

The regular meeting of the Mendon Town Board was held at 7:00PM, Monday, February 10, 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 15 other people, including Town Hall and Highway Department personnel.

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

AGENDA

(Resolution 20-075)

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

PUBLIC COMMENT

No one from the public wished to comment.

COMMUNICATIONS

Town Board

Mrs. Carroll reported on the Library Board of Trustees.

Mr. Dubois reported on the Planning Board and the Youth Center. The Board discussed the issue of social media and the Youth Center.

Mr. Hagreen reported on the electronic car charging station project.

Supervisor

Supervisor Moffitt reported on the Village attempt to create a committee to look at a new building for the Fire Department; a noise complaint from Bosworth Field concerning business in the Town of Victor; the mediation session regarding the settlement for the Carriage Street properties assessments; a letter from the county regarding the solar farm application; new CDL testing; storm damage at the library building; the completion of the ambulance facility lighting project; meetings with the new owners of Markus Park; receipt of the Historian’s Annual Report; employees at the Youth Center; and distributed information on Town tax rates for the past 10 years.

SUPERVISOR’S MONTHLY REPORT

(Resolution 20-076)

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to acknowledge receipt of the Supervisor’s Monthly Report for December 2019.

Supervisor Moffitt reviewed the report with the Board.

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

TOWN CLERK'S MONTHLY REPORT***(Resolution 20-077)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for January 2020, showing receipts and disbursements in the amount of \$3,544.75. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

MINUTES***(Resolution 20-078)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to approve the minutes of the organizational and regular meeting held on January 6, 2020, and the special meeting held on January 21, 2020, as presented.

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

BUDGET ADJUSTMENTS/TRANSFERS/RESERVE FUNDS***(Resolution 20-079)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the following budget adjustments: increase Assigned Fund Balance by \$6,000 and increase Expenditure L7410.110 Clerks by \$6,000.

Mrs. Carroll explained the background of this transfer for the Library.

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

VOUCHERS**General Abstract*****(Resolution 20-080)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to approve all claims on vouchers numbered 20-014 to 20-112, on General Abstract 20-02, in the amount of \$1,021,339.46.

Supervisor Moffitt and Mr. Dubois reviewed some of the large dollar items with the Board.

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

Library Abstract

Library vouchers numbered 20-007 to 20-020, on Library Abstract 20-02, in the amount of 7,555.01, were presented to the Town Board for payment.

RECOGNITIONS OF SERVICE**Proclamation Recognizing William E. Smith*****(Resolution 20-081)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the following resolution:

Whereas William E. Smith is an ethical, trustworthy, and principled forty-year resident of the Town of Mendon;

Whereas William E. Smith has dedicated his adult life to serving the Town of Mendon for over thirty years;

Whereas William E. Smith began his career as a Mendon Highway Department employee in 1986;

Whereas William E. Smith began his service as the highly regarded Town of Mendon Highway Superintendent in 2003;

Whereas William E. Smith retired from his position as Mendon Highway Superintendent on August 31, 2019;

Now, therefore, be it proclaimed that we, the members of the Mendon Town Board, do hereby recognize and extend our sincere congratulations and gratitude to William Smith for his dedicated service to the Town of Mendon and his loyalty and passion in his career as Mendon Highway Superintendent, and we express our best wishes to him in his highly deserved retirement.

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

Certificate of Recognition – Robert Keenan

(Resolution 20-082)

A motion was made by Mrs. Carroll, seconded by Mr. Moffitt, to adopt the following resolution: This certificate of recognition is presented by the Town of Mendon to Robert Keenan in recognition of your 32 years of service from 1987-2019 as Mechanic and then as Lead Mechanic at the Highway Department. The Mendon Community definitely benefited from your invaluable efforts, dedication, and commitment. Your service is greatly appreciated.

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

Certificate of Recognition – Gary Loope

(Resolution 20-083)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the following resolution: This certificate of recognition is presented by the Town of Mendon to Gary Loope in recognition of your 19 years of service, first as part-time Laborer, then appointed as Highway Clerk at the Highway Department. The Mendon Community definitely benefited from your invaluable efforts, dedication, and commitment. Your service is greatly appreciated.

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

HIGHWAY SUPERINTENDENT – APPOINTMENT

(Resolution 20-084)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to appoint Andrew Caschetta to the position of Highway Superintendent, effective immediately with term to expire December 31, 2020. Salary for the position from February 10, 2020–to December 31, 2020 will not exceed \$63,190.00 and will be paid from line A5010.100.

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

CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR/FIRE MARSHAL/PLANNING OFFICER – APPOINTMENT

(Resolution 20-085)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Corey Gates Code Enforcement Officer and Building Inspector (B3620.100), Fire Marshal (B3410.100), and Planning Officer (B8020.114), at a combined 2020 salary not to exceed \$74,637.00. Although not currently authorized under the Town's adopted Personnel Policy, Mr. Gates will be awarded five (5) vacation days in 2020.

Mrs. Jenkins asked if this was the same individual recently hired as Deputy Building Inspector. Supervisor Moffitt replied in the affirmative. Supervisor Moffitt stated he would like Mrs. Jenkin's input on the Town's Personnel Policy.

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

CODE ENFORCEMENT CONSULTANT – AUTHORIZATION TO HIRE

(Resolution 20-086)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to hire Thomas G. Voorhees as a Code Enforcement Consultant, term to expire December 31, 2020. Compensation for this position will not exceed \$10,000.00 and will be paid from line B3620.131.

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

TOWN HALL – DUCT CLEANING – AUTHORIZE REQUEST FOR PROPOSALS***(Resolution 20-087)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize the Supervisor to prepare and distribute a Request for Proposal for duct cleaning at the Mendon Town Hall.

Supervisor Moffitt explained that this has not been done at the Town Hall in a long period of time.

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

TOWN HALL – TRIM/SOFFIT PAINTING AND GUTTER REPLACEMENT – AUTHORIZE REQUEST FOR PROPOSALS***(Resolution 20-088)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to authorize the Supervisor to prepare and distribute a Request for Proposal for work painting trim and replacing gutters at the Mendon Town Hall.

Supervisor Moffitt explained the scope of this project with the Board.

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

ROOF REPLACEMENT PROJECTS – COMMUNITY CENTER AND HIGHWAY DEPARTMENT – AUTHORIZE INVITATION TO BID***(Resolution 20-089)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize the distribution of bid documents for the Highway Department and Community Center Roof Replacement Project, as prepared by LaBella Associates. Bids will be opened and publicly read aloud Tuesday, March 24, 2020, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY. For Printed Procurement and Contracting Documents: Obtain on Friday, February 28, 2020 by contacting Data Flow. Documents will be provided to prime bidders only; only complete sets of documents will be issued. Cost for printed sets will be the responsibility of the Contractor. For Online Procurement and Contracting Documents: Obtain access after Friday, February 28, 2020 by contacting DataFlow at www.godataflow.com. Online access will be provided for viewing.

Supervisor Moffitt reviewed this project with the Board.

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

CARRIAGE STREET PROPERTIES – APPRAISAL APPROVAL***(Resolution 20-090)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve the Town's portion of the invoice from GAR Associates LLC for the appraisal of properties on Carriage Street related to recent litigation, in an amount not to exceed \$5,000.00, from line A1930.400.

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

EV CAR CHARGING GRANT – APPLICATION APPROVAL & RFP AUTHORIZATION***(Resolution 20-091)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to authorize an application to the Charge Ready NY Program for assistance in the installation of an EV Charging Station – Level Two Dual Charging Station, at 22 North Main Street. Further, the preparation and distribution of a Request for Proposal for said project is also authorized.

The Board discussed the project.

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

TOWN HALL – MAIL MACHINE – APPROVAL OF NEW EQUIPMENT LEASE***(Resolution 20-092)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to authorize entering into a new lease agreement with Neopost for an IN-600AF Postal Meter Machine and related equipment for a term of 63 months at \$183.00 a month. Amounts will come from account A1620.402.

Mr. Merzke explained that the current lease was expiring and this would be for a newer machine at the same cost the Town is currently paying.

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

COMPREHENSIVE PLAN CITIZEN ADVISORY COMMITTEE – ESTABLISH MEETING SCHEDULE***(Resolution 20-093)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to establish the following days as meetings of the Comprehensive Plan Citizen Advisory Committee: 6:00PM, Tuesday, March 10, 2020, and 7:00PM, Tuesday, April 14, 2020. Both meetings will be held at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls.

Supervisor Moffitt explained that the April 14th meeting is planned to be an “open house” meeting, designed for public comment.

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

HIGHWAY DEPARTMENT – PURCHASE OF NEW EQUIPMENT***(Resolution 20-094)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to purchase the following pieces of equipment:

2020 Chevy 1500 from VanBortel Chevy. Delivery would be approximately 16-20 weeks from order. The price is \$30,317.38 (\$351.09 cheaper than the 2018 Ford F150). (Budget line item: DA5130.4)

Ferris Mower IS2100ZKAV2661 - 25.5HP Kawasaki Engine, 61” Deck from Saxby Implement Corp. Delivery approximately 2 weeks. The price is \$8,500. (Budget line item: DA5130.4)

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

HIGHWAY DEPARTMENT – RECORDS RETENTION DISPOSITION

Mr. Merzke discussed plans of the Highway Department to engage the services of a company to mass shred some documents they have past their scheduled retention period.

HIGHWAY DEPARTMENT – DECLARATION OF SURPLUS***(Resolution 20-095)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to declare the scrap metal stored at the Highway Department as surplus, and authorize its disposition.

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

TOWN HALL – DECLARATION OF SURPLUS***(Resolution 20-096)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to declare various office furniture, several chairs and one desk as surplus, and authorize their disposition.

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

15 MONROE STREET – CLEANER***(Resolution 20-097)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to authorize the Supervisor to hire a cleaner for the Mendon Youth Center at 15 Monroe Street to be paid \$13.00 per hour from line A1620.417.

Supervisor Moffitt explained that the position would be two to three hours, once a week. Mrs. Jenkins asked if the daily cleaning would be done by the Youth Center staff and Supervisor Moffitt replied in the affirmative.

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.

EXECUTIVE SESSION – PENDING LITIGATION***(Resolution 20-098)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to enter into executive session for the purpose of discussing pending litigation at 7:50PM.

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

Supervisor Moffitt recused himself from the discussion because of a personal relationship with the petitioner of the first matter and left the room at 7:50PM.

Supervisor Moffitt returned to the room at 7:56PM.

(Resolution 20-099)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to exit the executive session at 8:08PM.

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

ASSESSMENT SETTLEMENT AGREEMENT***(Resolution 20-100)***

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

BE IT RESOLVED by the Town Board of the Town of Mendon, duly assembled:

1. The Town Attorney is authorized to settle the pending Supreme Court proceeding entitled Paul J. Wilmot v. The Board of Assessors et al. by establishing the assessed value of the property for the 2019-2020 tax year at \$1,290,000, with no refunds to be paid to the Petitioner.
2. This resolution shall take effect immediately.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt abstained due to a personal relationship with the petitioner.

ADJOURNMENT***(Resolution 20-101)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adjourn the meeting at 8:10PM.

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

Town Clerk