

The organizational and regular meeting of the Mendon Town Board was held at 7:00PM, Monday, January 6, 2020, 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*  
 Karen R. Jenkins }

**ABSENT:** None

**TOWN CLERK:** James P. Merzke

**OTHERS PRESENT:** Sheldon W. Boyce, Jr. *Town Attorney*, and approximately twenty-five other people.

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

**AGENDA**

***(Resolution 20-001)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the agenda with the following amendments: delete No. 64, "Executive Session - Litigation," and renumber accordingly. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**PUBLIC COMMENT**

No one from the public wished to comment.

**DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR**

***(Resolution 20-002)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**TOWN ATTORNEY – APPOINTMENT**

***(Resolution 20-003)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to appoint Sheldon W. Boyce as Town Attorney, term to expire December 31, 2021. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**RECEIVER OF TAXES – APPOINTMENT**

***(Resolution 20-004)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint James P. Merzke as Receiver of Taxes, term to expire December 31, 2021. Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Hagreen, Aye/Nay; Ms. Jenkins, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Moffitt, Aye/Nay.

**POSITION APPOINTMENTS – PART TIME*****(Resolution 20-005)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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, 2020:

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, Part Time Michelle Booth

Meetings Recorder – Part Time Michelle Booth

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

**POSITION RETENTION*****(Resolution 20-006)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, 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, 2020. 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, 2020.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor and Bookkeeper Part Time, term to expire December 31, 2020.

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, 2020.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, 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, 2020.

**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, 2020.

**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, 2020.

**Bookkeeper – Part Time**

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Bookkeeper – Part Time, term to expire December 31, 2020.

**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, 2020.

**DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION*****(Resolution 20-007)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, 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; Mrs. Jenkins, 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, term to expire December 31, 2020.

**HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS*****(Resolution 20-008)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to retain the position of Highway Clerk, part-time, and appoint Denise Zimmermann to the position, term to expire December 31, 2020.

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

***(Resolution 20-009)***

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

BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2020. 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 20-010)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2020.

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

**PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 20-011)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to retain the position of Planning Board Attorney, and appoint Don Young, term to expire December 31, 2020.

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

**DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 20-012)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to retain the position of Deputy Town Attorney, and appoint Don Young, term to expire December 31, 2020. This is a compensated position.

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

**JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES*****(Resolution 20-013)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, 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 2020, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2020.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, 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: Ms. Jenkins  
 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. Dubois  
 Zoning Board of Appeals: Mr. Hagreen

**TOWN BOARD MEETINGS SCHEDULE*****(Resolution 20-014)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to confirm the following schedule of Town Board Meetings for 2020, adopted at the November 18, 2019 meeting: 7:00 PM Mondays as follows:

January 6 (Organizational Meeting), February 10, March 9, April 13, May 11, June 8, July 13, August 10, September 14, September 28, October 19, November 9, and December 14. 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS*****(Resolution 20-015)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 ACTIVITIES 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**2020 HOLIDAY SCHEDULES**

The following 2020 Holiday Schedules were approved by the Town Board at their November 18, 2019 meeting:

**Town Hall**

Wednesday, January 1, 2020, New Year's Day (observed)  
 Monday, January 20, 2020, Dr. Martin Luther King, Jr. Day  
 Monday, February 17, 2020, President's Day  
 Monday, May 25, 2020, Memorial Day (observed)

Thursday, July 2, 2020, Independence Day  
Friday, July 3, 2020, Float Day  
Monday, September 7, 2020, Labor Day  
Monday, October 12, 2020, Columbus Day  
Wednesday, November 11, 2020 – Veterans Day  
Thursday, November 26, 2020, Thanksgiving Day  
Friday, November 27, 2020, Float Day  
Thursday, December 24, 2020 Float Day  
Friday, December 25, 2020 – Christmas Day

**Highway Department**

Friday, April 10, 2020  
Monday, May 25, 2020  
Monday, June 29, 2020  
Tuesday, June 30, 2020  
Wednesday, July 1, 2020  
Thursday, July 2, 2020  
Friday, July 3, 2020  
Monday, September 7, 2020  
Monday, October 12, 2020  
Wednesday, November 11, 2020  
Thursday, November 26, 2020  
Friday, November 27, 2020  
Friday, December 25, 2020

**TOWN HALL OPERATING HOURS**

The Town Board acknowledges the 2020 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 20-016)***

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

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

**EMERGENCY PREPAREDNESS (DISASTER) PLAN*****(Resolution 20-017)***

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

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

**OFFICIAL TOWN MAP*****(Resolution 20-018)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2019.

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

**OFFICIAL NEWSPAPER*****(Resolution 20-019)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2020.

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

**EMERGENCY RESPONSE – HIGHWAY DEPARTMENT*****(Resolution 20-020)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, 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 2020.

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

**MENDON FIRE HALL – ICE CONTROL*****(Resolution 20-021)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, 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 2020 as time and equipment availability permits.

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

**BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS*****(Resolution 20-022)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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 – 1st Wednesday of each month, 7:00PM

Planning Board – 1st and 3rd 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**OFFICIAL UNDERTAKINGS*****(Resolution 20-023)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**SALARIES – ELECTED/APPOINTED/HOURLY WAGES*****(Resolution 20-024)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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: \$15.45

Lead Mechanic \$ 29.87

Building Maintenance \$25.22

Mechanic Assistant \$ 21.11

Heavy Equipment Operator \$30.64

Foreman \$36.05

Medium/Mechanical Equipment Operator \$18.80 to \$28.03  
Dispatcher \$15.43 - \$28.03

**General Personnel - Hourly**

Bldg./Assmt Clerk \$14.85 - \$15.91  
Court Clerk \$17.39  
Custodian \$13.90  
Dep. Court Clerk/Dep. TC \$22.83  
Election Inspectors (as per Monroe County Board of Elections)  
Primary, Election, Registration 10.00/hr.  
Chair Determined by BOE  
Meetings Recorder \$15.45

**General Personnel - Salary**

Assessor \$33,099  
Building Inspect/Code Enforce Officer \$70,000  
Deputy Building Inspector \$38.46/hr.  
Dog Control Officer \$7,210  
Finance Officer \$35,640  
Bookkeeper \$9,000  
Fire Marshall \$3,028  
Historian \$2,369  
Planning Board Attorney \$12,360  
Planning Officer \$1,609  
Planning Board/ZBA Clerk \$15,157.48  
Recreation Leader \$200.00  
Secretary to the Supervisor \$16,937  
Town Attorney \$67,285  
Deputy Town Attorney \$2,060.00  
Zoning Board Attorney \$12,360  
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) \$9,931.00  
Highway Superintendent \$70,000  
Supervisor \$74,338  
Town Clerk \$89,477  
Town Justice (2) \$16,800

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

**PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES*****(Resolution 20-025)***

A motion was made by Mr. Hagreen, seconded by Mrs. 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 eleven percent (11%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute eighteen percent (18%) 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 paid an opt out of \$3,600 annually. 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. If an employee participates in the High Deductible Health Plan with a Health Savings Account, he/she may opt to have the \$500 deposited into that account, in addition to the \$700 the Town will contribute to the HSA, in lieu of a Limited Health Reimbursement Account.

**Clothing Allowance** – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 2020, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement

Officer, HEO, 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 \$250 per year in 2020, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

#### **SALARY SCHEDULE – PAYMENT CYCLE**

##### ***(Resolution 20-026)***

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

1. January 2
2. January 16
3. January 30
4. February 13
5. February 27
6. March 12
7. March 26
8. April 9
9. April 23
10. May 7
11. May 21
12. June 4
13. June 18
14. July 2
15. July 16
16. July 30
17. August 13
18. August 27
19. September 10
20. September 24
21. October 8
22. October 22
23. November 5
24. November 19
25. December 3
26. December 17
27. December 31

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

#### **MILEAGE ALLOWANCE**

##### ***(Resolution 20-027)***

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

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

**ANNUAL REPORT OF SUPERVISOR*****(Resolution 20-028)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 Bonadio Group an amount not to exceed \$2,500 from Acct. A1310.110.

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

**ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE*****(Resolution 20-029)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Mrs. Jenkins and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2020, or as soon thereafter as possible.

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

***(Resolution 20-030)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to appoint Mrs. 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, 2020, or as soon thereafter as possible.

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

**OFFICIAL BANKS*****(Resolution 20-031)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**PAYMENTS BEFORE AUDIT*****(Resolution 20-032)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, 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; Mrs. Jenkins, 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 – Ms. Jenkins

May – Mrs. Carroll

June – Mr. Dubois

July – Mr. Hagreen

August – Ms. Jenkins  
September – Mrs. Carroll  
October – Mr. Dubois  
November – Mr. Hagreen  
December – Ms. Jenkins

**PETTY CASH FUNDS*****(Resolution 20-033)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**FEE SCHEDULE*****(Resolution 20-034)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to adopt the 2020 Town of Mendon Fee Schedule below:

**ALL DEPARTMENTS**

Copies (8.5" x 11"): \$.25 per page  
Notary Service: No Charge  
Returned Check Fee: \$20.00

**ATHLETIC FIELDS**

One (1) use per week: \$100.00  
Average use of two (2) times per week: \$250.00  
Average use of greater than 2 time per week: \$400.00  
See Use Policy for policies and insurance requirements.

**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 (includes building equipment, building systems and garage):  
\$0.20 per square foot. \$200.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:

\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot thereafter.

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)

\$40.00 up to 1000 square foot. \$20.00 for each 500 square foot thereafter.

**Other**

Construction Trailer: \$20.00

Copy of Issued Permit: \$5.00 per permit

Demolition: \$15.00

Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.

Fence and Earth Berms: \$30.00

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

Free Standing Antennas (radio, wind turbines, etc.): \$75.00

Generator: \$100.00

Outdoor Sporting Court with Fence: \$25.00

Pond: \$50.00

Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item are required, \$25.00 per inspection.

Removal of Fuel Storage Tanks \$30.00

Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00

Solar Panels: \$75.00

Solar Farms: \$100/acre of leased/owned area

Swimming Pool, above ground (includes fence and 200 square foot deck): \$30.00

Swimming Pool, inground (includes fence): \$100.00

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 and all common, public and tenant space):

\$0.20 per square foot, \$200.00 minimum fee

Communications Tower (leased/owned area):

\$0.20 per square foot, \$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure):

\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot thereafter.

New or Added Shell Only: one half (1/2) 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 cabana, solar collector, etc.):

\$40.00 up to 1000 square foot. \$20.00 for each 500 square foot thereafter.

### **Other**

Construction Trailer: \$20.00

Copy of Issued Permit: \$ 5.00 per permit

Demolition: \$50.00

Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.

Fence and Earth Berms: \$20.00

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

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

Outdoor Sporting Court with Fence: \$20.00

Pond: \$50.00

Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item are required, \$25.00 per inspection

Sign, 0 to 30 square foot: \$30.00

Sign, 31 to 50 square foot: \$50.00

Sign, over 50 square foot: \$1.25 per square foot

Swimming Pool (includes fence): \$50.00

Zoning Compliance Letter: \$30.00

**COMMUNITY CENTER**

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

Not for Profits and Service Organizations: \$50.00 yearly maintenance fee, plus \$50.00 deposit. No Fee if use is between 9:00AM and 4:00PM Monday through Friday or \$15.00 per hour of use after 4:00PM 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.

**EXCAVATION FEES**

Permit: \$100.00 per acre to be excavated

Excavation (up to 10,000 cubic yards): \$500.00 per year

Excavation (over 10,000 cubic yards): \$3,000.00 per year

**HIGHWAY DEPARTMENT**

Driveway Permit: \$175.00

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**

Administrative Re-sub: \$150.00

Site Plan, one lot: \$350.00

Site Plan, each additional lot: \$50.00 each

Site Plan, accessory structure less than 1000 square foot footprint: \$125.00

**Subdivision of Land**

Application Fee, 1 to 4 lots: \$150.00

Application Fee, each additional lot (2-4): \$50.00 per lot

Application Fee, 5 or more lots: \$250.00

Application Fee, each additional lot (6+): \$50.00 per lot

Public Hearing: \$100.00

Review of Conservation Easements/Attorney Fees, 1-3 lots: \$75.00

Review of Conservation Easements/Attorney Fees, each additional lot (4+): \$25.00

Total cost not to exceed \$500.00.

**Commercial or Industrial**

Site Plan: \$300.00, plus \$25.00 per 1000 square foot

Site Plan, Cell Tower: \$1,000

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

Subdivision of Land (including P.U.D.'s) Application Fee: \$150.00, plus \$25.00 per acre

Public Hearing \$200.00

**All Planning**

Engineering Fee Deposit Site Plan: \$675.00, plus \$30.00 administration fee  
Engineering Fee Deposit Subdivision: \$165.00 per lot, plus \$30.00 administration fee  
EPOD Development Permit Application: \$15.00  
Map Resigning Fee \$150.00  
Recreation Fee (All Applications): \$1,200.00 per lot  
Special Use Permit: \$250.00  
Special Use Permit Amendment: \$100.00

**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.

**PUBLICATIONS/OTHER ITEMS**

1972 Map (historic) \$2.00  
Around Mendon and Honeoye Falls \$20.00  
Hamlet of Mendon Historic Walking Tour \$2.00  
Hamlet Sign Print \$5.00  
History of Mendon and Honeoye Falls \$25.00  
Bells and Whistlestops \$3.00  
Mendon's Cobblestone Landmarks \$10.00  
Migration to Mendon \$10.00  
Mugs \$4.00 each (Set of 4 \$12.00)  
Murder and Mayhem \$22.00

**TOWN CLERK'S OFFICE**

Dog License Spayed/Neutered: \$6.00  
Dog License Unspayed/Unneutered: \$15.00  
Dog License Service Dog (with paperwork from recognized organization): No Charge  
Dog Impoundment: \$17.00/day  
Dog Rabies Vaccination as part of impoundment: \$17.00  
Dog Impoundment at an emergency care facility: \$28.00/day  
Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$50.00  
Games of Chance License: \$25.00 per occasion  
Marriage License: \$40.00  
Marriage Transcript: \$10.00  
Peddler's Permit Applicant: \$500.00 per six (6) months,  
Peddler's Permit Employee of applicant: \$100.00 per employee for six (6) months

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

**ENVIRONMENTAL CONSERVATION BOARD****Member Appointment*****(Resolution 20-035)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Patrick Borrelli, for a term to expire 12/31/21, Jeremy Dalton for a term to expire 12/31/21, and Stacy Downs for a term to expire 12/31/21 and Peter Carosa for a term to expire 12/31/20, to the Environmental Conservation Board.

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

**HISTORIC PRESERVATION COMMISSION****Chair Appointment*****(Resolution 20-036)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire December 31, 2020.

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

**PLANNING BOARD****Member Appointment*****(Resolution 20-037)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint the following individual to the Planning Board: Earl DeRue, term to expire December 31, 2024;

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

**Vice Chair Appointment*****(Resolution 20-038)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint the following individual to the Planning Board Vice Chair: Earl DeRue, term to expire December 31, 2020;

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

**Chair Appointment*****(Resolution 20-039)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Brent Rosiek as Chair of the Planning Board, term to expire December 31, 2020.

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

**ZONING BOARD OF APPEALS****Member Appointments*****(Resolution 20-040)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint the following individuals to the Zoning Board of Appeals: Dustin Cichon, term to expire December 31, 2020; and Stephen Tudhope, term to expire December 31, 2024.

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

**Chair Appointment*****(Resolution 20-041)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint Danny Bassette as Chair of the Zoning Board of Appeals, term to expire December 31, 2020.

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

**RECORDS MANAGEMENT ADVISORY BOARD*****(Resolution 20-042)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2020: Diane C. Ham and Mary Louise Meisenzahl.

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

**ENGINEERING/PLANNING SERVICES*****(Resolution 20-043)***

A motion was made by Mr. Dubois, 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 2020 Standard Hourly Rate Schedule.

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

**LIBRARY BOARD OF TRUSTEES – APPOINTMENT*****(Resolution 20-044)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to appoint Cristina Romig and Timothy Boldt to the Library Board of Trustees, term to expire December 31, 2024.

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

**HIGHWAY DEPARTMENT AGREEMENTS****Highway Superintendent – Summer Work on Town Roads*****(Resolution 20-045)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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:

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:

1. GENERAL REPAIRS. The sum of \$430,839.46 for materials and the sum of \$30,490.60 for town labor shall be set aside to be expended for primary work and general repairs upon 15.17 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
  - (a) On Taylor Road commencing at W. Bloomfield Road and leading to State Route 64, a distance of 2.12 miles, there shall be expended not over the sum of \$35,600.00 for materials. Type: Stone & Oil Width of traveled surface: 20'
  - (b) On Taylor Road commencing at State Route 64 and leading to Mile Square Road, a distance of 1.13 miles, there shall be expended not over the sum of \$18,000.00 for materials. Type: Stone & Oil Width of traveled surface: 20'
  - (c) On Mile Square Road commencing at Taylor Road and leading to State Route 251, a distance of 0.55 miles, there shall be expended not over the sum of \$9,016.00 for materials. Type: Stone & Oil Width of traveled surface: 21'
  - (d) On Main Street Fishers commencing at Mile Square Road and leading to Ontario County Line, a distance of 0.36 miles, there shall be expended not over the sum of \$6,149.044 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (e) On Amann Road commencing at Boughton Hill Drive and leading to Dead End, a distance of 1.00 miles, there shall be expended not over the sum of \$17,081.68 for materials. Type: Stone & Oil. Width of traveled surface: 20'
  - (f) On Cole Road commencing at Mile Square Road and leading to State Route 64, a distance of 1.03 miles, there shall be expended not over a sum of \$17,594.13 for materials. Type: Stone & Oil. Width of traveled surface: 20'

- (g) On Royal Hunt Drive commencing at Probst Road and leading to the Cul-de-sac, a distance of 0.23 miles, there shall be expended not over a sum of \$3,928.79 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (h) On Winmark Way commencing at HF #5 Road and leading to the Cul-de-sac, a distance of 0.21 miles, there shall be expended not over a sum of \$3,306.00 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (i) On Lanning Road commencing at Parrish Road and leading to Cheese Factory Road, a distance of 1.43 miles, there shall be expended not over a sum of \$25,622.52 for materials. Type: Stone & Oil. Width of traveled surface: 22'
  - (j) On Quaker Meeting House Road commencing at Livingston County Line and leading to Boughton Hill Road, a distance of 3.3 miles, there shall be expended not over a sum of \$74,703.88 for materials. Type: Stone & Oil. Width of traveled surface: 22'
  - (k) On Semmel Road commencing at Quaker Meeting House Road and leading to Chamberlain Road, a distance of 1.1 miles, there shall be expended not over a sum of \$15,687.00 for materials. Type: Stone & Oil. Width of traveled surface: 22'
  - (l) On Probst Road commencing at Mile Square Road and leading to Ontario County Line, a distance of 0.6 miles, there shall be expended not over a sum of \$10,249.01 for materials. Type: Stone & Oil. Width of traveled surface: 21'
3. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
- (m) On Stoney Lonesome Road commencing at Quaker Meeting House Road and leading to State Route 65, a distance of 0.36 miles, there shall be expended not over the sum of \$40,633.19 for materials and labor.  
Type: Hot Mix Paving Width of traveled surface: 20'
  - (n) On Old French Road commencing at Scofield Road and leading to Cul-de-sac, a distance of 0.32 miles, there shall be expended not over the sum of \$38,109.46 for materials and labor. Type: Hot Mix Paving Width of traveled surface: Thickness:20'
  - (o) On Mendon Center Road commencing at Route 251 and leading to State Route 65, a distance of 0.83 miles, there shall be expended not over the sum of \$ 75,523.72 for materials and labor. Type: Hot Mix Paving Width of traveled surface: 22'
  - (p) On Probst Road, a distance of 0.6 miles, there shall be expended not over the sum of \$ 54,783.96 for materials and labor. Type: Mix Paver Width of traveled surface: 22'

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

#### **Commercial Driver's License Drug Testing Policy**

##### ***(Resolution 20-046)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to continue the current agreement with Educational Resource Associates through 2020, 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 \$1,095.00.

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

#### **Hamlet Street Lighting Maintenance Agreement**

##### ***(Resolution 20-047)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to continue the current agreement with Power & Construction Group (which includes Livingston Lighting and Power) through 2020, to repair and maintain the Town's Energy Only Street Lighting. Labor and material costs will be billed according to their 2020 rates.

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

**TOWN HALL AGREEMENTS****Heating and Cooling*****(Resolution 20-048)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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 2020 at a cost not to exceed \$950.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**Security System*****(Resolution 20-049)***

A motion was made by Mr. Dubois, seconded by Mr. Hageen, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2020 in the amount not to exceed \$500.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**Sprinkler System Service*****(Resolution 20-050)***

A motion was made by Mr. Hageen, seconded by Mrs. Carroll, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2020 at a cost not to exceed \$500.00 (\$125.00 per quarter).

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**Fire Extinguisher Service*****(Resolution 20-051)***

A motion was made by Mr. Dubois, seconded by Mr. Hageen, to continue the current agreement with Global Fire Protection for extinguisher service through 2020 at a cost not to exceed \$150.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**COMMUNITY CENTER AGREEMENTS****Heating and Cooling*****(Resolution 20-052)***

A motion was made by Mr. Dubois, seconded by Mr. Hageen, 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 2020 at a cost not to exceed \$280.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**Security System*****(Resolution 20-053)***

A motion was made by Mrs. Carroll, seconded by Mr. Hageen, 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 2020 in the amount not to exceed \$400.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**22 NORTH MAIN STREET AGREEMENT****Heating and Cooling*****(Resolution 20-054)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 2020 at a cost not to exceed \$700.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hageen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**VILLAGE OF HONEOYE FALLS AGREEMENTS****Reciprocal Snow Removal*****(Resolution 20-055)***

A motion was made by Mr. Dubois, 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 2020, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS****Use of Semmel Road Park*****(Resolution 20-056)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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 2020.

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

**MONROE COUNTY AGREEMENTS****Work Agreements*****(Resolution 20-057)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2020.

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

**Signage and Striping Agreements*****(Resolution 20-058)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to authorize Supervisor Moffitt to execute the agreement with Monroe County regarding Signage and Striping for 2020.

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

**COMMUNITY ORGANIZATION AGREEMENTS****Honeoye Falls-Mendon Community Concert Band*****(Resolution 20-059)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concert for the residents of Mendon during 2020, at a cost of \$1,000.00 per concert held.

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

**Honeoye Falls-Mendon Historical Society*****(Resolution 20-060)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2020, 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**USE OF TOWN MEETING ROOMS*****(Resolution 20-061)***

A motion was made by Mr. Hagreen, seconded by Mr. Jenkins, 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 7:00 PM for the year 2020: January 2, February 6, March 5, April 2, May 7, October 1 and November 5.

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 2020;

A meeting room in the Town of Mendon Falls Post 664 Community Center by the Mendon Democratic Committee on the 4<sup>th</sup> Thursday of each month at 7:00 PM in the year 2020;

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 2020 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 2020.

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

**DOG IMPOUNDMENT FACILITY*****(Resolution 20-062)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to enter into a contract with Suburban Animal Hospital for leased space and professional veterinary services in 2020 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; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**COMMUNICATIONS****Town Clerk**

Mr. Merzke reported on the collection of 2020 Town and County taxes and the established political calendar for 2020.

**Town Board**

Mr. Dubois reported on the Youth Center.

Mr. Hagreen reported on a visit to HanTek and electronic car charging stations.

**Supervisor**

Supervisor Moffitt reported on a visit to HanTek; electronic car charging stations; Arnold J. Leckie retiring from the Historic Preservation Commission, lighting at the Community Center; library building issues; PERMA; donated furniture to the Youth Center being cleaned; problems with health care broker; meeting dates for the Comprehensive Plan Update citizens Advisory Committee not received from LaBella; tax rates; the necessity to change from Windows 7 to Window 10; and the great help that the Town has received from the Town of Rush's Highway Superintendent Mark David.

**TOWN CLERK'S MONTHLY REPORT*****(Resolution 20-063)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's Monthly Report for December 2019, showing receipts and disbursements in the amount of \$3,778.80.

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

**MINUTES*****(Resolution 20-064)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the minutes of the regular meeting held on December 9, 2019, and the special meeting held on December 30, 2019, as presented/amended.

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

**VOUCHERS****General Abstract*****(Resolution 20-065)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve all claims on vouchers numbered 20-001 to 20-013, on General Abstract 20-01, in the amount of \$294,032.00.

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

**BUDGET ADJUSTMENTS/TRANSFERS/RESERVE FUNDS*****(Resolution 20-066)***

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

From	A1620.100	Building Town Hall Personnel	\$2,038.68
To	A1610.41	Central Computers Contractual	\$2,038.68
From	A1620.100	Building Town Hall Personnel	\$128.88
To	A1620.110	Community Center Personnel	\$128.88
From	A1620.100	Building Town Hall Personnel	\$799.98
To	A1620.112	Youth Center Personnel	\$799.98
From	A1620.417R	Mo. St. Maintenance Reserves	\$409.50
To	A1620.417	Mo. St. Maintenance	\$409.50
From	A1620.425	22 N. Main Water	\$140.00
To	A1620.423	22 N. Main Sprinkler Inspection	\$140.00
From	A1670.405	Central Print Law Publications	\$116.25
To	A1670.409	Central Print Advert/Legals	\$116.25
From	B3410.1	Public Safety Personnel	\$2,912.00
From	B8020.114	Planning Officer	\$1,563.00
To	B3620.1	Building Inspector	\$4,475.00
From	B1910.4	Web Site	\$1,467.57
To	B3620.110	Building Inspection Staff	\$1,467.57
From	B2772	Village Share Amb. Debt	2509.02
To	B4540.41	Ambulance Building	\$2,509.02
From	B7550.44	Veteran Day Celebration	\$26.46
To	B7510.1	Historian Contractual	\$26.46
From	B2771	Miscellaneous	\$134.14
To	B7610.404	Program for Aging	\$134.14
From	B9030.8	Social Security	\$182.80
To	B9060.8	Medical/Dental	\$182.80

01/06/20

TOWN OF MENDON

ORGANIZATIONAL AND REGULAR MEETING

From	DA9060.8	Medical Dental	\$796.04
To	DA9030.8	Social Security	\$796.04

From	DA9056.8	Uniform Cleaning	\$124.17
To	DA9089.82	Clothing Allowance	\$124.17

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

#### **PERSONNEL APPOINTMENT**

##### ***(Resolution 20-067)***

A motion was made by Mr. Haggren, seconded by Mrs. Carroll, to appoint Corey Gates as Deputy Building Inspector, at an hourly rate of \$38.46, term to expire 12/31/20.

Mrs. Jenkins asked if this individual was taking Mr. Voorhees' place. Supervisor Moffitt responded that this was a Deputy to work with Mr. Voorhees. Mrs. Jenkins asked how many hours a week he would be working. Supervisor Moffitt responded approximately 20 hours a week, at appropriate times.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Nay; Mr. Moffitt, Aye.

#### **RESOLUTION OF HONOR**

##### ***(Resolution 20-068)***

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

WHEREAS Mendon resident Stephen Tschiderer has served with distinction as the Chief of the Mendon Fire Department during 2017 and 2018, and

WHEREAS Mr. Tschiderer has also served our Country in the Army National Guard, having most recently been deployed in Afghanistan from January to November of 2019.

NOW, THEREFORE, the Town Board of the Town of Mendon hereby expresses its heartfelt thanks to Mr. Tschiderer for his distinguished service to our Country and to the Town of Mendon, and hereby declares January 25, 2020 as Stephen Tschiderer Day in the Town of Mendon.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

#### **EXECUTIVE SESSION – PERSONNEL**

##### ***(Resolution 20-069)***

A motion was made by Mrs. Carroll, seconded by Mr. Haggren, to enter into executive session for the purpose of discussing a personnel issue at 8:03PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

##### ***(Resolution 20-070)***

A motion was made by Mr. Haggren, seconded by Mr. Dubois, to exit the executive session for the purpose of discussing a personnel issue at 8:18PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

#### **PUBLIC COMMENT**

Bruce St. Lawrence, Middlesex, NY Planning Board, asked the Board how they advertised vacancies and what feedback they got from the public. Questions are not answered during the Public Comment period, so Supervisor Moffitt stated he would answer the question after the meeting.

#### **ADJOURNMENT**

##### ***(Resolution 20-071)***

A motion was made by Mr. Haggren, seconded by Mrs. Carroll, to adjourn the meeting at 8:21PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Haggren, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

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Town Clerk