

The Organizational Meeting of the Mendon Town Board was held at 7:00PM, Monday, January 8, 2018, 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 four other people.

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

AGENDA

(Resolution 18-001)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the agenda with the following amendment: add new No. 41, "Environmental Conservation Board – Chair Appointment," delete No. 59 and No. 60, and renumber accordingly.

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.

DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 18-002)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the following:
BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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

TOWN ATTORNEY – APPOINTMENT

(Resolution 18-003)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Sheldon W. Boyce as Town Attorney, term to expire December 31, 2019.

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

RECEIVER OF TAXES – APPOINTMENT

(Resolution 18-004)

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to appoint James P. Merzke as Receiver of Taxes, term to expire December 31, 2019.

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

POSITION APPOINTMENTS – PART TIME***(Resolution 18-005)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board, term to expire December 31, 2018:

Code Compliance Officer - Part Time Thomas G. Voorhees
Building Inspector - Part Time Thomas G. Voorhees
Planning Officer – Part Time Thomas G. Voorhees
Fire Marshall - Part Time Thomas G. Voorhees
Dog Control Officer - Part Time Joel Taylor
Civil Officer - Part Time Joel Taylor
Assessment/Building Department Clerk - Part Time Michelle Booth
Assessment/Building Department Clerk - Part Time Bruce Fullerton
Court Clerk - Part Time Michelle Booth
Deputy Court Clerk - Part Time Bonnie M. Toomey
Secretary to the Planning Board and ZBA - Part Time Mary Fletcher
Director of Seniors Recreation - Part Time Raymond C. Milne
Meetings Recorder – Part Time Michelle Booth

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

POSITION RETENTION***(Resolution 18-006)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the following:

BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2018. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law. This is a non-compensated position.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer – Part Time, term to expire December 31, 2018.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2018.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2018.

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

Deputy Town Supervisor

Supervisor Moffitt notified the Town Board that he has appointed Mr. Hagreen to the position of Deputy Town Supervisor, term to expire December 31, 2018.

Finance Officer – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Finance Officer – Part Time, term to expire December 31, 2018.

Secretary to the Supervisor – Part Time

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Secretary to the Supervisor – Part Time, term to expire December 31, 2018.

Town Historian – Part Time

Mr. Moffitt notified the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2018.

DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION***(Resolution 18-007)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to retain the Deputy Town Clerk – Part Time position, with the full powers and duties of the town clerk. Compensation is approved by the Town Board.

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

Town Clerk Merzke notified the Board that he has appointed Bonnie M. Toomey to the position of Deputy Town Clerk – Part Time.

HIGHWAY DEPARTMENT – POSITION RETENTION AND APPOINTMENTS**Highway Clerk – Part-Time*****(Resolution 18-008)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to retain the position of Highway Clerk, part-time.

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

Highway Superintendent Smith notified the Board that he has appointed Gary Loope to the position of Highway Clerk, part-time.

Deputy Highway Superintendent***(Resolution 18-009)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to adopt the following:

BE IT RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent, for a term to expire December 31, 2018. The Deputy Highway Superintendent functions during the absence or inability of the town highway superintendent to act, and at that time is vested with all the powers and duties of the town highway superintendent. This is a non-compensated position.

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

Highway Superintendent Smith notified the Board that he has appointed Gary Loope to the position of Deputy Highway Superintendent.

ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT***(Resolution 18-010)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2018, pending a written contract to be approved by the Supervisor.

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

PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT***(Resolution 18-011)***

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to retain the position of Planning Board Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2018, pending a written contract to be approved by the Supervisor.

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

DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT***(Resolution 18-012)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to retain the position of Deputy Town Attorney, and appoint the firm of Bond Schoeneck & King, term to expire December 31, 2018, pending a written contract to be approved by the Supervisor. This is a compensated position.

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

JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES***(Resolution 18-013)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to adopt the following:

BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2018, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2018.

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

LIAISONS

Mr. Moffitt appointed the following Town Board members/elected officials as liaisons:

American Legion: Mr. Merzke

Environmental Conservation Board: Mr. Dubois

Historic Preservation Commission: Mr. Dubois

Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt

Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt

Library: Mrs. Carroll

Mendon Community Business Association: Mr. Moffitt

Planning Board: Mr. Roberts

Zoning Board of Appeals: Mr. Hagreen

TOWN BOARD MEETINGS SCHEDULE***(Resolution 18-014)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the following schedule of Town Board Meetings for 2018: 7:00 PM Mondays as follows: January 8 (Organizational Meeting), February 12, March 12, April 16, May 14, June 11, July 16, August 13, September 10, October 15, November 19, and December 10. Meetings will be held 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.

STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS***(Resolution 18-015)***

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to adopt following:

WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposed to the New York State and Local Retirement System, and

WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position, NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITES REPORTING

Highway Department Employees – 8 hours per day

Town Hall Employees – 7 hours per day

Library Employees – 7 hours per day.

Refer to NYSERS Form RS-2417-A, located in the office of the Finance Director, for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will recorded and submitted to the clerk his or her work activities for a period of three consecutive months, and

FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

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

2018 HOLIDAY SCHEDULES

The following 2018 Closure Schedules were approved by the Town Board at their November 13, 2017 meeting:

Town Hall

Monday, January 1, 2018, New Year's Day (observed)
Monday, January 15, 2018, Dr. Martin Luther King, Jr. Day
Monday, February 19, 2018, President's Day
Monday, May 28, 2018, Memorial Day (observed)
Wednesday, July 4, 2018, Independence Day
Thursday, July 5, 2018, Float Day (in lieu of Veterans Day which falls on a Sunday)
Friday, July 6, 2018, Float Day (in lieu of Good Friday)
Monday, September 3, 2018, Labor Day
Monday, October 8, 2018, Columbus Day
Thursday, November 22, 2018, Thanksgiving Day
Friday, November 23, 2018, Float Day
Monday, December 24, 2018, Float Day
Tuesday, December 25, 2018, Christmas

Highway Department

Friday, March 30, 2018
Monday, May 28, 2018, Memorial Day (observed)
Monday, July 2 – Friday, July 6, 2018
Monday, September 3, 2018, Labor Day
Monday, October 8, 2018, Columbus Day
Monday, November 12, 2018
Thursday, November 22, 2018, Thanksgiving Day
Friday, November 23, 2018, Float Holiday
Tuesday, December 25, 2018, Christmas

TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2018 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

POLICY AND PROCEDURES MANUAL***(Resolution 18-016)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the Town of Mendon Policy and Procedures Manual.

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

EMERGENCY PREPAREDNESS (DISASTER) PLAN***(Resolution 18-017)***

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to adopt the current Emergency Preparedness (Disaster) Plan.

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

OFFICIAL TOWN MAP***(Resolution 18-018)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2017.

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

OFFICIAL NEWSPAPER***(Resolution 18-019)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2018.

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

EMERGENCY RESPONSE – HIGHWAY DEPARTMENT***(Resolution 18-020)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to adopt the following:

To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2018.

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

MENDON FIRE HALL – ICE CONTROL***(Resolution 18-021)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to adopt the following:

WHEREAS, this Town Board and other town boards and committees use the meeting room of the Mendon Fire Hall for meetings at no charge, and

WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and

WHEREAS, it is essential for the above reasons that the Mendon Fire Hall be accessible at all times.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Highway Department to perform ice removal operations at the Mendon Fire Hall during the year 2018 as time and equipment availability permits.

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

BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS***(Resolution 18-022)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

Board of Assessment Review – as needed

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

Historic Preservation Commission – 2nd Wednesday of each month, 7:00PM

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

Town Board –per schedule above at 7:00PM

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

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

OFFICIAL UNDERTAKINGS***(Resolution 18-023)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Argonaut Insurance Company (aka Trident), providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000.

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

SALARIES – ELECTED/APPOINTED/HOURLY WAGES***(Resolution 18-024)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid hourly as indicated below:

Highway Department – Hourly

Highway Clerk Part-time: \$26.42
Lead Mechanic \$29.71
Building Maintenance \$26.50
Mechanic Assistant \$24.40
Heavy Equipment Operator \$28.88
Foreman \$29.25
Medium/Mechanical Equipment Operator \$26.42
Medium/Mechanical Equipment Operator \$19.85
Medium/Mechanical Equipment Operator \$23.97
Medium/Mechanical Equipment Operator \$23.97
Medium/Mechanical Equipment Operator \$22.56
Medium/Mechanical Equipment Operator \$24.20
Medium/Mechanical Equipment Operator \$22.25
Dispatcher \$14.12
Dispatcher \$13.71
Dispatcher \$14.54

General Personnel - Hourly

Bldg./Assmt Clerk \$16.50
Bldg./Assmt Clerk \$15.00
Court Clerk \$16.39
Custodian \$13.11
Dep. Court Clerk/Dep. TC \$21.53
Election Inspectors (as per Monroe County Board of Elections)
 Primary, Election, Registration 10.00/hr.
 Chair Determined by BOE
Meetings Recorder \$12.02

General Personnel - Salary

Assessor \$30,900.00
Building Inspect/Code Enforce Officer \$75,072
Dog Control Officer \$5,797.00
Finance Officer \$33,271.00
Fire Marshall \$2,827.00
Historian \$2,200.00
Planning Board Attorney \$9,000.00
Planning Officer \$1,517.00
Planning Board/ZBA Clerk \$14,100.00
Recreation Leader \$200.00
Secretary to the Supervisor \$15,812.00
Town Attorney \$63,424.00
Deputy Town Attorney \$2,000.00
Zoning Board Attorney \$9,000.00

Appointed Board Members

Assessment Board of Review \$125.00/yr.
Conservation Board Chair \$50.00/mtg.
Conservation Board Member \$25.00/mtg.
Planning Board Chair \$60.00/mtg
Planning Board Member \$40.00/mtg
Zoning Board Chair \$60.00/mtg.
Zoning Board Member \$40.00/mtg

Elected Officials

Councilperson (4) \$9,270.56

Highway Superintendent \$83,530.00

Supervisor \$69,397.00

Town Clerk \$83,530.00

Town Justice (2) \$15,684.00

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

PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES***(Resolution 18-025)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits

Full-time employees hired prior to 1/1/10, will contribute nine percent (9%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute sixteen percent (16%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute twenty percent (20%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/18 will be eligible for a single policy through the Town's medical insurance. The Employee will contribute 20% of the premium. If the employee wishes to include eligible family members, the employee will pay 20% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

Dental Benefits

The Town will fund this coverage, in full, for eligible employees hired prior to 1/1/10.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/18 will be eligible for a single policy and contribute 25% of the premium. If the employee wishes to include eligible family members, the employee will pay 25% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

The Town will pay 25% of the dental premium for retirees.

Medical Opt Out

All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer will be entitled to a benefit equivalent to 20% of the annual premium the Town of Mendon would have incurred for the least expensive plan offered at the employee's participation rate. Said benefit will be paid monthly in arrears, will be included in the employee's earnings statement, and will be subject to taxes. Employee must show proof of insurance annually.

Elected officials are not eligible for this incentive.

Health Reimbursement Account (HRA)

The Town will make a deposit of \$500.00 into a Health Reimbursement Account (HRA) or Limited Health Reimbursement Account, for each full-time employee.

Clothing Allowance

Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 2018, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, Highway Clerk, MEO, and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots)

Full-time employees with the following job titles, shall be reimbursed, up to \$200 per year in 2018, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, Highway Clerk, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Employee Recognition

Per the Employee handbook, adopted 9/14, after ten years of continuous employment, and at every five year interval thereafter of continuous employment, an employee will receive a certificate of appreciation and a commemorative item, cost not to exceed the nominal rate recommended by the Comptroller's office. Said item to be determined by the Town Board.

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

SALARY SCHEDULE – PAYMENT CYCLE***(Resolution 18-026)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to adopt the salary payment schedule as follows:

1. January 4
2. January 18
3. February 1
4. February 15
5. March 1
6. March 15
7. March 29
8. April 12
9. April 26
10. May 10
11. May 24
12. June 7
13. June 21
14. July 5
15. July 19
16. August 2
17. August 16
18. August 30
19. September 13
20. September 27
21. October 11
22. October 25
23. November 8

- 24. November 21 (Wednesday before Thanksgiving)
- 25. December 6
- 26. December 20

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

MILEAGE ALLOWANCE

(Resolution 18-027)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to set the mileage allowance at the rate established by the Internal Revenue Service.

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

ANNUAL REPORT OF SUPERVISOR

(Resolution 18-028)

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to adopt the following:

BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying.

BE IT FURTHER RESOLVED, that this report be prepared by Joseph Lebda, 77 Garden Parkway Henrietta NY, former Office of the State Comptroller auditor at a cost not to exceed \$900.00 from Acct. A1310.110.

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

ANNUAL ACCOUNTING – TOWN BOARD COMMITTEES

General Accounting

(Resolution 18-029)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to appoint Mr. Roberts and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2018, or as soon thereafter as possible.

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

Justice Court Accounting

(Resolution 18-030)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to appoint Ms. Carroll and Mr. Hagreen to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2018, or as soon thereafter as possible.

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

OFFICIAL BANKS

(Resolution 18-031)

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, and Five Star Bank. The Town Supervisor is hereby authorized to submit letters to the above mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

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

PAYMENTS BEFORE AUDIT

(Resolution 18-032)

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to adopt the following:

BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and

BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

REVIEW OF MONTHLY VOUCHERS

The following is the schedule for Town Board Member review of the monthly vouchers:

January – Mrs. Carroll
February – Mr. Dubois
March – Mr. Hagreen
April – Mr. Roberts
May – Mrs. Carroll
June – Mr. Dubois
July – Mr. Hagreen
August – Mr. Roberts
September – Mrs. Carroll
October – Mr. Dubois
November – Mr. Hagreen
December – Mr. Roberts

PETTY CASH FUNDS

(Resolution 18-033)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

FEE SCHEDULE

(Resolution 18-034)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the 2018 Town of Mendon Fee Schedule below:

BUILDING DEPARTMENT

Avoidable Fire Alarm Fine

Second (within 2 years) \$100.00
Third (within 2 years) \$200.00
Thereafter (within 2 years). \$300.00

Residential Occupancy

New Construction \$0.18/square foot
(includes building equipment, building systems and garage) \$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair \$70.00 up to 1000 SF
\$35.00 for each 500 SF thereafter

Accessory Structure

(includes new or addition to a garage, barn, pool cabana, \$40.00 up to 1000 SF
shed, greenhouse, deck, etc.) \$20.00 for each 500 SF thereafter

Other

Demolition \$15.00

Removal of Fuel Storage Tanks \$30.00

Swimming Pool - Above Ground \$30.00 inc. fence and 200 SF deck
- Inground \$100.00 inc. fence

Pond \$50.00

Construction Trailer \$20.00

Free Standing Antennas \$75.00 radio, wind turbines, etc

Fireplace, Chimney, Solid Fuel Burning Device \$40.00 repair or installation

Fence and Earth Berms \$30.00

Outdoor Sporting Court with Fence \$25.00

Generators \$100.00

Solar Panels \$75.00

Signs \$20.00 inc. subdivision, home occupation, physician, vet, roadside stand

Re-inspection Fees

Levied to the permit holder at the discretion of the Bldg. Dept when multiple inspection of the same item are required \$25.00 inspection

Engineering Fees

Any fees incurred at the discretion of the Bldg. Dept. in the review of plans and construction will be charged to the applicant at cost plus 2% for administrative expenses

Zoning Compliance Letter \$30.00

Copy of Issued Permit \$ 5.00/permit

Commercial/Industrial Occupancy

New Construction (excluding Communications Towers)

Includes structure building systems, building equipment, \$0.20/square foot and all common, public and tenant space) \$200.00 minimum fee

Communications Tower \$0.20/square foot of leased/owned area
\$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair \$100.00 up to 1000 SF of all or part of the structure
\$50.00 for each 500 SF thereafter

New or Added Shell Only

One half the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure

Includes new or addition to a shed, barn, garage, pool \$40.00 up to 1000 SF
cabana, solar collector, etc \$20.00 for each 500 SF thereafter

Other

Demolition \$50.00

Swimming Pool \$50.00 inc. fence

Pond \$50.00

Construction Trailer \$20.00

Free Standing Antennas \$50.00 dish, radio, television, etc.

Fireplace, Chimney, Solid Fuel Burning Device \$30.00 repair or installation

Fence and Earth Berms \$20.00

Outdoor Sporting Court with Fence \$20.00

Signs \$30.00 1 to 30 SF

\$50.00 31 to 50 SF

\$1.25/SF over 50 SF

Re-inspection Fees

Levied to the permit holder at the discretion of the Bldg. Dept when multiple inspection of the same item
are required \$25.00 inspection

Engineering Fees

Any fees incurred at the discretion of the Bldg. Dept, in the review of plans and construction will be
charged to the applicant at the cost plus 2% for administrative expenses.

Zoning Compliance Letter \$30.00

Copy of Issued Permit \$ 5.00/permit

EXCAVATION FEES

Permit \$100.00 per acre to be excavated

Excavation \$500.00/year up to 10,000 cu yds

\$3,000.00/year over 10,000 cu yds

HIGHWAY DEPARTMENT

Driveway Permit \$100.00

Road Cut/Right-of-Way \$300.00

In Addition each applicant for a permit to perform work within the Town Right of Way shall deposit
security with the Town in the form of cash or a letter of credit in an amount to be determined by the
Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by
such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the
Town for completion thereof.

PLANNING/ZONING DEPARTMENT**Planning Board****Residential**

Site Plan \$350.00 one lot

\$50.00 each addl lot

Accessory Structure Site Plan less than 1000 sq ft footprint \$125.00

Subdivision of Land

1-4 lots Application Fee \$150.00

plus \$50.00 per lot

5 lots or more Application Fee \$250.00

plus \$50.00 per lot

Public Hearing \$100.00

Review of Conservation Easements (Attorney Fees) \$75.00 1-3 lots

\$25.00 each addl lot

not to exceed \$500.00

Commercial or Industrial

Site Plan \$300.00

plus \$25.00 per 1000 SF

Cell Tower Site Plan: \$1,000

Cell Tower Co-Locator Site Plan: \$500.00/co-locator

Subdivision of Land (including P.U.D.'s)

Application Fee \$150.00

plus \$25.00 per acre

Public Hearing \$200.00

Engineering Fee Deposit (Per recommendation of CEO)

Site Plan \$675.00

plus \$30.00 admin fee

Subdivision \$165.00 per lot

plus \$30.00 admin fee

EPOD Development Permit application \$15.00

Recreation Fee (All Applications) \$1,200.00 per lot

Special Use Permit \$250.00

Amendment to Special Use Permit \$100.00

Map Resigning Fee \$150.00

Zoning Board of Appeals

Area Variance \$250.00

Use Variance \$500.00

Review of Code Enforcement Officer's determination/interpretation \$100.00

Temporary Use Permit \$100.00

Additional Engineering Fees

In addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the

Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

TOWN CLERK'S OFFICE

Bicentennial Items

Calendars \$5.00

Small Mugs (w or w/out brush) \$5.00

Large Mugs \$8.00

Copies \$.25 per copy

Dogs

License

Spayed/Neutered: \$6.00

Unspayed/Unneutered: \$15.00

Service Dogs (with paperwork): No Charge

Impoundment

\$15.00/Day

Rabies Vaccination (if given as part of impound): \$16.00

If circumstances require impoundment at another facility, actual charges plus \$3.00 will be collected.

Games of Chance \$25.00 per occasion

Hamlet Sign Print \$5.00

1872 Map (historic) \$2.00

Marriage

License \$40.00

Transcript \$10.00

Mugs \$4.00 each

Set of 4 \$12.00

Notary Service FREE

Peddler's Permit

Applicant \$500.00 per six (6) months

Employee of applicant \$100.00 per employee for six (6) months

Publications

Around Mendon and Honeoye Falls \$20.00

Hamlet of Mendon Historic Walking Tour \$2.00

History of Mendon and Honeoye Falls \$25.00

Bells and Whistlestops \$3.00

Mendon's Cobblestone Landmarks \$10.00

Migration to Mendon \$10.00
Murder and Mayhem \$22.00

Returned Check Fee \$20.00

Community Center:

Local Residents: \$30.00/hour with three hour minimum and \$100 deposit

Not for Profits and Service Organizations: \$50 yearly maintenance fee, plus \$50 deposit. No Fee if use is between 9:00 am and 4:00 pm Monday through Friday or \$15/hour of use after 4:00 pm on said days or all hours used on Saturday or Sunday. Building is closed on holidays.

Local (Only) For-Profit - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours.
Requires Town Board Approval.

Athletic Fields: \$100.00 - 1 (one) use per week; \$250.00 – average use of 2 times per week; \$400 – average use of greater than 2 time per week. See Use Policy for policies and insurance requirements.

The Code of the Town of Mendon is available directly from General Code Publishers (1-800-836-8834)

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

ENVIRONMENTAL CONSERVATION BOARD

Member Appointment

(Resolution 18-035)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Steve Maxon to the Environmental Conservation Board, term to expire December 31, 2019 pending mandatory training.

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

(Resolution 18-036)

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to appoint Patrick Borrelli to the Environmental Conservation Board, term to expire December 31, 2019 pending mandatory training.

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

(Resolution 18-037)

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to appoint Patrick Borrelli as Chair of the Environmental Conservation Board, term to expire December 31, 2018.

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

HISTORIC PRESERVATION COMMISSION

Chair Appointment

(Resolution 18-038)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to appoint Arnold J. “Jack” Leckie as Chair of the Historic Preservation Commission, term to expire December 31, 2018.

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

PLANNING BOARD

Member Appointment

(Resolution 18-039)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to appoint the following individual to the Planning Board: Brent Rosiek, term to expire December 31, 2022;

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

Chair Appointment***(Resolution 18-040)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to appoint Brent Rosiek as Chair of the Planning Board, term to expire December 31, 2018.

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

ZONING BOARD OF APPEALS**Member Appointment*****(Resolution 18-041)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to appoint the following individual to the Zoning Board of Appeals: Danny Bassette, term to expire December 31, 2022;

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

Chair Appointment***(Resolution 18-042)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Bruce Peckham as Chair of the Zoning Board of Appeals, term to expire December 31, 2018.

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

RECORDS MANAGEMENT ADVISORY BOARD***(Resolution 18-043)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2018: Diane C. Ham and Mary Louise Meisenzahl.

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

BOARD OF ASSESSMENT REVIEW – APPOINTMENT***(Resolution 18-044)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to appoint Robert Blain to the Board of Assessment Review, term to expire September 30, 2022.

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

ENGINEERING/PLANNING SERVICES***(Resolution 18-045)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to continue the current relationship with Labella Associates to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2018 Standard Hourly Rate Schedule.

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

LIBRARY BOARD OF TRUSTEES – APPOINTMENT***(Resolution 18-046)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to appoint Alicia Zysman Cromwell to the Library Board of Trustees, term to expire December 31, 2022.

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

HIGHWAY DEPARTMENT AGREEMENTS**Highway Superintendent – Summer Work on Town Roads*****(Resolution 18-047)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

AGREEMENT FOR THE EXPENDITURE
OF HIGHWAY MONEYS

AGREEMENT between the Town Superintendent of the Town of Mendon, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

3. GENERAL REPAIRS. The sum of \$ 102,100 shall be set aside to be expended for primary work and general repairs upon 49.5 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or renewals thereof.
4. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
 - (a) On Churchside Run commencing at Drumlin View and leading to Cul-de-sac, a distance of 0.06 miles, there shall be expended not over the sum of \$2,960.
Type: Stone & Oil / Slurry Seal Width of traveled surface: 20'
 - (b) On Barben Circle commencing at Hopper Hills Way and leading to Cul-de-sac, a distance of 0.11 miles, there shall be expended not over the sum of \$4,941.
Type: Stone & Oil / Slurry Seal Width of traveled surface: 20'
 - (c) On Hopper Hills Way commencing at SR 251 and leading to Cul-de-sac, a distance of 0.39 miles, there shall be expended not over the sum of \$ 16,150.
Type: Stone & Oil / Slurry Seal Width of traveled surface: 20'
 - (d) On Drumlin View commencing at Hopper Hills Way and leading to Mile Square Road, a distance of 0.76 miles, there shall be expended not over the sum of \$ 30,625. Type: Stone & Oil / Slurry Seal
 - (e) On Partridge Hill commencing at Cheese Factory Rd. and leading to Cul-de-sac, a distance of 0.34 miles, there shall be expended not over the sum of \$6,300.
Type: Stone & Oil
 - (f) On Partridge Hollow commencing at Cheese Factory Rd and leading to Cul-de-sac, a distance of 0.22 miles, there shall be expended not over the sum of \$4,230.
Type: Stone & Oil
 - (g) On Parrish Road commencing at SR 64 and leading to Ontario County Line, a distance of 0.63 miles, there shall be expended not over the sum of \$10,200.
Type: Stone & Oil Width of traveled surface: 20
 - (h) On Harloff Road commencing at Taylor Road and leading to Cheese Factory Road, a distance of 0.63 miles, there shall be expended not over the sum of \$10,400.
Type: Stone & Oil Width of traveled surface: 20
 - (i) On Mill Road commencing at SR 64 and leading to Dead End, a distance of 0.2 miles, there shall be expended not over the sum of \$ 3,375.
Type: Stone & Oil Width of traveled surface: 20
 - (j) On High Country Trail commencing at Probst Road and leading to Cul-de-sac, a distance of 0.36 miles, there shall be expended not over the sum of \$40,532.
Type: Cold Mix Pave / Stone & Oil Width of traveled surface: 20
 - (k) On Top Spin Drive commencing at Pit-Men Ctr Rd. and leading to Cul-de-sac, a distance of 0.57 miles, there shall be expended not over the sum of \$57,280.
Type: Cold Pave / Stone & Oil Width of traveled surface: 20
 - (l) On Lanning Road commencing at Parrish Road and leading to Ontario County Line, a distance of 0.73 miles, there shall be expended not over the sum of \$63,310.
Type: Cold Mix Pave / Stone & Oil Width of traveled surface: 18'

(m) On Tennyson Way commencing at Mile Square Rd. and leading to Cul-de-sac, a distance of 0.41 miles, there shall be expended not over the sum of \$195,000.

Type: Mill & Fill Width of traveled surface: 20 Thickness: 2"

(n) On Assembly Drive commencing at SR 64 and leading to SR 251, there shall be expended not over the sum of \$ 7,900.

Type: Slurry Seal Width of traveled surface: 20'

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

Commercial Driver's License Drug Testing Policy

(Resolution 18-048)

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to continue the current agreement with Educational Resource Associates through 2018, which provides the Town with the Employees Assistance Program, which includes a commercial driver's license drug testing program at a cost not to exceed \$1,055.00.

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

Hamlet Street Lighting Maintenance Agreement

(Resolution 18-049)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to continue the current agreement with Power & Construction Group (which includes Livingston Lighting and Power) through 2018, to repair and maintain the Town's Energy Only Street Lighting. Labor and material costs will be billed according to their 2018 rates.

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

TOWN HALL AGREEMENTS

Heating and Cooling

(Resolution 18-050)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to continue the current agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2018 at a cost not to exceed \$910.00.

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

Security System

(Resolution 18-051)

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2018 in the amount not to exceed \$400.00.

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

Sprinkler System Service

(Resolution 18-052)

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2018 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

Fire Extinguisher Service

(Resolution 18-053)

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to continue the current agreement with Rochester Fire Equipment Company Inc. for extinguisher service through 2018 at a cost not to exceed \$150.00.

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

COMMUNITY CENTER AGREEMENTS**Heating and Cooling*****(Resolution 18-054)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to continue the current agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2018 at a cost not to exceed \$280.00.

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

Security System***(Resolution 18-055)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2018 in the amount not to exceed \$400.00.

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

22 NORTH MAIN STREET AGREEMENT**Heating and Cooling*****(Resolution 18-056)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to enter into an agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and cooling units and 1 split cooling only system in the building through 2018 at a cost not to exceed \$700.00.

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

VILLAGE OF HONEOYE FALLS AGREEMENTS**Reciprocal Snow Removal*****(Resolution 18-057)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2018, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

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

HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS**Use of Semmel Road Park*****(Resolution 18-058)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2018.

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

MONROE COUNTY AGREEMENTS**Rochester-Monroe County Youth Bureau*****(Resolution 18-059)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the following:

WHEREAS, this Town Board wishes to continue in the year 2018 to participate in the Comprehensive Youth Planning Services Program for which the County of Monroe is lead agency.

NOW, THEREFORE, BE IT RESOLVED, that Supervisor Moffitt execute the Contract with the Rochester-Monroe County Youth Bureau for that purpose when received.

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

Work Agreements***(Resolution 18-060)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2018.

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

Signage and Striping Agreements***(Resolution 18-061)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to authorize Supervisor Moffitt to execute the agreement with Monroe County regarding Signage and Striping for 2018.

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

COMMUNITY ORGANIZATION AGREEMENTS**Honeoye Falls-Mendon Community Concert Band*****(Resolution 18-062)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concert for the residents of Mendon outside the Village of Honeoye Falls during 2018, at a cost of \$2,000.00 per concert held.

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

Honeoye Falls-Mendon Historical Society***(Resolution 18-063)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2018, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.

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

USE OF TOWN MEETING ROOMS***(Resolution 18-064)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the following usage:

A meeting room in the Town of Mendon Falls Post 664 Community Center Falls-Mendon Historical Society on the following dates at 7:00PM for the year 2018: January 4, February 1, March 1, April 5, May 3, September 6, October 4 and November 1.

A meeting room in the Mendon Town Hall by the Mendon Republican Committee on the first Wednesday of each month at 7:00PM in the year 2018;

A meeting room in the Town of Mendon Falls Post 664 Community Center by the Mendon Democratic Committee on the 4th Thursday of each month at 7:00 PM in the year 2018;

The Town of Mendon Falls Post 664 Community Center by the American Legion Honeoye Falls Post 664 on the second Thursday of each month in 2018 at 7:30PM, and for their purposes on Memorial Day and Veterans Day; and

A meeting room in the Town of Mendon Falls Post 664 Community Center for the Honeoye Falls-Mendon Senior Citizens Group on the second and fourth Tuesday of each month in 2018.

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

DOG IMPOUNDMENT FACILITY***(Resolution 18-065)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to enter into a contract with Suburban Animal Hospital for leased space and professional veterinary services in 2018 in relation to dog impoundment for the Town of Mendon. Related fees are made a part of the Fee Schedule.

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

COMMUNICATIONS**Town Clerk**

Mr. Merzke reported on the collection of pre-pay 2018 Town & County taxes, brought about by the new federal income tax legislation.

Highway Superintendent

Mr. Smith read and distributed his report to the Board

Town Board

Mrs. Carroll reported on the Mendon Fire District's swearing-in ceremony and the Highway Superintendent's 33rd work anniversary with the Town of Mendon.

Mr. Dubois reported on the Historic Preservation Commission.

Supervisor

Supervisor Moffitt reported on plumbing issues at the library building; a CDBG grant for restrooms at 15 Monroe Street; the SAMS grant at the library building; the 2018 Tree & Shrub Program of the County; a 15k run at Mendon Ponds Park in March; the 2017 Historian's Annual Report; information on new laws pertaining to fire protection districts; an upcoming meeting between the Honeoye Falls Fire Department and the Mendon Fire Department; bid openings this week; and work on the interior lights at the library building.

ABSTRACT OF AUDITED VOUCHERS**General Abstract*****(Resolution 18-066)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 18-001 to 18-027, on General Abstract 18-01, in the amount of \$359,921.76.

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

Highway Abstract***(Resolution 18-067)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to approve all claims on vouchers numbered 18-001 to 18-010, on Highway Abstract 18-01, in the amount of \$925.31.

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

CODE ENFORCEMENT OFFICER – CONFERENCE ATTENDANCE***(Resolution 18-068)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to approve the attendance of Code Enforcement Officer Thomas G. Voorhees at the Finger Lakes Building Officials Annual Education Conference, March 12-14, 2018, at the RIT Inn and Conference Center, for his required training to maintain state certification. Cost not to exceed \$390.00, is budgeted, and will be paid from account B3620.401.

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

HIGHWAY SUPERINTENDENT – HIGHWAY SCHOOL ATTENDANCE

(Resolution 18-069)

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to approve the attendance of William Smith, Highway Superintendent, at the 2018 Highway School sponsored by Cornell Local Roads Program and the Association of Towns from June 4-6, 2018 in Ithaca, New York. Cost not to exceed \$600.00 and is included in the 2018 budget.

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

HIGHWAY SUPERINTENDENT – NYS LOCAL ROADS & BRIDGES SUMMIT & GRASSROOTS CAMPAIGN ATTENDANCE

(Resolution 18-070)

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to approve the attendance of William Smith, Highway Superintendent, at the NYS Local Roads & Bridges Summit & Grassroots Campaign from March 6-7, 2018 in Albany, New York. Cost not to exceed \$300.00 and is included in the 2018 budget to be charged to A5010.46.

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

LIBRARY BUILDING CHILDREN’S AREA PROJECT (22 N. MAIN STREET SAMs GRANT) – BID ACCEPTANCE

(Resolution 18-071)

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to authorize the Supervisor to accept the construction bid provided by Javen Construction for the children’s area renovation at 22 N. Main Street, for an amount not to exceed \$50,000.00. This project is to be funded by a SAMs grant in the amount of \$50,000.00.

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

LIBRARY BUILDING STORAGE AREA PROJECT (22 N. MAIN STREET \$17,509 MATCHING GRANT) – BID ACCEPTANCE

(Resolution 18-072)

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to authorize the Supervisor to accept the construction bid provided by Javen Construction for the construction of a storage area by the circulation desk at 22 N. Main Street, for an amount not to exceed \$35,018. This is to be funded as follows: \$17,509 by the Library and \$17,509 by a NYS Public Library Construction Grant.

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

A public hearing of the Mendon Town Board was held at 7:58PM, Monday, January 8, 2018, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT:	John D. Moffitt, <i>Supervisor</i>		
	Cynthia M. Carroll	}	
	Thomas G. Dubois	}	<i>Town Board</i>
	John L. Hagreen	}	<i>Members</i>
	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 four other people.

A public hearing was held to consider the adoption of a local law to eliminate the time limitation on the Cold War Veterans exemption on Town of Mendon real property taxes.

The Supervisor opened the public hearing at 7:58PM.

Public Comment

No one from the public wished to comment.

(Resolution 18-073)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to close the public hearing at 7:59PM. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mr. Roberts, Aye; Mr. Moffitt, Aye.

LOCAL LAW 2018-01 – COLD WAR VETERANS RPT EXEMPTION ELIMINATION OF LIMITATION – ADOPTION

(Resolution 18-074)

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the following:

Be it enacted by the Town Board of the Town of Mendon as follows:

Section I. Authority.

This local law is enacted pursuant to the authority of Section 10 of the municipal Home Rule Law authorizing Towns to adopt a local law which may amend or supersede any provision of State law in relation to the property, affairs or government of the Town unless there is a State legislative restriction on such amendment or supersession, and particularly as authorized by Chapter 290 of the Laws of 2017.

Section II. Amend Chapter 182, "Taxation," Article III, "Veterans Tax Exemption," Section 182-12 (C) of the Code of the Town of Mendon to eliminate the 10-year limitation on real property tax exemptions for Cold War veterans as follows:

Paragraph C becomes Paragraph C. subparagraph 1.

New Paragraph C, subparagraph 2. The 10-year limitation on real property tax exemptions for Cold War veterans is eliminated.

Section III. Repealer.

All ordinances, local laws and parts thereof inconsistent with this local law are hereby repealed.

Section IV. Effective Date.

This local law shall take effect immediately upon filing with the Secretary of State.

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

AMENDMENT TO PROCUREMENT POLICY

(Resolution 18-075)

A motion was made by Mr. Dubois, seconded by Mr. Roberts, to amend the Procurement Policy, by deleting the two paragraphs under Credit Card Policy and replace with See Credit Card Policy adopted 3/21/17.

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

PERSONNEL APPOINTMENT

(Resolution 18-076)

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to appoint Patrick Washington to the position of Building Maintenance, part-time, at an hourly rate of \$26.50, effective immediately.

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.

01/08/18

TOWN OF MENDON

ORGANIZATIONAL MEETING

ADJOURNMENT

(Resolution 18-077)

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to adjourn the meeting at 8:01PM.

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

Town Clerk