

TOWN OF CLARKSON  
TOWN BOARD MEETING  
March 25, 2025

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, March 25, 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

\*\* 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.

**NEW BUSINESS**

**Merit Increase** – Supervisor Liotta advised that Assistant to Building Inspector Andrea Rookey has been with the town since October 3, 2022. She read the summary that Building Inspector Kevin Moore submitted and feels Andrea is doing a great job and has achieved many milestones since her last review. Andrea noted she feels comfortable with her job responsibilities and duties. Supervisor Liotta mentioned the board is very pleased to be able to give her this merit increase.

**RESOLUTION #111**

**MOTION TO APPROVE MERIT INCREASE FOR ASSISTANT TO BUILDING INSPECTOR ANDREA ROOKEY**

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

Motion to approve merit increase for Assistant to Building Inspector Andrea Rookey from Clerk II Step 15 @ \$20.94/hr. to Clerk II Step 17 @ \$21.57/hr. effective 4/3/25.

**VOTE OF THE BOARD**

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

NAYES: None

ABSENT: Councilpersons Mattison and Wexler

**Merit Increase** - Supervisor Liotta advised that Justice Court Clerk Susan Weiss was hired by the town in 2020. The judges had brought to her attention the importance of Susan's role within the office. They asked to bring Susan up to the equivalent level of our Court Clerk, Cody Steffen.

**RESOLUTION #112**

**MOTION TO APPROVE MERIT INCREASE FOR JUSTICE COURT CLERK SUSAN WEISS**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Culhane

Motion to approve merit increase for Justice Court Clerk Susan Weiss from her current rate of \$ 21.37/hr. to Clerk I Step 14 @ \$ 25.90/hr. effective immediately.

**VOTE OF THE BOARD**

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

NAYES: None

ABSENT: Councilpersons Mattison and Wexler

**2025-3-25**

**Kenyon Pipeline Inspection, LLC** - Supervisor Liotta mentioned that Highway Superintendent Viscardi previously discussed the condition of the Valley View Drive sewers, and how they are compromised. The proposal received from Kenyon Pipeline Inspection dated January 7, 2025, is still valid. When time allows, the highway must complete the prep work. She mentioned there is no need to put this job out to bid since it is a contract pre-bid with Monroe County.

**RESOLUTION #113**

**Approve Contract for Valley View Drive Sanitary Sewer Relining**

Introduced by Councilperson Culhane

Seconded by Councilperson D'Amuro

**WHEREAS**, an approximately 2,000 linear foot section of sanitary sewer pipe under Valley View Drive has begun to deteriorate; and

**WHEREAS**, the Superintendent of Highways has determined that these pipes are in poor condition and warrant a repair to prevent any further pipe deterioration; and

**WHEREAS**, the work can be performed under the Monroe County Contract for Cured-in-Place

Pipelining (CIPP), Contract Number 1207-20 (7700000049).

**THEREFORE, BE IT RESOLVED**, that Kenyon Pipeline Inspection, LLC, 68 Park Road, Queensbury, New York 12804 be hereby authorized to perform the repair on Valley View Drive sanitary sewers at a cost not to exceed \$95,140.44.

**BE IT FURTHER RESOLVED**, that the Supervisor, be hereby authorized to pay Kenyon Pipeline Inspection, LLC in an amount not to exceed \$95,140.44 upon successful completion of this project and acceptance by the Superintendent of Highways.

**VOTE OF THE BOARD**

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

NAYES: None

ABSENT: Councilpersons Mattison and Wexler

**Transfer of Funds** - Supervisor Liotta mentioned that most of our bank accounts are through Five Star Bank. We have a healthy amount of money in the General Fund due to the recent Monroe County tax collections. We are looking to transfer excess money from our General Fund to our NYClass General Fund where the interest rate ranges between 4 - 5%. We also have a separate account at Five Star Bank with \$37k, from incentive zoning on the Speedway project. These funds are to be used towards sidewalks at the town's discretion. The town does not have immediate plans to use this money so we will move it to NYClass as well to gain more interest.

**RESOLUTION #114**

**AUTHORIZE TRANSFERS OF FUNDS**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Culhane

**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 affect certain transfers of funds.

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

**SECTION 1.** That the Town Board authorizes the following transfers of funds:

- 1) From: Five Star Bank General Fund, Acct #751931004                      \$2,000,000.  
To: NYClass General Fund, Acct #NY-01-1212-0002
- 2) From: Five Star Bank Incentive Zoning Trust, Acct #752308602      \$37,000.00

**2025-3-25**

To: NYClass Incentive Zoning Trust, Acct #NY-01-1212-0004

**VOTE OF THE BOARD**

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

NAYES: None

ABSENT: Councilpersons Mattison and Wexler

**Supervisors Report**

**Town Hall Lobby** - We have begun obtaining quotes from painters and flooring companies for the Town Hall's entryway and stairwell. It has been long overdue for a refreshing look.

**Erie Canalway** – We received the Annual Report from the Erie Canalway last week sharing the major investments and impacts that defined its work in 2024. They are looking forward to commemorating the Erie Canal Bicentennial in 2025. As you recall, the town received a \$24k grant through Canal Tourism Infrastructure for upgrades to Sans Souci Park on the canal. The Highway department will be making those upgrades sometime this year.

**East Ave Sidewalk** - Legislator Jackie Smith advised that the Monroe County Municipal Sidewalk Funding for the East Ave Sidewalk Project has gone through full Monroe County Legislature. We are now waiting to hear from Tom Frys at Monroe County DOT on the next steps.

**Monroe County Sheriff's Office** – On March 21, 2025, I attended the Monroe County Town Supervisor Association monthly luncheon; the Monroe County Sheriff's Office Deputies were the guest speakers. They presented new and ongoing initiatives, and they are looking for ideas on how to promote their programs. They had a Q&A session and offered individual presentations to any town requesting. She will work on scheduling our presentation as well as the advertising. We also hope to include this information in our next newsletter expected to be out by May 2, 2025.

**NYS Parks Grant** - On March 24, 2025, The MRB Group has advised us of a new NYS Parks Grant opportunity that is due May 2, 2025. We hope to target some of the projects proposed as part of the Hafner Park design concept. More details will be coming. / \* MRB Group has forwarded over a draft of the Hafner Park Improvements Project Feasibility Report. When in final format, it will then be sent to NYS Parks to complete the process of the design concept grant. The deadline to complete the process is May 22, 2025,

**WIBA #1** - The latest WIBA update meeting #9 was this morning. Pilon Construction will be finishing up on Old Rt. 31/West Ave. and will then be moving over to Lawton Rd. However, the ground conditions continue to be an issue. The next meeting with Pilon Construction will be on April 8, 2025, at 9:30A.M. Looking forward to their continued progress.

**Building Department Report** – Building Inspector Kevin Moore reports that 50 percent of fire inspections are completed. / \* There is a new house built on Lawton Road. / \* There were three property code violations. / \* Whitehall Mansion's new building is framed, and the project is on schedule to be completed by June 10, 2025. / \* The annual draft report is on our website for review and for the public to comment. This will be finalized and submitted to the DEC by April 1.

**Town Clerk Report** - Our annual Shred Day has been scheduled for Saturday, June 14 from 10:00 A.M. – 12:00 P.M. in front of the Highway Department. / \* We have collected just over \$5.2 million in taxes of the \$6 million requested from the county. We are ready to close our 3<sup>rd</sup> installments of 4, on March 31, 2025. / \* Also coming up on Thursday, May 1 is our Rabies Clinic that we share with the Town of Hamlin. This year Hamlin will be hosting the clinic.

**2025-3-25**

**Highway Report** - With the weather slowly creeping into spring, and weather permitting we will be removing our snow fences. We will also be ending our snow shifts at the end of the month and having all highway crew working days. / \* The highway crew has been working diligently for the past month on the renovations at Goodwin Lodge. The upgrades to the kitchen have been completed with new flooring, adding a serving window, upgraded appliances, new paint, as well as new light fixtures and ceiling. / \* We have recently set the dates for our Spring Brush Pick up as well as our Junk Days event. Brush pickup will start on Monday April 21 and will end once we have made one sweep through all the town roads. Our annual Junk Days has been scheduled for April 26 and April 28 – May 3. / \* Please see below our February Snow Summary:

**The month of February:**

Total Labor Hours - 1,293.00  
Total Equipment Hours - 785.30  
Total miles - 12,510.00  
Salt used - 1,066.57 tons  
Ice Ban used - 0.90 tons

**Season to Date:**

Total Labor Hours - 3,729.80  
Total Equipment Hours - 1 ,979.50  
Total miles - 34,270.20  
Salt used - 2,598.60 tons  
Ice Ban used - 42.84 tons

**Salt Update:**

Highway is all caught up to date with all orders except for one 300 ton order that was placed on March 5. They have ordered a total of 2,212.08 tons and it needs to hit a minimum of \$2,500. They will be placing one more order.

**RESOLUTION #115**

**MOTION TO APPROVE 3-11-2025 MEETING MINUTES**

Introduced by Councilperson Culhane  
Seconded by Councilperson D’Amuro  
Motion to approve 3-11-2025 meeting minutes.

**VOTE OF THE BOARD**

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

**RESOLUTION #116**

**AUDIT 3-25-2025**

Introduced by Councilperson D’Amuro  
Seconded by Councilperson Culhane  
To authorize payment of audit 3-25-2025 totaling \$99,808.96, AA General \$24,147.04, BB General - Outside Village \$3,109.71, DA Highway – Town Wide \$29,463.89, DB Highway - Outside Village \$3,088.75, HH - Capital Projects \$39,115.57, SS - Sewer \$884.00 and Distribution of checks: Joint Checking #5338-5368.

**VOTE OF THE BOARD**

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

2025-3-25

**RESOLUTION #117**  
**MOTION TO ADJOURN**

Introduced by Councilperson D'Amuro

Seconded by Councilperson Culhane

Motion to adjourn at 6:31 P.M.

**VOTE OF THE BOARD**

AYES: Supervisor Liotta, Councilpersons Culhane, D'Amuro

NAYES: None

ABSENT: Councilpersons Mattison and Wexler

Respectfully submitted,

*Susan Henshaw*

Town Clerk

Approved 2025-04-08