perform emergency call-ins on an as-needed basis for the Town that are not reflected in his salary, but which are deserving of compensation as they arise.

**BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That Building Inspector Kevin Moore is authorized to receive a \$100 stipend for each after-hours emergency call-in approved by the Supervisor.

**Section 2.** Such stipends to be added to the Building Inspector's salary during the pay period in which it occurred and charged against "BB.3620.400, Safety Inspection, Contractual" in the 2025 budget.

**Section 3.** That this resolution shall take effect as of January 1, 2025.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**Dog Control** - Supervisor Liotta stated we have 2 contracts with Hamlin Dog Shelter. They include use of the shelter facilities as well as use of the dog control vehicle. The vehicle covers all 4 municipalities, the Towns of Clarkson, Hamlin, Sweden and the Village of Brockport. This is the same contract that was put in place in 2024.

**2025-01-28**

**RESOLUTION #77**  
**AUTHORIZE SUPERVISOR TO SIGN AGREEMENTS TO SHARE TOWN OF**  
**HAMLIN DOG BOARDING FACILITIES AND VEHICLE**

Introduced by Councilperson Culhane

Seconded by Councilperson Mattison

**WHEREAS**, the Town Board of the Town of Clarkson wishes to enter into intermunicipal agreements with the Town of Hamlin to lease space at the Town of Hamlin kennel and to use the Town of Hamlin dog control vehicle.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1.** That the Town Board of the Town of Clarkson shall enter into an intermunicipal lease agreement with the Town of Hamlin to lease space at the Town of Hamlin kennel for a term commencing January 1, 2025, and ending December 31, 2025.

**Section 2.** That the Town Board of the Town of Clarkson shall enter into an intermunicipal agreement with the Town of Hamlin to use the Town of Hamlin dog control vehicle effective January 1, 2025. The term of this Agreement shall automatically renew each following year unless either party gives 30 days advance notice to terminate.

**Section 3.** That the Town Board authorizes the Supervisor to sign the intermunicipal lease agreement and the intermunicipal dog control vehicle usage agreement with the Town of Hamlin.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**Supervisors Report**

**Warming Center** – Supervisor Liotta mentioned that on January 16 she attended the Oak Orchard ribbon cutting ceremony for the overnight Warming Center, along with Town Clerk Susan Henshaw and Councilperson Culhane. It was held at Brockport First Baptist Church. The amount of concern and dedication from Oak Orchard was evident. There were many county and local elected officials in attendance, as well as representatives from Senator's Schumer and Gillibrand's offices. We learned there is another option to use as a Warming Center during the daytime is the Seymour Library.

**Newsletter** - Supervisor Liotta mentioned that we have just completed the first newsletter of the year, and it will be delivered this week to the Westside News. Included will be a list of all our current ongoing projects within the Town.

**All-Hands-on Deck Meeting** - She mentioned that last week we had our All-Hands-on Deck meeting that takes place once a month. It is a time for all employees to discuss status of their current jobs and to review all happenings within the Town.

**Good Neighbor Days** – Looking ahead to Friday, August 15, 2025, as a potential Good Neighbor Day event. More discussion soon on the upcoming event.

**Westside News** - Supervisor Liotta discussed the article on the front page of the Westside News by owner Keith Ryan. The article mentions the expense of printing and the struggle to get dependable and reliable drivers. Martha Clasquin, 34 Sherwood Drive and Dave Virgilio, 17 Lynnwood Drive mentioned concerns of residents not receiving their copies of the Westside News. Bundles of paper are available at Crosby's, Seymour Library, Tops, and the Millhouse Restaurant for those interested. Supervisor Liotta believes they are not discontinuing publishing the paper, rather they may stop delivery. Councilperson D'Amuro mentioned possible digital communication in the near future but a hard copy is still required.

**Historical Preservation Commission** - Councilman D'Amuro mentioned Monday, February 3, will be the next Historical Preservation Meeting, where they will be designating two properties.

**2025-01-28**

**Town Clerk** – Susan Henshaw mentioned that the Board of Elections has recently purchased new voting machines that are called ExpressVote XL. She was able to attend the demonstration at the BOE location to gain a better understanding. After intense research with neighboring states, PA and NJ, as well as speaking directly to voters, they found the ExpressVote XL was very well received. There are currently 32 other states that are using the new machines. Costs per unit were within the same amount, \$11k-\$12k each. The machines offer many features such as a 32' touch screen, wheelchair accessibility with adjustable height, large font size, night mode, language equipped (English or Spanish), braille and headphones. Once voting selections are made, and reviewed, the ballot drops into a secured lock box. These machines are battery operated and can run the entire day. It takes approximately 80 seconds on average per person to vote. The BOE would like to partner with us to hold demos of the new machines here in Clarkson. A date and time will be announced soon, so anyone interested can attend.

**Building Department** – Supervisor Liotta read a report prepared by Kevin Moore. The Planning Board received an application on a site plan approval for Clarkridge Drive, of an 8,000 sq. ft. commercial building. /\*This month fire inspections and operating permits start for 2025. /\* The year end reports for the Department of State and the NY DEC Storm Water are both in progress. /\* Kevin has a meeting with Collie Engineering tomorrow on the Zoning Code. /\* Kevin is currently working on 5 property code violations he has had in the month of January. /\* Both Kevin and Building Department Clerk, Andrea Rookey attended a Stormwater meeting at the Seneca Park Zoo earlier this month. /\* There is a new construction permit as of 1/29/25 from DEC stating that all open construction permits will have to be renewed within 30 days of that date. If not, all municipalities will be required to issue stop work orders, and the construction sites will be required to meet the new design criteria of the state. Kevin has contacted all 8 active construction site owners or developers here in the Town of Clarkson and placed notices in their SWPP mailboxes at the construction sites. Supervisor Liotta explained that any construction area that is more than an acre of disturbance, must contain a Stormwater management plan with a mailbox on site with plan inside if anyone wants to review.

**Highway Department** - Superintendent Viscardi, mentioned that we are on week 5 of the ice rink being opened. Supervisor Liotta mentioned that she received an email from a happy mom and how her children have spent hours utilizing the ice rink.

**RESOLUTION #78**

**MOTION TO APPROVE 1-14-2025 MEETING MINUTES**

Introduced by Councilperson D'Amuro  
Seconded by Councilperson Mattison  
Motion to approve 1-14-2025 meeting minutes.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison  
NAYES: None  
ABSENT: Wexler

**RESOLUTION #79**

**AUDIT 1-28-2025**

Introduced by Councilperson Mattison  
Seconded by Councilperson D'Amuro  
To authorize payment of audit 1-28-2025 totaling \$265,202.14, AA General \$32,357.46, BB General- Outside Village \$169,551.94, DA Highway – Town Wide \$29,664.00, DB Highway-Outside Village \$28,392.99, HH- Capital Projects \$5,235.75. Joint Checking #'s 5172, 5175-5215.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison  
NAYES: None  
ABSENT: Wexler

**2025-01-28**

**RESOLUTION #80**  
**MOTION TO ENTER INTO EXECUTIVE SESSION**

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

Motion to go into executive session for discussions relating to proposed, pending or current litigation. Matters relating to collective negotiations under Taylor Law. Matters relating to medical, financial, credit or employment history of a particular person or corporation. Matters related to the appointment, promotion, demotion, discipline or removal of a particular person or corporation.

That the Town Board enter into a private session with its attorney to discuss legal matters at 6:42pm.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**RESOLUTION #81**  
**MOTION TO EXIT OUT OF EXECUTIVE SESSION**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Culhane

Motion to exit out of Executive Session at 7:45pm.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

**RESOLUTION #82**  
**MOTION TO ADJOURN**

Introduced by Councilperson Mattison

Seconded by Councilperson D'Amuro

Motion to adjourn at 7:46pm.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro and Mattison

NAYES: None

ABSENT: Wexler

Respectfully submitted,

*Susan Henshaw*  
Town Clerk