

A regular meeting of the Mendon Town Board was held at 7:00PM, Monday, March 13, 2017, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

**PRESENT:** John D. Moffitt, *Supervisor*  
 Cynthia M. Carroll }  
 Thomas G. Dubois } *Town Board*  
 John L. Hagreen } *Members*  
 Michael E. Roberts }

**ABSENT:** None

**TOWN CLERK:** James P. Merzke

**OTHERS PRESENT:** William E. Smith, *Highway Superintendent*, Sheldon W. Boyce, Jr., *Town Attorney*, Daniel Bassette, *Zoning Board of Appeals*; and one other person.

*Supervisor Moffitt called the meeting to order at 7:00PM. The Pledge of Allegiance was recited.*

**AGENDA**

**(Resolution 17-092)**

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the agenda as presented. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**PUBLIC COMMENT**

No one from the public wished to comment.

**COMMUNICATIONS**

**Highway Superintendent**

Mr. Smith distributed and read his report.

**Town Board**

Mr. Roberts reported on the Association of Towns Annual Training.

Mrs. Carroll reported on the Association of Towns Annual Training.

Mr. Dubois reported on the Association of Towns Annual Training.

**Supervisor**

Supervisor Moffitt reported on a Town training session for board members; Town Hall getting email accounts from Google; an AED installed at the Town Hall; the Historic Preservation Commission; Recodification; sending water district information to the state; a meeting with the new engineer; Town Hall basement and the collapse of the sluiceway; use of the Community Center as a warming center during the recent storms and being a generator facilitator for residents; roof issues at the Library building; a meeting with Village Administrator Brian Anderson; the upcoming reassessment project; and the Summer Recreation Program contract with the school district.

**SUPERVISOR'S MONTHLY REPORTS**

**(Resolution 17-093)**

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor's Monthly Reports for January and February 2017.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**TOWN CLERK'S MONTHLY REPORT*****(Resolution 17-094)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to acknowledge receipt of the Town Clerk's Monthly Report for February 2017, showing receipts and disbursements in the amount of \$7,558.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**MINUTES*****(Resolution 17-095)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to approve the minutes of the regular meeting held on February 13, 2017, as presented.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**VOUCHERS****General Abstract*****(Resolution 17-096)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to approve all claims on vouchers numbered 17-087 to 17-141, on General Abstract 17-03, in the amount of \$855,956.27.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**Highway Abstract*****(Resolution 17-097)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to approve all claims on vouchers numbered 17-042 to 17-065, on Highway Abstract 17-03, in the amount of \$51,034.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**Library Abstract**

Vouchers numbered 17-020 to 17-036, on Library Abstract 17-03, in the amount of \$5,913.61, were presented to the Town Board for payment.

**DESIGN CRITERIA – APPROVAL*****(Resolution 17-098)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to approve the updated Town of Mendon Design Criteria & Construction Specifications for Land Development, prepared by MRB Group and dated February 16, 2017, as presented.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

**TOWN CREDIT POLICY – APPROVAL*****(Resolution 17-099)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to the Town Credit Policy as presented.

**Charge and Credit Card Use Policy****Purpose**

To document the policy and procedures for the use of vendor issued charge cards and major credit cards requested by and issued to the Town for use by authorized Town employees. Such cards are intended to enhance productivity and reduced administrative efforts.

**Policy Statement**

The Town of Mendon may provide for the restricted use of charge cards approved by the Mendon Town Board pursuant to the Town's Procurement Policy as a means to expedite the purchase of supplies, materials, and minor equipment, and to reduce the administrative effort and paperwork typically involved

with such purchases. Town charge cards may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation.

The Mendon Town Board may authorize a major credit card (such as VISA or MasterCard) to be used for authorized purchases for which procurement by Town check is not possible or for payment of vendor claims after appropriate Town Board audit. A Town credit card may not be used for personal expenses or other prohibited items, and must be properly safeguarded at all times from loss or misappropriation

#### Definition of Terms

Charge Card – a card issued by a store that enables purchases to be made only through that store utilizing the card and to be billed via a statement at a later date with full payment due.

Credit Card – a major credit card such as VISA or MasterCard that is typically issued by a financial institution enabling purchases at vendors accepting such card. Credit Cards have a revolving payment plan.

Prohibited items – items that are not eligible for purchase using either a Town issued charge or credit card. These items include, but are not limited to, alcohol, tobacco, entertainment, personal expenses, and cash advances or any item not approved by the Town Board.

#### Procedures

The assignment and administration of all authorized charge cards and credit cards is delegated to the Town Supervisor. The credit limit on each card shall be established by the Finance Department in accordance with the type of purchases to be made on the card. For department wishing to utilize charge cards or credit cards, the Department Head may request the assignment of such cards to their department or make use of a General Administration cards maintained by the Finance Department with the assistance of Finance Department staff. In all cases, Department Heads must identify those department employees to be authorized to possess and use a charge or credit card and the employees must read this policy and sign the acknowledgement. When not in use, the Department Head is responsible for ensuring that all authorized charge cards are safeguarded in a secure location.

All card purchases are to be made in accordance with the Town's Procurement Policy and Procedures. Charge and credit card transactions initiated where preauthorization for the purchase has not been given, or for which sufficient funding is not provided in the department's budget, will be considered unauthorized and subject to review and discussion between the responsible Department Head and the Town Board. Any unauthorized expenditures may result in a personal expense to the employee.

All receipts and any other supporting documentation must be retained by the department and submitted to the Finance Director to be used to reconcile with the billing statement upon receipt. All receipts and supporting documentation should be reviewed and approved for payment by the Department Head prior to submittal to the Finance Director. In the case of a missing receipt, every attempt must be made by the purchasing department to obtain a duplicate receipt from the vendor. If unable to secure a receipt, a statement from the Department Head authorizing the purchase should be submitted to the Finance Department detailing the purchase inclusive of date, items purchased, pricing, and purpose. Any billing discrepancies or concern of unauthorized use should be brought to the immediate attention of the Town Supervisor and/or the Director of Finance.

A credit card may be assigned to an employee for use during authorized Town travel or training as long as such expenditures comply with the Town's policy for travel and training expenditures.

Prohibited Uses

The purchase of alcohol, tobacco, entertainment, personal expenses, or cash advances through use of a Town authorized charge or credit card is prohibited. Any personal purchases or expenses with the intention of reimbursing the Town are also prohibited. Any prohibited purchase will be considered a personal expense to be recovered by the Town. Any personal use may result in the revocation of authorized use, and the employee involved in such a purchase may be subject to progressive discipline up to and including termination as per the Personnel Policy.

Card Safekeeping

All cards issued are to be kept in the Finance Director's office and not taken home by any employee. Cards should only leave this secure location to make the necessary purchase and be promptly returned thereafter. An employee should not allow unauthorized users to use the card. The Finance Director is responsible for keeping a log of when the card is released to an employee. Such log should include at a minimum:

- Name of employee the card is released to
- Date and time the card is released and returned
- Purpose of the transaction
- Total cost of the transaction

A detailed receipt including vendor name, date, itemized items purchased and prices should be obtained from the vendor and submitted to the Department Head prior to submitting to the Finance Director who will be responsible for processing the claim for payment.

Any purchase made via phone, fax or internet using a credit card should be scrutinized for security. It is advised that these types of transactions be performed only when necessary to a known, reliable vendor. Internet transactions should only be processed through a secure website with prior approval by the Town Supervisor.

Any employee or department that is in possession of the Town charge or credit card for use is responsible for its safekeeping and must report a lost or stolen card to the Finance Department immediately.

In-House Vendor Accounts PolicyPurpose

Some local vendors will allow the Town to open an "in-house" account where no card is required to make purchases. In these situations, the Town has adopted the following policy.

Procedure

A list of in-house vendor accounts for all departments will be kept in Town Hall. Said list will be acknowledged by the Town Board at the annual Organizational Meeting.

A department's request to open an in-house account shall be submitted to the Supervisor for approval. The Finance Director will complete any forms or applications, including submittal of tax exempt documentation, to the vendor.

All in-house charge purchases are to be made in accordance with the Town's Procurement Policy and Procedures. House charge transactions initiated where preauthorization for the purchase has not been given, or for which sufficient funding is not provided in the department's budget, will be considered unauthorized and subject to review and discussion between the responsible Department Head and the Town Board. Any unauthorized expenditures may result in a personal expense to the employee.

All receipts and any other supporting documentation must be retained by the department and submitted to the Finance Director to be used to reconcile with the billing statement upon receipt. In the case of a missing receipt, every attempt must be made by the purchasing department to obtain a duplicate receipt from the vendor. If unable to secure a receipt, a statement from the Department Head authorizing the purchase should be submitted to the Finance Department detailing the purchase inclusive of date, items purchased, pricing, and purpose. Any billing discrepancies or concern of unauthorized use should be brought to the immediate attention of the Town Supervisor and/or the Director of Finance.

#### Prohibited Uses

The purchase of alcohol, tobacco, entertainment, or personal expenses is prohibited. Any personal purchases or expenses with the intention of reimbursing the Town are also prohibited. Any prohibited purchase will be considered a personal expense to be recovered by the Town. Any personal use may result in the revocation of authorized use, and the employee involved in such a purchase may be subject to progressive discipline up to and including termination as per the Personnel Policy.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **CREDIT ACCOUNTS – AUTHORIZATION**

##### ***(Resolution 17-100)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize the Supervisor to open a credit card account through Canandaigua National Bank, and a charge account with Lowe's Home Improvement Store.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **TOWN HALL – DECLARATION OF SURPLUS**

##### ***(Resolution 17-101)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to declare the old Automatic External Defibrillator (AED) at the Town Hall as surplus and authorize its disposition.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **HIGHWAY DEPARTMENT – DECLARATION OF SURPLUS**

##### ***(Resolution 17-102)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to declare the Highway Superintendent's 2016 Ford F-150 pickup truck as surplus and authorize its disposition.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **HIGHWAY DEPARTMENT – TRUCK SALE ADVERTISEMENT – AUTHORIZATION**

##### ***(Resolution 17-103)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to authorize the Highway Superintendent to advertise his 2016 Ford F-150 pickup truck for sale.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **HIGHWAY DEPARTMENT – EQUIPMENT SALE TO VILLAGE – AUTHORIZATION**

##### ***(Resolution 17-104)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to authorize the Highway Superintendent to sell a used 1993 Maco/Sullaire air compressor, hose reel, hose, and jack hammer to the Village of Honeoye Falls for \$1,500.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

#### **HIGHWAY DEPARTMENT – SALT BARN – DISCUSSION**

The Board discussed the proposed Salt Barn project with the Highway Superintendent. Mr. Smith provided the Board with a packet of information. To proceed the Town will need solid, accurate dollar figures from

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an engineer. The next step will involve having all of the money to pay for the project before it begins. The Town Board will then consider the project, and if it approves it, it will proceed from there.

**PUBLIC COMMENT**

No one from the public wished to comment.

**ADJOURNMENT**

*(Resolution 17-105)*

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to adjourn the meeting at 8:03PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.