

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, March 13, 2023 – 7:00PM
16 West Main Street
Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Report
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Transfers
10. Abstract of Audited Vouchers
11. Appointment- Environmental Conservation Board
12. Scrap Items
13. Youth Center-Discussion
14. Spray Park- Septic System Change Order
15. Spray Park- Snow Geese Base
16. Educational Conference- Deputy Inspector
17. Mendon Green- Partial Credit Release
18. Special Meeting- Comprehensive Plan Update- Public Hearing
19. Special Meeting- Fire Protection
20. Planning Board Forms- Update
21. Appointment- Board of Assessment Review
22. Finance/HR Meeting Attendance
23. Public Comment
24. Adjournment

TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:

March 13, 2023, Regular Town Board Meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to adopt the agenda as presented OR with the following amendment(s).

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

4. PUBLIC COMMENT

5. COMMUNICATIONS

Highway Superintendent

Town Clerk

Town Attorney

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Report for February 2023.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for February 2023, showing receipts and disbursements in the amount of \$6,946.10

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

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8. MINUTES

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular Town Board Meeting as presented OR with the following amendments: *(amendments, if any, go here)*. February 13, 2023

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

9. BUDGET TRANSFERS

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the following budget transfers for the 2023 budget:

Fr: A203	Five Star Reserves	\$1,129.24
To: A202	NY Class Reserves	\$1,129.24
Due From: A440	Snow and Ice (DA2417)	\$33,391.79
Due From: DA440	Snow and Ice (A2300)	\$1,500.10
Fr: A5132.410	Garage Maintenance	\$500.00
To: A5132.4	Garage Contractual	\$500.00

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

10. VOUCHERS

General Abstract

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 23-140 to 23-213, on General Abstract 23-03, in the amount of \$68,660.22

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

Library Abstract

Library vouchers numbered 23-021 to 23-034, on Library Abstract 23-03, in the amount of \$6,143.17 were presented to the Town Board for payment.

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11. APOINTMENT- ENVIRONMENTAL CONSERVATION BOARD

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint Margaret Bailey to the Town of Mendon Environmental Conservation Board. Term to expire 12.31.2024

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

12. SCRAP ITEMS

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to declare the following items scrap, to be disposed of properly. Scrap metal stored at the Highway Dept. and the Youth Center Basement.

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

13. YOUTH CENTER- DISCUSSION

Discussion regarding the Youth Center and when to close for the season.

14. SPRAY PARK- SEPTIC SYSTEM CHANGE ORDER

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the change order for the Septic System at the Spray Park, with Whitney East, not to exceed \$80,500.00 from account number H7150.4

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

15. SPRAY PARK- SNOW GEESE BASE

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve a contract with John Grieco for stainless pipe material, stainless base plate, fabrication, and Crane for mounting. Not to exceed \$22,925.00 from account H7150.4

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

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16. EDUCATIONAL CONFERENCE- DEPUTY INSPECTOR

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve Timothy Fess, Deputy to attend the Finger lakes Building Officials Assoc. Educational Conference on March 13-15, 2023. Not to exceed \$390.00 from account number B3620.401

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

17. MENDON GREEN- PARTIAL CREDIT RELEASE

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to release \$61,703.10 from the Letter of Credit, as proposed by Marathon Engineering and Labella, after the Town of Mendon receives the \$20,000.00 amount that has been billed to Riedmann Assoc. for engineering provided for Mendon Green.

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

18. SPECIAL MEETING - COMPREHENSIVE PLAN UPDATE PUBLIC HEARING

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to schedule a Special Meeting on Monday, March 27, 2023 for a Public Hearing regarding an update to the Town of Mendon Comprehensive Plan at the Town of Mendon Board room, 16 West Main St. Honeoye falls, NY

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

19. SPECIAL MEETING - FIRE PROTECTION

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve scheduling a Special Meeting regarding Fire Protection within the Town of Mendon. This will be a joint meeting with the Mendon Fire District Commissioners and the Village of Honeoye Falls. The meeting will be held at the Mendon Firehouse, 101 Mendon-Ionia Rd. meeting room, 7:00 pm on Wednesday, March 29, 2023

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

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20. PLANNING BOARD FORMS - UPDATE

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to update forms regarding the Mendon Planning Board. Special Use forms and Subdivision and or Site Plan Forms.

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

21. APPOINTMENT- BOARD OF ASSESSMENT REVIEW

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint Robert Blaine to the Town of Mendon, Board of Assessment Review, term to expire 9/30/27

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

24. FINANCE/HR MEETING ATTENDANCE

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to Approve the attendance of Kelli Parmelee for the meeting of Monroe County Finance/HR Personnel on March 23, 2023- East Rochester, NY Mileage will be paid from account A1310.410

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

23. PUBLIC COMMENT

24. ADJOURNMENT

(Resolution 23-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to adjourn the meeting at _____ PM.

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

Numbers correspond with Tentative Agenda.

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Town of Mendon
 Supervisor's Report
 February 2023

Fund	Revenues			Expenditures			Appropriated Fund Balance						
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance	% Expensed	Budget	Budget as Amended	Year to Date
A-General Townwide	\$1,494,723	\$1,494,723	\$971,929	\$522,794	65%	\$1,673,747	\$1,679,118	\$325,838	\$1,353,280	19%	\$179,024	\$184,395	\$646,090
B-General Parttown	\$482,744	\$482,744	\$19,036	\$463,708	4%	\$702,474	\$703,239	\$63,342	\$639,896	9%	\$219,730	\$220,495	-\$44,307
DA-Highway Townwide	\$553,326	\$553,326	\$131,824	\$421,502	24%	\$1,010,850	\$1,024,866	\$106,263	\$918,603	10%	\$7,524	\$467,865	\$25,560
DB-Highway Parttown	\$1,490,097	\$1,490,097	\$705,984	\$784,113	47%	\$1,710,097	\$1,716,190	\$328,931	\$1,387,259	19%	\$220,000	\$226,093	\$377,053
L-Library Townwide	\$383,800	\$383,800	\$379,787	\$4,013	99%	\$383,800	\$384,150	\$84,483	\$319,667	17%	\$0	\$350	\$315,304
SD-Special Districts	\$245,720	\$245,720	\$245,728	-\$8	100%	\$237,304	\$237,304	\$173,932	\$63,372	73%	\$3,000	\$3,000	\$71,796
	\$4,650,410	\$4,650,410	\$2,454,287	\$2,196,123	53%	\$5,718,272	\$5,744,867	\$1,082,791	\$4,682,077	18%	\$629,278	\$1,102,199	\$1,391,496
Calculation of Surplus Funds													
A-General Townwide			DA-Highway Townwide			L-Library Townwide							
			DB-Highway Parttown			SD-Special Districts							
Assigned Fund Balance 1/1/23	\$179,024	\$219,730	\$457,524	\$220,000	\$0	\$3,000							
Committed 12/31/22	\$5,371	\$765	\$10,341	\$6,093	\$350	\$0							
Restricted 12/31/22	\$467,543	\$958,732	\$11,173	\$1,425,103	\$0	\$0							
Actual Fund Balance 12/31/22	\$1,234,837	\$1,487,016	\$640,856	\$1,866,439	\$36,737	\$33,235							
Unassigned Fund Balance 12/31/22	\$582,899	\$307,790	\$161,817	\$215,242	\$36,387	\$30,235							
0/2-02/28/23 Change in Fund Balance	\$646,090	-\$44,307	\$25,560	\$377,053	\$315,304	\$71,796							

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

FEBRUARY, 2023

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255					
	<u>3</u>	DECALS		<u>3.04</u>	
	<u>2</u>	MARRIAGE TRANSCRIPT		<u>20.00</u>	
		TOTAL TOWN CLERK FEES			23.04
<hr/>					
A2408					
	<u>2</u>	COMMUNITY CENTER USAGE		<u>450.00</u>	
		TOTAL A2408			450.00
<hr/>					
A2544					
	<u>21</u>	DOG LICENSES		<u>133.00</u>	
		TOTAL A2544			133.00
<hr/>					
A2655					
	<u>1</u>	TOWN MUG		<u>4.00</u>	
	<u>1</u>	POSTAGE		<u>9.65</u>	
	<u>2</u>	POSTCARD		<u>1.00</u>	
		TOTAL A2655			14.65
<hr/>					
B2110					
	<u>1</u>	ZONING COMPL LTR COM		<u>40.00</u>	
		TOTAL B2110			40.00
<hr/>					
B2115					
	<u>1</u>	P B PUBLIC HEARING		<u>100.00</u>	
	<u>1</u>	P B APP SUB <5		<u>150.00</u>	
		TOTAL B2115			250.00
<hr/>					
B2555					
	<u>5</u>	BUILDING PERMIT		<u>390.00</u>	
		TOTAL B2555			390.00
<hr/>					
B2590					
	<u>1</u>	BURN PERMIT		<u>25.00</u>	
		TOTAL B2590			25.00
<hr/>					
B2770					
	<u>3</u>	ENG REV ADV SUB/LOT		<u>600.00</u>	
		TOTAL B2770			600.00
<hr/>					
B2771					
	<u>1</u>	AROUND MENDON & HF		<u>20.00</u>	
	<u>1</u>	CIVIL WAR VETS MENDON HF		<u>15.00</u>	
	<u>1</u>	FROM FORESTS TO FARMING		<u>10.00</u>	
	<u>1</u>	TRAILS WESTWARD TO MENDN		<u>10.00</u>	
		TOTAL B2771			55.00

TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2023

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DA2306

1 MFD FUEL USAGE

254.97

TOTAL DA2306

254.97

DB2306

3 SCHOOL SALT

4,710.44

TOTAL DB2306

4,710.44

TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2023


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DISBURSEMENTS

*PAID TO SUPERVISOR FOR GENERAL FUND	620.69
*PAID TO SUPERVISOR FOR PART TOWN FUND	1,360.00
*PAID TO SUPERVISOR FOR HIGHWAY	4,710.44
*PAID TO SUPERVISOR FOR FUEL	254.97
PAID TO NYS DEC FOR DECALS	51.96
PAID TO NYS ANIMAL POPULATION CONTROL FUND	29.00
<hr/>	
TOTAL DISBURSEMENTS	7,027.06

** Pd to supervisor - \$6946.10*

MARCH 1, 2023


 _____, SUPERVISOR
 JOHN D. MOFFITT

STATE OF NEW YORK, COUNTY OF MONROE, TOWN OF MENDON

I, Michelle Booth, being duly sworn, says that I am the Clerk of the TOWN OF MENDON that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this



 Town Clerk

2nd day of March 2023



 Notary Public

KELLI PARMELEE
 Notary Public - State of New York
 No. 01PA6423433
 Qualified in Monroe County
 My Commission Expires October 12, 2025



STATE OF NEW YORK
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 625 Broadway, Albany, NY 12233

**Department of
 Environmental
 Conservation**

Phone 1-800-962-5622

Invoice 2068-113400

TOWN OF MENDON
 16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: 02/01/2023 to 02/28/2023

Daily Summary

Date	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
02/07/2023	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
02/08/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/09/2023	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
02/10/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/11/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/12/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/13/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/14/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/15/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/16/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/17/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/18/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/19/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/20/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/21/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/22/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/23/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/24/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/25/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/26/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/27/2023	1	\$1.38	\$23.62	0	\$0.00	\$0.00	\$25.00	\$1.38	\$23.62
02/28/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	3	\$3.04	\$51.96	0	\$0.00	\$0.00	\$55.00	\$3.04	\$51.96

\$51.96 Will be swept from your bank account on **3/14/2023**

TOWN OF MENDON

Detail of Decals Transactions

For the period 02/01/2023 through 02/28/2023

03/01/2023

09:53:09

Date	Gross Sales	Commission	Net Sales
02/07/2023	5.00	0.28	4.72
02/09/2023	25.00	1.38	23.62
02/27/2023	25.00	1.38	23.62
Grand Total:	55.00	3.04	51.96

Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of <u>FEBRUARY</u> 2023
City or Town of <u>MENDON</u>
County of <u>MONROE</u>

DEP. NO. _____
\$ _____
CHECK # _____

DO NOT WRITE IN ABOVE SPACE

Pursuant to the provisions of Section 15 of the Domestic Relations Law, as last amended by Chapter 62 of the Laws of 2003, I herewith transmit to the State Commissioner of Health a fee of twenty-two dollars and fifty cents for each marriage license issued by me during the month covered by this report.

Licenses were numbered from NONE to _____ inclusive. (Total Active Military: 0)
 (if ONE license was issued place number in first space only!) (if NO licenses were issued write "NONE" in above space)

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health DO NOT SEND CASH Amount of remittance with this report \$ <u>0.00</u>	Name of City or Town Clerk (Please Print) <u>Michelle Booth</u>	
	Signature of City or Town Clerk <u>Michelle Booth</u>	Date <u>03/01/2023</u>
	Mailing Address <u>16 WEST MAIN STREET</u>	
	<u>HONEOYE FALLS NY</u>	Zip <u>14472</u>
	E-mail Address	Phone <u>(585) 624-6060</u>

INSTRUCTIONS

THIS MONTHLY REPORT OF MARRIAGE LICENSES ISSUED MUST BE TRANSMITTED TO THE STATE DEPARTMENT OF HEALTH AT THE ABOVE ADDRESS FOR EACH MONTH regardless of whether or not any licenses were issued. If no licenses were issued, indicate NONE in the space provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 regardless of whether or not the marriage ceremony is ever performed.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, must be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law Section 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting or filing requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

Month Reported: FEBRUARY, 2023

County: MONROE

Code: 26

Dog License Monthly Report

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: MARCH 1, 2023

Original ID Dog Licenses sold	<u>7</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>15</u>
Purebred License Renewals sold	<u>0</u>
Total sold	<u>22</u>

LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>17</u>	\$5.00 ea <u>85.00</u>	\$1.00 ea <u>17.00</u>
Unspayed and Unneutered Dogs	<u>4</u>	\$12.00 ea <u>48.00</u>	\$3.00 ea <u>12.00</u>
Exempt - Seeing Eye, War, Police	<u>1</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>22</u>	<u>133.00</u>	<u>29.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>0</u>	<u>0.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>0</u>	<u>0.00</u>

DISBURSEMENTS

Paid to Supervisor \$133.00

Paid to NYS Animal Population Control Program \$29.00

03/01/2023
10:10:39

TOWN OF MENDON

A1255 - A2770 Transaction Report

For the period 02/01/2023 through 02/28/2023

Type	Date	Comment	Name	Quantity	Fee
A1255					
1.MT	02/07/2023	85014	VAHUE, HEIDI	1	10.00
2.MT	02/10/2023	93009	POSEY/FAYSAL	1	10.00
				2	20.00
A2408					
3.COMM	02/06/2023	USED 2/4/23	PLAIN	1	300.00
4.COMM	02/13/2023	USED ON 2/12/23	REPASS, ROBIN	1	150.00
				2	450.00
A2655					
5.POSC	02/01/2023			2	1.00
				2	1.00
6.POST	02/10/2023	MARR TRANSCRIPT TO HAWAII	POSEY	1	9.65
				1	9.65
7.TMUG	02/28/2023		HASTINGS	1	4.00
				1	4.00
			Total for A Fund:	8	484.65
			Total Sales	8	484.65

03/01/2023
10:15:00

TOWN OF MENDON

B1900 - DB5142 Transaction Report
For the period 02/01/2023 through 02/28/2023

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZCL	02/03/2023	ASSEMBLY DRIVE	MENDON MEADOWS	1	40.00
				1	40.00
B2115					
2.PASL	02/27/2023	360 CHEESE FACTORY RD	MILHAM SUBDIVISION	1	150.00
				1	150.00
3.PBPH	02/27/2023	360 CHEESE FACTORY RD	MILHAM SUBDIVISION	1	100.00
				1	100.00
B2555					
4.BLDG	02/10/2023	8861 - 3443 RUSH MND - SOLAR	BODMAN	1	75.00
5.BLDG	02/15/2023	#8862, DECK, 85 COLE RD	SILCO	1	50.00
6.BLDG	02/22/2023	8863 - 276 BOUGHTON HL - FENCE	KAY	1	40.00
7.BLDG	02/23/2023	8864 - 7 PKS XING - INGR PL	MCDONNELL	1	125.00
8.BLDG	02/28/2023	8708 - 4566 CLOVER - COV PATIO	COOLEY	1	100.00
				5	390.00
B2590					
9.BURN	02/08/2023	277 TAYLOR RD	ALLISON	1	25.00
				1	25.00
B2770					
10.EASL	02/27/2023	360 CHS FCRY/OVERPAYMENT	MILHAM SUBDIVISION	3	600.00
				3	600.00
B2771					
11.CWVM	02/08/2023			1	15.00
				1	15.00
12.FARM	02/07/2023			1	10.00
				1	10.00
13.MDHF	02/13/2023			1	20.00
				1	20.00
14.TRLS	02/10/2023			1	10.00
				1	10.00
			Total for B Fund:	16	1,360.00
DA2306					
15.FUEL	02/08/2023	JANUARY 23 FUEL USAGE	MENDON FIRE DISTRICT	1	254.97
				1	254.97
			Total for DA Fund:	1	254.97
DB2306					
16.SCHS	02/01/2023	DECEMBER 2022	HFLCSD	1	1,978.86
17.SCHS	02/01/2023	NOV PICKED UP 9.45 TON	HFLCSD	1	609.53
18.SCHS	02/16/2023	JANUARY ROAD SALT	HFLCSD	1	2,122.05
				3	4,710.44
			Total for DB Fund:	3	4,710.44
			Total Sales	20	6,325.41

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*, and Girl 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>

2023-3

GENERAL ABSTRACT

No. 23-140 to No. 23-213

TOTAL

\$68,660.22

LIBRARY ABSTRACT

No. 23-021 to No. 23-034

TOTAL

\$6,143.17

Prepared by

Bonnie H. Toomey

Abstract of General Vouchers 23-3				
140	Applied Business Systems, Inc.	A1670.406		\$ 363.56
141	Applied Business Systems, Inc.	A1670.406		\$ 472.00
142	Bassette, Danny	A1220.110	\$ 740.00	
		A1610.41	\$ 390.00	
		B1910.11	\$ 100.00	\$ 1,230.00
143	Beam Mack	DA5130.4		\$ 2,025.44
144	Benefit Resource	A9060.8	\$ 50.00	
		B9060.8	\$ 15.00	
		DA9060.8	\$ 50.00	
		DB9060.8	\$ 52.50	
		L9060.8	\$ 7.50	\$ 175.00
145	Blair Supply	DB5115.4		\$ 941.32
146	Boylan Code	B8010.111		\$ 1,462.50
147	Caledonia Diesel	DA5130.4		\$ 1,140.33
148	Callerame, Jim	DA9057.8		\$ 120.00
149	Capital One Trade Credit	A1620.401	\$ 6.79	
		A1620.402	\$ 82.18	
		A1620.421	\$ 36.27	\$ 125.24
150	Capital One Trade Credit	A5010.41	\$ 19.17	
		A5132.4	\$ 49.48	
		DA5130.4	\$ 71.08	\$ 139.73
151	Caschetta, Andy	A5010.46		\$ 225.00
152	Casco Security Systems, Inc.	A1620.415		\$ 288.00
153	Charter Communications	A1620.405		\$ 1,030.11
154	Charter Communications	A1620.414		\$ 89.99
155	Charter Communications	A1610.41	\$ 249.99	
		A5132.413	\$ 89.99	\$ 339.98
156	Chemung Supply Corp	DA5130.4		\$ 1,280.13
157	City of Canandaigua	DA5130.4		\$ 136.30
158	Crane's Automotive	DA5130.4		\$ 26.00
159	Crystal Rock	A1670.401		\$ 62.45
160	D&W Diesel	DA5130.4		\$ 732.26
161	Davis Trailer World	DA5130.4		\$ 46.00
162	Debbie Supply, Inc.	A1620.413C		\$ 6.28
163	Ewing Lettering & Graphics	A1620.401	\$ 97.30	
		A5132.4	\$ 485.47	
		DA5130.4	\$ 145.95	\$ 728.72
164	Excellus BCBS-Direct	L9060.8		\$ 208.00
165	Excellus BCBS	A9060.8	\$ 326.48	
		B9060.8	\$ 114.94	
		DA9060.8	\$ 374.30	
		DB9060.8	\$ 417.59	
		L9060.8	\$ 31.80	\$ 1,265.11
166	Excellus BCBS	TA20		\$ 917.36
167	Excellus BCBS	A9060.8	\$ 1,924.44	
		B9060.8	\$ 1,741.17	
		DA9060.8	\$ 5,539.66	
		DB9060.8	\$ 5,742.43	
		L9060.8	\$ 610.94	\$ 15,558.64
168	Excellus BCBS	TA20		\$ 5,779.42
169	First National Bank of Omaha	A1610.41	\$ 300.94	
		A1620.402	\$ 1,916.00	

		A1620.417	\$ 19.98	
		A1620.401	\$ 49.99	
		A5020.410	\$ 62.50	
		A7120.42	\$ 33.95	
		B8020.43	\$ 240.00	\$ 2,623.36
170	Frontier Communications	A1620.405	\$ 1,208.20	
		A5132.413	\$ 275.10	\$ 1,483.30
171	Frontier Communications	A5132.413		\$ 265.87
172	Grainger	A7110.42	\$ 116.30	
		DA5130.4	\$ 421.50	\$ 537.80
173	HFL Community Programs	B7610.404		\$ 361.50
174	Healthworks	A5020.410		\$ 62.50
175	Home Depot Credit Services	A1620.402	\$ 378.28	
		A1620.417	\$ 52.64	\$ 430.92
176	Honeoye Falls Marketplace	A1670.401		\$ 50.30
177	IEH Auto Parts LLC	A1620.402	\$ 44.01	
		DA5130.4	\$ 162.90	\$ 206.91
178	JGF Funding	A1670.403	\$ 106.75	
		A5010.44	\$ 106.75	
		B1900.400	\$ 208.10	\$ 421.60
179	Jackson Welding & Gas Products	DA5130.4		\$ 10.24
180	Johnson Controls Security	A1620.404		\$ 131.19
181	Labella Associates	B8020.41		\$ 287.50
182	Lakeside Tool	DA5130.4		\$ 245.95
183	Lawson Products	DA5130.4		\$ 468.03
184	Lewis General Tire	DA5130.4		\$ 910.00
185	M.C.W.A.	A1620.406	\$ 111.81	
		A1620.414	\$ 28.61	
		A1620.418	\$ 21.45	
		A5132.413	\$ 385.48	
		A7110.41	\$ 105.14	
		A7140.41	\$ 25.28	\$ 677.77
186	MVP	A9060.8	\$ 1,126.66	
		B9060.8	\$ 292.64	
		DA9060.8	\$ 1,170.56	\$ 2,589.86
187	MVP	TA20		\$ 302.64
188	Monroe County Clerk	A1355.420		\$ 33.80
189	Morgan Rubbish Removal Inc.	A5132.4		\$ 273.40
190	NOCO Engery Corp.	DB5110.4		\$ 5,887.22
191	NYSATRC Membership	A1410.410		\$ 25.00
192	N.Y.S. Magistrates Assn.	A1110.410		\$ 115.00
193	National Fuel	A1620.407	\$ 864.53	
		A1620.414	\$ 143.93	
		A1620.418	\$ 603.18	\$ 1,611.64
194	National Grid	A1620.408	\$ 439.58	
		A1620.414	\$ 99.00	
		A1620.418	\$ 149.90	
		A5132.413	\$ 1,513.68	
		B5182.4	\$ 84.95	\$ 2,287.11
195	National Grid	B5182.4		\$ 230.13
196	Oil Filter Service	DA5130.4		\$ 272.65
197	Penn Power Group	DA5130.4		\$ 1,248.60
198	R.G. & E.	B5182.4	\$ 815.07	
		SL5182.403	\$ 794.89	\$ 1,609.96
199	R.G. & E.	A7140.41		\$ 24.76
200	Radiomax	A5132.413		\$ 465.00

201	Sedam Farm & Commercial	DA5130.4		\$	1,196.00
202	Sentinel Publications	A1670.409	\$	9.00	
		B8010.401	\$	60.75	\$ 69.75
203	Snap-On Tools	DA5130.4		\$	77.25
204	Spok, Inc.	A5132413		\$	3.64
205	Staples	A1670.401	\$	319.84	
		A5010.41	\$	63.32	\$ 383.16
206	Star Headlight	DA5130.4		\$	205.68
207	Sunoco LP	A1620.407	\$	192.89	
		B3620.44	\$	120.80	
		DB5110.4	\$	1,057.96	\$ 1,371.65
208	Tolls by Mail	DA5130.4		\$	9.90
209	Tracey Road Equipment	DA5130.4		\$	486.22
210	Unifirst Corporation	DA9056.8		\$	183.86
211	Verizon Wireless	A1220.410	\$	37.99	
		A1620.418	\$	18.16	
		A3510.440	\$	18.16	
		B3620.45	\$	32.42	\$ 106.73
212	Way, Scott	A5020.400		\$	250.00
213	Young, Don	B8020.111		\$	1,250.00
	TOTAL			\$	68,660.22

ABSTRACT OF LIBRARY VOUCHERS 2023-03

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
✓ 21	Baker & Taylor	7410.400		\$ 1,099.36
✓ 22	Brodart Co.	7410.401		\$ 613.23
✓ 23	Budget Library Supplies	7410.410		\$ 179.00
✓ 24	BXI Consultants	7410.440		\$ 149.17
✓ 25	Ferrigno, Michelle	7410.427		\$ 73.36
✓ 26	Frontier	7410.420		\$ 276.60
✓ 27	MidAmerica Books	7410.401		\$ 255.60
✓ 28	Midwest Tape	7410.407		\$ 356.33
✓ 29	Monroe County Library System	7410.400		\$ 210.00
✓ 30	Monroe County Water Authority	7410.450		\$ 119.19
✓ 31	National Fuel	7410.450		\$ 874.66
✓ 32	National Grid	7410.450		\$ 724.00
✓ 33	Overdrive, Inc.	7410.405		\$ 753.62
✓ 34	Penworthy Company LLC	7410.401		\$ 459.05
			Total	\$ 6,143.17

Margaret B. Bailey, Ph.D., P.E.
Professor of Mechanical Engineering
Founding Director of AdvanceRIT (2012-20) & WE@RIT (2003 - 08)
Rochester Institute of Technology
585-727-6097
Mbbailey26765@gmail.edu
Webpage: <https://www.rit.edu/engineering/directory/mbbeme-margaret-bailey>

28 February 2023

Dear Mr. Moffitt,

Recently, I learned of a possible opportunity to serve on the Mendon Environmental Conservation Board (ECB) from one of its current members, Tim Engstrom. After reviewing the posted minutes from the meetings over the past year on the ECB website, I am motivated to send you a formal letter of interest for this opportunity. I have over twenty years of engineering experience teaching and conducting scholarly research in the areas of energy and the environment at the Rochester Institute of Technology (RIT) and I believe my skill set will benefit the ECB.

I also have a great deal of experience working collaboratively with others within my professional work and within our community. Since moving to the village of Honeoye Falls in 2003, I've been an active member on several boards including the Mendon Public Library Board of Trustees Member from 2006 – 2012 during which time I also served on the Town of Mendon Library Project Steering Committee from 2008 – 2009. My involvement on these boards supported the construction of a new library within our village. I also served as a Session Elder at the First Presbyterian Church of Honeoye Falls from 2013 – 2018. In this role, I led and worked collaboratively with a finance team to refine our financial reporting system to build transparency and understanding of the church's finances. My abilities to work effectively on a team will also benefit the ECB.

I appreciate your consideration of my serving on the ECB and would be happy to share my resume if requested or meet in-person or video-conferencing if further discussion would be helpful. Thank you for taking the time to consider my interest in working on the ECB and I look forward to speaking to you.

Best,

Margaret Bailey

TO: John Moffitt,
Mendon Supervisor

FROM: Andrew Caschetta,
Mendon Highway Superintendent

DATE: March 6, 2023

SUBJECT: Scrap Property

I am requesting that the Town Board declare the scrap metal stored at the Highway Department as scrap and authorize its disposal. This scrap metal is an accumulation of old drainage pipe, metal picked up along the road, and scraps from the shop. The Highway Department will dispose of the metal at ALPCO, a metal salvage dealer.

Respectfully,

Andrew Caschetta,
Highway Superintendent

Town Hall Scrap to be disposed of

- Miscellaneous office supplies
- Old paint
- Old water heaters
- Old sump pump
- Light fixtures
- Bulbs
- Obsolete power tools

Whitney East Inc.

General Contractor Construction Manager

1504 Scottsville Road

Rochester, NY 14623

585.328.7100 (ph)

585.328.4956 (fax)

WhitneyEast.com

Builders@WhitneyEast.com

January 31, 2023

Jacob Bower
LaBella Associates, D.P.C.

Re: RFP – Septic System Installation

Jacob,

Below is change proposal to install the septic system at the Mendon spray park. Within this proposal we have included the installation of the Presby Septic System per the Labella design, the site restoration, and the electrical and low voltage wiring to complete the pump system.

The cost to provide is as follows:

<u>Septic System Installation</u>	\$ 73,100.00
Subtotal Cost	\$ 73,100.00
<u>O&P (10%)</u>	\$ 7,400.00
Total Cost of Change	\$ 80,500.00

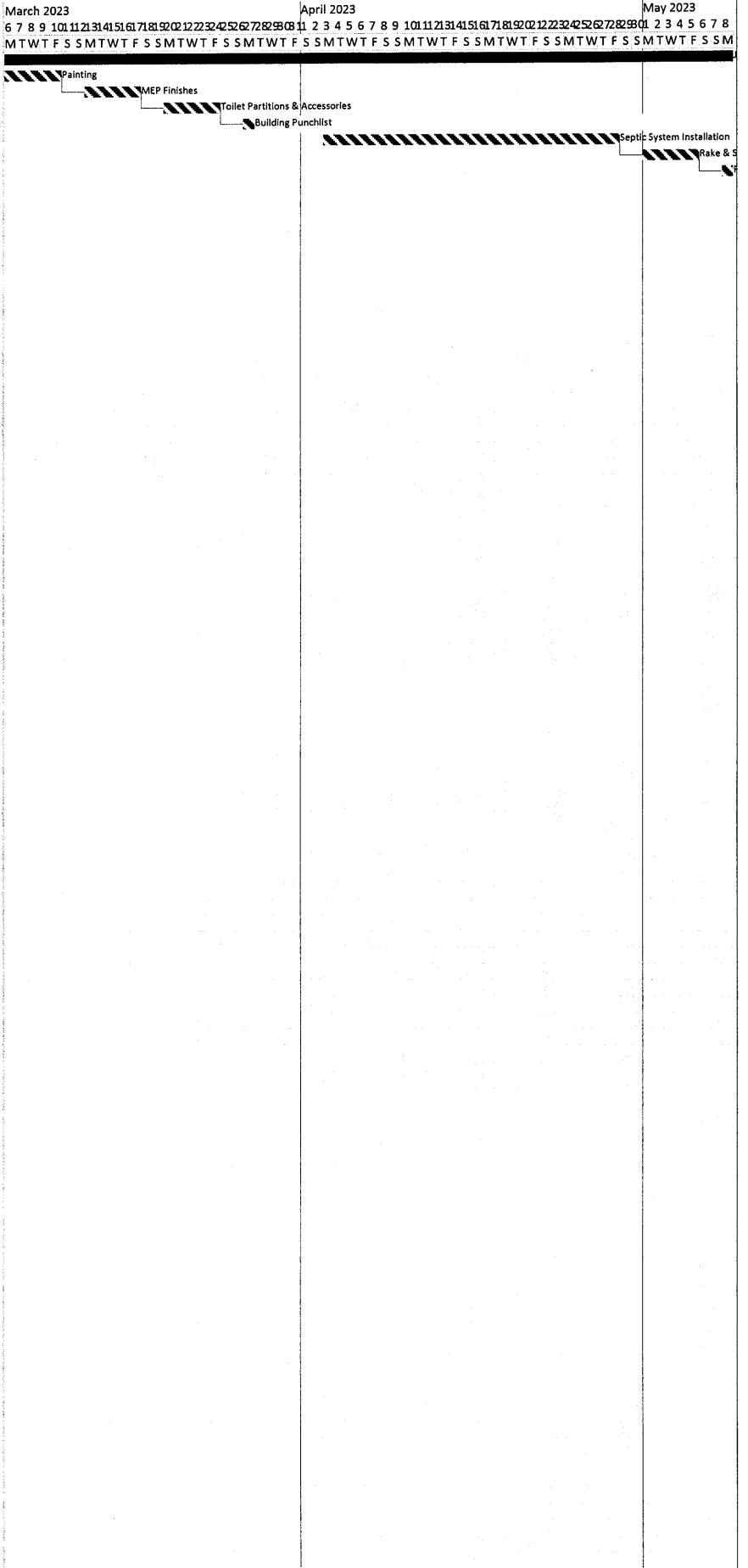
If there are any questions regarding this proposal feel free to reach out to discuss.

Respectfully,

Zac Condidorio

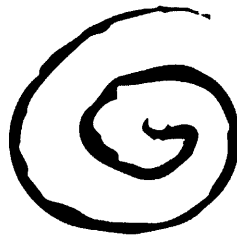
Zac Condidorio

S	M	Description	Start	Finish	Days
			Date	Date	
		Town of Mendon	2/27	5/8	51
		Painting	2/27	3/10	10
		MEP Finishes	3/13	3/17	5
		Toilet Partitions &	3/20	3/24	5
		Building Punchlist	3/27	3/27	1
		Septic System Ins	4/3	4/28	20
		Rake & Seed	5/1	5/5	5
		Full Project Punct	5/8	5/8	1



INVOICE 1062

INVOICE



JOHN GRIECO
LASTING ART

\$22,925.00

Due March 26, 2023

[View details](#)

Snow Geese base

Bill to

Snow Geese base

Invoice details

Invoice no.: 1062

Invoice date: 2/24/23

sculptural base

\$22,925.00

Basic breakdown...

+Stainless pipe material and forming

to be done in Chicago. \$ 11,000.

+Stainless base plate [1/2"x 19"x 19" with holes] and stainless gusset material. \$725

+Stainless welding wire. \$400

+Passivation to be done in Buffalo includes drop off/pickup and touch ups. \$2500

+Fabrication includes cutting apart and welding back together to fit in passivation tanks. \$4200

+Installation on site. Crane \$1900, drill holes in concrete base [4 holes 13/16"diameter] , mount Stainless base to concrete base then install birds to base. \$2200.

My thoughts...

\$0.00

This is the scope of what needs to be done per designer, engineer and artist. Price may change as we get close.

50% down upon acceptance of this contract

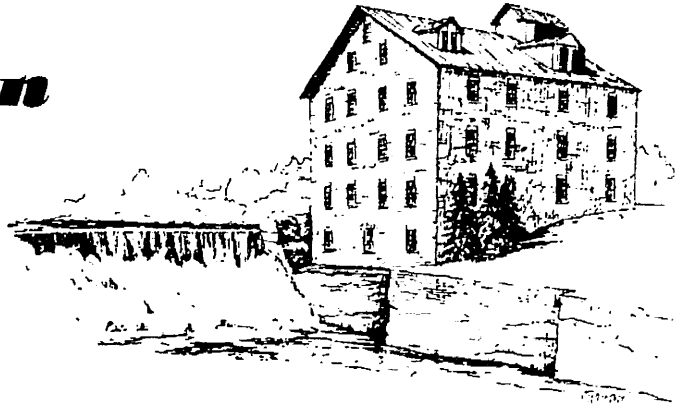
\$0.00

Total

\$22,925.00

[View details](#)

Town of Mendon



To: The Honorable Town Board

From: Corey Gates

Date: March 1, 2023

RE: Training for Timothy Fess

I am requesting approval for Timothy Fess, Deputy Building Inspector, to attend the Finger Lakes Building Officials Association Educational Conference March 13-15, 2023. The conference is held at the RIT Inn and Conference Center. New York Department of State requires that all Building Inspectors obtain a minimum of 24 hours of continuing education training annually in order to maintain certification. By attending this conference, Tim will complete the 24 hours of required training. The cost of the conference will not exceed \$390.

Thank you for your consideration

Respectfully,

Corey T. Gates



Finger Lakes Building
Officials Association, Inc.

INVOICE

March 1, 2023

INVOICE No: CE1002308 - 2023

Payable To:

FLBOA
PO BOX 1117
PENFIELD NY 14526

Phone: 585-340-8635

Please mail a copy of this invoice with payment so we can process correctly.
Or make sure all invoice numbers are included with the check.

Attendee:

TIMOTHY FESS
PO BOX 415
HONEOYE NY 14471

Attendance at The FINGER LAKES BUILDING OFFICIALS EDUCATIONAL CONFERENCE
March 13-15, 2023

\$390.00

TOTAL AMOUNT DUE

\$390.00

PLEASE MAKE CHECKS PAYABLE TO: FLBOA

TAX ID: 16-1169037

NYS VENDOR ID: 1000028763

Registrar: Andy Suveges

Email: suveges@penfield.org
Fax: 585-340-8644

COPY



March 3, 2023

Mr. Corey Gates
Town of Mendon
16 W Main St
Honeoye Falls, NY 14472

RE: Mendon Green Subdivision
Letter of Credit Release #3

Dear Mr. Gates,

We have reviewed the proposed Letter of Credit Release #3 dated March 2, 2023, prepared by Marathon Engineering. We recommend a release from the Letter of Credit as follows:

Current Letter of Credit Value	\$1,347,774.10
Recommended Release	\$61,703.10
Letter of Credit Balance	\$1,286,071.00

The release includes work completed relating to erosion control, the storm system, and the roadway system.

If there are questions regarding the above comments, please do not hesitate to contact me.

Respectfully submitted,

LaBella Associates

Michael A. Simon
Sr. Project Manager

CC: Andrew Caschetta, Town of Mendon (via email)
Jerold Watkins, Riedman Companies (via email)
Richard Tiede, Marathon Engineering (via email)

Town Of Mendon Letter Of Credit Release

Letter of Credit Reduction

Reduction #3

Project: Mendon Green

3/2/2023

Prepared For:

Riedman Construction, LLC

45 East Avenue


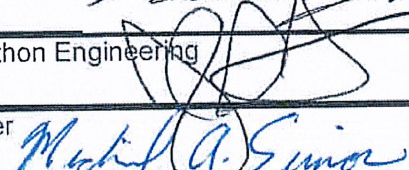
Rochester, NY 14604

Total Construction To Date	376,662.50
Less Retainage	37,666.25
A. Construction Value to be Released	338,996.25
B. Engineering Costs	-
C. Construction Observation Costs (10%)	37,666.25
D. 10% Contingency	37,666.25
E. Other Costs	-
Amount Previously Released Through Estimate No. -2	320,568.80
Amount Authorized For Release	61,703.10

Letter Of Credit information:

Original Amount	1,700,399.75
Authorized for Release Per Estimate No. 1	53,394.00
Authorized for Release Per Estimate No. 2	299,231.65
Authorized for Release Per Estimate No. 3	61,703.10
Authorized for Release Per Estimate No. 4	-
Authorized for Release Per Estimate No. 5	-
Authorized for Release Per Estimate No. 6	-
Authorized for Release Per Estimate No. 7	-
Authorized for Release Per Estimate No. 8	-
Authorized for Release Per Estimate No. 9	-
Authorized for Release Per Estimate No. 10	-
Subtotal	414,328.75
Balance Remaining In Letter Of Credit Through This Stater	1,286,071.00

APPROVALS

	3/2/2023
Marathon Engineering	Date
	3-2-23
Owner	Date
Town Engineer	3/3/2023
	Date
Town of Mendon	Date



39 Cascade Drive / Rochester, NY 14614 / Phone (585) 458-7770

3/2/2023 Riedman Construction, LLC
45 East Avenue
Rochester, NY 14604

Date: 1/31/2023

Reduction # 2

APPROVALS:

[Signature]
Marathon Engineering
[Signature]
Town Engineer

3/2/2023

Date

3-2-23

Date

3/3/2023

Date

Town of Mendon

Date

Summary

Section No.	Section Description	Original Amount (\$)	Completed This Release	Retainage This Release	Authrzd This Release	Tot \$ Prvsly Authrzd	Tot Prvs Retainage \$	Tot Remng LOC \$
2	EARTHWORK	\$252,900.00	\$ -	\$ -	\$ -	\$ 141,007.50	\$ 15,667.50	\$111,892.50
3	EROSION CONTROL	\$83,686.75	\$ 300.00	\$ 30.00	\$ 270.00	\$ 13,396.05	\$ 1,488.45	\$70,020.70
6	STORM SYSTEM	\$445,735.50	\$ 47,838.50	\$ 4,783.85	\$ 43,054.65	\$ 90,422.10	\$ 10,046.90	\$312,258.75
7	WATER SYSTEM	\$211,505.00	\$ -	\$ -	\$ -	\$ 43,686.00	\$ 4,854.00	\$167,819.00
9	ROADWAY SYSTEM	\$313,937.50	\$ 7,955.50	\$ 795.55	\$ 7,159.95	\$ -	\$ -	\$306,777.55
11	LANDSCAPING & MISCELLANEOUS	\$52,555.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$52,555.00
	SUB-TOTAL	\$1,360,319.75	\$ 56,094.00	\$ 5,609.40	\$ 50,484.60	\$ 288,511.65	\$ 32,056.85	\$1,021,323.50
	10% Contingency	\$136,032.00	\$ 5,609.25	\$ -	\$ 5,609.25	\$ 32,057.00	\$ -	\$98,365.75
	OWNERS GUARANTEE 5%	\$68,016.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$68,016.00
	MUNICIPAL OBSERVATION 10%	\$136,032.00	\$ 5,609.25	\$ -	\$ 5,609.25	\$ 32,057.00	\$ -	\$98,365.75
	OVERALL TOTAL LOC	\$1,700,399.75	\$ 67,312.50	\$ 5,609.40	\$ 61,703.10	\$ 352,625.65	\$ 32,056.85	\$1,286,071.00

Mendon Green
Letter of Credit Reduction

Section 2 EARTHWORK
3/2/2023

Item Number	Item Description	Total Quantity	Unit	Unit Price (\$)	Total Price (\$)	Qty this Stmt	\$ this Stmt	Qty Cmpltd Previously	\$ Cmpltd Previously	Remaining Quantity	Remaining \$
2.1	TOPSOIL STRIPPING AND STOCKPILE (ONLY AS REQUIRED FOR RESTORATION)	10,000	CY	5.00	50,000.00	-	\$ -	7,500.00	\$ 37,500.00	2,500	\$12,500.00
2.2	SITE MASS EARTHWORK (INCLUDES SWMF)	45,400	CY	3.50	158,900.00	-	\$ -	34,050.00	\$ 119,175.00	11,350	\$39,725.00
2.3	TOPSOIL PLACEMENT IN R.O.W. & OPEN SPACE AREAS	6,000	CY	4.00	24,000.00	-	\$ -	-	\$ -	6,000	\$24,000.00
2.4	TOPSOIL PLACEMENT - LOT RESTORATION	4,000	CY	5.00	20,000.00	-	\$ -	-	\$ -	4,000	\$20,000.00
TOTAL EARTHWORK AND EROSION CONTROL					\$252,900.00	\$0.00		\$156,675.00		\$96,225.00	

Section 3 EROSION CONTROL

Item Number	Item Description	Total Quantity	Unit	Unit Price (\$)	Total Price (\$)	Qty this Stmt	\$ this Stmt	Qty Cmpltd Previously	\$ Cmpltd Previously	Remaining Quantity	Remaining \$
3.1	SILT FENCE INCLUDES INSTALLATION, MAINTENANCE, AND REMOVAL	3,007	LF	4.00	12,028.00	-	\$ -	1,805.00	\$ 7,220.00	1,202	\$4,808.00
3.2	TEMPORARY SEDIMENTATION TRAP/BASIN	3	EA	250.00	750.00	-	\$ -	2.70	\$ 675.00	0.3	\$75.00
3.3	TEMPORARY DIVERSION SWALE	1,295	LF	3.25	4,208.75	-	\$ -	1,166.00	\$ 3,789.50	129	\$419.25
3.4	PAVEMENT INLET PROTECTION	14	EA	200.00	2,800.00	-	\$ -	-	\$ -	14	\$2,800.00
3.5	CHECK DAMS	4	EA	300.00	1,200.00	1	\$ 300.00	2.00	\$ 600.00	1	\$300.00
3.6	PLUNGE POOL	1	EA	200.00	200.00	-	\$ -	0.50	\$ 100.00	0.5	\$100.00
3.6.1	OUTLET CONTROL PROTECTION CHECK DAM	1	EA	1,500.00	1,500.00	-	\$ -	-	\$ -	1	\$1,500.00
3.7	CONCRETE WASHOUT AREA	1	EA	2,000.00	2,000.00	-	\$ -	-	\$ -	1	\$2,000.00
3.8	CONSTRUCTION ENTRANCE	1	EA	2,500.00	2,500.00	-	\$ -	1.00	\$ 2,500.00	0	\$0.00
3.9	TEMPORARY RESTORATION OF HOUSE PADS DRIVEWAYS AND STOCKPILES	6	AC	4,000.00	24,000.00	-	\$ -	-	\$ -	6	\$24,000.00
3.10	PERMANENT RESTORATION	13	AC	2,500.00	32,500.00	-	\$ -	-	\$ -	13	\$32,500.00
TOTAL WATER MAIN SYSTEM					\$83,686.75	\$300.00		\$14,884.50		\$68,502.25	

Section 6 STORM SYSTEM

Item Number	Item Description	Total Quantity	Unit	Unit Price (\$)	Total Price (\$)	Qty this Stmt	\$ this Stmt	Qty Cmpltd Previously	\$ Cmpltd Previously	Remaining Quantity	Remaining \$
6.1	12" PE STORM SEWER, INC. EXCAVATION,BEDDING AND BACKFILL,COMPLETE	1,109	LF	40.00	44360.00	111.00	\$ 4,440.00	-	\$ -	998	\$39,920.00
6.2	15" PE STORM SEWER, INC. EXCAVATION,BEDDING AND BACKFILL,COMPLETE	912	LF	43.50	39672.00	-	\$ -	-	\$ -	912	\$39,672.00
6.3	18" PE STORM SEWER, INC. EXCAVATION,BEDDING AND BACKFILL,COMPLETE	192	LF	55.50	10656.00	77.00	\$ 4,273.50	67.00	\$ 4,273.50	48	\$2,109.00
6.4	24" PE STORM SEWER, INC. EXCAVATION,BEDDING AND BACKFILL,COMPLETE	443	LF	67.50	29902.50	-	\$ -	399.00	\$ 26,932.50	44	\$2,970.00
6.5	4'-0" DIA. MANHOLE,COMPLETE	44,987	EA	7,000.00	63000.00	2.00	\$ 14,000.00	1.00	\$ 7,000.00	44,984	\$42,000.00
6.6	6'-0" DIA. MANHOLE,COMPLETE	1	EA	12,000.00	12000.00	0.90	\$ 10,800.00	-	\$ -	0	\$1,200.00
6.7	6" PVC STORM LATERAL WITH CLEANOUTS, COMPLETE	1,530	LF	35.00	53550.00	230.00	\$ 8,050.00	673.00	\$ 23,555.00	627	\$21,945.00
6.9	18" METAL END SECTION	1	EA	425.00	425.00	1.00	\$ 425.00	-	\$ -	-	\$0.00
6.1	24" METAL END SECTION	1	EA	525.00	525.00	1.00	\$ 525.00	-	\$ -	-	\$0.00
6.11	BIO RETENTION (COMPLETE, INCL. UNDERDRAIN & OUTLET)	11,235	SF	12.00	134820.00	-	\$ -	2,809.00	\$ 33,708.00	8,426	\$101,112.00
6.12	OUTLET CONTROL STRUCTURE	1	EA	5,000.00	5000.00	-	\$ -	1.00	\$ 5,000.00	-	\$0.00
6.13	MEDIUM STONE (1" THICKNESS)	147	CY	75.00	11025.00	71.00	\$ 5,325.00	-	\$ -	76	\$5,700.00
6.14	24" X 24" DROP INLET,COMPLETE	17	EA	2,400.00	40800.00	-	\$ -	-	\$ -	17	\$40,800.00
TOTAL STORM DRAINAGE SYSTEM					\$445,735.50		\$ 47,838.50		\$ 100,469.00		\$297,428.00

Section 7 WATER SYSTEM

Item Number	Item Description	Total Quantity	Unit	Unit Price (\$)	Total Price (\$)	Qty this Stmt	\$ this Stmt	Qty Cmpltd Previously	\$ Cmpltd Previously	Remaining Quantity	Remaining \$
7.1	CONNECT INTO EXISTING MAIN	1	LS	1,500.00	1,500.00	-	\$ -	-	\$ -	1	\$1,500.00
7.2	8" DIP WATERMAIN INCLUDING, BEDDING, BACKFILL, TESTING, COMPLETE	1,618	LF	60.00	97,080.00	-	\$ -	809.00	\$ 48,540.00	809	\$48,540.00
7.3	HYDRANT AND GUARD VALVE ASSEMBLY, COMPLETE	4	EA	8,500.00	34,000.00	-	\$ -	-	\$ -	4	\$34,000.00
7.4	1"TYPE K WATER SERVICE,COMPLETE	1,041	LF	75.00	78,075.00	-	\$ -	-	\$ -	1,041	\$78,075.00
7.5	DISINJECTION/BLOWOFF/SAMPLING TAP	1	EA	850.00	850.00	-	\$ -	-	\$ -	1	\$850.00
TOTAL ROADWAY SYSTEM					\$211,505.00		\$0.00		\$48,540.00		\$162,965.00

Section 9 ROADWAY SYSTEM

Item Number	Item Description	Total Quantity	Unit	Unit Price (\$)	Total Price (\$)	Qty this Stmt	\$ this Stmt	Qty Cmpltd Previously	\$ Cmpltd Previously	Remaining Quantity	Remaining \$
9.1	ROAD BOXOUT INCLUDING EXCAVATION, SHAPING, ROLLING, AND PROOF ROLLING (41,700 SF)	2,834	CY	4.00	11,336.00	737.00	\$ 2,948.00	-	\$ -	2,097	\$8,388.00
9.2	GEOTEXTILE FABRIC	4,630	SY	1.25	5,787.50	1,158.00	\$ 1,447.50	-	\$ -	3,472	\$4,340.00
9.3	(2) 6" LIFT TYPE 1 CRUSHER RUN STONE (NYS DOT ITEM NO. 304.11)	1,544	CY	40.00	61,760.00	-	\$ -	-	\$ -	1,544	\$61,760.00
9.4	3" LIFT TYPE 2 CRUSHER RUN STONE (NYS DOT ITEM NO. 304.12)	370	CY	40.00	14,800.00	89.00	\$ 3,560.00	-	\$ -	281	\$11,240.00
9.5	3" TYPE 3 BINDER (NYS DOT ITEM NO. 403.138902)	4,631	SY	19.00	87,989.00	-	\$ -	-	\$ -	4,631	\$87,989.00
9.6	1.5" TYPE 7F2 TOP (NYS DOT ITEM NO. 403.198202)	4,631	SY	11.00	50,941.00	-	\$ -	-	\$ -	4,631	\$50,941.00
9.7	4" WEEP PIPE, COMPLETE	3,012	LF	10.00	30,120.00	-	\$ -	-	\$ -	3,012	\$30,120.00
9.8	30' WIDE CONCRETE GUTTER, COMPLETE	3,012	LF	17.00	51,204.00	-	\$ -	-	\$ -	3,012	\$51,204.00
TOTAL ROADWAY SYSTEM					\$313,937.50		\$7,955.50		\$0.00		\$305,982.00

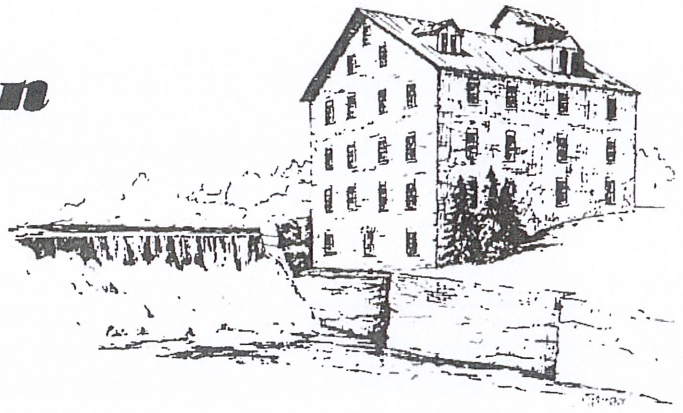
Section 1 LANDSCAPING & MISCELLANEOUS

Town of Mendon

Preserving the Past...

Protecting the Present...

Promoting the Future



TO: The Town Board

FROM: Katrina Allen, Planning Board Clerk

RE: Applications to the Planning Board for Site Plan or Subdivision Approval and Special Use Permit

Dear Honorable Town Board:

I am requesting your approval for updated applications to the Planning Board for Site Plan and/or Subdivision Approval as well one for Special Use Permits.

The majority of the information is the same, just updated with correct Code sections. I have also created an instruction page that clearly spells out requirements and due dates, as this has become an issue of late and the current fee schedule.

In addition, I would appreciate your approval of posting a sign (included) that clearly states the requirements and due dates. If the information is not received by a deadline specified, the applicant will be rescheduled a new Planning Board date.

I appreciate your time in reviewing this information.

Respectfully,

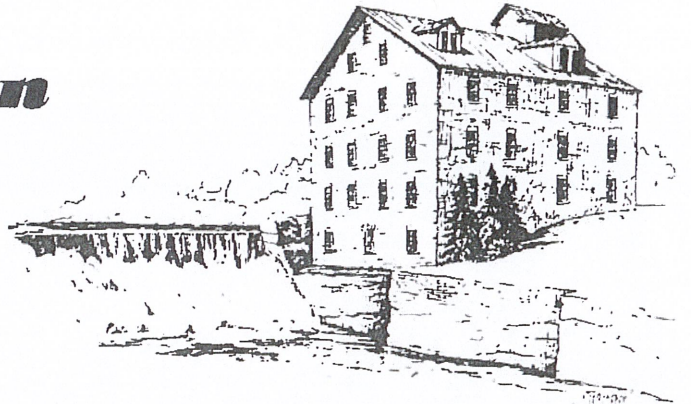
Katrina Allen

Planning Board

16 West Main Street, Honeoye Falls, NY 14472-1199 (585) 624-7863 FAX (585) 624-6065

www.townofmendon.org

Town of Mendon



PLEASE BE ADVISED:

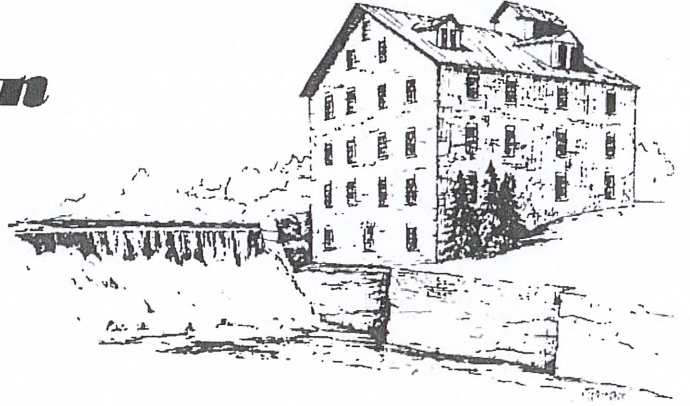
Submitting an application to the Planning Board or Zoning Board of Appeals will only be accepted once it is reviewed by both the Planning Board Clerk and Planning Official. After their review, a meeting date be given and not beforehand. You will be notified in writing your acceptance of the application or advised of deficient information.

Thank you,

The Town of Mendon Planning and Zoning Department

NEW - to
be posted
in Building
Department

Town of Mendon



Name
Address
City, State, Zip

Planning Board Meeting Date

Dear :

Your application to the Planning Board for a _____ is complete. Your meeting date is Wednesday, _____ at 7pm at the Mendon Town Hall, 16 West Main Street, Honeoye Falls.

Please note all responses to reports from the Town Engineer, Code Enforcement Officer/Planning Official, as well as the Monroe County Planning and Development and Mendon Environmental Conservation Board (if applicable) must be received by the Planning Board Clerk no later than 12 Noon on Wednesday, _____. If this information is not received by this deadline, your application will be removed from the agenda and rescheduled for a later date.

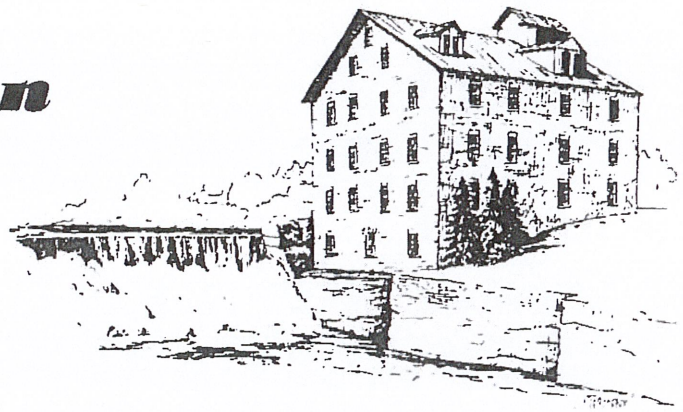
Yours truly,

Katrina Allen
Planning Board Clerk

Planning Board
16 West Main Street, Honeoye Falls, NY 14472-1199 (585) 624-7863 FAX (585) 624-6065
www.townofmendon.org

NEW-
form letter
to applicants,
with accepted app.

Town of Mendon



Preserving the Past...
Protecting the Present...
Promoting the Future

TOWN OF MENDON REQUIREMENTS FOR MAKING APPLICATION TO THE PLANNING BOARD FOR A HEARING ON A SPECIAL USE PERMIT

1. Questions on procedures should be directed to the Clerk of the Planning Board.
2. A Special Use Permit requires a public hearing. There is a \$100.00 public hearing fee in addition to the \$250.00 application fee. Both fees are due at the time of application. The application shall be signed by the owner of the property, one who has a direct interest in the property, or his/her agent.
3. At the time you make application, you will need to present a site plan. The site plan must be on 8.5"x11" paper, dimensional, to scale, dated, and cannot be hand written. The site plan shall include, at least, the location of all existing buildings and accessory structures (barns, garages, sheds, etc.). An interior site plan is also required, if applicable.
4. Your site plan will not be returned to you. It is required for the legal record as part of the hearing and for referral to the County Planning Board and Town Conservation Boards, if appropriate.
5. A narrative must be submitted which addresses all the components of the Special Use Permit Town Code requirements located under Chapter 260-102(C) 1-8.
6. Ten (10) copies of the completed application, narrative, and site plan(s) are required.
7. Once all the copies of the application, narrative, site plan, and fees are received, the Planning Board Clerk and Planning Official will review the site plan and application for completion before you will be given a hearing date.
8. If the application, with supporting documentation, is deemed complete, the Planning Board clerk will contact the Planning Board Chair. The Clerk will contact you and arrange a mutually agreeable date for your hearing. At least five (5) weeks must be allowed between the date an application is considered complete and the date of the hearing
9. The Board meets on the second and fourth Wednesday evenings of the month in the Town Hall.
10. The Planning Board Clerk will write a legal notice, from your application, to be published

2

The PH fee was not stated clearly in old app

3
Has been told verbally to applicants but this makes it clearer

7 - eliminates applicants dropping off and expecting next available PB date. If not complete, it cannot be submitted to MCPD - which takes 4-5 weeks for response

5 - in code + told verbally. making it clearer

10 - old application said the attorney writes the legal notice, but it has been the clerk who writes & submits to "sentinel"

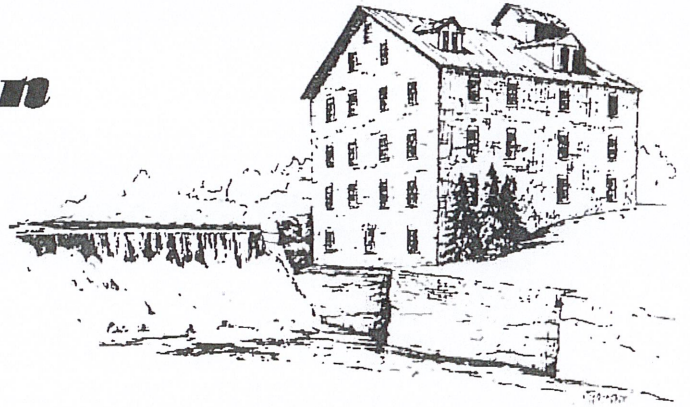
in the Town's legal advertising publication.

11. You must obtain a sign from the Planning Board clerk to be posted, facing the public right-of-way, on the property. This sign gives notice the application was received by the Town and must be posted continuously for at least ten days prior to the hearing. This is your responsibility and should be attended to as soon as you have a hearing date. There is an affidavit attesting you have posted the sign correctly and for the required timeframe. You must sign this affidavit in the presence of a notary and give to the Planning Board clerk prior to your meeting date.
12. You or a representative of your choice must make the presentation at the hearing. The purpose of the hearing is for the Board to hear all the facts in the case so it can render a fair decision. Anyone at the meeting will be permitted to express his/her opinions about the application. Each application is considered on its own merit.
13. The Planning Board must render a decision within forty-five days of the hearing. The applicant will be notified of the Board's decision in writing.

#11
making
criteria
for
the
sign
clearer

(and
avoids
issues of it
not being visible)

Town of Mendon



Dear Planning Board Applicant:

Please note the Town of Mendon's policy for submitting an application.

1. A narrative that addresses the code pertinent to your application must be submitted. Please refer to Town Code section 260.
2. Your application will be reviewed by both the Planning Board Clerk and the Planning Official for completion. Only when the application with mapping is deemed complete, will a Planning Board meeting date be scheduled. A MINIMUM of five weeks must be allowed from the time the application is considered complete and the date of the Planning Board meeting.
3. Your application will be submitted to the Monroe County Planning and Development, the Environmental Conservation Board, the Code Enforcement Officer/Planning Official, and the Town Engineer for review. Responses to their reports must be received NO LATER than NOON the Wednesday before your Planning Board Meeting. If this information is not received by noon, one week prior, your application will be removed from the agenda and rescheduled with adequate time for the Board to review comments.

Thank you,

Town of Mendon Planning Board Clerk and Planning Official.

*NEW
to be in
both SUP and
Site Plan applications
to PB packets.*



John Moffitt <jmoffitt@townofmendon.org>

BAR Renewal Letter3 messages

Denise Zimmermann <supersecretary@townofmendon.org>

Thu, Oct 6, 2022 at 1:28 PM

To: "bob@blainrealtyinc.com" <bob@blainrealtyinc.com>

Cc: John Moffitt <jmoffitt@townofmendon.org>

Hi Bob. We received your voicemail. Here is a copy of what the email stated about your renewal. Please just "respond to all" in this email so John has a copy of it in writing. Thanks!

September 14, 2022

Bob Blain
10 Bosworth Field
Mendon, NY 14506

Dear Bob:

Effective September 30, 2022, your term on the Board of Assessment Review will expire.

Town of Mendon Rules of Procedure requires that all vacancies for boards/committees be advertised, and anyone wishing to be considered a candidate must indicate in writing to the Town Supervisor.

If you wish to be considered a candidate for this Board, please respond, in writing, by September 28, 2022 or as soon as possible. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

John D. Moffitt
Supervisor

Robert Blain <bblain1005@aol.com>

Thu, Oct 6, 2022 at 1:54 PM

Reply-To: Robert Blain <bblain1005@aol.com>
To: "supersecretary@townofmendon.org" <supersecretary@townofmendon.org>, "bob@blainrealtyinc.com" <bob@blainrealtyinc.com>
Cc: "jmoffitt@townofmendon.org" <jmoffitt@townofmendon.org>

John,

I would like to remain on the board

Thanks

Bob

Robert Blain
Blain Realty Inc.
1685 Monroe Ave
Rochester, NY 14618
585-721-9174

[Quoted text hidden]

John Moffitt <jmoffitt@townofmendon.org>

Fri, Oct 7, 2022 at 12:29 PM

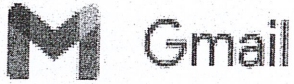
To: Robert Blain <bblain1005@aol.com>

Cc: "supersecretary@townofmendon.org" <supersecretary@townofmendon.org>, "bob@blainrealtyinc.com" <bob@blainrealtyinc.com>

Thanks, Bob.

John D. Moffitt, Supervisor
Town of Mendon
16 West Main St.
Honeoye Falls, NY 14472
585.624.6061

[Quoted text hidden]



Kelli Parmelee <finance@townofmendon.org>

March Meeting

1 message

Shelby Simmons <ssimmons@eastrochester.org>

Wed, Feb 22, 2023 at 10:29 AM

To: Brayton Connard <bconnard@ci.webster.ny.us>, "Easterly, Tracey" <Easterly@penfield.org>, Andrea Guzzetta <andreaquzzetta@monroecounty.gov>, Brian Dick <bdick@perinton.org>, Cheri Fleming <cfleming@townofpittsford.org>, Dan Hendricks <dhendricks@brockportny.org>, Dan Knapp <dknapp@townofchili.org>, Erica Linden <elinden@brockportny.org>, Jason Vinette <jvinette@irondequoit.org>, Leisa Strabel <leisas@townofsweden.org>, Linda Salpini <lsalpini@henrietta.org>, Nicole Dobson <personnel@ogdenny.com>, Nina Cypher <ncypher@perinton.org>, Megan Anderson <mca@fairportny.com>, Patty English <penglish@monroecounty.gov>, "Paul S. Adams" <padams@ci.webster.ny.us>, Renee Smith <planboard@townofwheatland.org>, Rose Nichols <rose.nichols@cityofrochester.gov>, Ruth Levey <payroll@henrietta.org>, Shawanna Lawrence <slawrence@rochesterhousing.org>, Tina Kolaczyk <tmkolaczyk@town-victor-ny.us>, Tricia Van Putte <tricia.vanputte@townofbrighton.org>, Kelli Parmelee <finance@townofmendon.org>, Diana Christodaro <finance@parmany.org>, Keith Suhr <ksuhr@greeceny.gov>, Linda Godfrey <lgodfrey@townofgates.org>, Sandi Consiglio <sconsiglio@eastrochester.org>, Kelsey Feeney <kfeeney@ci.webster.ny.us>, Kari Pardun <kpardun@brockportny.org>, Alicia Caternolo-Viscardi <Alicia.Caternolo-Viscardi@cityofrochester.gov>

Good Morning!

Our March meeting will be on March 23rd at 2:30pm in East Rochester's Community Center Room in the Eyer Building (317 Main Street). Our guest speaker will be Mollie Angeline from Brown & Brown to give us some updates on what to expect in the future with healthcare and what to keep an eye on.

Can't wait to see everyone! 😊

Thank you,

Shelby E. Simmons, MBA

Clerk/Treasurer

Town/Village of East Rochester

317 Main St., Suite 2000

East Rochester, NY 14445

B: (585)-586-3553

F: (585)-419-8282



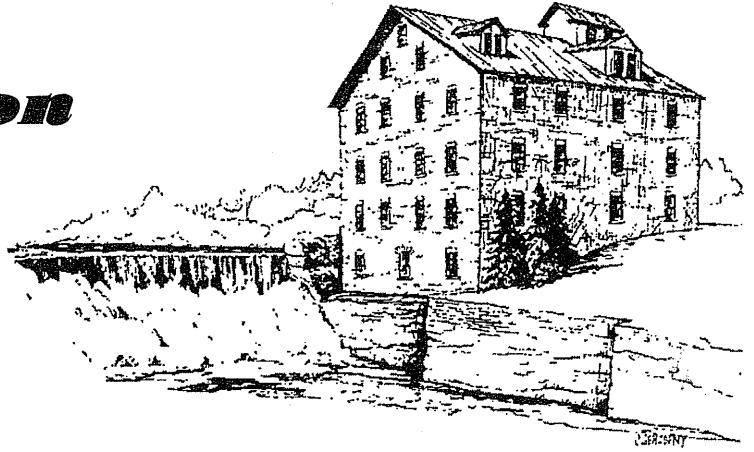
The Town/Village of

East Rochester, New York

"...the greatest little town in the world"

Town of Mendon

*Preserving the Past...
Protecting the Present...
Promoting the Future*



March 9, 2023

Fire Chief Trewer, Honeoye Falls
76 Monroe Street
Honeoye Falls, NY 14472

Fire Chief Tschiderer, Mendon
1140 Mile Square Road
Mendon, NY 14506

Dear Chief Trewer and Chief Tschiderer:

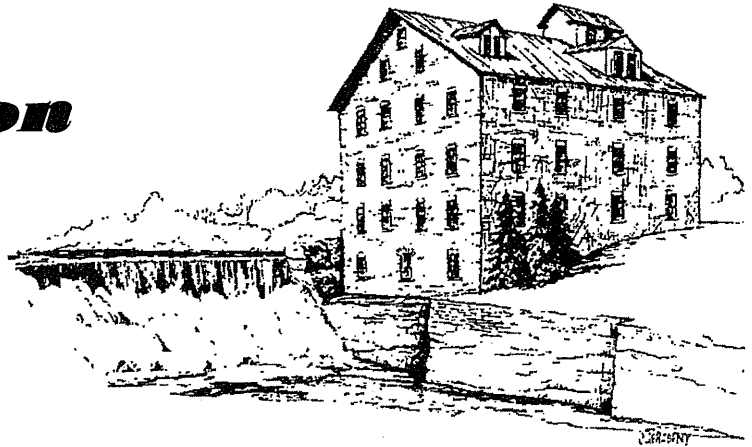
Thank you for your participation on the Citizens Advisory Committee – Fire Services. Please spread the word and encourage the Volunteer Firefighters in your department, the public, and any others you feel would benefit from the final proposal presentation that Muffy Meisenzahl will be giving. The presentation will be given to the Fire Department Commissioners, Honeoye Falls Village Board, and the Mendon Town Board on Wednesday, March 29th, at 7pm at the Mendon Fire House (101 Mendon Ionia Rd). Thank you in advance for your assistance.

Very truly yours,

John D. Moffitt
Mendon Town Supervisor

Town of Mendon

*Preserving the Past...
Protecting the Present...
Promoting the Future*



March 8, 2023

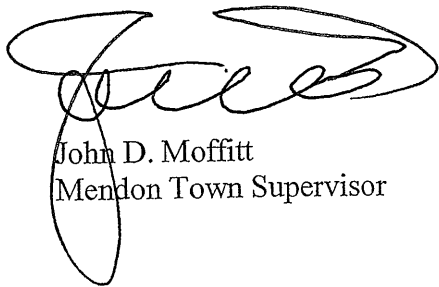
Karen Jenkins
717 Mendon Ionia Road
Mendon, NY 14506

Dear Karen:

I wanted to extend my deepest appreciation to you for your participation and commitment on the Citizens Advisory Committee - Fire Services. The research and deadlines for this project have been challenging yet critical and your hard work has not gone unrecognized.

Muffy Meisenzahl will be presenting the final proposal to the Fire Department Commissioners, Honeoye Falls Village Board, and the Mendon Town Board on Wednesday, March 29th, at 7pm at the Mendon Fire House (101 Mendon Ionia Rd). I am hoping that you are able to attend and the public is also welcome to attend.

Very truly yours,



John D. Moffitt
Mendon Town Supervisor