A regular meeting of the Mendon Town Board was held at 7:00PM, Monday, December 11, 2017, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

**PRESENT:** John D. Moffitt, Supervisor

Cynthia M. Carroll

Thomas G. Dubois

John L. Hagreen

Michael E. Roberts

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Town Board

Members

ABSENT: None

TOWN CLERK: James P. Merzke, Town Clerk

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

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

### **AGENDA**

## (Resolution 17-270)

A motion was made by Mr. Dubois, 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 speak.

### COMMUNICATIONS

## **Town Clerk**

Mr. Merzke reported on the upcoming Town & County tax collection and the website.

## **Highway Superintendent**

Mr. Smith distributed and read his report.

## **Town Board**

Mrs. Carroll reported on the Library Board of Trustees.

Mr. Dubois reported on the Historic Preservation Commission.

Mr. Hagreen reported on the Zoning Board of Appeals and the former GM facility in the Village of Honeoye Falls.

## **Supervisor**

Supervisor Moffitt reported on the Eckler Road tree cutting; a letter from the Friends of the Mendon Public Library; the Historic Preservation Commission; the school district opting out of section 487; a tax rate adjustment by the County; CCA Power; the Honeoye Falls Fire Department Christmas Parade; the LaBella project schedule; a potential CDBG grant for handicapped bathrooms at 15 Monroe Street; and an article about fire protection district contracts.

## SUPERVISOR'S MONTHLY REPORT

# (Resolution 17-271)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to acknowledge receipt of the Supervisor's Monthly Report for November 2017.

## TOWN CLERK'S MONTHLY REPORT

## (*Resolution 17-272*)

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's Monthly Report for November 2017, showing receipts and disbursements in the amount of \$9.995.00.

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

## **MINUTES**

## (Resolution 17-273)

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

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

## **BUDGET ADJUSTMENTS**

## (Resolution 17-274)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to approve the following budget adjustments:

From	A1450.100	Elections Personnel	\$1,500.00
To	A1610.41	Central Computers	\$1,500.00
From	A1620.407	Town Hall Gas	\$800.00
То	A1620.111	Community Center Personnel	\$800.00
From	A1620.413C	Comm. Center Maintenance	\$500.00
To	A1620.111	15 Mo. Personnel	\$500.00
From	A7140.2	Mendon Center Equipment	\$80.00
To	A7140.41	Mendon Center Utilities	\$80.00
From	B2771	Miscellaneous	\$2,689.00
To	B7610.401	Program for Aging	\$2,689.00
From	B8010.110	ZBA Staff	\$70.00
To	B8010.401	ZBA Advertising	\$70.00
From	B1170	Sales Tax	\$500.00
To	B7550.44	Veterans Day Celebration	\$500.00
From	DA2302	Mo. County Summer Work	\$9,600.00
То	DA5148.114	Mo. County Summer Work	\$9,600.00
From	DA9040.8	Workers Comp.	\$2,000.00
To	DA9030.8	Social Security	\$2,000.00
From	DA9040.8	Workers Comp.	\$100.00
To	DA9089.81	Uniform Cleaning	\$100.00
From	DB5140.402	Brush Pick Up Contractual	\$100.00
To	DB5140.402	Brush Pick Up Advertising	\$100.00

## **VOUCHERS**

#### **General Abstract**

#### (*Resolution 17-275*)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 17-578 to 17-631, on General Abstract 17-12A, in the amount of \$87,970.76.

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

## **Highway Abstract**

### (Resolution 17-276)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 17-264 to 17-282, on Highway Abstract 17-12A, in the amount of \$73,707.04.

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

### **Library Abstract**

Vouchers numbered 17-172 to 17-186, on Library Abstract 17-12A, in the amount of \$19,720.25, were presented to the Board for payment.

### AMBULANCE CONTRACT - APPROVAL

### (*Resolution 17-277*)

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to approve the Ambulance Contract with the Village of Honeoye Falls, to provide service to the Town of Mendon for the year 2018, in the amount of \$126,344,00.

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

### TRANSFERS TO RESERVES

# 22 North Main Street Building Improvements Reserve Fund – Creation (Resolution 17-278)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to adopt the following: RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "22 North Main Street Building Improvements Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction of improvements or repairs to said building.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The Town Board may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by section 6-C of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

# **Ambulance Building Improvements Reserve Fund – Creation** (Resolution 17-279)

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to adopt the following: RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Ambulance Building Improvements Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction of improvements or repairs to said building.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The Town Board may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by section 6-C of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c.

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

#### **Transfers to Reserves**

### (Resolution 17-280)

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to approve the following transfers to reserve funds:

A Fund

From A1620.417 Mo. St. Maintenance \$65,000.00

Transfer to 15 Monroe Roof Reserves

From A1620.427 22 N. Main Impr. \$10,000.00

Transfer to 22 N. Main Street Building Improvements Reserve, Type Capital Improvement

B Fund

From B4540.4 Ambulance \$50,000.00

Transfer to Ambulance Building Improvements Reserve, Type Capital Improvement

From B1170 Sales Tax \$50,000.00

Transfer to Sidewalk Reserves

DA Fund

From DA2665 Sale of Equipment \$16,400.00 From DA2680 Insurance Recovery \$6,400.00 From DA5130.2 Machinery Equipment \$30,000.00 From DA2418 Equipment Summer \$18,000.00 From DA5130.4 Machinery \$29,200.00

Transfer to Equipment Reserves \$100,000.00, Plus \$75,000 already in budget

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

# TOWN HALL WINDOW REPLACEMENT – AUTHORIZATION TO SOLICIT BIDS (Resolution 17-281)

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to authorize the Supervisor to solicit bids for the Town Hall Window Replacement Project. Any bids received will be opened and publicly read at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, at 2:20PM, Wednesday, January 10, 2018. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

# 15 MONROE STREET ROOF REPLACEMENT – POSTPONEMENT OF BID OPENING (Resolution 17-282)

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to postpone the bid opening for the 15 Monroe Street Roof Replacement Project to the following date: any bids received will be opened and publicly read at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, at 2:00PM, Wednesday, January 10, 2018.

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

# LIBRARY BUILDING STORAGE AREA PROJECT – CHANGE DATE OF BID OPENING (Resolution 17-283)

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to change the bid opening for the Library Building Storage Area Project to 11:00AM, Friday, December 22, 2017 at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

# LIBRARY BUILDING CHILDREN'S AREA PROJECT – CHANGE DATE OF BID OPENING (Resolution 17-284)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to change the bid opening for the Library Building Children's Area Project to 11:00AM, Friday, December 22, 2017 at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

# **BUILDING MAINTENANCE-PART-TIME – CREATE NEW POSITION** (*Resolution 17-285*)

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to create the following new position: TOWN OF MENDON BUILDING MAINTENANCE- PART TIME

This position is responsible for maintenance and repairs of Town owned buildings. The employee is directly responsible to the Town of Mendon Supervisor or his/her designee. The employee is responsible for efficient and economical use of materials and equipment in accordance with the Towns policies and procedures. The employee may be on 24 hour call for emergencies. The employee must demonstrate sound, courteous communication skills with the general public and Town of Mendon employees.

## Typical Activities

Self-starter for construction, maintenance and repairs to Town owned buildings and facilities.

Various skill set for Carpentry, plumbing and electrical.

Operates various equipment following all safety and industry standards.

Oversees equipment for regular maintenance and periodic inspections.

Oversees collection of refuse and recycling.

Keeps records on work activities and progress, equipment, parts.

Keeps records on citizen and employee complaints and responses as it relates to buildings of the Town.

TOWN OF MENDON REGULAR MEETING

Compiles a maintenance schedule for all Town facilities.

Coordinate with HVAC representatives for maintenance.

With permission from the Town Supervisor and the Highway Superintendent may utilize Highway employees for projects.

Hourly wage set by Town Board at annual organizational meeting, as per yearly budget.

Work hours subject to Town Supervisors approval, usually 10-20 hours per week.

### Minimum Qualifications

Graduation from High School or equivalent. Five years' experience in the facilities repair field. Special Requirements

Must have valid NYS Driver's License and subject to drug and alcohol testing. Use of employee vehicle for travel from Town owned buildings, subject to Town mileage reimbursement.

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

## HEALTH INSURANCE – DISCUSSION

The Supervisor discussed options for health insurance moving forward with the Board.

# PROPOSED LOCAL LAW – COLD WAR VETERANS RPT EXEMPTION ELIMINATION OF LIMITATION – ESTABLISH PUBLIC HEARING

### (*Resolution 17-286*)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to hold a public hearing 7:00PM, or as soon thereafter as said hearing can be convened, Monday, January 8, 2018, at the Mendon Town Hall, 16 West Main Street, Honeove Falls, NY, for the purpose of considering the adoption of a local law to eliminate the time limitation on the Cold War Veterans exemption on Town of Mendon real property taxes. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

# ASSOCIATION OF TOWNS ANNUAL TRAINING – ATTENDANCE APPROVAL (*Resolution 17-287*)

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to approve the attendance of the following Town personnel at the Association of Towns 2018 Annual Meeting & Training School, February 18-21, 2018, at the New York Marriott Marquis. Total expense per individual not to exceed \$1,700.00, to be reimbursed only through the submission of detailed receipts for legal expenses. All travel to conform to the Town's Travel Policy: John D. Moffitt; Cynthia M. Carroll, Thomas G. Dubois, Michael E. Roberts, James P. Merzke, and James Legrett.

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

# NEWLY ELECTED TOWN OFFICIAL'S SCHOOL – ATTENDANCE APPROVAL (*Resolution 17-288*)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to approve the attendance of the following Town personnel at the Association of Towns Newly Elected Officials 2018 Training School, January 17-19, 2018, at The DoubleTree by Hilton Rochester: Cynthia M. Carroll and John L. Hagreen. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

# PERSONNEL POLICY AMENDMENT – CELL PHONE POLICY (Resolution 17-289)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the following: BE IT RESOLVED by the Town Board of the Town of Mendon, duly assembled:

- 1. The Town Personnel Policy is amended to add the following provision.
- 2. Cell Phone Policy. Employees with the following titles who do not have a Town issued cell phone shall receive a cell phone allowance in an amount to be determined annually by the Town Board. As a condition of receiving this allowance, the employee must be available to receive calls regarding Town business at

any time: Supervisor, Highway Superintendent, Highway MEO, Highway Foreman, Highway HEO, Highway Mechanics, Buildings and Grounds Manager, Dispatchers, Code Enforcement Officer, Fire Marshal, Town Clerk, Court Clerk, and Dog Control Officer.

- 3. Employees with the following titles are eligible to have a town owned cell phone and shall keep the phone in good working order and use it predominantly for Town of Mendon business. Any extra charges due to personal use are subject to remuneration to the Town. The Town of Mendon shall audit billing records. Records may be subject to FOIL: Supervisor, Highway Superintendent, Code Enforcement Officer, Fire Marshal, and Dog Control Officer.
- 4. All cell phone use must comply with all traffic laws.
- 5. A form shall be developed by the Supervisor's Office for all employees to sign regarding cell phone use.
- 6. This resolution shall take effect immediately.

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

# HIGHWAY DEPARTMENT – BRUSH – DECLARATION OF SURPLUS (Resolution 17-290)

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to declare the brush stored at the Highway Department as surplus and authorize its disposal through a contract with Green Renewable Inc. at a cost not to exceed \$12,250.00. This cost will come from the 2018 Budget, line DB5140.400.

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

## HIGHWAY DEPARTMENT – 2018 HOLIDAY SCHEDULE

### (*Resolution 17-291*)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the following 2018 Holiday Schedule for the Highway Department:

Friday, March 30, 2018

Monday, May 28, 2018

Monday, July 2 – Friday, July 6, 2018

Monday, September 3, 2018

Monday, October 8, 2018

Monday, November 12, 2018

Thursday, November 22, 2018

Friday, November 23, 2018

Tuesday, December 25, 2018

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

# HIGHWAY DEPARTMENT – FLAT BED TRUCK TANK – AUTHORIZATION TO PURCHASE (Resolution 17-292)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to authorize the Highway Superintendent to purchase a new 3000 gallon tank and associated parts from Central Equipment of CNY, Inc., at a cost not to exceed \$7,500.00, from line DA5130.200. This resolution supersedes and nullifies Resolution 17-268 adopted November 13, 2017.

An amendment was offered to delete the sentence "This resolution supersedes and nullifies Resolution 17-268 adopted November 13, 2017."

Both Mr. Roberts and Mr. Dubois consented to the amendment.

## **SWEARING-IN CEREMONY**

### (Resolution 17-293)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to hold the 2018 Swearing-In Ceremony noon, Monday, January 1, 2018, at the Town of Mendon Falls Post 664 Community Center, 167 North Main Street, Honeoye Falls, NY.

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

### ORGANIZATIONAL MEETING

#### (*Resolution 17-294*)

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to hold the 2018 Organizational and Regular Meeting 7:00PM, Monday, January 8, 2018, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

### TOWN BOARD MEETING SCHEDULE

## (Resolution 17-295)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the following meeting schedule for the Mendon Town Board and all other official bodies of the Town of Mendon:

Regular Mendon Town Board Meetings 2018

January 8, February 12, March 12, April 16, May 14, June 11, July 16, August 13, September 10, October 15, November 19, December 10.

Board of Assessment Review - as needed

Environmental Conservation Board – 1st Tuesday of each month at 7:00PM

Historic Preservation Commission – 2nd Wednesday of each month at 7:30PM

Planning Board – 2nd and 4th Wednesday of each month at 7:00PM

Zoning Board of Appeals – 2nd and 4th Thursday of each month as needed at 7:00PM

These meetings will be held at the Mendon Town Hall, 16 West Main Street, Honeove Falls, NY 14472

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

## PUBLIC COMMENT

Bruce Peckham, 245 East Street, commented on the project schedule as it relates to the Library building.

# EXECUTIVE SESSION – SPECIFIC LITIGATION

### (Resolution 17-296)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to enter into executive session for the purpose of discussing specific litigation at 7:53PM.

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

## (Resolution 17-297)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to exit executive session at 8:12PM. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

# TOWN OF MENDON

## **REGULAR MEETING**

# ADJOURNMENT

12/11/17

(Resolution 17-298)

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to adjourn the meeting at 8:13PM. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.