

**TOWN OF MENDON**  
**Town Board Agenda – Tentative**  
**Monday, December 11, 2023 – 7:00PM**  
**Mendon Town Hall**  
**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 Adjustments
10. Newly Elected Justice Taking the Bench Certification Course – Attendance Approval
11. Abstract of Audited Vouchers
12. Town Board Meeting Schedule – 2024
13. Tax Receiver's Bond Approval – 2024
14. NYS Association of Towns – Annual Training Attendance – Approval
15. Board of Assessment Review – Appointment
16. Highway Department – Winter Dispatchers Wages – Approval
17. Personnel Policy – Proposed Healthcare and HRA Changes – Approval
18. Short Term Rental – Renewal
19. Spray Park – Whitney East, Inc. – Final Payment Approval
20. Spray Park – C.P. Ward – Final Payment Approval
21. Spray Park – Labella Associates, D.P.C – Mutual Release
22. Declaration of Surplus
23. Speed Reduction Request – Pittsford Mendon Center Road – TE-9a
24. Youth Center Rules – Discussion
25. Public Comment
26. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:  
December 11, 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; Mrs. Jenkins, Aye/Nay;  
Mr. Rosiek, 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 November 2023.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mrs. Jenkins, Aye/Nay;  
Mr. Rosiek, 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 November 2023, showing receipts and disbursements in the amount of \$52,162.40.

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

**8. MINUTES**

***(Resolution 23-\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the minutes of the regular meeting held on November 13, 2023, as presented (or) with the following amendment(s).

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

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## 9. BUDGET ADJUSTMENTS

(Resolution 23-\_\_\_)

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the following budget adjustments:

From: A1090	Interest and Earnings	\$1,500.00
To: A5010.11	Superintendent of Highways Staff	\$1,500.00
From: A1620.412	Community Center Improvements	\$200.00
To: A1620.405	Town Hall – Telephone	\$200.00
From: A1090	Interest and Earnings	\$250.00
To: A1110.110	Justice Staff	\$250.00
From: A1090	Interest and Earnings	\$25,000.00
To: NY-01-1255-0004	Assessment Reserves	\$25,000.00
From: A1090	Interest and Earnings	\$25,000.00
To: NY-01-1255-0002	Building Reserves	\$25,000.00
From: A1090	Interest and Earnings	\$25,000.00
To: NY-01-1255-0003	New Town Hall Reserves	\$25,000.00
From: A1090	Interest and Earnings	\$25,000.00
To: NY-01-1255-0005	Debt Service Reserves	\$25,000.00
From: A1090	Interest and Earnings	\$25,000.00
To: NY-01-1255-0001	Parks Reserve Fund	\$25,000.00
From: A1090	Interest and Earnings	\$1,000.00
To: A1220.410	Supervisor Travel	\$1,000.00
From: A5020.420	Safety-Personal Physicals	\$2,000.00
To: A5020.400	Safety Supplies	\$2,000.00
From: A9950.2R	Building Reserves	\$100,000.00
To: NY-01-1255-0002	Building Reserves	\$100,000.00
From: A9950.4	Debt Service Reserves	\$10,000.00
To: NY-01-1255-0005	Debt Service Reserves	\$10,000.00
From: B1170	Sales Tax	\$135,000.00
To: NY-01-1255-0008	Sidewalk Reserves	\$135,000.00
From: B1170	Sales Tax	\$2,000.00
To: B7610.404	Program For The Aging	\$2,000.00

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From: B8021.4	Hamlet Sidewalks	\$14,000.00
To: NY-01-1255-0008	Sidewalk Reserves	\$14,000.00
From: A1310.100	Finance Personnel	\$2,000.00
To: A1170	Interest & Penalties	\$2,000.00
From: B9950.2	Sidewalk Reserves	\$100,000.00
To: NY-01-1255-0008	Sidewalk Reserves	\$100,000.00
From: DA2418	Equipment Rental-Cty Summer	\$10,000.00
To: DA9060.8	Medical Dental	\$10,000.00
From: DB5010.2	General Repairs	\$50,000.00
To: NY-011255-0010	Equipment Reserves	\$50,000.00
From: DB1170	Sales Tax	\$175,000.00
To: NY-011255-0010	Equipment Reserves	\$175,000.00
From: DB 5010.2	General Repairs-Contractual	\$50,000.00
To: NY-011255-0010	Equipment Reserves	\$50,000.00
From: L2082	Library Charges	\$2,000.00
To: NY Class	Library Reserves	\$2,000.00
From: L7410.110	Clerks	\$8,000.00
To: NY Class	Library Reserves	\$8,000.00
From: A1090	Sales Tax	\$400.00
To: A1620.413C	Com. Ctr Maintenance	\$400.00
From: B1170	Sales Tax	\$50.00
To: B8020.45	PB Office Supplies	\$50.00
From: DB2301E	NYS Snow Labor	\$2,908.00
To: DB3310.4	Signs Contractual	\$2,908.00

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

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**10. NEWLY ELECTED JUSTICE TAKING THE BENCH CERTIFICATION COURSE – ATTENDANCE APPROVAL**

*(Resolution 23-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the attendance of Justice-elect Stephen Maxon at the Fall 2023 Taking the Bench Certification Course December 11-15, 2023, at the Crown Plaza, Albany, NY. All necessary and legal expenses will be paid, not to exceed \$900.00, from account A1110.410.

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

**11. VOUCHERS**

**General Abstract**

*(Resolution 23-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve all claims on vouchers numbered 23-874 to 23-958, on General Abstract 23-12A, in the amount of \$180,927.47.

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

**Library Abstract**

Library vouchers numbered 23-190 to 23-211, on Library Abstract 23-12, in the amount of \$7,086.16, were presented to the Town Board for payment.

**12. TOWN BOARD MEETING SCHEDULE – 2024**

*(Resolution 23-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the following Town Board Meeting schedule for 2024: January 2 (Organizational Meeting); January 29; February 12; March 11; April 8; May 13; June 10; July 15; August 12; September 9; September 23; October 21; November 18; and December 9.

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

**13. TAX RECEIVER’S BOND APPROVAL – 2024**

*(Resolution 23-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to adopt the following: BE IT RESOLVED, by the Board of the Town of Mendon as follows:

Section 1. The Town Board hereby approves the surety, form and amount of the official undertaking for the faithful performance of the duties of the Town Clerk and Receiver of Taxes and Assessments, as follows:

Type of undertaking:	Public Employee Dishonesty
Insurance Company:	Trident-Argonaut Group
Policy Number:	PE-4627462-09
	1/1/24 – 1/1/25
Amount:	\$500,000.00 excess limits on Town Clerk & Tax Receiver

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Section 2. A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law §25.

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

#### **14. NYS ASSOCIATION OF TOWNS ANNUAL MEETING AND TRAINING SCHOOL ATTENDANCE – APPROVAL**

##### ***(Resolution 23-\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to approve the attendance of the following individuals at the 2024 NYS Association of Towns Annual Meeting and Training School, to be held at the NY Marriott Marquis, New York City, February 18-21, 2024. All legal and necessary expenses to be paid from the following accounts: A1220.410, A1010.410 and A1410.410. Individual attendee cost not to exceed \$2,000.00. Attendees: Brent Rosiek, Kimberly Roberts, Michelle Booth and John Moffitt.

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

#### **15. BOARD OF ASSESSMENT REVIEW – APPOINTMENT**

##### ***(Resolution 23-\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to appoint Jeffrey James to the Board of Assessment Review, term to expire September 30, 2028.

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

#### **16. HIGHWAY DEPARTMENT – WINTER DISPATCHERS WAGES – APPROVAL**

##### ***(Resolution 23-\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to set the 2023-2024 Winter Dispatcher's Wages range from \$22.00-\$33.10/hour.

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

#### **17. PERSONNEL POLICY – PROPOSED CHANGES TO HEALTHCARE AND HRA - APPROVAL**

##### ***(Resolution 23-\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to approve the following changes to the Employee Handbook, Sections 4.05-4.06

Retirees may remain on a health insurance plan offered by the Town at a rate set by the Town Board, or move to an individual plan of their choice through the Town's Broker. Those retirees that choose to move will receive a Health Reimbursement Account (HRA) in the amount of \$1,000/year. Once a retiree moves from the Town's plan they are not permitted to return.

Full-time employees hired after 1/1/18, will be offered a single health insurance policy at 20% contribution by the employee, 80% by the Town.

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Full-time employees hired before 1/1/10, will be offered a single health insurance policy at 13% contribution by the employee, 87% by the Town.

Full-time employees will receive a Health Reimbursement Account (HRA) in the amount of \$1,200.00/year.

All full-time employees, including full-time elected officials, not receiving Town health insurance will receive an Opt-out payment of \$350.00/month.

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

#### **18. SHORT TERM RENTAL – RENEWAL – ESTABLISH PUBLIC HEARING**

***(Resolution 23-\_\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to hold a public hearing 7:00PM, or as soon thereafter as said hearing can be convened, Tuesday, January 2, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, pursuant to Section 208-12.D of the Mendon Town Code, for the purpose of considering the renewal of the Short Term Rental at 3880 Rush Mendon Road.

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

#### **19. SPRAY PARK – WHITNEY EAST, INC. – FINAL PAYMENT APPROVAL**

***(Resolution 23-\_\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to approve Final Payment to Whitney East, Inc. for authorized and approved work on the Spray Park in the amount of \$25,732.26, to be paid from the H Fund.

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

#### **20. SPRAY PARK – C.P. WARD – FINAL PAYMENT APPROVAL**

***(Resolution 23-\_\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to approve Final Payment to CP, Ward for authorized and approved work on the Spray Park in the amount of \$15,752.50, to be paid from the H Fund.

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

#### **21. SPRAY PARK – LABELLA ASSOCIATES, D.P.C. – MUTUAL RELEASE**

***(Resolution 23-\_\_\_)***

A motion was made by Mr/s.\_\_\_\_\_, seconded by Mr/s.\_\_\_\_\_, to adopt the following:  
TO ALL WHOM THESE PRESENTS MAY CONCERN, KNOW THAT:

LaBella Associates, D.P.C. ("LaBella") in consideration of the sum of Seventeen Thousand Three Hundred Fifty-Nine and 32/100 Dollars (\$17,359.32) received from the Town of Mendon ("Town"), and the Town in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration received from LaBella, hereby release and discharge each other, and their

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respective officers, directors, members, employees, agents, successors and assigns from any and all claims, demands, debts and damages whatsoever, which they have ever had, now have, or hereafter can, shall or may have against each other for or by reason of any matter, cause or thing arising out of the professional services performed by LaBella for the Town arising out of or in connection with the construction of the Splash Park at Driesbach Field along Semmel Road in the Town of Mendon, LaBella, Proposal No. P2103035. This RELEASE may not be changed orally. These monies will be paid from the H Fund.

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

## **22. DECLARATION OF SURPLUS**

*(Resolution 23-\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to declare a table saw at the Highway Department as scrap and authorize its disposal.

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

## **23. SPEED REDUCTION REQUEST – PITTSFORD MENDON CENTER ROAD – TE-9A**

*(Resolution 23-\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to authorize the Town Clerk to submit a TE-9a to the Monroe County Department of Transportation requesting a speed reduction to 40MPH on Pittsford Mendon Center Road, between NYS Route 251 and Pond Road.

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

## **24. YOUTH CENTER RULES – DISCUSSION**

## **25. PUBLIC COMMENT**

## **26. 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; Mrs. Jenkins, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

*Numbers correspond with Tentative Agenda.*

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Town of Mendon  
Supervisor's Report  
November 2023

Fund	Revenues			Expenditures			Appropriated Fund Balance						
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance	% Expended	Budget	Budget as Amended	Year to Date
A-General Townwide	\$1,494,723	\$1,494,723	\$1,549,061	-\$54,338	104%	\$1,673,747	\$1,679,118	\$1,214,603	\$464,515	72%	\$179,024	\$184,395	\$334,458
B-General Parttown	\$482,744	\$482,744	\$888,169	-\$405,425	184%	\$702,474	\$703,239	\$561,895	\$141,343	80%	\$219,730	\$220,495	\$326,274
DA-Highway Townwide	\$553,326	\$553,326	\$743,610	-\$190,284	134%	\$1,010,850	\$1,024,866	\$714,881	\$309,985	70%	\$7,524	\$467,865	\$28,729
DB-Highway Parttown	\$1,490,097	\$1,490,097	\$1,736,834	-\$246,737	117%	\$1,710,097	\$1,716,190	\$1,136,539	\$579,652	66%	\$220,000	\$226,093	\$600,295
L-Library Townwide	\$383,800	\$383,800	\$393,636	-\$9,836	103%	\$383,800	\$384,150	\$340,527	\$43,623	89%	\$0	\$350	\$53,109
SD-Special Districts	\$245,720	\$245,720	\$246,524	-\$804	100%	\$237,304	\$237,304	\$197,615	\$39,689	83%	\$3,000	\$3,000	\$48,908
	\$4,650,410	\$4,650,410	\$5,557,834	-\$907,424	120%	\$5,718,272	\$5,744,867	\$4,166,061	\$1,578,806	73%	\$629,278	\$1,102,199	\$1,391,773
Calculation of Surplus Funds													
A-General Townwide			DA-Highway Townwide	DB-Highway Parttown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 11/1/23	\$247,024	\$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	\$476,899	\$307,790	\$161,817	\$215,242	\$36,987	\$30,235							
Change in Fund Balance 11/01/23-11/30/23	\$334,458	\$326,274	\$28,729	\$600,295	\$53,109	\$48,908							
*** 3/27/23 TB approved use of \$38,000 in FB from the A Fund to purchase a mower.													
*** 4/10/23 TB approved use of \$30,000 in FB from the A Fund to replenish A1620,200 B&G Equipment													

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

NOVEMBER, 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:

<b>A1255</b>			
15	DECALS	110.19	
1	MARRIAGE LICENSES NO. 23038 TO 23038	17.50	
1	MARRIAGE TRANSCRIPT	10.00	
<b>TOTAL TOWN CLERK FEES</b>			<b>137.69</b>
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<b>A1090</b>			
1	SCHOOL TAX INTEREST	38,659.98	
<b>TOTAL A1090</b>			<b>38,659.98</b>
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<b>A2408</b>			
3	COMMUNITY CENTER USAGE	270.00	
<b>TOTAL A2408</b>			<b>270.00</b>
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<b>A2544</b>			
41	DOG LICENSES	247.00	
<b>TOTAL A2544</b>			<b>247.00</b>
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<b>A2655</b>			
6	POSTCARD	3.00	
<b>TOTAL A2655</b>			<b>3.00</b>
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<b>B2110</b>			
2	ZBA AREA VARIANCE	500.00	
2	ZBA PUBLIC HEARING	200.00	
1	ZONING COMPL LTR RES	30.00	
<b>TOTAL B2110</b>			<b>730.00</b>
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<b>B2115</b>			
1	SHORT TERM RENTAL RENEWL	125.00	
<b>TOTAL B2115</b>			<b>125.00</b>
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<b>B2555</b>			
18	BUILDING PERMIT	3,270.14	
<b>TOTAL B2555</b>			<b>3,270.14</b>
<hr/>			
<b>B2590</b>			
1	ROAD CUT FEE	300.00	
1	BURN PERMIT	25.00	
<b>TOTAL B2590</b>			<b>325.00</b>
<hr/>			
<b>B2771</b>			
1	AROUND MENDON & HF	20.00	
1	MURDER AND MAYHEM	20.00	
2	MENDON PONDS PARK	50.00	
1	SENIOR CITIZN ACTIVITIES	465.00	
<b>TOTAL B2771</b>			<b>555.00</b>

**TOWN CLERK'S MONTHLY REPORT**

NOVEMBER, 2023

page 2

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**DA2306**

<u>1</u>	MFD FUEL USAGE	<u>974.46</u>
<u>1</u>	HFLCSD FUEL	<u>4,471.82</u>

**TOTAL DA2306**

**5,446.28**

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**TOWN CLERK'S MONTHLY REPORT**

NOVEMBER, 2023

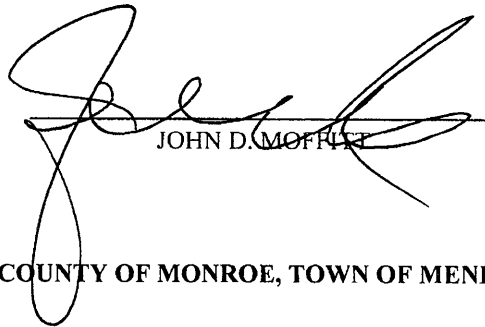
page 3

**DISBURSEMENTS**

*PAID TO SUPERVISOR FOR GENERAL FUND	39,317.67
*PAID TO SUPERVISOR FOR PART TOWN FUND	5,005.14
*PAID TO SUPERVISOR FOR FUEL	5,446.28
PAID TO NYS DEC FOR DECALS	2,317.81
PAID TO NYS ANIMAL POPULATION CONTROL FUND	53.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	22.50
<b>TOTAL DISBURSEMENTS</b>	<b>52,162.40</b>

\* Pd to Supervisor \$49,769.09

DECEMBER 7, 2023



JOHN D. MOFFITT

, SUPERVISOR

**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

7 day of December 2023



Notary Public

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

TOWN OF MENDON

Cash Book Financial Report

For the period 11/01/23 through 11/30/23

12/06/23  
14:51:14

Date	Name	Description	Trans #	Amount	Cash	Check	CC	CC type/ Check #	Change
11/01/23	WINSKI, LANDER	BUILDING PERMIT 8978 - 14	023131	50.00		50.00	526		
11/01/23	BIANCHI, JENNIFER	0000112/FS RENEWAL 0007751	023132	6.00		6.00	3219		
11/01/23	BIANCHI, JENNIFER	0001067/FS ORIGINAL	023133	6.00		6.00	3219		
11/01/23	DECALS	DECALS DAILY TOTAL	023134	363.00	261.00		102.00	Other	
11/03/23	MOORE, JAMIE	0001068/FU ORIGINAL	023135	15.00			15.00	Mast	
11/03/23	RICKER, KELLIE	0001025/MN RENEWAL 0007752	023136	6.00			6.00	Visa	
11/03/23	RICKER, KELLIE	0000896/FS RENEWAL 0007753	023137	6.00			6.00	Visa	
11/03/23	EILINGER, SUE C	0000660/MN RENEWAL 0007754	023138	6.00		6.00	7957		
11/03/23	DONE, BARBARA A	0000659/FS RENEWAL 0007755	023139	6.00		6.00	5085		
11/03/23	GURNETT, KIM	0001069/MN ORIGINAL	023140	6.00			6.00	Visa	
11/03/23	GURNETT, KIM	0001070/MN ORIGINAL	023141	6.00			6.00	Visa	
11/03/23	ZEH, ERICA AND COREY	0001071/MN ORIGINAL	023142	6.00			6.00	Visa	
11/03/23	ZEH, ERICA AND COREY	0001072/MU ORIGINAL	023143	15.00			15.00	Visa	
11/03/23	DECALS	DECALS DAILY TOTAL	023144	162.00	50.00		112.00	Other	
11/06/23	ROBERTSON, SUE	0001073/FS ORIGINAL	023145	6.00	6.00				
11/06/23	VALIUKAS, SUSAN	0000471/FS RENEWAL 0007756	023146	6.00	6.00				
11/06/23	BAILEY, MARGARET	0000158/FS RENEWAL 0007757	023147	6.00		6.00	2080		
11/06/23	REINKE, CHUCK	0000576/MN RENEWAL 0007758	023148	6.00		6.00	1849		
11/06/23	REINKE, CHUCK	0000575/FS RENEWAL 0007759	023149	6.00		6.00	1849		
11/06/23	WEST, TRACY & MIKE	0000831/FS RENEWAL 0007760	023150	6.00		6.00	3487		
11/06/23	CREEGAN, ALEXANDRA	COMMUNITY CENTER USAGE 4793	023151	90.00		90.00	225		
11/06/23	DECALS	DECALS DAILY TOTAL	023152	179.00	122.00		57.00	Visa	
11/08/23	MASKELONY, LAUREN	0000922/FS RENEWAL 0007761	023153	6.00	6.00				
11/08/23	DECALS	DECALS DAILY TOTAL	023154	Void 11/08/23					
11/08/23	DECALS	DECALS DAILY TOTAL	023155	47.00		47.00	525		
11/09/23	STOTT, HILLARY	0001074/FU ORIGINAL	023156	15.00	15.00				
11/09/23	TOWN OF MENDON	SCHOOL TAX INTEREST 2023 SCHOOL	023157	38,659.98		38,659.98	1040		
11/09/23	FERRARA	BUILDING PERMIT 8979 - 66 COLE - REPL	023158	50.00			50.00	Other	
11/09/23	FRENCH-EDWARDS	MARRIAGE LICENSE 23038	023159	40.00	40.00				
11/09/23	DECALS	DECALS DAILY TOTAL	023160	126.00	104.00	22.00	0000		
11/09/23	RENIFF, LISA	MENDON PONDS PARK	023233	25.00			25.00	Visa	
11/10/23	ZINTER	AROUND MENDON & HF	023161	20.00			20.00	Other	
11/10/23	ZINTER	MENDON PONDS PARK	023162	25.00			25.00	Other	
11/10/23	ZINTER	MURDER AND MAYHEM	023163	20.00			20.00	Other	
11/10/23	WOHASKA, MONICA &	0000176/MU RENEWAL 0007762	023164	15.00		15.00	8066		
11/10/23	DECALS	DECALS DAILY TOTAL	023165	42.00	10.00		32.00	Other	
11/13/23	WEBSTER, CRAIG	BUILDING PERMIT 2022-8756 RENEWAL	023166	200.00			200.00	Visa	
11/13/23	WEBSTER, CRAIG	BUILDING PERMIT 2022-8798 RENEWAL	023167	125.00			125.00	Visa	
11/13/23	SCHIEFEN, TIM	BUILDING PERMIT SIGN 1350 PIT MND	023168	30.00			30.00	Visa	
11/13/23	PONTARELLI, DOUGLAS &	0001075/FS ORIGINAL	023169	6.00			6.00	Visa	
11/13/23	SHELL, BRIAN	ZBA AREA VARIANCE 466 PARRISH RD	023170	250.00		250.00	159		
11/13/23	SHELL, BRIAN	ZBA PUBLIC HEARING AV PUBLIC	023171	100.00		100.00	159		
11/13/23	MCMAHON, JOYCE A	0000154/FS RENEWAL 0007763	023172	6.00		6.00	4459		
11/13/23	SEMMELE, DANIELLE	COMMUNITY CENTER USAGE 11/12/2023	023173	90.00		90.00	200		
11/13/23	DECALS	DECALS DAILY TOTAL	023174	42.00	42.00				
11/14/23	GILBANK	BUILDING PERMIT 8981 - 3 MORGAN -	023175	100.00		100.00	001424		
11/14/23	WALKER	BUILDING PERMIT 8982 - 150 BH -	023176	100.00		100.00	1425		
11/14/23	LARSON	BUILDING PERMIT 8983 - 102 SEMMEL -	023177	100.00			100.00	Other	

Date	Name	Description	Trans #	Amount	Cash	Check	CC	CC type/ Check #	Change
11/14/23	TOBEY, JULIE	0001076/MN ORIGINAL	023178	6.00			6.00	Other	
11/14/23	NANCY MERRITT, SEC	SENIOR CITIZN ACTIVITIES TURKEY	023179	465.00	170.00	295.00	0000		
11/14/23	DECALS	DECALS DAILY TOTAL	023180	77.00	35.00		42.00	Other	
11/15/23	BLIEDEN	BUILDING PERMIT R8922 - 47 HIDDEN	023181	50.00		50.00	1559		
11/15/23	HELLES, KAREN & MIKE	0000986/FS RENEWAL 0007764	023182	6.00		6.00	244		
11/15/23	DECALS	DECALS DAILY TOTAL	023183	89.00	79.00		10.00	Other	
11/16/23	CONNOR	BUILDING PERMIT R8800 - 161	023184	50.00			50.00	Visa	
11/16/23	KUBEJA	BUILDING PERMIT 8984 - 80 DRUMLIN	023185	100.00		100.00	4111		
11/16/23	MCCABE	ZBA AREA VARIANCE 3897 RUSH	023186	250.00		250.00	731		
11/16/23	MCCABE	ZBA PUBLIC HEARING 3897 RUSH	023187	100.00		100.00	731		
11/16/23	BERGREN, KRISTOFER	0000984/FS RENEWAL 0007765	023188	6.00		6.00	170		
11/16/23	CAMPANELLI, MANUELA	0000143/FS RENEWAL 0007766	023189	6.00		6.00	2377		
11/16/23	DECALS	DECALS DAILY TOTAL	023190	57.00	57.00				
11/17/23	MONROE COUNTY WATER	ROAD CUT FEE 316 QUAKER MEETING	023191	300.00		300.00	375628		
11/17/23	SCOVILLE, EILEEN C	0000985/MN RENEWAL 0007767	023192	6.00	6.00				
11/17/23	MENDON GOLF CLUB	BURN PERMIT 226 MENDON IONIA RD	023193	25.00	25.00				
11/17/23	DECALS	DECALS DAILY TOTAL	023194	79.00	79.00				
11/20/23	PILCHER, WEBSTER	BUILDING PERMIT 495 PND RD SFD	023195	1,740.14		1,740.14	1205		
11/20/23	BAGLEY, SHAUN	0000578/MN RENEWAL 0007768	023196	6.00		6.00	9003		
11/20/23	HFL SCHOOL	HFLCSD FUEL OCT 2023 FUEL USAGE	023197	4,471.82		4,471.82	60000		
11/20/23		POSTCARD	023198	3.00	3.00				
11/20/23	BRIGHTON BARONS	COMMUNITY CENTER USAGE 11/18/23	023199	90.00		90.00	101		
11/20/23	GASCON FAMILY	BUILDING PERMIT FROST FAN 187 MEN	023200	50.00		50.00	158		
11/20/23	DECALS	DECALS DAILY TOTAL	023201	265.00	151.00		114.00	Visa	
11/21/23	TRJ OF ROCHESTER	BUILDING PERMIT 8986, 240 CFR,	023202	100.00		100.00	675		
11/21/23	CORNELIUS, CHARLES	0001077/MN ORIGINAL	023203	6.00	6.00				
11/21/23	DECALS	DECALS DAILY TOTAL	023204	32.00			32.00	Visa	
11/21/23	JACOBS, CHRISTOPHER	BUILDING PERMIT #8775 RENEWAL IN	023234	125.00			125.00	Mast	
11/22/23	CICERO, STEPHANY	0001078/MN ORIGINAL	023205	6.00	6.00				
11/22/23	DOMBROWSKI	BUILDING PERMIT 8987 - EGRESS - 925	023206	100.00	100.00				
11/22/23		DECALS DAILY TOTAL	023207	Void 12/06/23					
11/22/23	DECALS	DECALS DAILY TOTAL	023232	333.00	134.00	100.00	99.00001	Visa	
11/27/23	ROMEISER	REVENUE 0015707	023208	Void 11/27/23					
11/27/23	ROMEISER, ERIC	BUILDING PERMIT 8666R - REMODEL	023209	150.00		150.00	420		
11/27/23	MENDON FIRE DISTRICT	MFD FUEL USAGE SEPT AND OCTOBER	023210	974.46		974.46	1576		
11/27/23	CALLAHAN, CAROLINE	0000919/MN RENEWAL 0007769	023211	6.00		6.00	1105		
11/27/23	RODRIGUEZ, DEBORAH	MARRIAGE TRANSCRIPT 95033	023212	10.00		10.00	1072		
11/27/23	STEED, VIRGINIA & GARY	0001079/FS ORIGINAL	023213	6.00		6.00	7122		
11/27/23	STEED, VIRGINIA & GARY	0001080/FS ORIGINAL	023214	6.00		6.00	7122		
11/27/23	JAMES, SUSAN	0000577/FS RENEWAL 0007770	023215	6.00	6.00				
11/27/23	DECALS	DECALS DAILY TOTAL	023216	535.00		535.00	0000		
11/28/23	GARDNER, LAFAVE FAMILY	0001081/MU ORIGINAL	023217	15.00			15.00	Other	
11/28/23	DAVIDSON FINK LLP	ZONING COMPL LTR RES MENDON	023218	30.00		30.00	005918		
11/28/23	KNAPP	BUILDING PERMIT 8988 - 84 TOPSPIN -	023219	50.00		50.00	59987		
11/28/23	HORTON, ELIZABETH&MARC	0001082/MU ORIGINAL	023220	15.00		15.00	641		
11/29/23	ACKERMAN, DAVID	0000904/MN RENEWAL 0007771	023221	6.00		6.00	2174		
11/29/23	ACKERMAN, DAVID	0000903/MN RENEWAL 0007772	023222	6.00		6.00	2174		
11/29/23	MCDUGALL, JENNIFER &	0000757/FS RENEWAL 0007773	023223	6.00		6.00	6222		
11/30/23	HOLLICK, ANGELA	SHORT TERM RENTAL RENEWL 380	023224	125.00			125.00	Other	
11/30/23	WACENSKE, FRANCIS	0000760/MN RENEWAL 0007774	023225	6.00		6.00	594		
11/30/23	WACENSKE, FRANCIS	0000759/FS RENEWAL 0007775	023226	6.00		6.00	594		

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**TOTAL:**

52,162.40

1,519.00

49,061.40

1,582.00



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

**Department of  
 Environmental  
 Conservation**

Phone 1-800-962-5622

Invoice 2068-154375

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

Invoice Period: **11/01/2023 to 11/30/2023**

**Daily Summary**

Date	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
11/01/2023	123	\$20.01	\$342.99	0	\$0.00	\$0.00	\$363.00	\$20.01	\$342.99
11/02/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/03/2023	61	\$8.94	\$153.06	0	\$0.00	\$0.00	\$162.00	\$8.94	\$153.06
11/04/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/05/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/06/2023	52	\$9.87	\$169.13	0	\$0.00	\$0.00	\$179.00	\$9.87	\$169.13
11/07/2023	8	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/08/2023	18	\$2.59	\$44.41	0	\$0.00	\$0.00	\$47.00	\$2.59	\$44.41
11/09/2023	32	\$6.94	\$119.06	0	\$0.00	\$0.00	\$126.00	\$6.94	\$119.06
11/10/2023	10	\$2.31	\$39.69	0	\$0.00	\$0.00	\$42.00	\$2.31	\$39.69
11/11/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/13/2023	12	\$2.31	\$39.69	0	\$0.00	\$0.00	\$42.00	\$2.31	\$39.69
11/14/2023	28	\$4.24	\$72.76	0	\$0.00	\$0.00	\$77.00	\$4.24	\$72.76
11/15/2023	13	\$4.90	\$84.10	0	\$0.00	\$0.00	\$89.00	\$4.90	\$84.10
11/16/2023	13	\$3.14	\$53.86	0	\$0.00	\$0.00	\$57.00	\$3.14	\$53.86
11/17/2023	18	\$4.35	\$74.65	0	\$0.00	\$0.00	\$79.00	\$4.35	\$74.65
11/18/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/19/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/20/2023	53	\$14.60	\$250.40	0	\$0.00	\$0.00	\$265.00	\$14.60	\$250.40
11/21/2023	6	\$1.76	\$30.24	0	\$0.00	\$0.00	\$32.00	\$1.76	\$30.24
11/22/2023	53	\$18.34	\$314.66	0	\$0.00	\$0.00	\$333.00	\$18.34	\$314.66
11/23/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/24/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/25/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/26/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/27/2023	3	\$5.89	\$529.11	0	\$0.00	\$0.00	\$535.00	\$5.89	\$529.11
11/28/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/29/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/30/2023	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>503</b>	<b>\$110.19</b>	<b>\$2,317.81</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,428.00</b>	<b>\$110.19</b>	<b>\$2,317.81</b>

**\$2,317.81** Will be swept from your bank account on **12/14/2023**



Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Replacement Tag	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Replacement Free	2	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMP FCFS Choice 1	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Non-Resident Hunting 16+	1	\$5.50	\$94.50	0	\$0.00	\$0.00	\$100.00	\$5.50	\$94.50
Replacement License	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Resident Senior Fishing	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lifetime License (Hunt/Fish/Turkey) 5-11	1	\$5.89	\$529.11	0	\$0.00	\$0.00	\$535.00	\$5.89	\$529.11
<b>Totals</b>	<b>503</b>	<b>\$110.19</b>	<b>\$2,317.81</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,428.00</b>	<b>\$110.19</b>	<b>\$2,317.81</b>

**\$2,317.81** Will be swept from your bank account on **12/14/2023**

12/01/2023  
08:44:46

**TOWN OF MENDON**  
**Detail of Decals Transactions**  
For the period 11/01/2023 through 11/30/2023

<b>Date</b>	<b>Gross Sales</b>	<b>Commission</b>	<b>Net Sales</b>
11/01/2023	363.00	20.01	342.99
11/03/2023	162.00	8.94	153.06
11/06/2023	179.00	9.87	169.13
11/08/2023	47.00	2.59	44.41
11/09/2023	126.00	6.94	119.06
11/10/2023	42.00	2.31	39.69
11/13/2023	42.00	2.31	39.69
11/14/2023	77.00	4.24	72.76
11/15/2023	89.00	4.90	84.10
11/16/2023	57.00	3.14	53.86
11/17/2023	79.00	4.35	74.65
11/20/2023	265.00	14.60	250.40
11/21/2023	32.00	1.76	30.24
11/22/2023	333.00	18.34	314.66
11/27/2023	535.00	5.89	529.11
<b>Grand Total:</b>	<b>2,428.00</b>	<b>110.19</b>	<b>2,317.81</b>

# Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

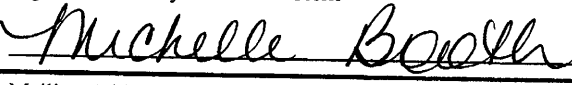
Report for the month of <u>NOVEMBER</u> <u>2023</u>	<b>Do not write in this area</b>	DEP. NO. _____
City or Town of <u>MENDON</u>		\$ _____
County of <u>MONROE</u>		CHECK # _____

Licenses numbered from 038 to 038 inclusive. # of Military Exemptions: \_\_\_\_\_

\*If only ONE license was issued, place license number in both spaces. # of Skipped Licenses: \_\_\_\_\_

\*If NO licenses were issued, write "NONE" in both spaces. # of Voided Licenses: \_\_\_\_\_

Pursuant to the provisions of Section 15 of the Domestic Relations Law, 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.

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>22.50</u>	Name of City or Town Clerk (Please type or print)	
	<u>Michelle Booth</u>	
	Signature of City or Town Clerk	Date
		<u>12/01/2023</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 submitted to the New York State Department of Health at the above address for each month whether or not any licenses were issued. If no licenses were issued, indicate NONE in the spaces provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 whether or not the marriage ceremony is ever performed. An exception to the mandatory remittance is when either of the parties applying for such license is a member of the armed forces of the U.S. on active duty.

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, 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 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.

12/01/2023

**TOWN OF MENDON**

08:31:14

**Detail of Marriage License Transactions**

For the period 11/01/2023 through 11/30/2023

<b>Id</b>	<b>Date</b>	<b>Groom(Spouse A) &amp; Bride(Spouse B)</b>	<b>Statutory Fee</b>	<b>Local Fee</b>	<b>Total</b>
1. 23038	11/09/2023	FRENCH, JACOB ADAM to EDWARDS, ABIGAIL LEILANI KUU IPO	22.50	17.50	40.00
<b>TOTAL SALES:</b>			<b>22.50</b>	<b>17.50</b>	<b>40.00</b>

Month Reported: NOVEMBER, 2023

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: DECEMBER 1, 2023

**Dog License Monthly Report**

Original ID Dog Licenses sold	<u>16</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>25</u>
Purebred License Renewals sold	<u>0</u>
<b>Total sold</b>	<b><u>41</u></b>

**LICENSE TYPES AND FEES COLLECTED**

	<u>Quantity</u>		<u>Local Fees</u>		<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>35</u>	\$5.00 ea	<u>175.00</u>	\$1.00 ea	<u>35.00</u>
Unspayed and Unneutered Dogs	<u>6</u>	\$12.00 ea	<u>72.00</u>	\$3.00 ea	<u>18.00</u>
Exempt - Seeing Eye, War, Police	<u>0</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>	\$50.00 ea	<u>0.00</u>		<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$75.00 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>		<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>41</u>		<u>247.00</u>		<u>53.00</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	<u>\$247.00</u>
Paid to NYS Animal Population Control Program	<u>\$53.00</u>

**TOWN OF MENDON**

**Detail of Dog License Transactions**

For the period 11/01/2023 through 11/30/2023

12/01/2023  
09:25:10

<b>Id</b>	<b>Date</b>	<b>License Type</b>	<b>Owner</b>	<b>Local Fee</b>	<b>APCP Surcharge</b>
<b>Original I.D. Dog Licenses Issued:</b>					
1	0001067	11/01/2023	FS BIANCHI, JENNIFER	5.00	1.00
2	0001068	11/03/2023	FU MOORE, JAMIE	12.00	3.00
3	0001069	11/03/2023	MN GURNETT, KIM	5.00	1.00
4	0001070	11/03/2023	MN GURNETT, KIM	5.00	1.00
5	0001071	11/03/2023	MN ZEH, ERICA AND COREY	5.00	1.00
6	0001072	11/03/2023	MU ZEH, ERICA AND COREY	12.00	3.00
7	0001073	11/06/2023	FS ROBERTSON, SUE	5.00	1.00
8	0001074	11/09/2023	FU STOTT, HILLARY	12.00	3.00
9	0001075	11/13/2023	FS PONTARELLI, DOUGLAS	5.00	1.00
10	0001076	11/14/2023	MN TOBEY, JULIE	5.00	1.00
11	0001077	11/21/2023	MN CORNELIUS, CHARLES	5.00	1.00
12	0001078	11/22/2023	MN CICERO, STEPHANY	5.00	1.00
13	0001079	11/27/2023	FS STEED, VIRGINIA & GA	5.00	1.00
14	0001080	11/27/2023	FS STEED, VIRGINIA & GA	5.00	1.00
15	0001081	11/28/2023	MU GARDNER, LAFAVE FAMI	12.00	3.00
16	0001082	11/28/2023	MU HORTON, ELIZABETH&MA	12.00	3.00
				<b>115.00</b>	<b>26.00</b>

**Renewal Licenses and New Owners Issued:**

1	0000112	0007751	11/01/2023	FS BIANCHI, JENNIFER	5.00	1.00
2	0001025	0007752	11/03/2023	MN RICKER, KELLIE	5.00	1.00
3	0000896	0007753	11/03/2023	FS RICKER, KELLIE	5.00	1.00
4	0000660	0007754	11/03/2023	MN EILINGER, SUE C	5.00	1.00
5	0000659	0007755	11/03/2023	FS DONE, BARBARA A	5.00	1.00
6	0000471	0007756	11/06/2023	FS VALIUKAS, SUSAN	5.00	1.00
7	0000158	0007757	11/06/2023	FS BAILEY, MARGARET	5.00	1.00
8	0000576	0007758	11/06/2023	MN REINKE, CHUCK	5.00	1.00
9	0000575	0007759	11/06/2023	FS REINKE, CHUCK	5.00	1.00
10	0000831	0007760	11/06/2023	FS WEST, TRACY & MIKE	5.00	1.00
11	0000922	0007761	11/08/2023	FS MASKELODY, LAUREN	5.00	1.00
12	0000176	0007762	11/10/2023	MU WOHAASKA, MONICA & RI	12.00	3.00
13	0000154	0007763	11/13/2023	FS MCMAHON, JOYCE A	5.00	1.00
14	0000986	0007764	11/15/2023	FS HELLES, KAREN & MIKE	5.00	1.00
15	0000984	0007765	11/16/2023	FS BERGREN, KRISTOFER	5.00	1.00
16	0000143	0007766	11/16/2023	FS CAMPANELLI, MANUELA	5.00	1.00
17	0000985	0007767	11/17/2023	MN SCOVILLE, EILEEN C	5.00	1.00
18	0000578	0007768	11/20/2023	MN BAGLEY, SHAUN	5.00	1.00
19	0000919	0007769	11/27/2023	MN CALLAHAN, CAROLINE	5.00	1.00
20	0000577	0007770	11/27/2023	FS JAMES, SUSAN	5.00	1.00
21	0000904	0007771	11/29/2023	MN ACKERMAN, DAVID	5.00	1.00
22	0000903	0007772	11/29/2023	MN ACKERMAN, DAVID	5.00	1.00
23	0000757	0007773	11/29/2023	FS MCDOUGALL, JENNIFER	5.00	1.00
24	0000760	0007774	11/30/2023	MN WACENSKE, FRANCIS	5.00	1.00
25	0000759	0007775	11/30/2023	FS WACENSKE, FRANCIS	5.00	1.00
				<b>132.00</b>	<b>27.00</b>	

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
<b>Status Changes:</b>					
1	0000756	11/01/2023	FS KELLY, ELAINE	Dead	
2	0000921	11/08/2023	FS MASKELONY, LAUREN	Dead	
3	0000558	11/21/2023	MN CORNELIUS, CHARLES	Dead	
4	4465491	11/27/2023	FS STEED, VIRGINIA	Dead	
5	0000326	11/28/2023	FS HORTON, ELIZABETH&MA	Dead	
6	5211057	11/30/2023	FU JAMIESON, LOGAN	Dead	
<b>TOTAL SALES</b>				<b>247.00</b>	<b>53.00</b>

12/01/2023  
09:56:02

**TOWN OF MENDON**

A1090 - A2770 Transaction Report  
For the period 11/01/2023 through 11/30/2023

Type	Date	Comment	Name	Quantity	Fee
<b>A1090</b>					
1.STXI	11/09/2023	2023 SCHOOL TAX INTEREST	TOWN OF MENDON	1	38,659.98
				<b>1</b>	<b>38,659.98</b>
<b>A1255</b>					
2.MT	11/27/2023	95033 VAUGHAN/LEE	RODRIQUEZ, DEBORAH	1	10.00
				<b>1</b>	<b>10.00</b>
<b>A2408</b>					
3.COMM	11/06/2023	4793 CLOVER 10/28/23	CREEGAN, ALEXANDRA	1	90.00
4.COMM	11/13/2023	11/12/2023	SEMMEL, DANIELLE	1	90.00
5.COMM	11/20/2023	11/18/23	BRIGHTON BARONS HOCKEY	1	90.00
				<b>3</b>	<b>270.00</b>
<b>A2655</b>					
6.POSC	11/20/2023			6	3.00
				<b>6</b>	<b>3.00</b>
			<b>Total for A Fund:</b>	<b>11</b>	<b>38,942.98</b>
			<b>Total Sales</b>	<b>11</b>	<b>38,942.98</b>



12/01/2023  
09:59:16

# TOWN OF MENDON

## B1900 - B2771 Transaction Report For the period 11/01/2023 through 11/30/2023

Type	Date	Comment	Name	Quantity	Fee
<b>B2110</b>					
1.ZBAV	11/13/2023	466 PARRISH RD	SCHELL, BRIAN	1	250.00
2.ZBAV	11/16/2023	3897 RUSH MENDON RD	MCCABE	1	250.00
				<b>2</b>	<b>500.00</b>
3.ZBPH	11/13/2023	AV PUBLIC HEARING	SCHELL, BRIAN	1	100.00
4.ZBPH	11/16/2023	3897 RUSH MENDON RD	MCCABE	1	100.00
				<b>2</b>	<b>200.00</b>
5.ZCLR	11/28/2023	MENDON GREEN SUBD	DAVIDSON FINK LLP	1	30.00
				<b>1</b>	<b>30.00</b>
<b>B2115</b>					
6.STRN	11/30/2023	380 RUSH MENDON RD	HOLLICK, ANGELA	1	125.00
				<b>1</b>	<b>125.00</b>
<b>B2555</b>					
7.BLDG	11/01/2023	8978 - 14 MENDNSHIRE - SHED	WINSKI, LANDER	1	50.00
8.BLDG	11/09/2023	8979 - 66 COLE - REPL WD STV	FERRARA	1	50.00
9.BLDG	11/13/2023	2022-8756 RENEWAL	WEBSTER, CRAIG	1	200.00
10.BLDG	11/13/2023	2022-8798 RENEWAL	WEBSTER, CRAIG	1	125.00
11.BLDG	11/13/2023	SIGN 1350 PIT MND BLDG 5 #8980	SCHIEFEN, TIM	1	30.00
12.BLDG	11/14/2023	8981 - 3 MORGAN - GENERATOR	GILBANK	1	100.00
13.BLDG	11/14/2023	8982 - 150 BH - GENERATOR	WALKER	1	100.00
14.BLDG	11/14/2023	8983 - 102 SEMMEL - ADD BTHRM	LARSON	1	100.00
15.BLDG	11/15/2023	R8922 - 47 HIDDEN RDG - DECK	BLIEDEN	1	50.00
16.BLDG	11/16/2023	R8800 - 161 CHSFCTRY - ABV PL	CONNOR	1	50.00
17.BLDG	11/16/2023	8984 - 80 DRUMLIN VW - GNERATR	KUBEJA	1	100.00
18.BLDG	11/20/2023	495 PND RD SFD RENEWAL 8831	PILCHER, WEBSTER	1	1,740.14
19.BLDG	11/20/2023	FROST FAN 187 MEN IONIA 8985	GASCON FAMILY VINEYARDS	1	50.00
20.BLDG	11/21/2023	8986, 240 CFR, GENERATOR	TRJ OF ROCHESTER	1	100.00
21.BLDG	11/22/2023	8987 - EGRESS - 925 CFRD	DOMBROWSKI	1	100.00
22.BLDG	11/27/2023	8666R - REMODEL 2230 HF#6	ROMEISER, ERIC	1	150.00
23.BLDG	11/28/2023	8988 - 84 TOPSPIN - SUMP PUMP	KNAPP	1	50.00
				<b>17</b>	<b>3,145.14</b>
<b>B2590</b>					
24.BURN	11/17/2023	226 MENDON IONIA RD	MENDON GOLF CLUB	1	25.00
				<b>1</b>	<b>25.00</b>
25.ROAD	11/17/2023	316 QUAKER MEETING HOUSE	MONROE COUNTY WATER AUTH	1	300.00
				<b>1</b>	<b>300.00</b>
<b>B2771</b>					
26.MDHF	11/10/2023		ZINTER	1	20.00
				<b>1</b>	<b>20.00</b>
27.MPPK	11/10/2023		ZINTER	1	25.00
				<b>1</b>	<b>25.00</b>
28.MRDR	11/10/2023		ZINTER	1	20.00
				<b>1</b>	<b>20.00</b>
29.SENR	11/14/2023	TURKEY DINNER	NANCY MERRITT, SEC	1	465.00
				<b>1</b>	<b>465.00</b>

Type	Date	Comment	Name	Quantity	Fee
			<b>Total for B Fund:</b>	29	4,855.14
			<b>Total Sales</b>	29	4,855.14

12/01/2023  
10:07:37

**TOWN OF MENDON**

DA2306 - T670.1 Transaction Report  
For the period 11/01/2023 through 11/30/2023

Type	Date	Comment	Name	Quantity	Fee
<b>DA2306</b>					
1.FUEL	11/27/2023	SEPT AND OCTOBER	MENDON FIRE DISTRICT	1	974.46
				<b>1</b>	<b>974.46</b>
2.HFLF	11/20/2023	OCT 2023 FUEL USAGE	HFL SCHOOL	1	4,471.82
				<b>1</b>	<b>4,471.82</b>
			<b>Total for DA Fund:</b>	<b>2</b>	<b>5,446.28</b>
			<b>Total Sales</b>	<b>2</b>	<b>5,446.28</b>

11/13/2023

TOWN OF MENDON

REGULAR MEETING

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, November 13, 2023, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

**PRESENT:** John D. Moffitt, *Supervisor*  
 Cynthia M. Carroll }  
 Thomas Dubois } *Town Board*  
 Karen R. Jenkins } *Members*  
 Brent Rosiek }

**TOWN CLERK:** Michelle Booth

**HIGHWAY SUPERINTENDENT:** Andrew Caschetta

**OTHERS PRESENT:** Kim Roberts, *Town Board Member–elect*, Danny Bassett, *Zoning Board Chair*, Lyla Grills, *Library Director*, Tom Ochsenhirt, *VP of Library Board of Trustees*, Alison Zero Jones, *Pres. of Library Board of Trustees*, and 8 others.

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

**AGENDA**

*(Resolution 23-278)*

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the agenda as presented.

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

**PUBLIC COMMENT**

1. Christine Brush, 16 Mendon Ionia Rd, Mendon, appeared on behalf of the Mendon Community Business Association. She reported about the upcoming Holidays in the Hamlet and requested money in the 2024 budget to increase the beautification of the Hamlet.
2. Danny Bassette, 19 W Main St, Honeoye Falls, suggested changes to the Mendon Youth Center’s Code of Conduct to be discussed later in the meeting.

**COMMUNICATIONS**

**HIGHWAY SUPERINTENDENT, Andrew Caschetta**, reported on winter preparations; and requested permission, from the Town Supervisor, as per Resolution 23-230, for the highway department employees to remove the flags/banners and assist Kevin Junge in decorating the Hamlet for the Holidays.

**TOWN CLERK, Michelle Booth**, reported having Saturday hours on November 4<sup>th</sup> to accommodate the hunters with DMPs; has finalized all school tax reports and paid out all monies to each school district and the Town; and has submitted all required information to the Monroe County Treasury for the upcoming 2024 Town and County tax season. Ms. Booth thanked everyone who helped at the Veterans Day luncheon. It was a great success.

**TOWN BOARD**

**Brent Rosiek**, reported on the Zoning and Planning Board business, he expressed the need for an escrow account for the two boards. Mr. Rosiek will attend the Mendon Community Business Association meeting next Tuesday and the upcoming Holidays in the Hamlet event. He continues to meet with the Code Enforcement Officer and Supervisor on a monthly basis; they have continued reviewing the HPC maps and are reviewing the Town Code and Local Laws to make sure everything is cohesive. Mr. Rosiek discussed the Spray Park closing; the draft sidewalk study; and discussed whether or not to file an appeal on the recent Article 78 decision that was issued.

**Cynthia Carroll** stated there will be an ugly sweater run on December 2<sup>nd</sup>, in the Hamlet, with plenty of festivities at Mendon 64 and the Cottage Hotel. She commented on the Veterans Luncheon going well; reported on Library business and the upcoming HF Fire Department Christmas Parade.

**Thomas Dubois** reported that the Environmental Conservation Board will need two new members after the New Year and discussed the Mendon Youth Center code of conduct.

**SUPERVISOR, John Moffitt**, reported a new employee was hired for the Mendon Youth Center and he has reached out to the school for any training opportunities that could benefit the employees. He discussed the health insurance meeting; attended an Incentive Zoning webinar; discussed the upcoming annual training in NYC; anticipates handing out hot cocoa at the HF Fire Department Christmas Parade; encouraged attendance at the Menorah Lighting event on December 11 at 6 pm; and expressed the need to advertise for openings on the Boards and Commissions.

#### **SUPERVISOR'S MONTHLY REPORT**

##### ***(Resolution 23-279)***

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

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

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

##### ***(Resolution 23-280)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for October 2023, showing receipts and disbursements in the amount of \$18,762.70.

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

#### **MINUTES**

##### ***(Resolution 23-281)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve the minutes of the Town Board Meetings, as presented, for October 16, 2023 and October 30, 2023.

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

#### **BUDGET TRANSFERS**

##### ***(Resolution 23-282)***

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

Fr: A1090	Interest and Penalties	\$12,000.00
To: A1620.1	Building Town Hall- Personnel	\$12,000.00
Fr: A5132.3	Garage Improvements	\$2,000.00
To: A5132.413	Garage- Utilities	\$2,000.00
Fr: A1090	Interest and Penalties	\$1,500.00
To: A5132.410	Garage Maintenance	\$1,500.00
Fr: A1090	Interest and Penalties	\$150.00
To: A1620.413C	Community Center Maintenance	\$150.00
Fr: B8010.110	Zoning Staff	\$3,000.00

11/13/2023

TOWN OF MENDON

REGULAR MEETING

To: B3620.110	Building Dept. Staff	\$3,000.00
Fr: B2555	Bldg. Permits and Alteration	\$1,787.14
To: B1910.4	Unallocated Insurance	\$1,787.14
Fr: B1170	Sales Tax	\$15,000.00
To: B8020.41	Planning Engineering	\$15,000.00
Fr: B2770	Engineering Fees	\$12,000.00
To: B8020.41	Planning Engineering	\$12,000.00
Fr: DA2302	Monroe County- Summer	\$8,000.00
To: DA5148.114	County Summer Work	\$8,000.00
Fr: DB2301	NYS Snow	\$25,000.00
To: DB5113.4	CHIPS	\$25,000.00

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

#### **VOUCHERS**

##### **General Abstract**

##### ***(Resolution 23-283)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve all claims on vouchers numbered 23-790 to 23-873, on General Abstract 23-11, in the amount of \$276,502.49.

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

##### **Library Abstract**

Library vouchers numbered 23-164 to 23-189, on Library Abstract 23-11, in the amount of \$14,388.63 were presented to the Town Board for payment.

#### **FIRE PROTECTION CONTRACT**

##### ***(Resolution 23-284)***

The Supervisor opened the Public Hearing at 7:42 PM.

There was a discussion regarding the increase in the amount of the contract.

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to close the Public Hearing.

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

#### **RESOLUTION TO ACCEPT FIRE PROTECTION CONTRACT**

##### ***(Resolution 23-285)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Fire Protection contract for the Mendon Fire Protection District #1. Not to exceed \$190,485.59.

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

#### **PUBLIC HEARING – 2024 PRELIMINARY BUDGET**

##### ***(Resolution 23-286)***

The Supervisor opened the Public Hearing at 7:45 PM.

Ms. Grills, the Library Director, requested more in the budget to cover a part-time, librarian in-training position. This person would help with the adult programs and help spread the word.

Mr. Dubois requested the following changes be made to the budget:

Changes from Tentative Budget to Preliminary Budget

Increase A1310.100 Direction of Finance- Personnel- from \$48,476 to \$55,000.00  
Decrease A1620.100 Building & Grounds- Personnel- from \$130,000 to \$119,600  
Increased DB3300.1 Highway Dept. Personnel - from \$506,000 to \$526,000  
Decreased Appropriated Fund Balance- A Fund from \$219,834 to \$215,958  
Reduced Property Tax A Fund- from \$1,084,966 to \$1,073,966

Changes from Preliminary Budget to Final Budget

Added line L7410.140 Librarian Trainee \$11,000.00  
Changed Capital Reserves from A fund from \$100,000 to \$111,000  
Changed Appropriated Fund Balance- DB Fund from \$256,000 to \$276,000  
Increased Property Tax L Fund- from \$367,200 to \$378,200

Mr. Moffitt asked how these changes would affect the fund balance and if they would be within the confines of the fund balance policy.

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to close the Public Hearing.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**CAPITAL IMPROVEMENT PLAN- PUBLIC HEARING**

***(Resolution 23-287)***

The Supervisor opened the Public Hearing at 8:08 PM.

There were no comments.

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to close the Public Hearing.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET**

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Final Budget.

This discussion was tabled to allow the Finance Director to make the proposed changes.

**RESOLUTION TO ACCEPT 2024 CAPITAL IMPROVEMENT PLAN**

***(Resolution 23-288)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Capital Improvement Plan as presented.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**SUMMER RECREATION CONTRACT 2024**

***(Resolution 23-289)***

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, to accept the Summer Recreation Contract for 2024, not to exceed \$20,000.00 from account number B7320.4.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**MENDON YOUTH CENTER- BEHAVIOR GUIDELINES**

***(Resolution 23-290)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the rules for participants of the Mendon Youth Center.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**2024 HOLIDAY SCHEDULE- TOWNHALL*****(Resolution 23-291)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to adopt the following 2024 Holiday Schedule (14) for Town of Mendon employees at the Town Hall.

1/1 New Year's Day  
1/15 MLK day  
2/19 Presidents Day  
5/24 Floater  
5/27 Memorial Day  
6/19 Juneteenth  
7/4 4th of July  
7/5 Floater  
9/2 Labor Day  
10/14 Columbus Day  
11/11 Veterans Day  
11/28 Thanksgiving  
11/29 Floater  
12/25 Christmas

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

**2024 HOLIDAY SCHEDULE- HIGHWAY DEPARTMENT*****(Resolution 23-292)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adopt the following 2024 Holiday Schedule (14) for Town of Mendon employees at the Highway Department.

Friday, March 29 (Good Friday)  
Monday, May 27 (Memorial Day)  
Wednesday, June 19 (Juneteenth - If workload permits day off, if not, use as a floater)  
Monday, July 1 (In lieu of MLK Day)  
Tuesday, July 2 (In lieu of President's Day)  
Wednesday, July 3 (In lieu of New Year's Day)  
Thursday, July 4 (4th of July)  
Friday, July 5 (floater)  
Monday, September 2 (Labor Day)  
Monday, October 14 (Columbus Day)  
Monday, November 11 (Veterans Day)  
Thursday, November 28 (Thanksgiving)  
Friday, November 29 (floater)  
Wednesday, December 25

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

**REQUEST FOR PROPOSALS- ENGINEERING*****(Resolution 23-293)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to authorize the Supervisor to solicit proposals for Engineering services for the Town of Mendon.

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

**SPLASH PARK PAYMENT- WHITNEY EAST*****(Resolution 23-294)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to authorize payment to Whitney East for the Dust-Off Splash Park and Military Memorial, for pay application #11 in the amount of \$44,734.97.



11/13/2023

TOWN OF MENDON

REGULAR MEETING

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

**PURCHASE OF WIRELESS DIAGNOSTIC SCAN TOOL**

*(Resolution 23-295)*

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the purchase of a Wireless Diagnostic Scan Tool, from Motor/Fcar, account DA5130.4, not to exceed \$6,990.00.

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

**REOPEN THE RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET**

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to reopen this resolution, after seeing the adjusted budget.

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

**RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET**

*(Resolution 23-296)*

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Final Budget as amended.

Adopted by a 3:2 vote as follows:

Cynthia Carroll – Aye

Thomas Dubois – Aye

Brent Rosiek – Nay

Karen Jenkins – Aye

John Moffitt – Nay

**PUBLIC COMMENT**

1. Gary Loope, 21 Semmel Rd, Honeoye Falls, would like to see the final budget and accounting for the Spray Park/Military Memorial; would like to see the Mendon Community Business Association come to earlier meetings if they would like to request money in upcoming budgets; would like to see the Mendon Youth Center rules be rewritten and separate from staff guidelines.

**ADJOURNMENT**

*(Resolution 23-297)*

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 8:54 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>



John Moffitt <jmoffitt@townofmendon.org>

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## Library Reserve

1 message

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**Grills, Lyla** <Lyla.Grills@libraryweb.org>  
To: John Moffitt <jmoffitt@townofmendon.org>

Tue, Dec 5, 2023 at 10:55 AM

Hi John,

The Library BoT unanimously approved the transfer of \$10,000 to the reserve fund last night. I wanted to let you know right away. I don't have the note-taker's notes right now, but I will send along the motion tomorrow.

### **LYLA GRILLS**

Director

Mendon Public Library

22 North Main Street

Honeoye Falls, NY 14472

(585) 624-6067 x 2002



**MENDON  
PUBLIC  
LIBRARY**



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
OFFICE OF JUSTICE COURT SUPPORT  
187 WOLF ROAD, SUITE 103  
ALBANY, NEW YORK 12205  
(800) 232-0630

**HON. JAMES P. MURPHY**  
Deputy Chief Administrative Judge  
Courts Outside New York City

**JENNIFER DILALLO**  
Director

**PLEASE DISTRIBUTE TO  
ALL NEWLY ELECTED OR APPOINTED JUSTICES  
TAKING THE BENCH CERTIFICATION COURSE FALL 2023**

The Office of Court Administration is offering an in-person Fall 2023 Taking the Bench Certification Course for newly elected or appointed Town and Village Justices. Taking the Bench is comprised of two separate training sessions, consisting of a five-day training, followed by a subsequent follow-up a few months later. The first session will be held at the Crowne Plaza Albany – The Desmond Hotel, Albany, 660 Albany Shaker Road, Albany, NY 12211 on December 11<sup>th</sup> (Monday), December 12<sup>th</sup> (Tuesday), December 13<sup>th</sup> (Wednesday), December 14<sup>th</sup> (Thursday) and December 15<sup>th</sup> (Friday), 2023. The second session will be held Live Virtual on Microsoft Teams on June 20<sup>th</sup> (Thursday) and June 21<sup>st</sup> (Friday), 2023.

Each newly elected or appointed Town or Village Justice, who is not a member of the New York State Bar, is required pursuant to §17.2 of the Rules of the Chief Judge (22 NYCRR 17.2) to attend the first available Certification Course after his/her appointment or election. A non-lawyer Town or Village Justice may not assume the functions of the office until he or she has filed a certificate of completion of the Certification Course with his/her municipality (Uniform Justice Court Act §105). Attorney Justices are strongly encouraged to attend, and some Continuing Legal Education (CLE) credits may be available for attending attorney judges.

**Justices will receive their certification to assume the bench after successful completion of the “First Session” of Taking the Bench in December.**

**TRAINING DATES**

**Session 1**

December 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>

9:00am – 5:00pm

**Session 2**

June 20<sup>th</sup>, June 21<sup>st</sup> Live-Virtual on Microsoft Teams

9:00am – 5:00pm

Training will be held at the Crowne Plaza Albany – The Desmond Hotel, Albany, 660 Albany Shaker Road, Albany, NY 12211.

Check-in starts thirty (30) minutes prior to the beginning of classes. Classes begin at 9:00 a.m. each day and classes will conclude by 5:00 p.m. each day. Justices will be advised of any changes to the schedule, as necessary. A detailed schedule will be provided on the first day of class.

Anyone who requires any accommodations due to a disability, should contact the Office of Justice Court Support at 1-800-232-0630.

## **REGISTRATION**

To register for the **in-person** Fall 2023 Taking the Bench Certification Program, please go to the following website **beginning Wednesday, November 8, 2023, at 8:00 am** (registration will close as of noon on Friday, December 1, 2023):

<https://fm-web-22.nycourts.gov/fmi/webd/TVREGISTRATION>

The "account name" is '**court**' and the "password" is '**court**'.

## **TRAINING MATERIALS**

Updated training materials will be available on the Town and Village Courts website <http://www.nycourts.gov/justicecourts> and on [mycje.learnupon.com](http://mycje.learnupon.com). Registered Judges will receive an email with instructions on how to access the materials on the password protected website.

## **COST AND EXPENSE REIMBURSEMENT**

No fee is charged to attend the **in-person** Fall 2023 Taking the Bench Certification Course. Those attending must provide their own transportation and accommodations. The General Municipal Law provides that all actual and necessary expenses of travel and lodging incurred for attendance at a conference are a municipal charge. Justices must comply with the provisions of General Municipal Law §77(b) to obtain reimbursement.

In addition, all towns and villages are required by law to pay the expenses of a Justice or Justice-elect who is required to attend a training program (Uniform Justice Court Act §105 and Town Law §31).

## **ACCOMMODATIONS**

### **\*JUSTICES MUST MAKE THEIR OWN HOTEL AND OTHER TRAVEL ARRANGEMENTS\***

There are numerous hotels conveniently located nearby. Several are listed below. The State rate for Albany is \$114.

**Crowne Plaza Albany – The Desmond Hotel and Conference Center** – 660 Albany Shaker Rd, Albany, NY 12211 – Telephone: (518) 869-8100 (Block of rooms have been reserved at this (training) location.)

To book online, [2023 Taking the Bench Town & Village Justice Seminar BOOK HERE](#)

For call-in reservations, please use **Group Code TBT** and to call the **Hotel direct at 518-869-8100**.

**PLEASE NOTE THE RESERVATION CUT-OFF DATE NOVEMBER 27, 2023**

**THE ON-LINE RESERVATION BOOKING LINK AUTOMATICALLY DEFAULTS TO A SPECIFIED DATE. IF YOU NEED TO CHANGE THE DATES PLEASE SEE INSTRUCTIONS BELOW:**

Right Hand Corner **CLICK ON CHANGE SEARCH** that allows you to change the dates.

Crowne Plaza  
HOTELS & RESORTS  
A IHG HOTEL

DESTINATIONS OUR BRAND OFFERS GROUPS & EVENTS IHG® ONE REWARDS

660 Albany Shaker Road, Albany, NY, US | 12/10/2023 - 12/15/2023 | 1 Guest | 1 Room | Change Search

Home > Select a Hotel > Select a Room

**Crowne Plaza: Albany - The Desmond Hotel**

### Select your room

USD

1 room found

**Standard Room**  
2 1

[Room Details](#)

Free cancellation available

**114 USD**  
per night  
Excludes taxes and fees

Your preferred rate  
2023 Taking the Benc  
114 USD  
per night  
Excludes taxes and fees

Select

Rates reflect average nightly rate for one room.

[More information](#)

**Marriott** – 189 Wolf Road, Albany, NY 12205 – Telephone: (518) 458-8444

**Holiday Inn on Wolf Road** – 205 Wolf Road, Albany, NY 12205 – Telephone: (518) 458-7250

**Best Western on Wolf Road** – 200 Wolf Road, Albany, NY 12205 – Telephone: (518) 458-1000

# Your upcoming stay

**26 days until your stay**

Confirmation number: 69088046

Welcome back, Stephen!

You are on your way to earning **5700 points** with this stay.


## Key information

Cancellation policy 

Check-in age policy 

Pet policy 

Parking information 

Description of taxes and additional charges 

Other charges 

Feedback



**Crowne Plaza Albany - The Desmond Hotel**

660 Albany Shaker Road, Albany, New York, United States

Reservations: [1-877-227-6963](tel:1-877-227-6963)

Front Desk: [1-518-869-8100](tel:1-518-869-8100)

Check in 4 pm / Check out 12 pm

**Dates** Dec 10, 2023 - Dec 15, 2023  
Check in 4 pm

**Reservation** 1 room, 1 adult

**Room type** Standard Room

## Manage your reservation

Modify or Cancel

Duplicate Reservation

Rate ⓘ

2023 Taking the Benc  
Free Cancellation by

Estimated points earned ⓘ

5,700 pts ▼

---

**Total** **649.80 USD**

[Hide full receipt](#)

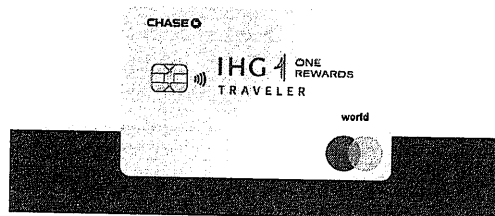
<b>Room rate</b>	570.00 USD
Dec 10 - Dec 11	114.00 USD
Dec 11 - Dec 12	114.00 USD
Dec 12 - Dec 13	114.00 USD
Dec 13 - Dec 14	114.00 USD
Dec 14 - Dec 15	114.00 USD

**Average nightly rate** 114.00 USD

**Taxes** 79.80 USD

8 PERCENT STATE TAX 6 PERCENT  
OCCUPANCY TAX 79.80 USD

Feedback



Your no annual  
fee travel card

Earn a \$150 statement  
credit plus 50K bonus  
points with Traveler.

2023-12A

**GENERAL ABSTRACT**  
**No. 23-874 to No. 23-958**

**TOTAL**      **\$180,927.47**

**LIBRARY ABSTRACT**  
**No. 23-190 to No. 23-211**

**TOTAL**      **\$7,086.16**

Prepared by Michelle Booth



Abstract of General Vouchers 23-12A					
874	Admar	A5132.3			
875	Alliance Door and Hardware	A5132.410		\$ 505.00	
876	American Rock Salt	DB5142.4	\$ 10,005.84	\$ 435.00	
		DB5148.4	\$ 4,757.09	\$ 14,762.93	
877	Association of Towns	A1010.410		\$ 200.00	\$ 200.00
878	Benefit Resource	A9060.8	\$ 50.00		
		B9060.8	\$ 15.00		
		DA9060.8	\$ 50.00		
		DB9060.8	\$ 52.50		
		L9060.8	\$ 7.50	\$ 175.00	
879	Caledonia Diesel	DA5130.4		\$ 68.00	
880	Capital One Trade Credit	A1620.402	\$ 20.28		
		A1620.413C	\$ 60.32		
		A1620.421	\$ 20.39		
		A5132.410	\$ 43.80		
		A7140.2	\$ 5.94	\$ 150.73	
881	Capital One Trade Credit	DA5130.4	\$ 14.60		
		DB5110.4	\$ 41.72	\$ 56.32	
882	Charter Communications	A1610.41	\$ 249.99		
		A5132.413	\$ 199.98	\$ 449.97	\$ 449.97
883	Charter Communications	A1620.405	\$ 493.52		
		A1620.414	\$ 99.99	\$ 593.51	\$ 593.51
884	Chemung Supply Corp	DA5130.4		\$ 712.00	
885	Crane's Automotive	DA5130.4		\$ 26.00	
886	Crystal Rock	A1670.401		\$ 63.45	
887	Deckman Oil Co.	DA5130.4		\$ 600.66	
888	DJM Equipment	DA5130.4		\$ 498.32	
889	D&W Diesel	DA5130.4		\$ 838.14	
890	Excellus BCBS-Direct	L9060.8		\$ 208.00	\$ 208.00
891	Excellus Health Plan-Group	A9060.8	\$ 430.82		
		B9060.8	\$ 10.60		
		DA9060.8	\$ 374.30		
		DB9060.8	\$ 417.59		
		L9060.8	\$ 31.80	\$ 1,265.11	\$ 1,265.11
892	Excellus Health Plan-Group	TA20		\$ 702.49	\$ 702.49
893	Excellus Health Plan-Group	A9060.8	\$ 3,665.61		
		DA9060.8	\$ 5,539.66		
		DB9060.8	\$ 5,266.66		
		L9060.8	\$ 610.94	\$ 15,082.87	\$ 15,082.87
894	Excellus Health Plan-Group	TA20		\$ 5,720.62	\$ 5,720.62
895	Finger Lakes/Castle	DA5130.4		\$ 422.90	
896	Flaherty's Three Flags Inn	B7610.404		\$ 2,340.00	\$ 2,340.00
897	FMP	DA5130.4		\$ 52.20	
898	FNBO	B8020.43	\$ 60.00		
		A1610.41	\$ 1,109.92		
		A1620.417	\$ 11.03		
		A1620.401	\$ 99.93		
		A5010.41	\$ 19.99		
		B7550.44	\$ 530.69	\$ 1,831.56	
899	Frontier Communications	A1620.405		\$ 65.80	\$ 65.80
900	General Code	B8023.410		\$ 1,612.00	
901	Genesee Stamp & Stationery	A1110.410		\$ 17.75	

902	Graff, Patricia	A1620.401			\$ 42.93	
903	Grainger, W. W.	A1620.421	\$ 31.17			
		A5010.41	\$ 73.81			
		DA5130.4	\$ 55.34			
		DB5110.4	\$ 42.14	\$ 202.46		
904	Groet, Darrick	A5020.400		\$ 250.00		
905	HFM Historical Society	A1620.413		\$ 700.00		
906	HF Community Concert Band	B7550.41		\$ 1,000.00		
907	Hillyard	A1620.402		\$ 45.45		
908	Home Depot Credit Services	A1620.402	\$ 61.99			
		A5132.410	\$ 130.98			
		A7110.42	\$ 90.62			
		A7140.2	\$ 89.61	\$ 373.20		
909	Honeoye Falls Marketplace	A1670.401	\$ 68.08			
		B7550.44	\$ 1,392.00	\$ 1,460.08		
910	IAAO	A1355.410		\$ 240.00		
911	JGF Funding	A1670.403	\$ 106.75			
		A5010.44	\$ 106.75			
		B1900.400	\$ 163.96	\$ 377.46		
912	Jackson Welding & Gas Products	DA5130.4		\$ 10.40		
913	Jessica Chevrolet	DA5130.4		\$ 189.90		
914	Jessica Chevrolet	B3620.44		\$ 10.00		
915	Kenworth Northeast Group Inc.	DA5130.4		\$ 260.48		
916	Lewis General Tire	DA5130.4		\$ 343.00		
917	Maxon, Stephen	A1110.410		\$ 570.00		
918	M.C.W.A.	A1620.406	\$ 129.70			
		A1620.414	\$ 27.46			
		A1620.418	\$ 23.66			
		A5132.413	\$ 334.90			
		A7110.41	\$ 23.66			
		A7140.41	\$ 23.66	\$ 563.04	\$ 563.04	
919	M.C.W.A.	A7120.41		\$ 998.28	\$ 998.28	
920	MVP	A9060.8	\$ 834.02			
		B9060.8	\$ 292.64			
		DA9060.8	\$ 1,170.56	\$ 2,297.22	\$ 2,297.22	
921	MVP	TA20		\$ 302.64	\$ 302.64	
922	Moffitt, John	A1220.410		\$ 47.55		
923	Monroe County Dir. Of Finance	DB3310.4		\$ 47,908.00		
924	Morgan Rubbish Removal Inc.	A5132.413		\$ 253.14		
925	Motor Diagnostics	DA5130.4		\$ 6,990.00		
926	NOCO Engery Corp.	DB5110.4		\$ 1,538.21		
927	National Fuel	A1620.407	\$ 178.26			
		A1620.414	\$ 46.64			
		A1620.418	\$ 95.74	\$ 320.64	\$ 320.64	
928	National Grid	A1620.408	\$ 369.83			
		A1620.414	\$ 125.68			
		A1620.418	\$ 121.81			
		A5132.413	\$ 670.00			
		A7120.41	\$ 70.47			
		B5182.4	\$ 78.92	\$ 1,436.71	\$ 1,436.71	
929	National Grid	B5182.4		\$ 261.69		
930	New York Planning Federation	B8020.43		\$ 295.00		
931	New York State Assessors Association	A1355.410		\$ 55.00		
932	New York State Magistrates Assoc	A1110.410		\$ 115.00		
933	Oil Filter Service	DA5130.4		\$ 296.34		
934	Power Drives, Inc.	DA5130.4		\$ 609.34		

935	R.G. & E.	B5182.4	\$ 4,291.59		
		SL5182.403	\$ 1,400.67	\$ 5,692.26	\$ 5,692.26
936	R.G. & E.	A7140.41		\$ 25.83	
937	Radiomax	A5132.413		\$ 500.00	\$ 500.00
938	Recktenwald, John	A5020.400	\$ 250.00		
		DA9057.8	\$ 120.00	\$ 370.00	
939	Schreiber, Ben	DA9057.8		\$ 120.00	
940	Sedam Farm & Commercial	DA5130.4		\$ 1,648.28	
941	SEI	DA5130.4		\$ 126.99	
942	Sentinel Publications	A1670.409	\$ 280.00		
		B8010.401	\$ 55.50	\$ 335.50	
943	Staples	A1670.401	\$ 383.91		
		A1620.417	\$ 105.47	\$ 489.38	
944	Staples	A5010.41		\$ 33.38	
945	Star Safety Technologies	DA5130.4		\$ 20.00	
946	Sunoco LP	A1620.407	\$ 140.09		
		B3620.44	\$ 117.45	\$ 257.54	
947	Sunoco LP	DA5130.4		\$ 3,279.28	
948	Tillich, Kyle	A5020.400	\$ 250.00		
		DA9057.80	\$ 110.15	\$ 360.15	
949	Tracey Road Equipment	DA5130.4		\$ 276.21	
950	Unifirst Corporation	DA9056.8		\$ 206.52	
951	VP Supply	A7140.2		\$ 3.18	
952	Verizon Wireless	A1220.410	\$ 37.99		
		A1620.418	\$ 18.24		
		A3510.440	\$ 18.24		
		B3620.45	\$ 32.44	\$ 106.91	
953	Vern Vallance Septic	A5132.4		\$ 760.00	
954	Whitmore, Carter	A5020.400		\$ 250.00	
955	Whitney, Chad	DA9057.8		\$ 102.38	
956	Whitney East, Inc	H7150.4		\$ 44,734.97	\$ 44,734.97
957	Williamson Law Book Co	B8020.45		\$ 159.22	
958	Young, Don	A1420.110		\$ 1,250.00	
	TOTAL			\$ 180,927.47	\$ 83,474.13
			to be paid	\$ 97,453.34	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/02/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Mitchell-Joseph Insurance Agency</b> PO Box 192 19 West Main Street Honeoye Falls, NY 14472	CONTACT NAME: <b>Wendy S MacKay, CIC, CISR</b>
	PHONE (A/C, No, Ext): <b>585-624-2180</b> FAX (A/C, No): <b>585-624-2268</b>
	E-MAIL ADDRESS: <b>wmackay@mitchelljoseph.com</b>
	INSURER(S) AFFORDING COVERAGE
	NAIC #
INSURED <b>Mendon, Town of</b> <b>John Moffitt</b> 16 W Main Street Honeoye Falls, NY 14472	INSURER A : <b>Arch</b>
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

**COVERAGES**

CERTIFICATE NUMBER: 00017482-2555999

REVISION NUMBER: 39

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			UNASSIGNED	01/01/2024	01/01/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ No Covera
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Public Employee Dishonesty Excess Limit of Insurance of \$500,000 for Each Employee in the following positions: Town Clerk, Tax Receiver, Town Supervisor and Financial Officer.

**CERTIFICATE HOLDER****CANCELLATION**

**Monroe County**  
39 W Main Street  
Rochester, NY 14614

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(WSM)

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# Registration Rate Sheet

**2024 Annual Meeting & Training School\***  
**Feb. 18 - 21, 2024**  
**New York Marriott Marquis, NYC**

**ONLINE\* REGISTRATION OPEN NOW AT [WWW.NYTOWNS.ORG](http://WWW.NYTOWNS.ORG)**

**\*NYC Transit/MTA – must register via mail, online is not available.**

**EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

## **Rates Aug. 1, 2023 - Oct. 31, 2023**

Member municipality, conference | \$120  
Non-member municipality, conference | \$145  
Non-municipality, company, conference | \$320

## **Rates Nov. 1, 2023 - Jan. 27, 2024**

*(registrations submitted after Jan. 27 will be processed at on-site rates)*

Newly Elected Official Training Bundle | \$50  
Member municipality, conference | \$150  
Non-member municipality, conference | \$175  
Non-municipality, company, conference | \$350

## **Attorney Continuing Legal Education (CLE)**

*Fee includes meeting registration. Credit hours and rates –  
10.5 credit hours offered live, plus free registration for up to two credit hours for virtual courses offered in 2024.*

Member (early bird / regular / on-site) | \$435 / \$465 / \$500  
Non-member (early bird / regular / on-site) | \$460 / \$490 / \$525  
Non-municipality, company, conference (early bird / regular / on-site) | \$635 / \$665 / \$700

## **Special Training Rate for Newly Elected Officials**

If you are a newly elected official **AND** attending either our Rochester or Albany Newly Elected Town Official Training School, we are pleased to offer you a special registration rate of \$50 to our 2024 Annual Meeting & Training School — another two-and-a-half days of specialized training for just \$50! Registration by MAIL, only.

**Code enforcement officer in-service training PLUS  
free, accredited town justice training and elective court clerk training.**

## **Book your room.**

To reserve your room, visit <https://book.passkey.com/go/AOT2024> or call the NY Marriott Marquis at 1(877)303-0104.  
Rooms with an asterisk (\*) next to them have limited availability. 2024 room rates are as follows:

Marquis Standard King/Double | \$308  
Times Square View | \$409\*  
Deluxe Suite | \$609\*  
Premier One-Bedroom Suite | \$709\*

FOR INTERNAL USE ONLY

*Association of Towns Educational Series  
Registration Form*

CHK # \_\_\_\_\_

ORDER # \_\_\_\_\_



**TRAINING & CERTIFICATION**  
*FOR TOWN OFFICIALS*

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

ONE REGISTRANT PER FORM

**EVENT: 2024 ANNUAL MEETING & TRAINING SCHOOL**  
**FEB. 18 - 21, 2024 • NEW YORK MARRIOTT MARQUIS, NYC**

**Special Training Rate for Newly Elected Officials**

If you are a newly elected official AND attending either our Rochester or Albany Newly Elected Town Official Training School, we are pleased to offer you a special registration rate of \$50 to our 2024 Annual Meeting & Training School — another two-and-a-half days of specialized training for just \$50! Attendees are responsible for traveling, room and board and other expenses. Online registration not available for this special rate; to receive this rate, please mail your form with payment to Association of Towns, 150 State St., Albany, NY 12207.

*(One form required per attendee. Cancellation requests must be postmarked or faxed to AOT at (518)465-0724 by 5 p.m. Feb. 2, 2024. All cancellations will be charged a \$10 processing fee.)*

Registration Type	Registration Deadline	Rate
Special Rate: Newly Elected Training Package <i>(Must register at full price for 2024 NETO Training in Rochester or Albany)</i>	Feb. 2, 2024	\$50

Reserve your hotel room by Oct. 31, 2023 to lock in 2023 room rates. On Nov. 1, room rates will increase to 2024 rates.  
Vouchers are not an accepted form of payment.

• To reserve your room, visit <https://book.passkey.com/go/AOT2024> or call the NY Marriott Marquis at 1(877)303-0104  
MAIL or FAX completed registration form with a check for the corresponding registration fee to:

Association of Towns, 150 State St., Albany, NY 12207 | Fax: (518)465-0724

*Association of Towns Educational Series  
Registration Form*

FOR INTERNAL USE ONLY

CHK # \_\_\_\_\_

ORDER # \_\_\_\_\_



**TRAINING & CERTIFICATION  
FOR TOWN OFFICIALS**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

TOWN/COMPANY \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

ONE REGISTRANT PER FORM

**EVENT: 2024 ANNUAL MEETING & TRAINING SCHOOL  
FEB. 18 - 21, 2024 • NEW YORK MARRIOTT MARQUIS, NYC**

	Registration Type	Select (x)	Rate
<b>Aug. 1 - Oct. 31</b>	Early-bird Member		\$120
	Early-bird Non-member		\$145
	Early-bird Non-municipality / company		\$320
	Early-bird CLE member		\$435
	Early-bird CLE non-member		\$460
	Early-bird CLE non-municipality/company		\$635
<b>Nov. 1 - Jan. 27**</b>	Member		\$150
	Newly Elected Member (must attend one 2024 NETO school)		\$50
	Accredited Justice Training		\$0
	Elective Court Clerk Training		\$0
	Non-member		\$175
	Non-municipality / company		\$350
	CLE member		\$465
	CLE non-member		\$490
	CLE non-municipality / company		\$665

**\*\*Any registration after Jan. 27, 2024 will be processed at our on-site registration rates.**

Reserve your hotel room by January 27, 2024. Vouchers are not an accepted form of payment.

- To reserve your room, visit <https://book.passkey.com/go/AOT2024> or call the NY Marriott Marquis at 1(877)303-0104  
MAIL or FAX completed registration form with a check for the corresponding registration fee to:  
Association of Towns, 150 State St., Albany, NY 12207 | Fax: (518)465-0724

# VALET PARKING RATES 2023

Registered Guests  
(Overnight Charge 24 Hours Max)

Cars - \$70.00

SUV: Explorers, Mini-Vans, etc. - \$80.00

Oversized: F150's, Yukons, Suburbans, etc. - \$95.00

## Transient Parking (Hourly)

CARS: 3 HOURS Max \$45.00 12 HOURS max \$58.00

OVERSIZED: 3 HOURS Max \$55.00 12 HOURS max \$68.00

SUPERSIZED: 3 HOURS Max \$65.00 12 HOURS max \$83.00

No Vans, Limousines or Motorcycles

All Transients Over 12 Hours Fall Under Overnight Rates

18.375% N.Y.C. Parking Tax included



## New York Marriott Marquis Group Arrival Form

### IMPORTANT NOTE: THIS FORM DOES NOT SECURE YOUR SLEEPING ROOM RESERVATION

Name of Group: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Please Note: Hotel Check In time is 4pm. Any Group Arrivals prior to 4PM are NOT guaranteed ready rooms. Special Room Requests are NOT guaranteed 4PM check in. Hotel Check Out time is 11:00am. Bus arrivals (10 people or more) check -in will take place on the 3<sup>rd</sup> floor.

#### Bus Arrival / Departure Information:

Bus Arrival Date \_\_\_\_\_

Bus Arrival Time \_\_\_\_\_

Bus Departure Date \_\_\_\_\_

Bus Departure Time \_\_\_\_\_

Name of Bus/Van/Shuttle Company: \_\_\_\_\_

Number of Bus/Van/Shuttle? \_\_\_\_\_

- Please call our Tour Captain Phone # 212-704-8938 on your Arrival Date 15 minutes prior to arrival at the Hotel.
- This will ensure that our Bell Staff is prepared for the group's bus/shuttle/van arrival.
- Bus Pick Up & Drop Off location is on 45<sup>th</sup> Street by Starbucks. New York City does not offer overnight Bus Parking.
- Please plan accordingly with your bus company.
- All luggage/bags need to be tagged with Guest Name Prior to Arrival at the Hotel.

**\*IMPORTANT:** Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes\*

Onsite Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of People: \_\_\_\_\_ Number of Rooms: \_\_\_\_\_ Estimated Number of Bags: \_\_\_\_\_

The Portage charge is mandatory for all groups (10 or more persons) that have a Bus, Van and/or Shuttle arrival at \$11.51 per bag/round trip, regardless if Bellman assistance is needed.

Will you require guest assistance with luggage upon arrival: Yes or No

Date & Time \_\_\_\_\_

*Please note with bag delivery at check-in it will take up to 45 – 60 minutes for every 20 bags to be delivered to guestrooms by the bellman.*

Will you require a bag pull/pick-up at checkout: Yes or No

Date & Time \_\_\_\_\_

*Please note that checkout is at noon, and with a group bag pull/pick-up it will take 30 – 40 minutes for every 20 rooms to be assisted by the bellman.*

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>CCMH TIMES SQUARE LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above <b>NEW YORK MARRIOTT MARQUIS</b></p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate         </p> <p> <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>C</b>  <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.         </p> <p> <input type="checkbox"/> Other (see Instructions) ▶         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>6903 ROCKLEDGE DR STE 1500</b></p> <p><b>6</b> City, state, and ZIP code <b>BETHESDA, MD 20817</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	6	-	3	0	4	8	3	3	8

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>10/5/2021</u>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

MIDLAND APPRAISAL ASSOCIATES, INC. REAL ESTATE COUNSELING & APPRAISAL SERVICES



Jay J. Loson, MAI  
James A. LeGrett  
Stephen V. Ferrara, SRA  
Jeffrey S. James, MAI  
David R. Ciroula  
Nathan T. Gabbert, SRA, IAO

David C. Schwaner, MAI  
*Consultant*

September 27, 2023

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

Re: Board of Assessment Review Term

Dear Mr. Moffitt:

Pursuant to your letter of September 25<sup>th</sup>, I would like to convey my interest in candidacy for the Board of Assessment Review for the town of Mendon.

Let me know if there is anything further you require. Thank you for the opportunity to serve on the Board.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'Jeffrey S. James'. The signature is fluid and cursive, with a long horizontal stroke at the end.

JEFFREY S. JAMES, MAI



John Moffitt <jmoffitt@townofmendon.org>

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## Highway Rates

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**Highway Clerk - Denise Zimmermann**

<highwayclerk@townofmendon.org>

To: John Moffitt <jmoffitt@townofmendon.org>

Cc: Kelli Parmelee <finance@townofmendon.org>

Wed, Nov 29, 2023 at

1:38 PM

Jim Callerame - \$33.10

Steve Lord - \$25

Scott Schlesing - \$31.60

Bob Sherman - \$22

[Quoted text hidden]

11/20/23

**Please refer to the Employee Handbook, Sections 4.05-4.06**

**Proposed Healthcare and HRA changes for 2024:**

All Retirees will be transferred to Excellus BC/BS

There are currently 2 options:

1. Stay on the Town sponsored plan at a cost to the Town of \$282.37/mo. Per Retiree.
- OR
2. Move to an Individual Plan of their choice through Dan Botsford and receive a \$1000 HRA/year, or until amended by The Town Board. Once the Retiree goes off the Town sponsored Plan, they are no longer allowed to reapply for Town issued insurance.

All Eligible full-time employees will still be offered Excellus BC/BS. New for 2024, the Town picked up offering the Silver 19 plan. All staff hired after 1/1/18, will be offered a single policy of either a Gold 1 or Silver 19 plan at 20% contribution by the employee. The town will Pay the additional 80%.

Full-time employees hired before 1/1/10 will see an increase of employee contribution from 11% to 13%.

The Towns Health Reimbursement Account (HRA) is proposed to increase from \$1000/year to \$1200/year for all full Time Employees.

The Towns opt out policy is proposed to increase from \$300/mo. to \$350/mo. for all full-time employees not receiving Town health insurance, including full-time elected officials.





**APPLICATION FOR A SHORT-TERM RENTAL**

IMPORTANT – This application does **NOT** contain all the information you need to know and address as an applicant/manager of a Short-Term Rental Property in the Town of Mendon. You are advised to thoroughly review Mendon Town Code Chapter 236 which is available online at [www.townofmendon.org](http://www.townofmendon.org) and <https://ecode360.com/ME0067/laws/LF1799807.pdf>

<p><u>3880 Rush Mendon Rd.</u>  <u>Mendon, NY 14506</u>                  Address of Proposed Short-Term Rental</p>	<p><input type="checkbox"/> First time application <b>\$450 fee</b>                  Valid for 1 year                  - or - _____</p> <p><input checked="" type="checkbox"/> Renewal application <b>\$125 fee</b>                  Valid for 2 years                  - or - _____</p> <p><input type="checkbox"/> Re-inspection <b>\$25 fee</b></p>
--	--

**ALL OWNERS OR DESIGNATED/AUTHORIZED AGENTS MUST BE LISTED BELOW AND SIGN THIS APPLICATION.**  
 INCLUDE ADDITIONAL SHEETS AS NECESSARY

<p><u>Angela Hollick</u>                  PROPERTY OWNER</p> <p><u>15 Hiram Way</u>                  MAILING ADDRESS</p> <p><u>Honeoye Falls NY 14472</u>                  CITY STATE ZIP</p> <p><u>855-455-3439</u> OR ( )                  PHONE OPTIONAL 2<sup>ND</sup> PHONE</p> <p><u>Angela@bookwestminister.com</u>                  EMAIL ADDRESS</p>	<p><input type="checkbox"/> PROPERTY OWNER OR <input type="checkbox"/> AUTHORIZED MANAGING AGENT</p> <p>MAILING ADDRESS</p> <p>CITY STATE ZIP</p> <p>PHONE OR OPTIONAL 2<sup>ND</sup> PHONE</p> <p>EMAIL ADDRESS</p>
---	--

- All portions of this application are required and must be completed.
- Applications that fail to provide sufficient information shall be declined.

By signing this application, I/we attest that I/we:

1. Have read and comprehended all requirements and standards contained in the Town of Mendon's Code Chapter 236 and agree to fully comply with the same;
2. Have included an accurate and suitable floor plan for each level of the dwelling that can be occupied;
3. Have certified that the accompanying floor plan is an accurate facsimile of the dwelling;

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

## APPLICATION FOR A SHORT-TERM RENTAL

4. Have included a plot diagram demonstrating adequate off-road parking spaces;
5. Agree, as a condition to the issuance of this permit, that said Short-Term Rental shall conform with all laws, ordinances of the Town and the State of New York Uniform Fire and Safety Prevention and Energy Code of the State of New York, and other applicable laws, codes, and regulations;
6. Authorize the Town Code Enforcement Officer to inspect the property to ensure compliance with all requirements and standards contained within Town and State Law;
7. Confirm the present and ongoing compliance within the Town's Short-Term Rental Standards;
8. Will limit lease periods to a maximum of 31 consecutive days
9. Certify that the Contact Person (the owner or the owners' designee) shall be responsible and authorized to act on the owners' behalf and shall promptly remedy any violation of the standards outlined in the Town Law and shall respond to any correspondence or concern from the Town Code Enforcement Officer within 24 hours; and
10. Attest that none of the owners of the subject property have had a Short-Term Rental Permit revoked within the previous year for any rental properties owned individually or together with others.

Signature(s) of ALL owners or their designated agents			
<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 5px;">Cynthia Holm 11/30/2023</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <input checked="" type="checkbox"/> Property Owner – Or –                      <input type="checkbox"/> Authorized Agent                      (IF designated)                 </div> <div style="text-align: right; margin-top: 5px;">Date</div>	<div style="text-align: center; margin-bottom: 5px;">/ /</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <input type="checkbox"/> Property Owner – Or –                      <input type="checkbox"/> Authorized Agent                      (IF designated)                 </div> <div style="text-align: right; margin-top: 5px;">Date</div>		
<div style="text-align: center; margin-bottom: 5px;">/ /</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <input type="checkbox"/> Property Owner – Or –                      <input type="checkbox"/> Authorized Agent                      (IF designated)                 </div> <div style="text-align: right; margin-top: 5px;">Date</div>	<div style="text-align: center; margin-bottom: 5px;">/ /</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <input type="checkbox"/> Property Owner – Or –                      <input type="checkbox"/> Authorized Agent                      (IF designated)                 </div> <div style="text-align: right; margin-top: 5px;">Date</div>		

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.



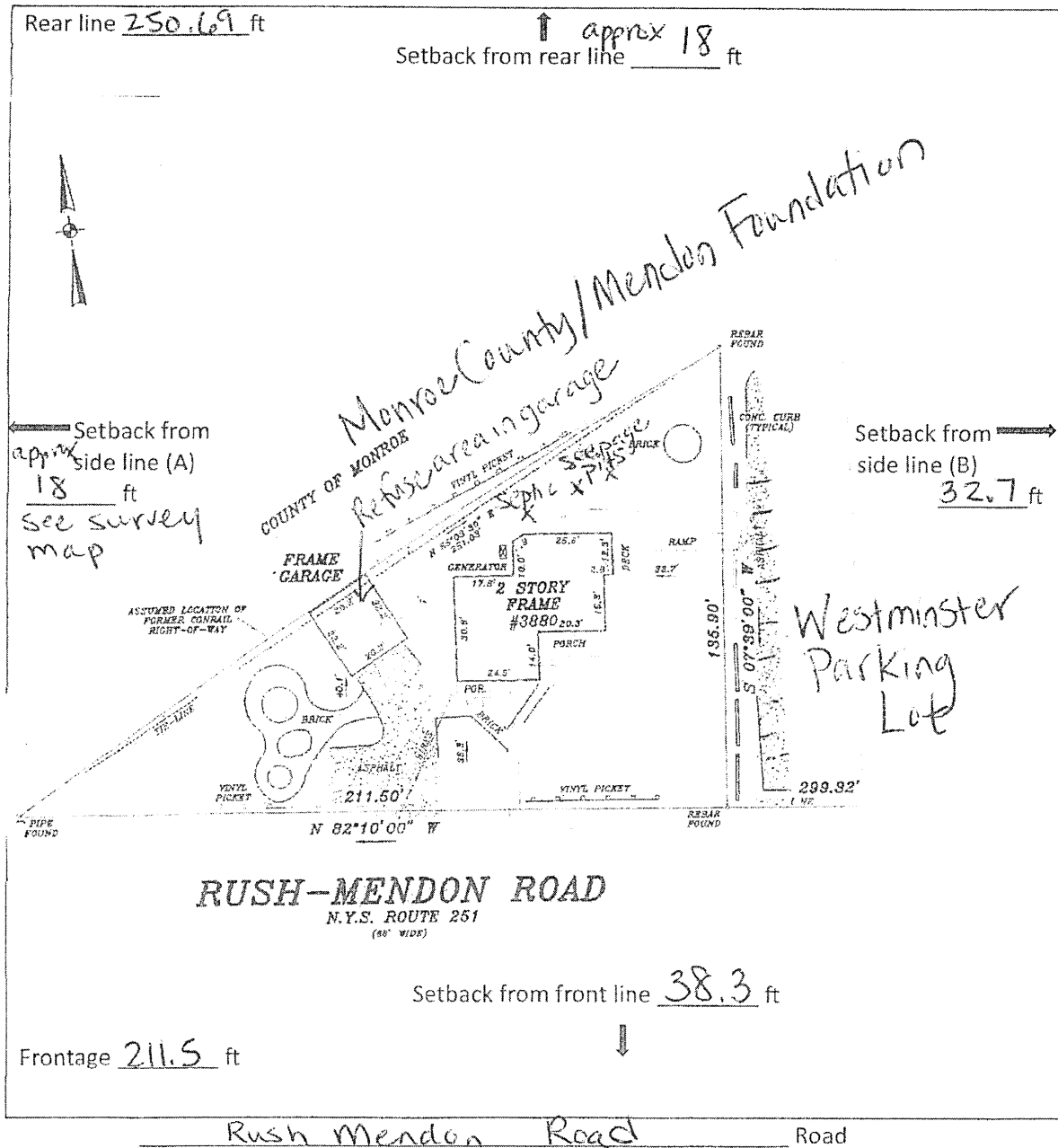
# APPLICATION FOR A SHORT-TERM RENTAL

OFFICIAL USE ONLY		
\$ <u>125.00</u> Fee Paid	<u>Michelle Barth/B</u> Town Clerk's Signature	<u>11-30-23</u> Date
<u>216.07-1-1</u> Tax Map ID #	<u>B</u> Zoning District	_____ on _____
<input type="checkbox"/> Adjacent Property Owners have been notified of this application via certified mail and have submitted the return receipts with this application _____ Town Clerk's initials _____ Date _____		
Application reviewed by the Mendon Town Board on _____ <input type="checkbox"/> Nays + <input type="checkbox"/> Ayes + Explain below		
<u>[Signature]</u> Code Enforcement Officer's Signature		<u>01</u> Permit # _____
		<u>11/30/2023</u> Date
+ Explanation if disapproved:		

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

## SHORT-TERM RENTAL – PLOT DIAGRAM

**Instructions:** Clearly and distinctly locate all buildings and parking area(s) plus their dimensions, whether existing or proposed, and indicate all setback dimensions from property lines. Give identifying information or deed description; show all easements, street names, and adjacent property owner names; and show well, septic, and leach field locations. Show all bodies of water (creeks, etc.). Indicate whether it is an interior or corner lot. Also, indicate North. Use additional sheets if necessary.



Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

## SHORT-TERM RENTAL – FLOOR PLANS

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### INSTRUCTIONS:

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Per Town Code Chapter 236-6, 8 (a-i), *Site plan/floor plan requirements*: the application shall include the following **details as described below**. Use additional sheets as necessary.

- a. A dimensioned floor plan, drawn in ink, to scale, measuring at least 8.5 inches by 11 inches, containing a title block, with signature line(s), and certified by the applicant, including the flooring:
- b. Location of all buildings, parking, and refuse areas.
- c. Basement floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- d. First floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- e. Second floor plan including bedrooms, emergency escapes and rescue openings, utilities, heating and colling appliances, and means of egress.
- f. Means of egress including path of travel from sleeping rooms.
- g. Locations of all smoke and carbon monoxide detectors and fire extinguishers.
- h. No sleeping rooms are allowed two stories above the second floor.
- i. No accessory structures, tents, recreational vehicles, or other similar arrangements are allowed for sleeping rooms/arrangements.

---

! Include and sign the following attestation with each of these and all drawings:

I certify that the accompanying dwelling **Plot Diagram** and **Floor Plans** are **complete and accurate** representations of the property in this application.

  
\_\_\_\_\_  
Signature of applicant

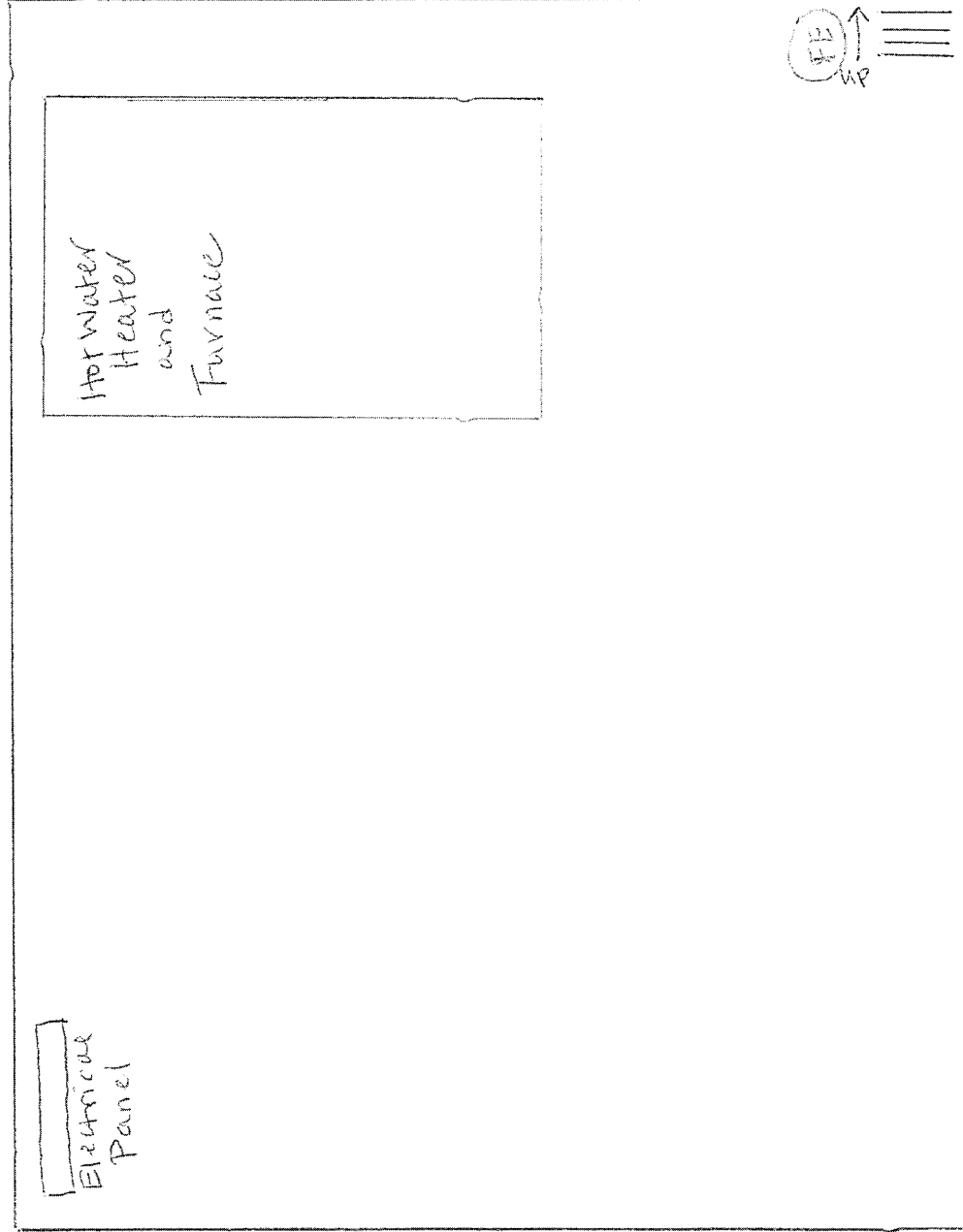
11/30/23  
\_\_\_\_\_  
Date

Submit this form with your application and fee to the Town of Mendon Code Enforcement Officer, 16 West Main Street, Honeoye Falls, NY 14472. Checks payable to The Town of Mendon.

The Haven at Westminster  
3880 Rush Mendon Road  
Basement

DJ Construction  
585-748-2517  
14 Teakwood Lane  
Fairport, NY 14450

Scale:  
1 Foot = 1/4 inch



Approvals:

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Code Enforcement Official

I, Angela Hollick, certify to the best of my knowledge, this plan No changes to be accurate.

11/30/23  
Angela Hollick  
Angela Hollick 8/11/23

**APPLICATION AND CERTIFICATE FOR PAYMENT**

To(OWNER): Town of Mendon  
 16 West Main Street  
 Mendon, NY 14472

Project: Mendon Spray Park  
 16 West Main Street  
 Mendon, NY 14472

Application No: 12  
 Invoice No: 2295  
 Period To: 10/31/2023

From: WHITNEY EAST, INC.  
 1504 SCOTTSVILLE ROAD  
 ROCHESTER, NY 14623

Via(Architect):

Architect's  
 Project No:

Contract Date: 6/6/2022

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	89,597.55	0.00
Approved this month	0.00	1,689.58
<b>TOTALS</b>	<b>89,597.55</b>	<b>1,689.58</b>
Net change by change orders	87,907.97	

1. ORIGINAL CONTRACT SUM..... \$ 1,199,800.00
2. Net change by Change Orders..... \$ 87,907.97
3. CONTRACT SUM TO DATE(Line 1 +/- 2)..... \$ 1,287,707.97
4. TOTAL COMPLETED & STORED TO DATE..... \$ 1,287,707.97  
(Column G on G703)
5. RETAINAGE(Column I on G703)..... \$ 0.00
6. TOTAL EARNED LESS RETAINAGE..... \$ 1,287,707.97  
(Line 4 less Line 5)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$ 1,261,975.71  
(Line 6 from prior Certificate)
8. SALES TAX..... \$ 0.00
9. CURRENT PAYMENT DUE..... \$ 25,732.26
10. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 0.00  
(Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: WHITNEY EAST, INC.

By:  Date: 11-2-2023

State of: New York County of: MONROE  
 Subscribed and sworn to before me this 2<sup>nd</sup> day of Nov 2023  
 Notary Public: Regina K Sikes  
 My Commission expires: July 27, 2027

REGINA K. SIKES  
 Notary Public, State of New York  
 No. 01 RB328145  
 Qualified in Genesee County  
 My Commission Expires July 27, 2027

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

Application Number: 12  
 Application Date: 10/31/2023  
 Period To: 10/31/2023  
 Architect's Project No:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK BILLED		F MATERIALS STORED THIS PERIOD	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREV. APPLICATION (D+E+F)	THIS PERIOD				
33	Rough Carpentry	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	Labor	16,750.00	16,750.00	0.00	0.00	16,750.00	0.00	0.00
35	Material	21,297.00	21,297.00	0.00	0.00	21,297.00	0.00	0.00
36	Sheathing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	Labor	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00	0.00
38	Material	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	0.00
39	Shop-Fabricated Wood Trusses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	Labor	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00	0.00
41	Material	8,150.00	8,150.00	0.00	0.00	8,150.00	0.00	0.00
42	THEMPRAL AND MOISTURE PROTECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	Thermal Insulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	Labor	3,165.00	3,165.00	0.00	0.00	3,165.00	0.00	0.00
45	Material	4,740.00	4,740.00	0.00	0.00	4,740.00	0.00	0.00
46	Weather Barriers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	Labor	468.00	468.00	0.00	0.00	468.00	0.00	0.00
48	Material	250.00	250.00	0.00	0.00	250.00	0.00	0.00
49	Standing Seam Roof Panels	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50	Labor	28,000.00	28,000.00	0.00	0.00	28,000.00	0.00	0.00
51	Material	25,805.00	25,805.00	0.00	0.00	25,805.00	0.00	0.00
52	Plastic Siding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	Labor	35,600.00	35,600.00	0.00	0.00	35,600.00	0.00	0.00
54	Material	20,082.00	20,082.00	0.00	0.00	20,082.00	0.00	0.00
55	Manufactures Stone Veneer Siding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
56	Labor	9,441.00	9,441.00	0.00	0.00	9,441.00	0.00	0.00
57	Material	12,014.00	12,014.00	0.00	0.00	12,014.00	0.00	0.00
58	Joint Sealants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
59	Labor	181.00	181.00	0.00	0.00	181.00	0.00	0.00
60	Material	100.00	100.00	0.00	0.00	100.00	0.00	0.00
61	OPENINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
62	Hollow Metal Doors & Frames	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	Labor	1,590.00	1,590.00	0.00	0.00	1,590.00	0.00	0.00
64	Material	14,372.00	14,372.00	0.00	0.00	14,372.00	0.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK BILLED		E THIS PERIOD	F MATERIALS STORED THIS PERIOD	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREV. APPLICATION (D+E+F)						
65	Door Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
66	Labor	1,380.00	1,380.00	0.00	0.00	0.00	1,380.00	0.00	0.00
67	Material	920.00	920.00	0.00	0.00	0.00	920.00	0.00	0.00
68	FINISHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
69	Gypsum Board	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70	Labor	12,647.00	12,647.00	0.00	0.00	0.00	12,647.00	0.00	0.00
71	Material	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00
72	Resilient Base & Accessories	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
73	Labor	750.00	750.00	0.00	0.00	0.00	750.00	0.00	0.00
74	Material	1,132.00	1,132.00	0.00	0.00	0.00	1,132.00	0.00	0.00
75	Exterior Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
76	Labor	1,362.00	1,362.00	0.00	0.00	0.00	1,362.00	0.00	0.00
77	Material	454.00	454.00	0.00	0.00	0.00	454.00	0.00	0.00
78	Interior Painting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
79	Labor	3,175.00	3,175.00	0.00	0.00	0.00	3,175.00	0.00	0.00
80	Material	1,060.00	1,060.00	0.00	0.00	0.00	1,060.00	0.00	0.00
81	High Performance Coatings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
82	Labor	3,774.00	3,774.00	0.00	0.00	0.00	3,774.00	0.00	0.00
83	Material	7,990.00	7,990.00	0.00	0.00	0.00	7,990.00	0.00	0.00
84	SPECIALTIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
85	Toilet Compartments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
86	Labor	2,962.00	2,962.00	0.00	0.00	0.00	2,962.00	0.00	0.00
87	Material	4,460.00	4,460.00	0.00	0.00	0.00	4,460.00	0.00	0.00
88	Toilet Accessories	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
89	Labor	1,388.00	1,388.00	0.00	0.00	0.00	1,388.00	0.00	0.00
90	Material	2,575.00	2,575.00	0.00	0.00	0.00	2,575.00	0.00	0.00
91	Fire Extinguishers & Cabinets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92	Labor	123.00	123.00	0.00	0.00	0.00	123.00	0.00	0.00
93	Material	575.00	575.00	0.00	0.00	0.00	575.00	0.00	0.00
94	SPECIAL CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95	Splash Pad Construction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96	Material	129,530.00	129,530.00	0.00	0.00	0.00	129,530.00	0.00	0.00
97	Install Drains in Splash Pad	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98	Labor	8,420.00	8,420.00	0.00	0.00	0.00	8,420.00	0.00	0.00



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 Architect's Project No:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK BILLED		E THIS PERIOD	F MATERIALS STORED THIS PERIOD	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREV. APPLICATION (D+E+F)						
99	Install Features on Splash Pad	0.00	0.00		0.00	0.00	0.00	0.00	0.00
100	Labor	46,325.00	46,325.00		0.00	0.00	46,325.00	0.00	0.00
101	Install SC 80 Lines	0.00	0.00		0.00	0.00	0.00	0.00	0.00
102	Labor	49,110.00	49,110.00		0.00	0.00	49,110.00	0.00	0.00
103	Installation of Controller	0.00	0.00		0.00	0.00	0.00	0.00	0.00
104	Labor	15,435.00	15,435.00		0.00	0.00	15,435.00	0.00	0.00
105	Install Building Pit	0.00	0.00		0.00	0.00	0.00	0.00	0.00
106	Labor	8,000.00	8,000.00		0.00	0.00	8,000.00	0.00	0.00
107	Electrical Scope of Work for Pad	0.00	0.00		0.00	0.00	0.00	0.00	0.00
108	Labor	8,820.00	8,820.00		0.00	0.00	8,820.00	0.00	0.00
109	Titan Training	0.00	0.00		0.00	0.00	0.00	0.00	0.00
110	Labor	4,210.00	4,210.00		0.00	0.00	4,210.00	0.00	0.00
111	PLUMBING	0.00	0.00		0.00	0.00	0.00	0.00	0.00
112	Plumbing	0.00	0.00		0.00	0.00	0.00	0.00	0.00
113	Labor	26,016.00	26,016.00		0.00	0.00	26,016.00	0.00	0.00
114	Material	35,926.00	35,926.00		0.00	0.00	35,926.00	0.00	0.00
115	Hot Box & Backflow Preventer	0.00	0.00		0.00	0.00	0.00	0.00	0.00
116	Labor	10,000.00	10,000.00		0.00	0.00	10,000.00	0.00	0.00
117	Material	20,510.00	20,510.00		0.00	0.00	20,510.00	0.00	0.00
118	HVAC	0.00	0.00		0.00	0.00	0.00	0.00	0.00
119	HVAC	0.00	0.00		0.00	0.00	0.00	0.00	0.00
120	Labor	5,462.00	5,462.00		0.00	0.00	5,462.00	0.00	0.00
121	Material	5,462.00	5,462.00		0.00	0.00	5,462.00	0.00	0.00
122	ELECTRICAL	0.00	0.00		0.00	0.00	0.00	0.00	0.00
123	Electrical	0.00	0.00		0.00	0.00	0.00	0.00	0.00
124	Labor	63,255.00	63,255.00		0.00	0.00	63,255.00	0.00	0.00
125	Material	42,171.00	42,171.00		0.00	0.00	42,171.00	0.00	0.00
126	EARTHWORK	0.00	0.00		0.00	0.00	0.00	0.00	0.00
127	Site Clearing	0.00	0.00		0.00	0.00	0.00	0.00	0.00
128	Labor	8,400.00	8,400.00		0.00	0.00	8,400.00	0.00	0.00
129	Material	41,925.00	41,925.00		0.00	0.00	41,925.00	0.00	0.00
130	Earth Moving	0.00	0.00		0.00	0.00	0.00	0.00	0.00
131	Labor	17,226.00	17,226.00		0.00	0.00	17,226.00	0.00	0.00
132	Material	31,300.00	31,300.00		0.00	0.00	31,300.00	0.00	0.00

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			FROM PREV. APPLICATION (D+E+F)	THIS PERIOD					
133	Erosion Control	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
134	Labor	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00	0.00	0.00
135	Material	6,250.00	6,250.00	0.00	0.00	0.00	6,250.00	0.00	0.00
136	EXTERIOR IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
137	Asphalt Paving	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
138	Labor	2,675.00	2,675.00	0.00	0.00	0.00	2,675.00	0.00	0.00
139	Material	3,669.00	3,669.00	0.00	0.00	0.00	3,669.00	0.00	0.00
140	Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Pavement/sidewalk/curb								
141	Labor	81,653.00	81,653.00	0.00	0.00	0.00	81,653.00	0.00	0.00
142	Material	26,630.00	26,630.00	0.00	0.00	0.00	26,630.00	0.00	0.00
143	Tinted Concrete	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
144	Labor	5,660.00	5,660.00	0.00	0.00	0.00	5,660.00	0.00	0.00
145	Material	9,240.00	9,240.00	0.00	0.00	0.00	9,240.00	0.00	0.00
146	Site Amenities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
147	Labor	404.00	404.00	0.00	0.00	0.00	404.00	0.00	0.00
148	Material	4,200.00	4,200.00	0.00	0.00	0.00	4,200.00	0.00	0.00
149	Turf & Grasses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	Labor	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00
151	Material	6,183.00	6,183.00	0.00	0.00	0.00	6,183.00	0.00	0.00
152	Fine Grade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
153	Labor	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	0.00
154	Material	3,750.00	3,750.00	0.00	0.00	0.00	3,750.00	0.00	0.00
155	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
156	Watermain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
157	Labor	11,080.00	11,080.00	0.00	0.00	0.00	11,080.00	0.00	0.00
158	Material	16,620.00	16,620.00	0.00	0.00	0.00	16,620.00	0.00	0.00
159	Tapping Sleeve & Valve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160	Labor	450.00	450.00	0.00	0.00	0.00	450.00	0.00	0.00
161	Material	1,850.00	1,850.00	0.00	0.00	0.00	1,850.00	0.00	0.00
162	Stormwater Conveyance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
163	Stormwater Drainage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
164	Labor	4,100.00	4,100.00	0.00	0.00	0.00	4,100.00	0.00	0.00
165	Material	9,815.00	9,815.00	0.00	0.00	0.00	9,815.00	0.00	0.00

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			FROM PREV. APPLICATION (D+E+F)						
166	Stormwater Structures	0.00	0.00		0.00	0.00	0.00	0.00	0.00
167	Labor	5,285.00	5,285.00		0.00	0.00	5,285.00	0.00	0.00
168	Material	11,000.00	11,000.00		0.00	0.00	11,000.00	0.00	0.00
169	CO #1 Metal Grate	583.00	583.00		0.00	0.00	583.00	0.00	0.00
170	CO #2 MCWA fees	8,514.55	8,514.55		0.00	0.00	8,514.55	0.00	0.00
171	CO #3 Presby Septic System	80,500.00	80,500.00		0.00	0.00	80,500.00	0.00	0.00
172	CO #4 Change RPZ	-1,689.58	0.00		-1,689.58	0.00	-1,689.58	0.00	0.00
Totals		1,287,707.97	1,289,397.55		-1,689.58	0.00	1,287,707.97	0.00	0.00

**CONSENT OF SURETY  
TO FINAL PAYMENT  
AIA DOCUMENT G707**

(Bond # RCB0038434)

TO (OWNER):  
(Name & Address)

ARCHITECT'S PROJECT NO:

**Town Of Mendon  
16 West Main Street  
Honeoye Falls, NY 14472**

CONTRACT FOR:

CONTRACT DATED: **6/06/2022**

PROJECT:  
(Name & Address)

**Mendon Spray Park Project**

In accordance with the provisions of the Contract between the Owner and the Contractor as indicted above, the  
(insert name and address of Surety Company)

**RLI INSURANCE COMPANY  
P.O. Box 3967  
Peoria, IL 61612-3967**

, SURETY COMPANY,

on bond of (insert name and address of Contractor)

**WHITNEY EAST INC.  
1504 Scottsville Road,  
Rochester, NY 14623**

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the  
Surety Company of any of its obligations to (insert name and address of Owner)

**Town Of Mendon  
16 West Main Street  
Honeoye Falls, NY 14472**

, OWNER,

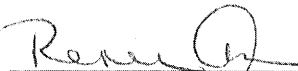
as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF, the Surety Company has hereunto set its hand this, 22nd day of **November, 2023**.

**RLI INSURANCE COMPANY**

(seal)

Attest



(Signature of authorized representative)

**Renee A. Manny, Attorney-In-Fact**

# POWER OF ATTORNEY

## RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615  
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Kevin J. Garrity, Renee A. Manny, Lori A. Francett, Vikki L. LaVean, Tanya Volk, John F. Murray, Jr., Jennifer Susan Vanat, Casey W. LaChapelle, Maddalena Bucciero, Thomas R Tyrrell, jointly or severally

in the City of Albany, State of New York its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

**RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 15th day of September, 2022.



**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**

By: Barton W. Davis  
Barton W. Davis Vice President

State of Illinois }  
County of Peoria } SS

### CERTIFICATE

On this 15th day of September, 2022, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 22nd day of November, 2023.

By: Catherine D. Glover  
Catherine D. Glover Notary Public

**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**  
By: Jeffrey D. Fick  
Jeffrey D. Fick Corporate Secretary





**AIA**<sup>®</sup>

# Document G706™ – 1994

## Contractor's Affidavit of Payment of Debts and Claims

<b>PROJECT:</b> <i>(Name and address)</i> Mendon Spray Park 16 West Main Street Mendon, NY 14472	<b>ARCHITECT'S PROJECT NUMBER:</b> 2171006.07	<b>OWNER:</b> <input checked="" type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> Town of Mendon 16 West Main Street Mendon, NY 14472	<b>CONTRACT FOR:</b> General Construction	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
	<b>CONTRACT DATED:</b> 6/6/2022	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
		<b>SURETY:</b> <input type="checkbox"/>
		<b>OTHER:</b> <input type="checkbox"/>

**STATE OF:** New York  
**COUNTY OF:** Monroe

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

**EXCEPTIONS:**

**SUPPORTING DOCUMENTS ATTACHED HERETO:**

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose  
Indicate Attachment       Yes       No

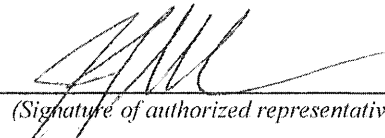
**CONTRACTOR:** *(Name and address)*

Whitney East, Inc.  
1504 Scottsville Road  
Rochester, NY 14623

*The following supporting documents should be attached hereto if required by the Owner:*

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

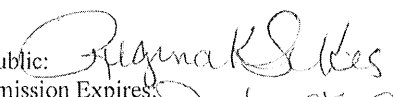
BY:

  
\_\_\_\_\_  
*(Signature of authorized representative)*

Joseph J Condidorio/President  
\_\_\_\_\_  
*(Printed name and title)*

Subscribed and sworn to before me on this date:

Nov 27, 2023

Notary Public:   
My Commission Expires: July 27, 2027

REGINA K. SIKES  
Notary Public - State Of New York  
No. 01RE6328145  
Qualified in Genesee County  
My Commission Expires July 27, 2027 32



# AIA® Document G706A™ – 1994

## Contractor's Affidavit of Release of Liens

<b>PROJECT:</b> <i>(Name and address)</i> Mendon Spray Park 16 West Main Street Mendon, NY 14472	<b>ARCHITECT'S PROJECT NUMBER:</b> 2171006.07	<b>OWNER:</b> <input checked="" type="checkbox"/>
<b>TO OWNER:</b> <i>(Name and address)</i> Town of Mendon 16 West Main Street Mendon, NY 14472	<b>CONTRACT FOR:</b> General Construction	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
	<b>CONTRACT DATED:</b> 6/6/2022	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
		<b>SURETY:</b> <input type="checkbox"/>
		<b>OTHER:</b> <input type="checkbox"/>

**STATE OF:** New York  
**COUNTY OF:** Monroe

The undersigned hereby certifies that to the best of the undersigned's knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

**EXCEPTIONS:**

**SUPPORTING DOCUMENTS ATTACHED HERETO:**

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

**CONTRACTOR:** *(Name and address)*

Whitney East, Inc.  
1504 Scottsville Road  
Rochester, NY 14623

**BY:**

*(Signature of authorized representative)*

Joseph J Condidorio/President

*(Printed name and title)*

Subscribed and sworn to before me on this date: Nov 27, 2023

Notary Public:   
My Commission Expires: July 27, 2027

**REGINA K. SIKES**  
Notary Public - State Of New York  
No. 01RE6328145  
Qualified in Genesee County  
My Commission Expires July 27, 2027



100 West River Road  
 PO Box 900  
 Scottsville, NY 14546-0900  
 (585) 889-8800

## Statement of Account

**TOWN OF MENDON**  
 16 W MAIN STREET  
 HONEOYE FALLS, NY 14472

Customer ID: TOWNMEN  
 Statement of Account as of 12/1/23

Tran Type	ID	Date	Invoiced	Pmts/Credits	Retainage	Finance Chrg	Open Balance
<b>22-19-4035 T/O MENDON SPRAY PARK</b>							
Invoice	C57239	11/4/2022	86,350.00	-82,032.50	-4,317.50		
Invoice	C58270	6/12/2023	9,476.25	0.00			9,476.25
Invoice	C58270-1	7/1/2023	9,975.00	0.00	-498.75		9,476.25
Invoice	C58270-CM	7/1/2023	-9,476.25	0.00			-9,476.25
Invoice	C57642-1	7/1/2023	29,200.00	0.00	-1,460.00		27,740.00
Invoice	C57642-CM	7/1/2023	-27,740.00	0.00			-27,740.00
Invoice	C59194-R	10/31/2023	0.00	0.00	6,276.25		6,276.25
<b>22-19-4035 TOTALS:</b>			<b>97,785.00</b>	<b>-82,032.50</b>	<b>0.00</b>	<b>0.00</b>	<b>15,752.50</b>
<b>STATEMENT TOTALS:</b>			<b>97,785.00</b>	<b>-82,032.50</b>	<b>0.00</b>	<b>0.00</b>	<b>15,752.50</b>

*We thank you for your business and prompt payment.*





# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO

PAGES

PROJECT: Mendon Spray Park - Contract 4

E.I.C.:

PROJECT Design: Labella

22-19-4035

TO OWNER:

Town of Mendon  
16 West Main St.  
Honeoye, NY 14472

FROM CONTRACTOR:

C.P. Ward, Inc.  
100 West River Rd, PO Box 900  
Scottsville, NY 14546

CONTRACT FOR:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM ..... \$120,000.00
- 2. Net change by Change Orders ..... \$5,525.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$125,525.00
- 4. TOTAL COMPLETED & STORED TO DATE ..... \$125,525.00

### 5. RETAINAGE:

- a. 0% of Completed Work ..... \$ -
  - (Column J on G703)
  - b. 0% of Stored Material ..... \$ -
  - (Column F on G703)
- Total Retainage (Lines 5a + 5b or

- Total in Column I of G703) ..... \$ -
- 6. TOTAL EARNED LESS RETAINAGE ..... \$125,525.00
- (Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) ..... \$
- 8. CURRENT PAYMENT DUE ..... \$119,248.75
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$6,276.25
- (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved / GC-01 in previous months by Owner		
Total approved this Month	\$5,525.00	
TOTALS	\$5,525.00	
NET CHANGES by Change Order		\$5,525.00

AIA DOCUMENT G702 · APPLICATION AND CERTIFICATION FOR PAYMENT · 1992 EDITION · AIA · ©1992

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Distribution to:

X	OWNER
	CONTRACTOR

PERIOD TO: 06/30/23

PROJECT NOS: 2171006.07

Project Code:

CONTRACT DATE:

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: C.P. Ward, Inc.

*[Signature]*

By: \_\_\_\_\_ Project Engineer Date: 11/15/23

State of: New York County of: Livingston

Subscribed and sworn to before me this 15th day of November 2023

Notary Public: *Maurgen Shusswald*

My Commission expires: 7/24/26

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the payment of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 6,276.25

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

NOTARY PUBLIC STATE OF NEW YORK  
MAURGEN SHUSSWALD  
GH850023  
MY COMMISSION EXPIRES JULY 24, 2026



TO: John Moffitt,  
Mendon Supervisor

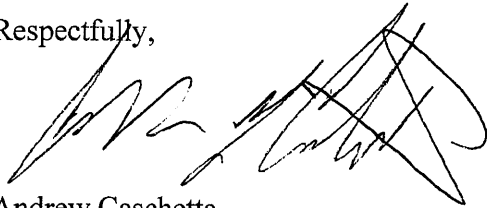
FROM: Andrew Caschetta,  
Mendon Highway Superintendent

DATE: December 6, 2023

SUBJECT: Scrap Property

I am requesting that the Town Board approve of the Highway Department scrapping an old table saw. The Highway Department will dispose of the metal at ALPCO, a metal salvage dealer.

Respectfully,

A handwritten signature in black ink, appearing to read 'Andrew Caschetta', written over a large, stylized, scribbled-out mark.

Andrew Caschetta,  
Highway Superintendent

22 November 2023

Dear Andy,

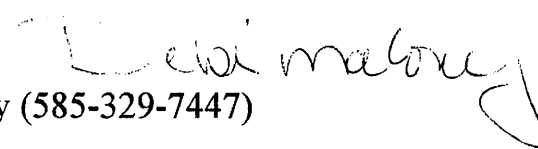
Per our conversations, attached please find a petition from every neighbor between Pond Road and the new 'dangerous' intersection at Bull saw Mill and Mendon Center road to lower the speed limit to 40 vs. current 50 mph. As we discussed, the speed increases at the top of the hill just past our house (1152) and speeding cars have been making it almost impossible to cross into the park and kids getting on the school buses. The new intersection that removed a stop sign has added to this dangerous situation.

We all greatly appreciate your help in getting this speed limit reduced to 40 mph at the very least to Pond road if not to Smith.

Thank you in advance.

Kind regards,

Debi Maloney (585-329-7447)

A handwritten signature in cursive script that reads "Debi Maloney". The signature is written in black ink and is positioned to the right of the typed name "Debi Maloney (585-329-7447)".

This is a petition to reduce the speed on Pittsford Mendon Center Road in Honeoye Falls to 40 mph for the entire duration between Route 251 and Pond Road. Currently, the speed limit increases to 50 mph midway up the hill along the designated route. The following reasons are identified as factors to consider speed and safety:

- The hill between Pond Road and Route 251 is steep with many bikers and pedestrians along the edge of the road due to inadequate paved shoulder. Even with the blind spot inherent from the hill, vehicles weave into the other lane to go around.
- Some vehicles heading north increase their speed to 50 mph once they see the sign; not waiting until they reach the speed limit sign.
- Some vehicles travelling south typically cruise down the hill (past the 40 mph sign) without braking and reducing their speed to 40 mph. With the new flow of traffic pattern at Bull Saw Mill and Mendon Center Road, their speed is going to be a safety concern.

To show your support for this petition, please complete your name, address and signature. Thank you!

PRINT FULL NAME	STREET ADDRESS in HONEOYE FALLS	SIGNATURE
Maggie Loncz	1146 Pittsford Mendon Ctr Rd	<i>Maggie Loncz</i>
Sabie Jim Mabrey	1152 " " "	<i>Sabie Mabrey</i>
Patricia Martin	1134 Pittsford Mendon Ctr Rd	<i>Patricia Martin</i>
Sarah Herman	1122 Pittsford Mendon Ctr Rd	<i>Sarah Herman</i>
Byron Rubin	1180 Pittsford Mendon Ctr Rd	<i>Byron Rubin</i>
Dennis GAMBOL	1190 Mendon Ctr Rd	<i>Dennis Gambol</i>
Rena Kopel	1136 Pittsford Mendon Center Rd	<i>Rena Kopel</i>
Linda Yioulos	1132 Pittsford Mendon Ctr Rd	
Mike LoBiondo	7 Bull Saw Mill	

*(B)*

Regional Traffic Engineer  
Region No. \_\_\_\_\_  
Department of Transportation

The Town Board of the Town of \_\_\_\_\_, by a resolution adopted \_\_\_\_\_ (Date), and the County Superintendent of Highways of the County of \_\_\_\_\_, hereby request the Department of Transportation, pursuant to Section 1622.1 of the Vehicle and Traffic Law, to establish a lower maximum speed at which vehicles may proceed on \_\_\_\_\_, a County Road / Town Highway (Circle One) between \_\_\_\_\_ and \_\_\_\_\_.

Upon receipt of the notice that the regulation herein requested has been established, the \_\_\_\_\_ of \_\_\_\_\_, will provide, install and maintain signs in accordance with the Vehicle and Traffic Law and conforming to the Manual of Uniform Traffic Control Devices of the Department of Transportation.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Dated

\_\_\_\_\_  
County Superintendent

\_\_\_\_\_  
Comments by County Superintendent:



John Moffitt &lt;jmoffitt@townofmendon.org&gt;

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## Youth Center Policies

7 messages

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Thomas Dubois <tdubois@townofmendon.org>

Tue, Nov 28, 2023 at 3:00  
PM

To: John Moffitt <Jmoffitt@townofmendon.org>, Karen Jenkins <kjenkins@townofmendon.org>, Cindy Carroll <CCarroll@townofmendon.org>, Brent Rosiek <BRosiek@townofmendon.org>

Take a look at my best shot at the youth center policy guide. As always feedback is welcome

### Introduction:

The Mendon Youth Center is a space where the HFL middle schoolers can come and gather with friends to socialize, play games, or just hang out. A full staff will be on site during all business hours so parents can be rest assured that it will be a safe, positive space with supervision.

### Mission Statement:

The Town believes that youth are the key to a successful Mendon in the future, and creating a positive space for middle school students to grow is essential. The Mendon Youth Center is a space that focuses on the development of social skills that foster better cooperation, positive relationships and in-person interaction that is lacking in our social media world. Our staff's goal is to encourage a supportive, safe, and fun environment while encouraging respect for staff, fellow students and the rules of the center.

### Youth Center hours:

The youth center will be open 2pm-6pm Monday thru Thursday on days that the HFL school district is in session.



### Facility:

The MYC is located at 15 Monroe Street in Honeoye Falls in the back part of the old library (access door is on the left side of the building). Students should only be in the youth center portion of the building and entry into the off-limit sections of the building is strictly forbidden. The driveway to the right of the building can be used by parents for drop off or pick-up for short periods of time.

### Who can attend:

Any middle school aged (6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>) students within the HFL school district are welcome. High school students are not allowed under any circumstances. While our staff should not ask for ID, once the staff is made aware (either by another staff member or student) of a student that isn't in middle school, they will courteously explain the Center rules and ask that student to leave.

### Staff responsibilities:

- The staff is responsible to make students aware and to encourage students to adhere to the posted MYC rules.
- The staff is encouraged to interact with students. While independence and self-reliance is key to development, making yourself present is an important part of giving a community feel to the center.
- Maintain a respectful atmosphere at all times. Any conflicts that may arise should be handled fairly and decisively while clearly stating to the parties what rules were violated and how-to avoid conflict in the future.
- Communicate any situation that rises to the level of an "incident" (described below) immediately to Town Hall or the Town Supervisor.
- Maintain a clean and welcoming atmosphere at MYC including the building facility, all games, supplies and overall appearance. If there is an issue in any of these areas, the staff will reach out with a request to Town

Hall. A professional cleaning will be performed weekly.

- While students are allowed to eat in designated areas, the staff will not supply any food items.

#### Discipline:

MYC staff requires the use of positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation. MYC staff should work to establish an atmosphere that is open and accepting of all youth. Physical punishment may NEVER be used with youth. Behavior that is out of control (fighting, screaming etc.) may require that the child be removed from the situation. An adult will stay with that child until they can regain control of their behavior. If the behavior persists, a student may be asked to leave the youth center for the remainder of that day. If the staff perceives that a situation (not involving violence) has reached a level that it can't be handled by the staff alone then a call to any of the emergency contacts should be made. If a student becomes threatening or violent the staff should call 911.

#### What is an incident:

An incident is a situation that involves, but is not limited to the following:

- A situation involving physical injury to a student or staff member.
- A medical incident that may arise due to allergies, illness or an inherent medical condition.
- Any incident that results in a student being asked to leave for the day.
- Any situation that results in a student being very upset to the point of tears.
- If a parent comes in and has a complaint or makes staff aware of a situation that they didn't see.
- Any behavior, be it staff or student, that is inappropriate and is not in accordance with the MYC policies.

All incidents that rise to this level will require the staff to fill out a provided incident report that will ask the following:

- Time and date of incident
- Full name of child involved and any witnesses
- The nature of the behavior or injury
- What was done to remedy the situation or treat the injury
- Signature of staff
- Signature of supervisor

These reports will be kept on file at the Town Hall

#### Conclusion:

All of the policies for the Mendon Youth Center can be summed up fairly simply... if it's not allowed in a classroom, then it won't be tolerated at the center. While every situation cannot be anticipated, we are confident in the professionalism of our staff to work with the students for a solution. If there is ever a question, we would encourage you to reach out and together we can find a solution.

It is important to remember that the MYC is a great place for our middle school students to learn to develop socialization and independence. As a dedicated staff that oversees this, our biggest job is to allow our students to have fun, while making sure we give them a safe environment.

#### Emergency Contacts:

Town Hall, Supervisor Moffitt - (585)624-6061

John Moffitt - (585)752-7468

Tom Dubois - (585)749-2910

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