

The organizational and regular meeting of the Mendon Town Board was held at 7:00PM, Monday, January 7, 2019, 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*, Gary Loope, *Highway Clerk*, Daniel Bassette, *Zoning Board of Appeals*, and approximately seven other people.

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

**AGENDA**

**(Resolution 19-001)**

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to adopt the agenda with the following amendments: add new No. 68, "Historic Preservation Commission, Member Appointment," new No. 69, "Highway Department – Purchase of Replacement Pickup Trucks," new No. 70, "Highway Department – Purchase of New Loader," No. 71, "Official Town Zoning Map – Establish Public Hearing," 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 comment.

**FUTURE SEWER TRANSMISSION AGREEMENT WITH PITTSFORD FOR MENDON GREEN DEVELOPMENT – AUTHORIZATION**

**(Resolution 19-002)**

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

Be it RESOLVED by the Town Board of the Town of Mendon, duly assembled:

1. Should a development on the parcel currently denominated as Mendon Green requiring sanitary sewer service by the Town of Pittsford receive final approval by this Town, the Supervisor is authorized to execute a Sewer Transmission and Maintenance Agreement with the Town of Pittsford in a form to be approved by the Town Attorney.
2. This resolution shall take effect immediately.

Mr. Roberts stated that he felt the Planning Board has done a terrific job of handling the issue of Mendon Green. He has spoken to many residents. He said that most thought the property was in Pittsford, but no one really had a problem with the development. He feels that the Town Board has a fiduciary responsibility to the taxpayers and said this development is an opportunity for good revenue for the Town. The Town has been able to keep the tax rate stable for a while, but costs are increasing and at some point more money is going to be needed. He supports the project.

Mrs. Carroll stated that her concerns were traffic, sewers, and zoning for the project. She said that most of the people that have appeared at Town Board meetings have been against the project. She has received emails and had conversations with residents as well. Some were not bothered by it but others were adamantly opposed.

Mr. Dubois stated that he feels the community has a need for “patio-type homes” for residents who want to downsize but stay in the community. The Town is beautiful and that didn’t just happen. It has taken a lot of work by various boards and board members over the years. For this project to proceed a new zoning classification would have to be created that allows sewers in the Town. He feels that would fundamentally change the “DNA” of Mendon. He does not feel the Town Board should change the core of the Town’s essence. He does not support the project.

Mr. Hagreen stated that he does not see this project as a “contagion.” He stated that Mendon will never have sewers outside of this. The connection to Pittsford limits the scope of sewer expansion in the Town. There is a need for this type of housing for people desiring to downsize. He also commented on the quality of the developer. He is in support of the project.

Supervisor Moffitt stated that this entire process has been a learning experience. This type of housing is needed, and it is contiguous to Pittsford. He has concerns of what Mendon will look like in 10-20 years. Sewers may come down NYS Route 251 from the east, and recently the Village of Honeoye Falls approved expansion of their sewer system outside of the Village into another county. He would like to see the newly formed Comprehensive Plan Update Citizens Advisory Committee go through their process.

Supervisor Moffitt asked the Town Clerk to call the roll:

Mrs. Carroll, Nay.  
 Mr. Hagreen, Aye.  
 Mr. Dubois, Nay.  
 Mr. Roberts, Aye.  
 Supervisor Moffitt, Nay.

The motion was defeated.

### **BUDGET ADJUSTMENTS**

#### ***(Resolution 19-003)***

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

From	B8023.400	Planning Projects Contracted Services	\$1,700.00
To	B8020.111	Planning Board Attorney	\$1,700.00

From	B8023.400	Planning Projects Contracted Services	\$1,700.00
To	B8010.111	Zoning Board Attorney	\$1,700.00

From	A1355.410	Assessor Travel/Conf/Dues	\$1,700.00
To	A1110.410	Justices Travel/Conf/Dues	\$1,700.00

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

### **PERSONNEL POLICY – ADOPTION WITH 2019 AMENDMENTS**

#### ***(Resolution 19-004)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the Personnel Policy with the following amendments for 2019:

#### **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-one percent (21%) 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 twenty percent (20%) of the premium. If the employee wishes to include eligible family members, the employee will pay twenty percent (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 twenty –five percent (25%) of the premium. If the employee wishes to include eligible family members, the employee will pay twenty-five percent (25%) of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

The Town will pay twenty-five percent (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 twenty percent (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 2019, 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 \$250 per year in 2019, 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, 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. Roberts, Aye; Mr. Hagreen, Aye; Mr. Moffitt, Aye.

**POLICY AND PROCEDURES MANUAL*****(Resolution 19-005)***

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

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

**DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR*****(Resolution 19-006)***

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

**POSITION APPOINTMENTS – PART TIME*****(Resolution 19-007)***

A motion was made by Mrs. Carroll, 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, 2019:

- 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 Mary Anne Magee
- Meetings Recorder – Part Time Michelle Booth

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

**POSITION RETENTION*****(Resolution 19-008)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, 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, 2019. 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, 2019.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2019.

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, 2019.

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

#### **Deputy Town Supervisor**

Supervisor Moffitt notified the Town Board that he has appointed John L. Hageen to the position of Deputy Town Supervisor, term to expire December 31, 2019, with the exception of February 16 – February 24, 2019.

Supervisor Moffitt notified the Town Board that he has appointed James P. Merzke to the position of Deputy Town Supervisor, for the period of February 16 – February 24, 2019. *And the citizens rejoiced.*

#### **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, 2019.

#### **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, 2019.

#### **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, 2019.

#### **DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION**

##### ***(Resolution 19-009)***

A motion was made by Mr. Roberts, seconded by Mr. Hageen, 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. Roberts, Aye; Mr. Hageen, 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 19-010)***

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

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Roberts, Aye; Mr. Hageen, 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 19-011)***

A motion was made by Mr. Hageen, seconded by Mrs. Carroll, 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, 2019. 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. Roberts, Aye; Mr. Hageen, 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 19-012)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, LLP according to the terms of the agreement between the Town and firm dated January 3, 2019, and approved by the Town Attorney. This term will expire December 31, 2019.

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

**PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT**  
***(Resolution 19-013)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to retain the position of Planning Board Attorney, and appoint the firm of Boylan Code, LLP according to the terms of the agreement between the Town and firm dated January 3, 2019, and approved by the Town Attorney. This term will expire December 31, 2019.

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

**DEPUTY ATTORNEY FOR THE TOWN – POSITION CREATION AND APPOINTMENT**  
***(Resolution 19-014)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to create the position of Deputy Attorney for the Town, and appoint the firm of Boylan Code, LLP, term to expire December 31, 2019, pending a written contract to be approved by the Supervisor. This is a compensated position.

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

**JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES**  
***(Resolution 19-015)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, 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 2019, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2019.

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

Zoning Board of Appeals: Mr. Roberts

**TOWN BOARD MEETINGS SCHEDULE*****(Resolution 19-016)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to adopt the following schedule of Town Board Meetings for 2019: 7:00 PM Mondays as follows: January 7 (Organizational Meeting), February 11, March 11, April 8, May 13, June 10, July 15, August 12, September 9, September 30, October 21, November 18, and December 9. Meetings will be held at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

**STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS*****(Resolution 19-017)***

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

**2019 TOWN HALL AND HIGHWAY DEPARTMENT CLOSURES**

The following 2019 Closure Schedules were approved by the Town Board at their October 15 and November 19, 2018 meetings:

**Town Hall**

Tuesday, January 1, 2019

Monday, January 21, 2019

Monday, February 18, 2019

Monday, May 27, 2019

Thursday, July 4, 2019

Friday, July 5, 2019

Monday, September 2, 2019

Monday, October 14, 2019

Monday, November 11, 2019

Thursday, November 28, 2019

Friday, November 29, 2019

Wednesday, December 25, 2019

Thursday, December 26, 2019

**Highway Department**

Friday, April 19, 2019  
Monday, May 27, 2019  
Monday, July 1, 2019  
Tuesday, July 2, 2019  
Wednesday, July 3, 2019  
Thursday, July 4, 2019  
Friday, July 5, 2019  
Monday, September 2, 2019  
Monday, October 14, 2019  
Monday, November 11, 2019  
Thursday, November 28, 2019  
Friday, November 29, 2019  
Wednesday, December 25, 2019

**TOWN HALL OPERATING HOURS**

The Town Board acknowledges the 2019 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.

**EMERGENCY PREPAREDNESS (DISASTER) PLAN*****(Resolution 19-018)***

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

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

**OFFICIAL TOWN MAP**

This topic will be discussed in the future.

**OFFICIAL NEWSPAPER*****(Resolution 19-019)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2019.

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

**EMERGENCY RESPONSE – HIGHWAY DEPARTMENT*****(Resolution 19-020)***

A motion was made by Mrs. Carroll, 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 2019.

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

**MENDON FIRE HALL – ICE CONTROL*****(Resolution 19-021)***

A motion was made by Mr. Dubois, 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 2019 as time and equipment availability permits.

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

**BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS*****(Resolution 19-022)***

A motion was made by Mr. Dubois, seconded by Mr. Roberts, 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 – 1st and 3rd Wednesday of each month at 7:00PM

Town Board –per schedule above at 7:00PM

Zoning Board of Appeals – 1st and 3rd Thursday of each month as needed at 7:00PM

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

**OFFICIAL UNDERTAKINGS*****(Resolution 19-023)***

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

**SALARIES – ELECTED/APPOINTED/HOURLY WAGES*****(Resolution 19-024)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, 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: \$27.21

Lead Mechanic \$30.60

Building Maintenance \$26.50

Mechanic Assistant \$25.13

Heavy Equipment Operator \$29.75

Foreman \$30.13

Medium/Mechanical Equipment Operator \$20.75 - \$27.21

Part-Time Employee Dispatcher \$14.16 - \$14.98

Full-Time Employee Dispatcher \$17.49 - \$26.42

General Personnel - Hourly

Bldg./Assmt Clerk \$17.00

Bldg./Assmt Clerk \$14.85

Court Clerk \$16.88

Custodian \$13.50

Dep. Court Clerk/Dep. TC \$22.17

Meetings Recorder \$15.00

General Personnel - Salary

Assessor \$31,827.00

Building Inspect/Code Enforce Officer \$77,324.00

Dog Control Officer \$7,000.00

Finance Officer \$34,269.00

Fire Marshall \$2,912.00

Historian \$2,300.00

Planning Board Attorney \$12,000.00  
Planning Officer \$1,563.00  
Planning Board/ZBA Clerk \$15,157.48  
Recreation Leader \$200.00  
Secretary to the Supervisor \$16,286.00  
Town Attorney \$65,326.00  
Deputy Attorney to the Town \$2,000.00  
Zoning Board Attorney \$12,000.00

**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) \$9,549.00  
Highway Superintendent \$86,036.00  
Supervisor \$71,479.00  
Town Clerk \$86,036.00  
Town Justice (2) \$16,154.50

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

**SALARY SCHEDULE – PAYMENT CYCLE**

***(Resolution 19-025)***

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

1. January 3
2. January 17
3. January 31
4. February 14
5. February 28
6. March 14
7. March 28
8. April 11
9. April 25
10. May 9
11. May 23
12. June 6
13. June 20
14. July 3
15. July 18
16. August 1
17. August 15
18. August 29
19. September 12
20. September 26
21. October 10
22. October 24
23. November 7

- 24. November 21
- 25. December 5
- 26. December 19

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

#### **MILEAGE ALLOWANCE**

##### ***(Resolution 19-026)***

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

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

#### **ANNUAL REPORT OF SUPERVISOR**

##### ***(Resolution 19-027)***

A motion was made by Mr. Roberts, 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 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. Roberts, Aye; Mr. Hageen, Aye; Mr. Moffitt, Aye.

#### **ANNUAL ACCOUNTING – TOWN BOARD COMMITTEES**

##### **General Accounting**

##### ***(Resolution 19-028)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to appoint Cynthia M. Carroll and John L. Hageen to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2019, or as soon thereafter as possible.

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

##### **Justice Court Accounting**

##### ***(Resolution 19-029)***

A motion was made by Mr. Dubois, seconded by Mr. Hageen, to appoint Thomas G. Dubois and Michael E. Roberts to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2019, or as soon thereafter as possible.

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

#### **OFFICIAL BANKS**

##### ***(Resolution 19-030)***

A motion was made by Mr. Hageen, seconded by Mr. Dubois, to name the following as official banks of the Town of Mendon: Canandaigua National, JP Morgan 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. Roberts, Aye; Mr. Hageen, Aye; Mr. Moffitt, Aye.

#### **PAYMENTS BEFORE AUDIT**

##### ***(Resolution 19-031)***

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

BE IT RESOLVED, pursuant to Section 119 (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. Roberts, Aye; Mr. Hagreen, 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 19-032)*

A motion was made by Mr. Roberts, 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. Roberts, Aye; Mr. Hagreen, Aye; Mr. Moffitt, Aye.

#### **FEE SCHEDULE**

*(Resolution 19-033)*

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to adopt the 2019 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

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

**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: \$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**

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

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

**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. Roberts, Aye; Mr. Hagreen, Aye; Mr. Moffitt, Aye.

## **ENVIRONMENTAL CONSERVATION BOARD**

### **Member Appointment**

#### ***(Resolution 19-034)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint Georgia A. Morgan to the Environmental Conservation Board, term to expire December 31, 2020.

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

## **PLANNING BOARD**

### **Chair Appointment**

#### ***(Resolution 19-035)***

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, 2019.

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

### **Member Appointment**

#### ***(Resolution 19-036)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to appoint Donald T. Irvine to the Planning Board, term to expire December 31, 2023;

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

## **ZONING BOARD OF APPEALS**

### **Chair Appointment**

#### ***(Resolution 19-037)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to appoint Daniel Bassette as Chair of the Zoning Board of Appeals, term to expire December 31, 2019.

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

### **Member Appointment**

#### ***(Resolution 19-038)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to appoint Stephen A. Maxon to the Zoning Board of Appeals, term to expire December 31, 2023;

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

## **RECORDS MANAGEMENT ADVISORY BOARD**

#### ***(Resolution 19-039)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2019: Diane C. Ham and Mary Louise Meisenzahl.

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

**ENGINEERING/PLANNING SERVICES*****(Resolution 19-040)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, 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 2019 Standard Hourly Rate Schedule.

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

**LIBRARY BOARD OF TRUSTEES – APPOINTMENT*****(Resolution 19-041)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagree, to appoint Alison Z. Jones and Thomas R. Ochsenhirt to the Library Board of Trustees, terms to expire December 31, 2023.

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

**HIGHWAY DEPARTMENT AGREEMENTS****Highway Superintendent – Summer Work on Town Roads*****(Resolution 19-042)***

A motion was made by Mr. Roberts, 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.

**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:

1. GENERAL REPAIRS. The sum of \$105,000 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.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
  - a) On Charleston Drive commencing at Assembly Drive and leading to Hampshire Lane, a distance of .14 miles, there shall be expended not over the sum of \$6,452.88. Type: Stone & Oil/Slurry Seal. Width of traveled surface: 20'.
  - b) On Governor's Circle commencing at Charleston Drive and leading to the cul-de-sac, a distance of 0.08 miles, there shall be expended not over the sum of \$ 3,959.11. Type: Stone & Oil/Slurry Seal. Width of traveled surface: 20'.
  - c) On Hampshire Lane commencing at Charleston Drive and leading to Charleston Drive, a distance of 0.3 miles, there shall be expended not over the sum of \$12,740.27. Type: Stone & Oil/Slurry Seal. Width of traveled surface: 20'.
  - d) On Hidden Ridge Trail commencing at SR 65 and leading to the cul-de-sac, a distance of 0.41 miles, there shall be expended not over the sum of \$72,714.30. Type: Mill and Fill. Width of traveled surface: 20'. Thickness: 2".  
NOTE: CHIPS PROJECT (DB51130)
  - e) On High Country Trail commencing at Probst Road and leading to the cul-de-sac, a distance of 0.36 miles, there shall be expended not over the sum of \$6,782.90. Type: Stone & Oil.
  - f) On Hunt Club Drive commencing at Boughton Hill Road and leading to the cul-de-sac, a distance of 0.4 miles, there shall be expended not over the sum of \$50,417.22. Type: Mill and Fill. Width of traveled surface: 20'. Thickness: 2".

- g) On Morgan Chase commencing at Hunt Club Drive and leading to the cul-de-sac, a distance of 0.12 miles, there shall be expended not over the sum of \$27,076.96. Type: Mill and Fill. Width of traveled surface: 20'. Thickness: 2".
- h) On Phila Street commencing at SR 251 and leading to the cul-de-sac, a distance of 0.23 miles, there shall be expended not over the sum of \$10,266.10. Type: Stone & Oil/Slurry Seal. Width of traveled surface: 20'.
- i) On Quaker Meeting House Road commencing at SR 251 and leading to the Ontario County Line, a distance of 3.514 miles, there shall be expended not over the sum of \$79,459.41. Type: Stone & Oil. Width of traveled surface: 20'.
- j) On Royal Hunt Lane commencing at Probst Road and leading to the cul-de-sac, a distance of 0.23 miles, there shall be expended not over the sum of \$24,815.22. Type: Cold Mix Pave. Width of traveled surface: 20'.
- k) On Shone Circle commencing at SR 251 and leading to the cul-de-sac, a distance of 0.14 miles, there shall be expended not over the sum of \$6,452.75. Type: Stone & Oil/Slurry Seal. Width of traveled surface: 20'.
- l) On Topspin Drive commencing at Pittsford Mendon Center Road and leading to the cul-de-sac, a distance of 0.57 miles, there shall be expended not over the sum of \$10,206.22. Type: Stone & Oil. Width of traveled surface: 20'.
- m) On Winmark Way commencing at Honeoye Falls Five Points Road and leading to the cul-de-sac, a distance of 0.18 miles, there shall be expended not over the sum of \$19,989.18. Type: Mix Pave. Width of traveled surface: 21'.
- n) On Lanning Road commencing at Parrish Road and leading to Parrish Road, there shall be expended not over the sum of \$79,700.35. Type: Mix Pave.
- o) On Lanning Road commencing at the Ontario County Line and leading to Parrish Road, there shall be expended not over the sum of \$ 12,800.58. Type: Stone & Oil.

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

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

##### ***(Resolution 19-043)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to continue the current agreement with Educational Resource Associates through 2019, 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. Roberts, Aye; Mr. Hageen, Aye; Mr. Moffitt, Aye.

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

##### ***(Resolution 19-044)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to continue the current agreement with Power & Construction Group (which includes Livingston Lighting and Power) through 2019, to repair and maintain the Town's Energy Only Street Lighting. Labor and material costs will be billed according to their 2019 rates.

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

#### **TOWN HALL AGREEMENTS**

##### **Heating and Cooling**

##### ***(Resolution 19-045)***

A motion was made by Mr. Hageen, 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 2019 at a cost not to exceed \$950.00.

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

**Security System*****(Resolution 19-046)***

A motion was made by Mrs. Carroll, 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 2019 in the amount not to exceed \$500.00.

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

**Sprinkler System Service*****(Resolution 19-047)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2019 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

**Fire Extinguisher Service*****(Resolution 19-048)***

A motion was made by Mr. Roberts, seconded by Mr. Hageen, to continue the current agreement with Rochester Fire Equipment Company Inc. for extinguisher service through 2019 at a cost not to exceed \$150.00.

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

**COMMUNITY CENTER AGREEMENTS****Heating and Cooling*****(Resolution 19-049)***

A motion was made by Mrs. Carroll, 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 2019 at a cost not to exceed \$280.00.

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

**Security System*****(Resolution 19-050)***

A motion was made by Mr. Hageen, 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 2019 in the amount not to exceed \$400.00.

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

**22 NORTH MAIN STREET AGREEMENT****Heating and Cooling*****(Resolution 19-051)***

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 2019 at a cost not to exceed \$700.00.

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

**VILLAGE OF HONEOYE FALLS AGREEMENTS****Reciprocal Snow Removal*****(Resolution 19-052)***

A motion was made by Mr. Roberts, seconded by Mr. Hageen, 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 2019, 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. Roberts, Aye; Mr. Hageen, Aye; Mr. Moffitt, Aye.

**HONEOYE FALLS – LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS****Use of Semmel Road Park*****(Resolution 19-053)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, 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 2019.

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

**MONROE COUNTY AGREEMENTS****Work Agreements*****(Resolution 19-054)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2019.

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

**Signage and Striping Agreements*****(Resolution 19-055)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to authorize Supervisor Moffitt to execute the agreement with Monroe County regarding Signage and Striping for 2019.

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

**COMMUNITY ORGANIZATION AGREEMENTS****Honeoye Falls-Mendon Community Concert Band*****(Resolution 19-056)***

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 2019, at a cost of \$1,000.00 per concert held.

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

**Honeoye Falls-Mendon Historical Society*****(Resolution 19-057)***

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 2019, 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. Roberts, Aye; Mr. Hagreen, Aye; Mr. Moffitt, Aye.

**USE OF TOWN MEETING ROOMS*****(Resolution 19-058)***

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

The first level of the Town of Mendon Falls Post 664 Community Center Falls-Mendon Historical Society on the following dates at 7:00PM for the year 2019: 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 second Wednesday of each month at 7:00PM in the year 2019;

The first level of 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 2019;

The first level of 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 2019.

The lower level of the Town of Mendon Falls Post 664 Community Center is reserved for the sole and exclusive use of American Legion Honeoye Falls Post #664 in perpetuity (Mendon Town Board Resolution 16-102, adopted March 14, 2016). Use of the entire facility is reserved for their purposes on Memorial Day (observed - May 27, 2019), their August Picnic (August 8, 2019), Veterans Day (November 11, 2019), and their Christmas Party (December 12, 2019).

The first level of the Town of Mendon Falls Post 664 Community Center is reserved for the American Legion Falls Post #664 Auxiliary on the second Thursday of each month in 2019 at 7:30PM.

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

#### **DOG IMPOUNDMENT FACILITY**

A contract with Monroe Veterinary Associates/Suburban Animal Hospital for leased space and professional veterinary services in 2019 in relation to dog impoundment for the Town of Mendon was adopted by the Town Board at its December 10, 2018 meeting.

#### **COMMUNICATIONS**

##### **Town Clerk**

Mr. Merzke reported on the collection of 2019 Town and County taxes.

##### **Town Board**

Mr. Hageen reported on an idea for electric car charging stations in the Village parking lot at Town Hall.

##### **Supervisor**

Supervisor Moffitt reported on the Town of Lima's moratorium on solar farms; a SEQRA document received from the Town of Rush for their proposed solar legislation; a report from NYS Ag & Mkts regarding the satisfactory inspection of the Town's Dog Control records for 2018; the Town Historian's 2018 Annual Report; the RFP for furniture for the Library building; public water extensions in Sterling, NY; a leaf-raking incident at the Library building; the receipt of another letter regarding Mendon Green from a Mr. David Smith; Ambulance building lighting; 15 Monroe Street renovations; the Library building children's area, some items being completed from the water district project; the 2019 Town & County Combined tax bills are out; and his absence from the office on Monday, January 14th.

#### **TOWN CLERK'S MONTHLY REPORT**

##### ***(Resolution 19-059)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for December 2018, showing receipts and disbursements in the amount of \$4,867.00.

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

#### **MINUTES**

##### ***(Resolution 19-060)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to approve the minutes of the Special Town Board meeting held Monday, December 31, 2018 as presented/amended.

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

**ABSTRACT OF AUDITED VOUCHERS****General Abstract*****(Resolution 19-061)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 19-001 to 19-031, on General Abstract 19-01, in the amount of \$405,247.04.

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

**Highway Abstract*****(Resolution 19-062)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to approve all claims on vouchers numbered 19-001 to 19-009, on Highway Abstract 19-01, in the amount of \$2,089.96.

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

**Library Abstract**

The Library Board of Trustees was meeting at the same time as this meeting.

**MENDON RECREATION CENTER – PRESENTATION**

Mr. Dubois presented the Town Board with a PowerPoint presentation detailing his idea to use the building at 15 Monroe Street as a Town-run youth center.

**ASSOCIATION OF TOWNS ANNUAL TRAINING*****(Resolution 19-063)***

A motion was made by Mr. Roberts, seconded by Mr. Hagreen, to approve the attendance of the following employees at the New York State Association of Towns 2019 Annual Meeting & Training School, February 17-20, 2019, at the New York Marriott Marquis, New York, NY: Cynthia M. Carroll, Thomas G. Dubois, John L. Hagreen, and Michelle Booth. Cost not to exceed \$1,700.00, is budgeted, and will be paid from accounts A1010.410 and A1110.410.

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

**CODE ENFORCEMENT OFFICER – CONFERENCE ATTENDANCE*****(Resolution 19-064)***

A motion was made by Mrs. Carroll, seconded by Mr. Roberts, to approve the attendance of Code Enforcement Officer Thomas G. Voorhees at the Finger Lakes Building Officials Annual Education Conference, March 12-14, 2019, 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. Roberts, Aye; Mr. Hagreen, Aye; Mr. Moffitt, Aye.

**HIGHWAY SUPERINTENDENT – HIGHWAY SCHOOL ATTENDANCE*****(Resolution 19-065)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the attendance of William Smith, Highway Superintendent, at the 2019 Highway School sponsored by Cornell Local Roads Program and the Association of Towns from June 3-5, 2019 in Ithaca, New York. Cost not to exceed \$600.00 and is included in the 2019 budget, to be paid from A5010.460.

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

**HIGHWAY SUPERINTENDENT – NYS LOCAL ROADS & BRIDGES SUMMIT & GRASSROOTS CAMPAIGN ATTENDANCE*****(Resolution 19-066)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to approve the attendance of William Smith, Highway Superintendent, at the NYS Local Roads & Bridges Summit & Grassroots Campaign from March 5-6, 2019 in Albany, New York. Cost not to exceed \$300.00 and is included in the 2019 budget to be charged to A5010.460.

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

**ROAD DEDICATION – OLD STABLE WAY*****(Resolution 19-067)***

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

Be it resolved by the Town Board of the Town of Mendon, duly assembled:

1. The Town hereby accepts dedication of Ridings of Mendon, Old Stable Way, upon tender by the developer of an appropriate warranty deed of dedication and other documents required for recording the deed, all to be in a form approved by the Town Attorney.
2. The developer will also tender payment for the fees to record these documents with the County Clerk, and provide to the Superintendent of Highways a map of the roads dedicated in a format of 11 inches by 17 inches.
3. The developer shall provide \$23,425.10 in the form of a letter of credit, cash or a maintenance bond for two years from the filing of the deed of dedication.
4. The Town Board hereby consents to the Highway Superintendent making an order laying out such Highways pursuant to Section 171 of the Highway Law.

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

**SEMMELE ROAD PROPERTY – FARMING LEASE*****(Resolution 19-068)***

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

BE IT RESOLVED, that the Mendon Town Board authorizes the Supervisor to advertise for bids to farm 33.508 acres of Town owned land on Semmele Road, tax account number 222.01-1-4.12. Period of the resultant contract will be from execution of lease until December 31, 2020. Bids will be opened and read aloud at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY at 10:00 AM, Wednesday, January 30, 2019. The Town Clerk is hereby directed to place all advertisements as required by law.

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

**15 MONROE STREET – WATER EXTENSION*****(Resolution 19-069)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to authorize the expenditure of \$3,000.00 to the Monroe County Water Authority for fees and materials related to the extension of public water to 15 Monroe Street, to be paid from account A1620.412.

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

**HISTORIC PRESERVATION COMMISSION****Member Appointment*****(Resolution 19-070)***

A motion was made by Mr. Hagreen, seconded by Mr. Roberts, to appoint Arnold J. Leckie to the Historic Preservation Commission, term to expire December 31, 2021.

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

**HIGHWAY DEPARTMENT – PURCHASE OF REPLACEMENT PICKUP TRUCKS*****(Resolution 19-071)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to authorize the purchase of the following: a 2019 Ford F-350 XL Supercab at a cost not to exceed \$39,484.30; and a 2019 Ford F-550 XL at a cost not to exceed \$46,647.13. Both purchases are based on Onondaga County, NY bid pricing and are a part of the 2019 Capital Budget.

*Mr. Boyce left the meeting at 8:29PM.*

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

**HIGHWAY DEPARTMENT – PURCHASE OF NEW LOADER*****(Resolution 19-072)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to authorize the purchase of a 2019 Volvo L90H Loader from Vantage Equipment. The total cost to be paid is \$58,426.00, which includes a trade-in allowance of \$118,800.00 for the Town's 2014 John Deere Loader. With this trade, purchasing from Vantage Equipment yields to lowest overall cost to the Town. This purchase is provided for as part of the 2019 Capital Budget.

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

**OFFICIAL TOWN ZONING MAP – ESTABLISH PUBLIC HEARING*****(Resolution 19-073)***

A motion was made by Mr. Roberts, seconded by Mr. Dubois, to hold a public hearing 7:00PM, Monday, February 11, 2019, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, for the purpose of considering the adoption of the Official Town Zoning Map.

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

**PUBLIC COMMENT**

Gary Loope, 21 Semmel Road, commented on the Mendon Recreation Center presentation.

Daniel Bassette, 20-1 East Street, commented on the leaf-raking incident.

Mr. Roberts informed the Board that Highway Superintendent William E. Smith was celebrating 34 years with the Town of Mendon on January 8, 2019, and expressed his congratulations. The Board and audience burst into rejoicing, adulation and applause.

**ADJOURNMENT*****(Resolution 19-074)***

A motion was made by Mr. Hagreeen, seconded by Mr. Roberts, to adjourn the meeting at 8:38PM.

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

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Town Clerk