**The regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, February 13, 2023, 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*

# Karen R. Jenkins *} Members*

Brent Rosiek

# 

**TOWN CLERK:** Michelle Booth

**HIGHWAY SUPERINTENDENT:** Andrew Caschetta

**OTHERS PRESENT:** Danny Bassette, *Zoning Board Chair,* andGirl Scout Troop #410

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

# AGENDA

## (Resolution 23-083)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the amended agenda. An item was added to #21 and then renumbered respectively.

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

# PUBLIC COMMENT

There were no comments.

**COMMUNICATIONS**

**HIGHWAY SUPERINTENDENT, Andrew Caschetta,** reported on Town, County, and State Business. He amended his communication from January’s meeting.

**TOWN CLERK, Michelle Booth,** gave an update on the required Oath of Office signatures and the status of tax collection. She has reached out to the RGH Mobile Mammogram unit to schedule a date for Mendon. She also contacted AARP to get Mendon involved with the free tax preparations for seniors. Ms. Booth attended a Claims Auditing webinar and reported her office in full compliance with the new Notary Laws and Marriage Laws set forth by the Governor.

**TOWN BOARD**

**Brent Rosiek,** amended an error in his communication from January; reported on the Planning Board and Mendon Community Business Association; gave an update on the spray park, upcoming events in the Hamlet, Comprehensive Plan modifications, and the building use for the old Mendon Wok. Mr. Rosiek may attend a meeting at the Honeoye Falls Village in regards to Accessory Dwelling Units and has been researching the subject.

**Karen Jenkins,** reported on the Fire Protection Committee meetings and the Historic Preservation Committee meetings.

**Cynthia Carroll,** gave a report on the library. She highlighted a brochure that is available in the Town Hall and details all the events.

**Thomas Dubois,** reported on the Zoning Board of Appeals, Environmental Conservation Board, and the Mendon Youth Center.

**SUPERVISOR, John Moffitt,** notified the Board that he will be on vacation 2/18 – 2/26, the Deputy Supervisor will be available. He reported on weekly meetings with Mr. Rosiek and the Code Enforcement officer in regards to the Town Code. Mr. Moffitt hired Kevin Junge as a buildings and grounds employee; he started about two weeks ago and is working out great. The Supervisor attended a webinar on Zoning; hosted a tour and information session to Troop #105 at the Town Hall; provided a sworn affidavit to the attorney handling the Kuhn court case; and placed an order for the hamlet flowers with the Monroe County “In Bloom” program. He reported on the Accessory Dwelling Unit as it relates to the Mendon Growth Targets. Mr. Moffitt may not be available for the March 13 meeting, if that is the case, Deputy Supervisor Merzke will hold the meeting. He provided a report on the budget for the spray park to each Board Member.

**SUPERVISOR’S MONTHLY REPORT**

***(Resolution 23-084)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor’s Monthly Report for January 2023.

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

**TOWN CLERK’S MONTHLY REPORT**

***(Resolution 23-085)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to acknowledge receipt of the Town Clerk’s Monthly Report for January 2023, showing receipts and disbursements in the amount of $4,578.32.

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

**MINUTES**

***(Resolution 23-086)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to approve the minutes of the January 2, 2023 Town Board Meeting as amended. Ms. Carroll clarified her communication from the last meeting.

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

**BUDGET TRANSFERS**

***(Resolution 23-087)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the following budget transfers for the 2023 final budget:

Fr:  A1990.470 Contingent Account $24,121.50

To: A1620.200 Equipment B&G $24,121.50

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

**VOUCHERS**

**General Abstract**

***(Resolution 23-088)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 23-082 to 23-139, on General Abstract 23-02, in the amount of $842,857.87.

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

**Library Abstract**

Library vouchers numbered 23-007 to 23-020, on Library Abstract 23-02, in the amount of $10,673.32 were presented to the Town Board for payment.

**CODE ENFORCEMENT OFFICER/BUILDING INSPECTOR TRAINING**

***(Resolution 23-089)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to approve the request to attend the Finger Lakes Building Officials annual conference, March 13-15, 2023 at the RIT Conference Center. Amount not to exceed $445.00 from account number B3620.40.

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

**CLERK PLANNING AND ZONING TRAINING**

***(Resolution 23-090)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the request to attend the New York Planning Federation Annual Conference, April 16-18, 2023 at the Saratoga Hilton. Not to exceed $1,000.00, including conference fee, lodging, mileage, tolls and meals. From account numbers B8020.43, B8010.420 and B3620.401.

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

**COMPUTER PURCHASING**

***(Resolution 23-091)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to approve the purchase of (4) desktop computers from Dell model number OptiPlex 3000, software will be purchased separately, from the following amount. Not to exceed $4,000.00 from account number A1610.2.

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

**ESTABLISHING A RESERVE FUND FOR THE A FUND**

***(Resolution 23-092)***

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be financed from the Reserve Fund is the acquisition of vehicles or equipment for the Buildings and Grounds Department.

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

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

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to establish a Reserve Fund (TYPE) in the A Fund for acquisition of vehicles or equipment for the Buildings and Grounds Department.

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

**ESTABLISHING A RESERVE FUND FOR THE B FUND**

***(Resolution 23-093)***

RESOLVED, that pursuant to Section 6-c of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be financed from the Reserve Fund is the acquisition of vehicles or equipment for the Code Enforcement/Building Department.

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

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

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to establish a Reserve Fund (TYPE) in the B Fund for acquisition of vehicles or equipment for the Code Enforcement/Building Department.

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

**PURCHASE OF BUILDING AND GROUNDS VEHICLE**

***(Resolution 23-094)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to purchase a 2022 Ford F-250 for the Building and Grounds Department, not to exceed $34,121.50 from account A1620.200.

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

**CONTRACT WITH LABELLA FOR HAMLET SIDEWALK DESIGN SERVICES**

***(Resolution 23-095)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to enter into an agreement with LaBella, Town Engineer, for Design Services for new sidewalks within the Hamlet of Mendon. From account number B8021.4, not to exceed $35,000.00.

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

**DISPOSAL- MENDON HIGHWAY SIGN**

***(Resolution 23-096)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, for disposal of the Mendon Highway Sign from Semmel Road facility.

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

**SALE OF PICKUP TRUCK #3 (2012) TO AUCTION**

***(Resolution 23-097)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to declare the 2012 Ford F-250, truck #3, for Auction. Revenue received from sale to DA Fund, the same fund from which it was purchased.

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

**MENDON GREEN- CREDIT RELEASE #2**

***(Resolution 23-098)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to release $299,231.65 from the Letter of Credit, as proposed by Marathon Engineering and substantiated by Mike Simon of LaBella Engineers.

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

**PERSONNEL POLICY AMENDMENT**

***(Resolution 23-099)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to amend the Town of Mendon Personnel Policy 4.01 HOLIDAYS is hereby amended as follows:

1. All full-time employees of the Town of Mendon will receive the same number of (12) paid holidays each calendar year.

2. The Town Holiday Schedule will be adopted by the Town Board at its first meeting in November of each year.

In addition to the holidays approved at the annual Organizational Meeting, the Town provides (2) floating holidays per year also determined at the annual Organizational Meeting by the Town Board.

The Town Board delegates the administrative duties of choosing paid holidays to the Supervisor for the Town Hall and the Highway Superintendent for the Highway Department.

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

**PUBLIC COMMENT**

There were no comments.

**ADJOURNMENT**

***(Resolution 23-100)***

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, to adjourn the meeting at 7:55 PM.

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

The full meeting can be viewed on the Town YouTube Channel: https://www.youtube.com/@townofmendonny9281