

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, January 2, 2024 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

ORGANIZATIONAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Public Hearing – Short Term Rental Renewal – 3880 Rush Mendon Road
6. Delegation of Administrative Duties to The Supervisor
7. Town Attorney – Appointment
8. Receiver of Taxes – Appointment
9. Position Appointments
10. Position Retention
11. Deputy Town Clerk-Part Time – Position Retention and Appointment
12. Highway Department – Position Retentions and Appointments
13. Zoning Board of Appeals Attorney – Position Retention and Appointment
14. Planning Board Attorney – Position Retention and Appointment
15. Deputy Town Attorney – Position Retention and Appointment
16. Justice Court – Temporary Assignment of Justices
17. Liaisons
18. Town Board Meetings Schedule
19. Standard Workday for Elected and Appointed Officials
20. 2024 Holiday Schedules
21. Town Hall Operating Hours
22. Policy and Procedures Manual
23. Fund Balance Policy
24. Emergency Preparedness (Disaster) Plan
25. Official Town Map
26. Official Newspaper
27. Emergency Response – Highway Department
28. Mendon Fire Hall – Ice Control
29. Boards, Committees, Commissions – Advertise for Meetings
30. Official Undertakings
31. Salaries – Elected/Appointed/Hourly Wages
32. Personnel Policy – Variable Amounts Associated with Policies
33. Payroll Schedule
34. Mileage Allowance
35. Annual Report of Supervisor
36. Annual Accounting – Town Board Committee
37. Official Banks

38. Payments Before Audit
39. Review of Monthly Vouchers
40. Petty Cash Funds
41. Fee Schedule
42. Environmental Conservation Board
43. Historic Preservation Commission
44. Library Board of Trustees - Appointment
45. Planning Board
46. Zoning Board of Appeals
47. Records Management Advisory Board
48. Engineering/Planning Services Agreement
49. Highway Department Agreements
50. Commercial Driver's License Drug Testing Policy
51. Town Hall Agreements
52. Community Center Agreements
53. 22 North Main Street Agreement
54. Village of Honeoye Falls Agreements
55. Honeoye Falls-Lima Central School District Agreements
56. Monroe County Agreements
57. Community Organization Agreements
58. Use of Town Meeting Rooms
59. Communications
60. Approval of Minutes
61. Public Comment
62. Adjournment

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**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
January 2, 2024, Town Board Organizational Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 24-__)

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

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

4. PUBLIC COMMENT

5. PUBLIC HEARING – SHORT TERM RENTAL RENEWAL – 3880 RUSH MENDON ROAD

Supervisor Moffitt opened the public hearing at _____ PM.

The public hearing was held 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.

Public Comment

A motion was made by Mr./s _____, seconded by Mr./s _____, to close the public hearing at _____ PM.

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

6. DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following: BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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

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7. TOWN ATTORNEY – APPOINTMENT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint Sheldon W. Boyce as Town Attorney, term to expire December 31, 2025.

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

8. RECEIVER OF TAXES – APPOINTMENT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint Michelle Booth as Receiver of Taxes, term to expire December 31, 2025.

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

9. POSITION APPOINTMENTS

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board and subject to Civil Service requirements, term to expire December 31, 2024:

Code Compliance Officer – Corey Gates
 Building Inspector – Corey Gates
 Deputy Building Inspector – Tim Fess
 Planning Officer – Corey Gates
 Fire Marshall – Corey Gates
 Dog Control Officer – Joel Taylor
 Civil Officer – Joel Taylor
 Assessment/Building Department Clerk – Katrina Allen
 Assessment/Building Department Clerk – Bruce Fullerton
 Court Clerk – Michelle Booth
 Deputy Court Clerk – Bonnie M. Toomey
 Secretary to the Planning Board and ZBA – Katrina Allen
 Meetings Recorder – Katrina Allen

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

10. POSITION RETENTION

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
 BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2024. During the absence or inability to act of the Supervisor, or while the office of supervisor is vacant, the

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Deputy Supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law. This is a non-compensated position.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer, term to expire December 31, 2024.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor, term to expire December 31, 2024.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2024.

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

Deputy Town Supervisor

Supervisor Moffitt notifies the Town Board that he has appointed Mr. Rosiek to the position of Deputy Town Supervisor, term to expire December 31, 2024, except for February 17 – February 23 when James P. Merzke will fill that role.

Finance Officer

Supervisor Moffitt notifies the Town Board that he has appointed Mary Fletcher as Finance Officer, term to expire December 31, 2024.

Secretary to the Supervisor

Supervisor Moffitt notifies the Town Board that he has appointed James P. Merzke as Secretary to the Supervisor, term to expire December 31, 2024.

Town Historian

Mr. Moffitt notifies the Town Board that he has appointed Diane C. Ham as Town Historian term to expire December 31, 2024.

11. DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the Deputy Town Clerk – Part Time position, with the full powers and duties of the Town Clerk. Compensation is approved by the Town Board.

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

Town Clerk, Michelle Booth, notified the Board that she has appointed Bonnie M. Toomey and James P. Merzke to the position of Deputy Town Clerk – Part Time.

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12. HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Highway Clerk and appoint Denise Zimmermann, term to expire December 31, 2024.

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

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:

BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2024. The Deputy Highway Superintendent functions during the absence or inability of the town highway superintendent to act, and at that time is vested with all the powers and duties of the town highway superintendent. This is a non-compensated position.

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

Highway Superintendent, Andrew Caschetta, notified the Town Board that he has appointed Arthur Morrell to the position of Deputy Highway Superintendent.

13. ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2024.

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

14. PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Planning Board Attorney, and be it further resolved, that the Town of Mendon seeks to engage Donald A. Young, Esq. to render legal services to the Town of Mendon Planning Board during 2024, with the annual fee for such service in the amount of \$15,000.00, and certain other additional services available to be charged separately on an hourly basis, all as more specified and pursuant to the engagement agreement for such services, which is hereby approved.

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

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**15. DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Deputy Town Attorney, and appoint Brenna Boyce PLLC Attorney at Law, term to expire December 31, 2024.

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

**16. JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following: BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2424, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2024.

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

17. LIAISONS

Mr. Moffitt appointed the following individuals as liaisons:

- American Legion Falls Post #664: Mr. Merzke
- Environmental Conservation Board: Mr. Dubois
- Historic Preservation Commission: Mr. Dubois
- Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt
- Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt
- Library: Mrs. Carroll
- Mendon Community Business Association: Mr. Rosiek
- Planning Board: Mr. Rosiek
- Zoning Board of Appeals: Ms. Roberts

**18. TOWN BOARD MEETINGS SCHEDULE
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to confirm the following schedule of Town Board Meetings for 2024, adopted at the December 11, 2023, meeting, 7:00PM Mondays as follows: 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. Meetings will be held at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

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19. STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS (Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt following:
WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposed to the New York State and Local Retirement System, and
WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position,

NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITES REPORTING

Highway Department Employees –8 hours per day

Town Hall Employees – 7 hours per day

Library Employees – 7 hours per day.

Refer to NYSERS Form RS-2417-A, located in the office of the Finance Director, for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will recorded and submitted to the clerk his or her work activities for a period of three consecutive months, and

FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

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

20. 2024 HOLIDAY SCHEDULES

The following 2024 Holiday Schedules were approved by the Town Board at their November 13, 2023, meeting:

Town Hall

Monday, January 1 (New Year's Day)

Monday, January 15 (Dr. Martin Luther King, Jr. Day)

Monday, February 19 (President's Day)

Friday, May 24 (floater)

Monday, May 27 (Memorial Day – observed)

Wednesday, June 19 (Juneteenth)

Thursday, July 4 (Independence Day)

Friday, July 5 (floater)

Monday, September 2 (Labor Day)

Monday, October 14 (Columbus Day)

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Monday, November 11 (Veterans Day)
 Thursday, November 28 (Thanksgiving Day)
 Friday, November 29 (floater)
 Wednesday, December 25 (Christmas Day)

Highway Department

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

21. TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2024 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

22. POLICY AND PROCEDURES MANUAL

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the Town of Mendon Policy and Procedures Manual.

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

Discussion on Modifications

23. FUND BALANCE POLICY

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to acknowledge the adherence of the 2014 Fund Balance Policy as written for the A Fund, B Fund, DA Fund, DB Fund and the L Fund.

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

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24. EMERGENCY PREPAREDNESS (DISASTER) PLAN**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the current Emergency Preparedness (Disaster) Plan.

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

25. OFFICIAL TOWN MAP**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2024.

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

26. OFFICIAL NEWSPAPER**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2024.

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

27. EMERGENCY RESPONSE – HIGHWAY DEPARTMENT**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2024.

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

28. MENDON FIRE HALL – ICE CONTROL**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
WHEREAS, this Town Board and other town boards and committees use the meeting room of the Mendon Fire Hall for meetings at no charge, and
WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and
WHEREAS, it is essential for the above reasons that the Mendon Fire Hall be accessible at all times.

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NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Highway Department to perform ice removal operations at the Mendon Fire Hall during the year 2024 as time and equipment availability permits.

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

29. BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS
(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

Board of Assessment Review – 4th Tuesday in May

Environmental Conservation – 1st Tuesday of each month at 7:00PM, as needed

Historic Preservation Commission – 1st Wednesday of each month, 7:00PM, as needed

Planning Board – 1st and 3rd Wednesday of each month at 7:00PM, as needed

Town Board –per schedule above at 7:00PM

Zoning Board of Appeals – 2nd and 4th Thursday of each month as needed at 7:00PM, as needed

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

30. OFFICIAL UNDERTAKINGS
(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Argonaut Insurance Company (aka Trident), providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000.

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

31. SALARIES – ELECTED/APPOINTED/HOURLY WAGES
(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid as indicated below:

General Personnel

Assessor \$39,092.00

Building/Assessment Clerk \$20.00-\$22.00/hour

Building Inspect/Code Enforce Officer \$82,671.00

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Buildings and Grounds \$18.00-\$30.00
 Court Clerk \$12,833
 Custodian \$100.00/week plus \$16.00/hour
 Deputy Building Inspector \$100.00/per inspection
 Deputy Town Clerk/Deputy Court Clerk \$29.39/hour
 Dog Control Officer \$8,433.00
 Finance Officer \$41,600.00
 Fire Marshall \$3,577.00
 Historian \$2,600.00
 Meetings Recorder \$22.00/hour
 Planning Board Attorney \$16,510.00
 Planning Officer \$1,900.00
 Planning Board/ZBA Clerk \$20,000.00
 Recreation Leader \$100.00/week
 Secretary to the Supervisor \$14,000.00
 Town Attorney \$75,731.00
 Zoning Board Attorney \$14,100.00

Appointed Board Members

Assessment Board of Review \$125.00/yr.
 Conservation Board Chair \$50.00/mtg.
 Conservation Board Member \$25.00/mtg.
 Planning Board Chair \$60.00/mtg
 Planning Board Member \$40.00/mtg
 Zoning Board Chair \$60.00/mtg.
 Zoning Board Member \$40.00/mtg

Highway Department

Maintenance Mechanic \$30.98-\$35.84
 Mechanical Equipment Operator (Heavy) \$29.79-\$33.10
 Mechanical Equipment Operator (Light) \$25.20-\$30.98
 Laborer (Skilled) \$18.00-\$33.00
 Highway Clerk \$22.00
 Dispatcher (Winter) \$25.00-\$33.03
 Seasonal Laborer (Winter) \$18.00-\$20.00
 Seasonal Laborer (Summer) \$18.00-20.00
 Building Maintenance \$25.74-\$30.00
 Foreman \$26.50-\$32.00

Elected Officials

Councilperson (4) \$10,740.50
 Highway Superintendent \$89,248.00
 Supervisor \$84,417.00

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Town Clerk \$71,663.00
 Town Justice (2) \$19,079.00

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

32. PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES (Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits:

Full-time employees hired prior to 1/1/10, will contribute eleven percent (13%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute eighteen percent (18%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute twenty-percent (20%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/18 will be eligible for a single policy through the Town's medical insurance. The Employee will contribute 20% of the premium. If the employee wishes to include eligible family members, the employee will pay 20% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

Dental Benefits:

The Town will fund this coverage, in full, for eligible employees hired prior to 1/1/10.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/18 will be eligible for a single policy and contribute 25% of the premium. If the employee wishes to include eligible family members, the employee will pay 25% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

The Town will pay 25% of the dental premium for retirees.

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Medical Opt Out – All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse’s or significant other’s plan from another employer will be paid an opt out of \$350.00 monthly. Said benefit will be paid monthly in arrears, will be included in the employee’s earnings statement, and will be subject to taxes. Employee must show proof of insurance annually.

Health Reimbursement Account (HRA):

The Town will make a deposit of \$1,200.00 into a Health Reimbursement Account (HRA) for each full-time employee.

Clothing Allowance – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 2024, to purchase proper clothing for work pursuant to the department’s clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO, and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots) – Full-time employees with the following job titles, shall be reimbursed, up to \$250 per year in 2024, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Employee Recognition: Per the Employee handbook, adopted 9/14, after ten years of continuous employment, and at every five year interval thereafter of continuous employment, an employee will receive a certificate of appreciation and a commemorative item, cost not to exceed the nominal rate recommended by the Comptroller’s office. Said item to be determined by the Town Board.

Retirees: Retirees may stay on the Town sponsored health insurance plan or move to an individual plan of their choice and receive a Health Reimbursement Account (HRA) in the amount of \$1,000.00 annually. If a retiree selects this option, they may not reapply for Town sponsored health insurance.

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

33. SALARY SCHEDULE – PAYMENT CYCLE

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salary payment schedule as follows:

1. January 5
2. January 19

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3. February 2
4. February 16
5. March 1
6. March 15
7. March 29
8. April 12
9. April 26
10. May 10
11. May 24
12. June 7
13. June 21
14. July 5
15. July 19
16. August 2
17. August 16
18. August 30
19. September 13
20. September 27
21. October 11
22. October 25
23. November 8
24. November 22
25. December 6
26. December 20

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

34. MILEAGE ALLOWANCE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to set the mileage allowance at the rate established by the Internal Revenue Service with the following job titles being eligible for reimbursement: Supervisor, Town Clerk, Highway Superintendent, Finance Officer and Town Board members.

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

35. ANNUAL REPORT OF SUPERVISOR

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:

BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the

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State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying. BE IT FURTHER RESOLVED, that this report be prepared by Bonadio Group an amount not to exceed \$3,500.00 from Acct. A1310.401.

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

36. ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Ms. Roberts and Mr. Rosiek to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2024, or as soon thereafter as possible.

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

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mrs. Carroll and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2024, or as soon thereafter as possible.

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

37. OFFICIAL BANKS

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, and NYCLASS. The Town Supervisor is hereby authorized to submit letters to the above mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

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

38. PAYMENTS BEFORE AUDIT

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:

BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and

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BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

39. REVIEW OF MONTHLY VOUCHERS

The following is the schedule for Town Board Member review of the monthly vouchers:

January – Mrs. Carroll

February – Mr. Dubois

March – Ms. Roberts

April – Mr. Rosiek

May – Mrs. Carroll

June – Mr. Dubois

July – Ms. Roberts

August – Mr. Rosiek

September – Mrs. Carroll

October – Mr. Dubois

November – Ms. Roberts

December – Mr. Rosiek

40. PETTY CASH FUNDS

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

41. FEE SCHEDULE

(Resolution 24-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to adopt the 2024 Town of Mendon Fee Schedule below:

ALL DEPARTMENTS

Copies (8.5" x 11"): \$.25 per page

Notary Service: No Charge

Returned Check Fee: \$20.00

ATHLETIC FIELDS

One (1) use per week: \$100.00

Average use of two (2) times per week: \$250.00

Average use of greater than 2 time per week: \$400.00

See Use Policy for policies and insurance requirements.

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BUILDING DEPARTMENT**Avoidable Fire Alarm Fine**

Second (within 2 years): \$100.00

Third (within 2 years): \$200.00

Thereafter (within 2 years): \$300.00

Residential Occupancy

New Construction (includes building equipment, building systems and garage):

\$0.20 per square foot. \$300.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:

\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot thereafter.

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)

\$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

Burn Permit: \$25.00

Construction Trailer: \$25.00

Copy of Issued Permit: \$5.00 per permit

Demolition: \$75.00

Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.

Fence and Earth Berms: \$40.00

Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$50.00

Free Standing Antennas (radio, wind turbines, etc.): \$75.00

Geothermal (loop field and equipment): \$75.00

Generator: \$100.00

Outdoor Sporting Court with Fence: \$25.00

Pond: \$50.00

Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item are required, \$25.00 per inspection.

Removal of Fuel Storage Tanks \$30.00

Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00

Solar Panels: \$75.00

Solar Farms: \$100/acre of leased/owned area

Swimming Pool, above ground, spas and hot tubs (includes fence and 200 square foot deck): \$50.00

Swimming Pool, inground (includes fence): \$125.00

Zoning Compliance Letter \$30.00

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Commercial/Industrial Occupancy

New Construction, excluding Communications Towers (includes structure building systems, building equipment and all common, public and tenant space):

\$0.22 per square foot, \$250.00 minimum fee

Communications Tower (leased/owned area):

\$0.22 per square foot, \$250.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure):

\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot thereafter.

New or Added Shell Only: one half (1/2) the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure (includes new or addition to a shed, barn, garage, pool cabana, solar collector, etc.): \$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

Burn Permit: \$25.00

Construction Trailer: \$25.00

Copy of Issued Permit: \$ 5.00 per permit

Demolition: \$150.00

Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.

Fence and Earth Berms: \$40.00

Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$30.00

Free Standing Antennas (dish, radio, television, etc.): \$50.00

Outdoor Sporting Court with Fence: \$30.00

Pond: \$50.00

Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item are required, \$25.00 per inspection

Sign, 0 to 30 square foot: \$30.00

Sign, 31 to 50 square foot: \$50.00

Sign, over 50 square foot: \$1.25 per square foot

Swimming Pool (includes fence): \$150.00

Zoning Compliance Letter: \$40.00

COMMUNITY CENTER

Town of Mendon Residents: \$30.00/hour with three hour minimum and \$100 deposit

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Not for Profits and Service Organizations located in the Town of Mendon or for a resident within that organization: \$50.00 deposit.

For-Profits and Service Organizations located in the Town of Mendon or for a resident within that organization - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours. Requires Town Supervisor approval.

EXCAVATION FEES

Permit: \$100.00 per acre to be excavated

Excavation (up to 10,000 cubic yards): \$500.00 per year

Excavation (over 10,000 cubic yards): \$3,000.00 per year

HIGHWAY DEPARTMENT

Driveway Permit: \$175.00

Road Cut/Right-of-Way: \$300.00

In addition each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Administrative Re-sub: \$150.00

Site Plan, one lot: \$350.00

Site Plan, each additional lot: \$50.00 each

Site Plan, accessory structure less than 1000 square foot footprint: \$125.00

Subdivision of Land

Application Fee, 1 to 4 lots: \$150.00

Application Fee, each additional lot (2-4): \$50.00 per lot

Application Fee, 5 or more lots: \$250.00

Application Fee, each additional lot (6+): \$50.00 per lot

Public Hearing: \$100.00

Review of Conservation Easements/Attorney Fees, 1-3 lots: \$75.00

Review of Conservation Easements/Attorney Fees, each additional lot (4+): \$25.00

Total cost not to exceed \$500.00.

Commercial or Industrial

Site Plan: \$300.00, plus \$25.00 per 1000 square foot

Site Plan, Cell Tower: \$1,000

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Site Plan, Cell Tower Co-Locator: \$500.00 per co-locator
 Subdivision of Land (including P.U.D.'s) Application Fee: \$150.00, plus \$25.00 per acre

Public Hearing \$240.00

All Planning

Engineering Fee Deposit Site Plan: \$700.00 (includes administration fee)
 Engineering Fee Deposit Subdivision: \$200.00 per lot (includes administration fee)
 EPOD Development Permit Application: \$50.00
 Map Resigning Fee \$150.00
 Recreation Fee (All Applications): \$1,500.00 per lot
 Special Use Permit: \$250.00
 Special Use Permit Amendment: \$100.00

Zoning Board of Appeals

Area Variance: \$250.00
 Use Variance: \$500.00
 Review of Code Enforcement Officer's determination/interpretation: \$100.00
 Temporary Use Permit \$100.00

Additional Engineering Fees: in addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

PUBLICATIONS/OTHER ITEMS

1872 Map (historic) \$2.00
 Around Mendon and Honeoye Falls \$20.00
 From Forests to Farming \$10.00
 Hamlet Sign Print \$5.00
 Bells and Whistlestops \$3.00
 Mendon's Cobblestone Landmarks \$10.00
 Migration to Mendon \$10.00
 Mugs \$4.00 each (Set of 4 \$12.00)
 Murder and Mayhem \$22.00
 Rails to Trails \$20.00
 They Went They Fought They Won \$15.00

TOWN CLERK'S OFFICE

Dog License Spayed/Neutered: \$6.00

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Dog License Unspayed/Unneutered: \$15.00
 Dog License Service Dog (with paperwork from recognized organization): No Charge
 Dog Impoundment: \$25.00/day
 Dog Rabies Vaccination as part of impoundment: \$20.00
 Dog Impoundment at an emergency care facility: \$50.00/day
 Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$80.00
 Games of Chance License: \$25.00 per occasion
 Marriage License: \$40.00
 Marriage Transcript: \$10.00
 Peddler's Permit Applicant: \$500.00 per six (6) months,
 Peddler's Permit Employee of applicant: \$100.00 per employee for six (6) months
 Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Ms. Roberts, Aye/Nay;
 Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

42. ENVIRONMENTAL CONSERVATION BOARD

Chair Appointment

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Peter Carosa as Chair of the Environmental Conservation Board, term to expire December 31, 2024.

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

Member Appointment

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Carol Cloen to the Environmental Conservation Board, term to expire 12/31/25.

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

43. HISTORIC PRESERVATION COMMISSION

Chair Appointment

(Resolution 24-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire December 31, 2024.

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

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Member Appointment**(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Lynn Buehlman and Kaley Catlin to the Historic Preservation Commission, terms to expire December 31, 2025.

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

44. LIBRARY BOARD OF TRUSTEES – APPOINTMENT**(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Alison Jones and Thomas Ochsenhirt to the Library Board of Trustees, terms to expire December 31, 2028.

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

45. PLANNING BOARD**Chair Appointment****(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Lauren Smith as Chair of the Planning Board, term to expire December 31, 2024.

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

Vice Chair Appointment**(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Earl DeRue as Planning Board Vice Chair, term to expire December 31, 2024;

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

Member Appointment**(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Charles Krukowski to the Planning Board, term to expire December 31, 2028;

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

46. ZONING BOARD OF APPEALS**Chair Appointment****(Resolution 24-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Chris Mahood as Chair of the Zoning Board of Appeals, term to expire December 31, 2024.

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

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Member Appointments**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Thomas G. Voorhees to the Zoning Board of Appeals, term to expire December 31, 2028;

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

47. RECORDS MANAGEMENT ADVISORY BOARD**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2024: Diane C. Ham and Mary Louise Meisenzahl.

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

48. ENGINEERING/PLANNING SERVICES**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint MRB Group to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2024 Standard Hourly Rate Schedule.

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

49. HIGHWAY DEPARTMENT WORK**Work Associated with Buildings and Grounds****(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:

Pursuant to Town Law Section 32(1) the Town Board may confer additional duties upon the Highway Superintendent not already delineated in law. The following delineates the duties which the Town Board wishes to be performed by the Town of Mendon Highway Department with respect to Buildings and Grounds.

The Highway Department will plow and salt the driveway/parking areas at the following locations:

The Town of Mendon Highway Department

The Town of Mendon Falls Post #664 Community Center

The Town of Mendon Library

The Town of Mendon Youth Center

Driesbach Field and Military Memorial

Semmel Road Park

Mendon Center Tennis Courts

The Great Bend Park

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Sidewalks in the Hamlet of Mendon (no salting required)

The Highway Department will mow and trim the following locations:

The Town of Mendon Highway Department

All cemeteries in the Town of Mendon that the Town is responsible to maintain

Semmel Road Park

Driesbach Fields, including trails but exclusive of the Military Memorial and Spray Park

The Highway Department will also provide support to the Buildings and Grounds Department regarding Hamlet Beautification efforts.

The Highway Department will make available to the Buildings and Grounds Department any piece of Town-owned equipment necessary for the completion of Buildings and Grounds duties.

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

Summer Work on Town Roads

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting:

AGREEMENT between the Town Superintendent of the Town of Mendon, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$281,554.08 for materials shall be set aside to be expended for primary work and general repairs upon 2.4 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
 - (a) On Chateau Place commencing at State Route 64 and leading to the cul-de-sac, a distance of 0.23 miles, there shall be expended not over the sum of \$4,300.64 for materials. Type: Stone & Oil. Width of traveled surface: 20'
 - (b) On Deer Path commencing at Pittsford Mendon Center Road and leading to the cul-de-sac, a distance of 0.15 miles, there shall be expended not over the sum of \$2,800.20 for materials. Type: Stone & Oil. Width of traveled surface: 20'

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- (c) On Dixon Woods commencing at State Route 65 and leading to the cul-de-sac, a distance of 0.43 miles, there shall be expended not over the sum of \$7,900.24 for materials. Type: Stone & Oil. Width of traveled surface: 20'
- (d) On Eckler Road commencing at Mile Square Road and leading to the dead end, a distance of 0.29 miles, there shall be expended not over the sum of \$13,300.00 for materials. Type: Pugmill. Width of traveled surface: 20'
- (e) On Sheldon Road commencing at Lyons Road and leading to State Route 65, a distance of 1.1 miles, there shall be expended not over the sum of \$166,129.00 for materials. Type: Mill and Fill. Width of traveled surface: 20'
- (f) On Lyons Road commencing at Sheldon Road and leading to the Town Line, a distance of 0.2 miles, there shall be expended not over a sum of \$43,080.00 for materials. Type: Mill and Pave. Width of traveled surface: 20'
- (g) On Trout Creek Run commencing at State Route 64 and leading to the cul-de-sac, install 141 feet of 36" CIPP, there shall be expended not over a sum of \$44,044.00 for materials. Type: Cured In Place Pipe lining.

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

50. COMMERCIAL DRIVER'S LICENSE DRUG TESTING POLICY

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Healthworks through 2024, which provides the Town with a commercial driver's license drug testing program at a cost not to exceed \$950.00.

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

51. TOWN HALL AGREEMENTS

Heating And Cooling

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2024 at a cost not to exceed \$950.00.

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

Security System

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2024 in the amount not to exceed \$550.00.

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

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Sprinkler System Service**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2024 at a cost not to exceed \$550.00.

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

Fire Extinguisher Service**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Global Fire Protection for extinguisher service through 2024 at a cost not to exceed \$1,300.00.

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

52. COMMUNITY CENTER AGREEMENTS**Heating and Cooling****(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2024 at a cost not to exceed \$700.00.

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

Security System**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2024 in the amount not to exceed \$400.00.

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

53. 22 NORTH MAIN STREET AGREEMENT**Heating and Cooling****(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and

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cooling units and 1 split cooling only system in the building through 2024 at a cost not to exceed \$700.00.

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

54. VILLAGE OF HONEOYE FALLS AGREEMENTS

Reciprocal Snow Removal

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2024, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

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

55. HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS

Use of Semmel Road Park

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2024.

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

56. MONROE COUNTY AGREEMENTS

Work Agreements

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2024.

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

Signage and Striping Agreements

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt or Highway Superintendent Andrew Caschetta, to execute the agreement with Monroe County regarding Signage and Striping for 2024.

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

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57. COMMUNITY ORGANIZATION AGREEMENTS

Honeoye Falls-Mendon Community Concert Band

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concerts for the residents of Mendon during 2024, at a cost of \$1,000.00 per concert held.

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

Honeoye Falls-Mendon Historical Society

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2024, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.

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

58. USE OF TOWN MEETING ROOMS

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following usage:

A Town meeting room by the Mendon Republican Committee as available in the year 2024;

A Town meeting room by the Mendon Democratic Committee as available in the year 2024;

The Town of Mendon Falls Post 664 Community Center by the American Legion

Honeoye Falls Post 664 on the second Thursday of each month in 2024 at 7:30PM, and for their purposes on Memorial Day and Veterans Day; and

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Ms. Roberts, Aye/Nay;

Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

59. COMMUNICATIONS

Town Clerk

Highway Superintendent

Town Attorney

Town Board

Supervisor

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60. MINUTES**(Resolution 24-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on December 11, 2023.

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

61. PUBLIC COMMENT**62. ADJOURNMENT****(Resolution 24-___)**

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; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.

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A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, December 11, 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*, Angela Hollick, and 2 others.

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

AGENDA
(Resolution 23-298)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the agenda as amended. Agenda item # 21 will be removed and agenda items # 12 and #18 will swap places.

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

PUBLIC COMMENT

There were no comments.

COMMUNICATIONS

HIGHWAY SUPERINTENDENT, Andrew Caschetta, reported on catch basins and the status of the new truck. He billed the Village of Honeoye Falls \$3059.00 for paving services, which reflects a \$4862.00 credit for work the Village has previously done for the Town. He has billed the County for the Summer Road Program totaling \$417,846.36 and for the snow and ice in the amount of \$247,710.00.

TOWN CLERK, Michelle Booth, reported having filled in at that community center last month; thanked everyone for attending Judge Fletcher’s last night on the bench; and is preparing for the Town and County tax collection to begin.

TOWN BOARD

Brent Rosiek, reported on the Zoning and Planning Board business, noting an application for a special use permit to operate a restaurant in the former Crabby Dans building. He has met with the Supervisor and the Code Enforcement Officer to discuss the local law and process for updating the town code in chapters 138 and 159 as it pertains to the Historical Preservation Commission (HPC), local laws in 2024 for Zoning Amendments, and training for the various board members including Open Meetings Law. Mr. Rosiek attended the Mendon Community Business Association (MCBA) luncheon on November 21st, where they held the elections for 2024. He attended the Ugly Sweater Run, where approx. 200 people participated and he attended Holidays in the Hamlet. He reports a task force has been established for the April 9th Solar Eclipse to facilitate weekend events and family-oriented activities at each business. The next MCBA will have a social meeting on December 19th at 20 Deep. Mr. Rosiek reported that an intent to Appeal has been filed for the decision on the Flowers by Steve Article 78. He reported working with the Supervisor to create the RFP for Engineering Services and believes there is a perspective tenant in the 3913 Rush Mendon building.

Karen Jenkins, reported HPC did not have a meeting this month. She submitted all town employee emails to a vendor for a 360 survey.

Cynthia Carroll, reported on the library business. They set the calendar for 2024 and elected new officers; they will be eliminating overdue fines as of January 1st; all programs have seen positive attendance; and tutoring will be available, by appointment, on Saturdays in December.

Thomas Dubois reported that the Environmental Conservation Board did not have a meeting last week, he reported on possible prospects, to fill the vacancies, on the board. He reported the Zoning Board of Appeals has a meeting this week.

SUPERVISOR, John Moffitt, reported a recent dog control audit by NYS Agriculture & Markets and encourages all residents to register their dogs and remind our friends and neighbors to do the same. This would help the dog control officer to be able to return the dog without transferring it to a holding facility. Mr. Moffitt attended the NYS Government Finance seminar, and reported openings on various boards; he will have a sample resolution, regarding Gov. Hochul's plan to change the election cycle, for the Board to review at the next meeting; he thanked everyone who attended Judge Fletcher's retirement event; he confirmed the tax rate with the County; and he appointed Mary Fletcher to finance director until December 2023. The supervisor stated will be working with the Stormwater Coalition and the Code Enforcement Officer to rectify the lack of attention given to the stormwater facilities. Mr. Moffitt has been in contact with HR Works to update the personnel policy and possibly provide human resource services. He attended the Menorah lighting in the Village and thanked Patricia Graf for decorating our flower boxes outside the building this year.

SUPERVISOR'S MONTHLY REPORT

(Resolution 23-299)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to acknowledge receipt of the Supervisor's Monthly Report for November 2023.

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 23-300)

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

MINUTES

(Resolution 23-301)

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to approve the minutes of the regular meeting held on November 13, 2023, as amended.

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

BUDGET TRANSFERS

(Resolution 23-302)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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:	A1 110.110	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	\$ 5,000.00
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:	B1 170	Sales Tax	\$2,000.00
To:	B7610.404	Program For The Aging	\$2,000.00

12/11/2023

TOWN OF MENDON

REGULAR MEETING

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: DB1 170	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: BI 170	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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**NEWLY ELECTED JUSTICE TAKING THE BENCH CERTIFICATION COURSE-
ATTENDANCE APPROVAL**

(Resolution 23-303)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, 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 A1 110.410.

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

VOUCHERS**General Abstract*****(Resolution 23-304)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

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.

SHORT-TERM RENTAL – RENEWAL – ESTABLISH PUBLIC HEARING***(Resolution 23-305)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to hold a public hearing at 7:00 PM, or as soon thereafter as the said hearing can be convened, Tuesday, January 2, 2024, at the Town of Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY, pursuant to Section 208.12.D of the Mendon Town Code, to consider the renewal of the Short-Term Rental at 3880 Rush Mendon Road.

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

TAX RECEIVER'S BOND APPROVAL – 2024***(Resolution 23-306)***

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

NYS ASSOCIATION OF TOWNS ANNUAL MEETING AND TRAINING SCHOOL ATTENDANCE – APPROVAL***(Resolution 23-307)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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 are to be paid from the following accounts: A1220.410, A1010.410. and A1410.410. Individual attendee costs not to exceed \$2,000.00. Attendees: Brent Rosiek, Kimberly Roberts, Michelle Booth, and John Moffitt.

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

BOARD OF ASSESSMENT REVIEW – APPOINTMENT***(Resolution 23-308)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to appoint Jeffrey James to the Board of Assessment Review, term to expire September 30, 2028.

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

HIGHWAY DEPARTMENT – WINTER DISPATCHERS WAGES – APPROVAL***(Resolution 23-309)***

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

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

PERSONNEL POLICY – PROPOSED CHANGES TO HEALTHCARE AND HRA – APPROVAL
(Resolution 23-310)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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. Those retirees who choose to move will receive a Health Reimbursement Account (HRA) of \$1,000/year. Once a retiree moves from the Town's plan they are not permitted to return.

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

TOWN BOARD MEETING SCHEDULE - 2024

(Resolution 23-311)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the following Town Board Meetings scheduled 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

SPRAY PARK – WHITNEY EAST, INC – FINAL PAYMENT APPROVAL

(Resolution 23-312)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the final payment to Whitney East, Inc. for authorized and approved work on the Spray Park for \$25,732.26, to be paid from the H Fund.

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

SPRAY PARK – C.P. WARD – FINAL PAYMENT APPROVAL

(Resolution 23-313)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the final payment to CP Ward for authorized and approved work on the Spray Park for \$15,752.50, to be paid from the H Fund.

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

DECLARATION OF SURPLUS

(Resolution 23-314)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to declare a table saw at the Highway Department as scrap and authorize its disposal.

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

SPEED REDUCTION REQUEST – PITTSFORD MENDON CENTER ROAD – TE-9A

(Resolution 23-315)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

YOUTH CENTER RULES – DISCUSSION

There was a discussion on editing the rules. Mr. Dubois will make the changes and forward the document to the Town Clerk's office to obtain approval from the Town Attorney.

12/11/2023

TOWN OF MENDON

REGULAR MEETING

PUBLIC COMMENT

1. Danny Bassette, W Main St, commented on the proposed changes to healthcare and HRA.

ADJOURNMENT

(Resolution 23-316)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 8:17 PM.

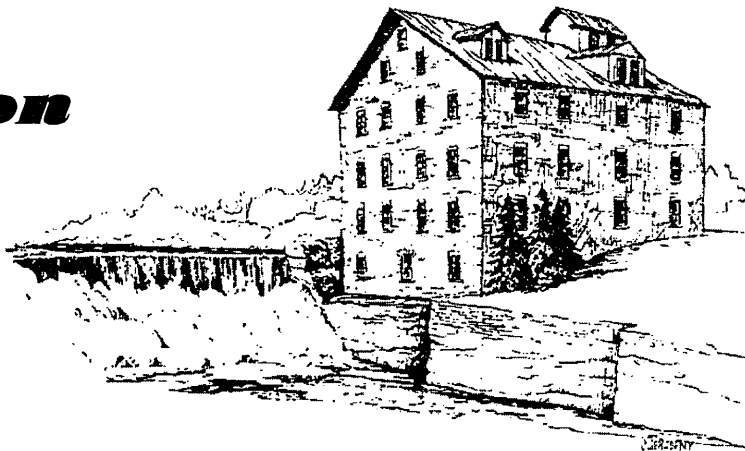
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

The full meeting can be viewed on the Town YouTube Channel:

<https://www.youtube.com/@townofmendonny9281>

Town of Mendon

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



September 25, 2023

Peter Carosa
2 Lantern Lane
Honeoye Falls, NY 14472

Dear Peter:

Effective December 31, 2023, your term as Chair of the Environmental Conservation Board will expire.

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

If you wish to be considered a candidate for this position, please respond, in writing, by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

John D. Moffitt
Supervisor

2024 Board Renewal

4 messages

Denise Zimmermann <supersecretary@townofmendon.org>
To: Peter Carosa <pcarosa2015@gmail.com>

Tue, Sep 26, 2023 at 2:35 PM

Good afternoon. Please see the attached letter from John Moffitt. You can reply back to this email and cc John as well at jmoffitt@townofmendon.org with your response. Thank you!

--
Denise Zimmermann
Secretary to the Town Supervisor
585-582-6357

 **ECB Chair - Peter Carosa - 2024.pdf**
725K

Denise Zimmermann <supersecretary@townofmendon.org>
To: Peter Carosa <pcarosa2015@gmail.com>

Wed, Oct 25, 2023 at 1:48 PM

Good afternoon Peter. The November 1st deadline is soon approaching so I wanted to reach back out to make sure you received my original email on continuing on the ECB. Please let me know if you have any questions and if you wish to continue. Thank you!

[Quoted text hidden]

 **ECB Chair - Peter Carosa - 2024.pdf**
725K

Peter Carosa <pcarosa2015@gmail.com>

To: Denise Zimmermann <supersecretary@townofmendon.org>, John Moffitt <jmoffitt@townofmendon.org>

Wed, Oct 25, 2023 at 2:34 PM

Denise and John,

Good afternoon. Yes, I wish to continue as Chair of the Environmental Conservation Board.

Thanks,
Peter

[Quoted text hidden]

Denise Zimmermann <supersecretary@townofmendon.org>

To: Peter Carosa <pcarosa2015@gmail.com>

Cc: John Moffitt <jmoffitt@townofmendon.org>

Wed, Oct 25, 2023 at 2:40 PM

Thank you Peter!

[Quoted text hidden]

CAROL CLOEN

215 SIBLEY RD, HONEOYE FALLS NY, 14472
253-312-9111 (c); myshamutley@gmail.com

PROFILE

Expertise in endangered species recovery planning, landscape planning, ecosystem management, project management, scientific research and administration.

QUALIFICATIONS

- Master of Science, Freshwater Ecology/Limnology.
- Sixteen years' experience in science-based natural resource management.
- Facilitation and lead for meetings, interagency and interdisciplinary teams.
- Expertise in preparation and delivery of management briefings and public presentations.
- Development and management of research contracts and budgets.

PROFESSIONAL EXPERIENCE

Chehalis Basin Project Coordinator

September 2015 to January 2017

Washington Department of Fish and Wildlife, Habitat Section; Olympia, WA

- Coordinate agency response and involvement development of The Chehalis Basin Watershed Plan.
- Sit on various technical committees.
- Coordinate interagency and tribal meetings.
- Regularly meet with tribal representatives, local and state government staff.
- Provide assistance and technical support to agency staff, tribal representatives, local and state government staff.
- Oversee and edit consultant developed documents.
- Coordinate public outreach efforts with other state agencies and institutions.

Outreach Specialist, Small Forest Landowner Office

September 2013 to Present

Washington Department of Natural Resources, Forest Practices Division; Olympia, WA

- Develop and administer public outreach programs and publications.
- Coordinate public outreach efforts with other state agencies and institutions.
- Research, write and submit grant proposals to external funding sources.
- Provide assistance and technical support to agency field staff, conservation districts and regional fish enhancement groups.
- Write and submit proposals to external funding sources.

Shellfish Program Business Manager

July 2012 to August 2013

Washington Department of Natural Resources, Aquatic Resources Division; Olympia, WA

- Planned, implemented and directed business operations for wild stock geoduck harvest.
- Prepared decision packages for executive management.
- Managed biennial Interagency Agreement for dive surveys and environmental assessments of commercial geoduck tracts.
- Worked directly with Puget Sound Treaty Tribes, state and local agencies, and other Aquatic Resources program staff to identify and resolve contract, harvest, legal and policy issues.
- Ensured compliance with statutory, SEPA and Wild Stock Geoduck Habitat Conservation Plan requirements.

Aquatic Ecologist, Aquatics Assessment and Monitoring Team

February 2012 to July 2012

Washington Department of Natural Resources, Aquatic Resources Division; Olympia, WA

- Developed and performed freshwater surveys to assess the effectiveness of aquatic land management decisions.
- Created geospatial maps for sampling and reporting.
- Provided technical support to Aquatic Resources Program for uses of state-owned aquatic lands.
- Processed and managed sample data.

Lead Scientist, Aquatic Lands Habitat Conservation Plan

November 2003 to February 2012

Washington Department of Natural Resources, Aquatic Resources Division; Olympia, WA

- Researched and developed science-based habitat conservation methods, strategies, and biological goals for 2.6 million acres of state-owned lacustrine, riverine and marine lands.
- Developed and implemented strategies for scientific review of leasing proposals for state-owned aquatic lands and incorporation of best available science into leasing conditions.
- Led inter- and intra-agency multidisciplinary scientific research and review teams.
- Worked cooperatively to develop monitoring, data management, and adaptive management protocols.
- Prepared and evaluated peer review/publication quality technical papers and resource plans.
- Supervised, directed and supported technical and science staff.

King County Wastewater Project Manager

January 2001 to November 2003

Washington Department of Natural Resources, Aquatic Resources Division; Olympia, WA

- Represented DNR's policy, guidelines and procedures regarding issues associated with wastewater treatment facilities, conveyance systems and marine outfall siting; sediment remediation; and construction/performance standards.
- Developed methodologies to integrate work products on a state-wide basis.
- Coordinated internal policy discussions with Division/Region managers, Executive Management and staff.
- Reviewed and provided comment on scientific data related to the effects of wastewater on aquatic ecosystems.

Aquatic Resources Program Manager

July 1999 to January 2001

Washington Department of Natural Resources, South Puget Sound Region; Enumclaw, WA

- Managed day-to-day operations of the Aquatic Resources Program leasing operations.
- Provided scientific review and written comment on environmental impact statements and ecosystem analysis.
- Provided guidance to field staff in lease administration and ecosystem management.
- Supervised support staff.

Riparian Restoration Manager

January 1997 to July 1999

Delaware Riverkeeper Network, Schuylkill Office; St. Peters, Pa

- Designed and implemented the Schuylkill River Riparian Restoration Program.
- Selected, designed and installed bio-engineered restoration projects.
- Coordinated a multi-disciplinary scientific research/technical team.
- Supervised, hired and trained staff, volunteers, and student interns.
- Developed partnerships with government, citizens and businesses to support restoration efforts.

Graduate Teaching Assistant, Biological Sciences

August 1995 to June 1996

State University of New York College at Brockport; Brockport, NY

Limnology Research Assistant

September 1993 to August 1995

State University of New York College at Brockport; Brockport, NY

EDUCATION

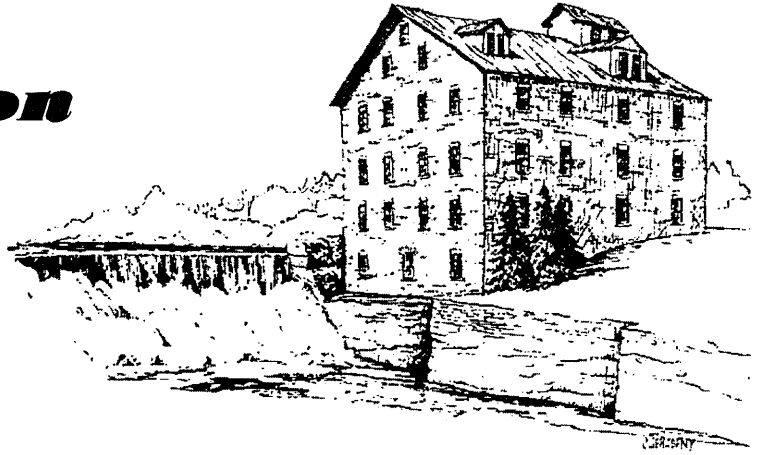
Master of Science, State University College of New York at Brockport, 1997

Original research: Anthropogenic Increases in Ultraviolet-B Radiation and its Effect on the Hatching Success of the American Toad (*Bufo americanus*).

Bachelor of Science, State University College of New York at Brockport, 1994

Town of Mendon

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



September 25, 2023

Geoff Tesch
639 Boughton Hill Road
Honeoye Falls, NY 14472

Dear Geoff:

Effective December 31, 2023, your term as Chair of the Historic Preservation Commission will expire.

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

If you wish to be considered for Chair of this Board, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,



John D. Moffitt
Supervisor



Denise Zimmermann <supersecretary@townofmendon.org>

2024 Board Renewal

Geoff Tesch <gtesch@rochester.rr.com>

Mon, Oct 9, 2023 at 9:11 AM

To: Denise Zimmermann <supersecretary@townofmendon.org>, John Moffitt <jmoffitt@townofmendon.org>

Denise and John,

Thank you for the letter regarding upcoming committee term expirations. I would like to be considered for the Chair position of the HPC, and, if other HPC members express interest in the position, I support them being considered as well.

If it's a possibility for the HPC, I'd also like to suggest having Co-Chairs. We had that in place several years ago, and it seemed to work well. If I were to be Chair again in 2024, I would suggest having Martha Bush as Co- Chair, as she has already shown a lot of initiative and interest, and participates at a high level in what we do.

Thank you for your consideration,

Geoff Tesch

Chairman,
Historic Preservation Commission
Town of Mendon, New York

From: Denise Zimmermann <supersecretary@townofmendon.org>

Date: Tue, 26 Sep 2023 14:36:37 -0400

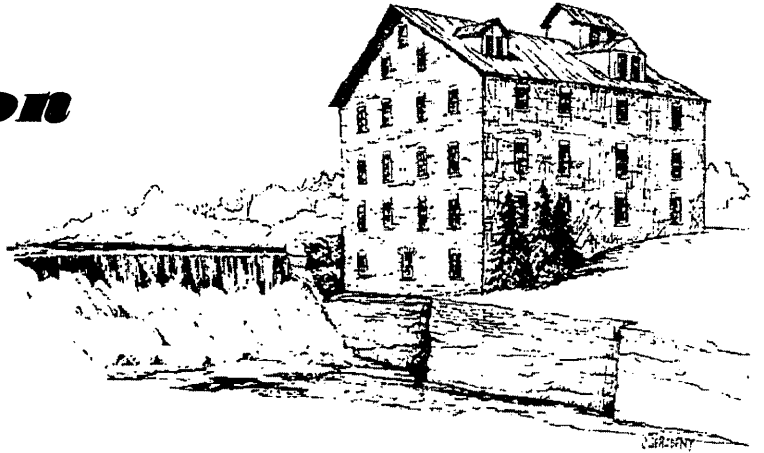
To: Geoff Tesch <gtesch@rochester.rr.com>

Subject: 2024 Board Renewal

[Quoted text hidden]

Town of Mendon

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Promoting the Future*



September 25, 2023

Lynn Buehlman
75 Maplewood Avenue
Honeoye Falls, NY 14472

Dear Lynn:

Effective December 31, 2023, your term as a member of the Historic Preservation Commission will expire.

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

If you wish to be considered for Chair of this Board, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

John D. Moffitt
Supervisor

2024 Board Renewal

4 messages

Denise Zimmermann <supersecretary@townofmendon.org>
To: buehlman@frontiernet.net

Tue, Sep 26, 2023 at 2:37 PM

Good afternoon. Please see the attached letter from John Moffitt. You can reply back to this email and cc John as well at jmoffitt@townofmendon.org with your response. Thank you!

--
Denise Zimmermann
Secretary to the Town Supervisor
585-582-6357

 **HPC - Lynn Buehlman - 2024.pdf**
729K

Denise Zimmermann <supersecretary@townofmendon.org>
To: buehlman@frontiernet.net

Wed, Oct 25, 2023 at 1:49 PM

Good afternoon Lynn. The November 1st deadline is soon approaching so I wanted to reach back out to make sure you received my original email on continuing on the HPC. Please let me know if you have any questions and if you wish to continue. Thank you!

[Quoted text hidden]

 **HPC - Lynn Buehlman - 2024.pdf**
729K

Lynn Buehlman <buehlman@frontiernet.net>
To: Denise Zimmermann <supersecretary@townofmendon.org>
Cc: John Moffitt <jmoffitt@townofmendon.org>

Fri, Oct 27, 2023 at 11:11 AM

Denise,

I did receive the original letter, Thank You.

Yes, I would like to be considered for another term on the Mendon Historic Commission.

Lynn Buehlman
585-732-5952

[Quoted text hidden]

[Quoted text hidden]

<HPC - Lynn Buehlman - 2024.pdf>

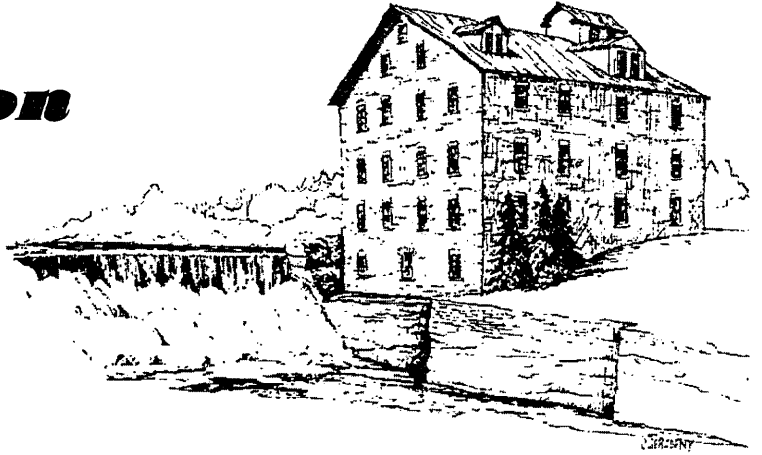
Denise Zimmermann <supersecretary@townofmendon.org>
To: Lynn Buehlman <buehlman@frontiernet.net>
Cc: John Moffitt <jmoffitt@townofmendon.org>

Fri, Oct 27, 2023 at 11:13 AM

Thank you Lynn! Have a great weekend.

Town of Mendon

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September 25, 2023

Kaley Catlin
282 Pond Rd
Honeoye Falls, NY 14472

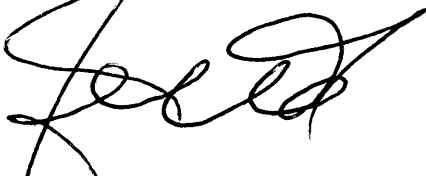
Dear Kaley:

Effective December 31, 2023, your term as Chair of the Historic Preservation Commission will expire.

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

If you wish to be considered for Chair of this Board, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,



John D. Moffitt
Supervisor

2024 Board Renewal

4 messages

Denise Zimmermann <supersecretary@townofmendon.org>
To: Kaley Catlin <kaleycatlin@gmail.com>

Tue, Sep 26, 2023 at 2:37 PM

Good afternoon. Please see the attached letter from John Moffitt. You can reply back to this email and cc John as well at jmoffitt@townofmendon.org with your response. Thank you!

--
Denise Zimmermann
Secretary to the Town Supervisor
585-582-6357

 **HPC - Kaley Catlin - 2024.pdf**
722K

Denise Zimmermann <supersecretary@townofmendon.org>
To: Kaley Catlin <kaleycatlin@gmail.com>

Wed, Oct 25, 2023 at 1:50 PM

Good afternoon Kaley. The November 1st deadline is soon approaching so I wanted to reach back out to make sure you received my original email on continuing on the HPC. Please let me know if you have any questions and if you wish to continue. Thank you!

[Quoted text hidden]

 **HPC - Kaley Catlin - 2024.pdf**
722K

Kaley Catlin <kaleycatlin@gmail.com>
To: Denise Zimmermann <supersecretary@townofmendon.org>
Cc: John Moffitt <jmoffitt@townofmendon.org>

Wed, Oct 25, 2023 at 7:27 PM

Hi Denise,

I wish to continue to serve on the HPC.

Thank you,
Kaley Catlin
[Quoted text hidden]

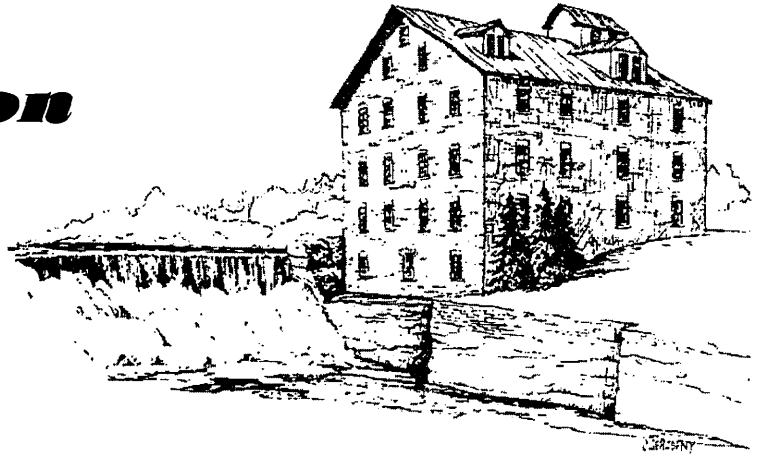
Denise Zimmermann <supersecretary@townofmendon.org>
To: Kaley Catlin <kaleycatlin@gmail.com>

Thu, Oct 26, 2023 at 9:37 AM

Thank you Kaley! Have a great day.
[Quoted text hidden]

Town of Mendon

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September 25, 2023

Alison Jones
94 East Street
Honeoye Falls, NY 14472

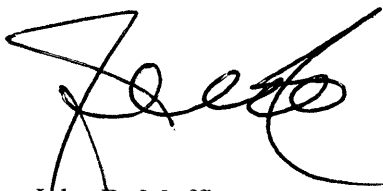
Dear Alison:

Effective December 31, 2023, your term as the President of the Library Board of Trustees will expire.

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

If you wish to be considered for President of this Board, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,



John D. Moffitt
Supervisor



John Moffitt <jmoffitt@townofmendon.org>

Re: 2024 Board Renewal

1 message

A Jones <azjlibrary@gmail.com>

Tue, Oct 3, 2023 at 8:00 PM

To: Denise Zimmermann <supersecretary@townofmendon.org>

Cc: John Moffitt <jmoffitt@townofmendon.org>

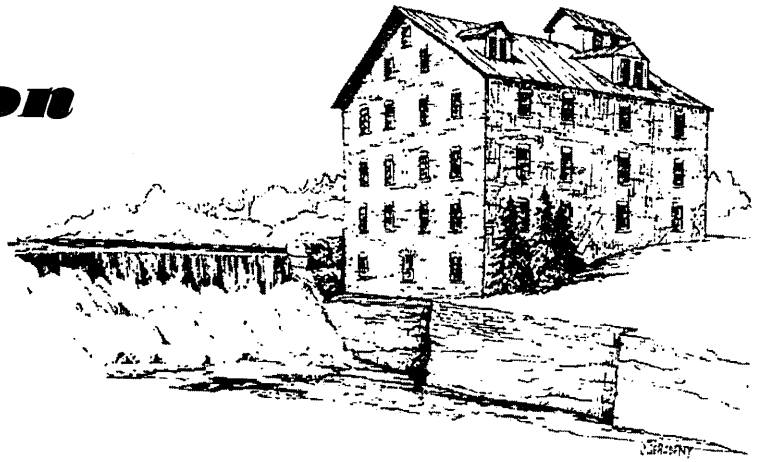
Thank you very much, Denise! It has been an honor to support the Town in this way. Where did the time go?!

I hope to continue to serve on the board for another term as a member, and also look forward to passing the torch to the next MPL board president.

OH!! And thank you for that top-notch stone wall repair - looks **great**! Please share our appreciation with your team.

Town of Mendon

*Preserving the Past...
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September 25, 2023

Lauren Smith
235 Boughton Hill Rd
Honeoye Falls, NY 14472

Dear Lauren:

Effective December 31, 2023, your term as Chair of the Planning Board will expire.

If you wish to be considered a candidate for this position, please respond, in writing, by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

John D. Moffitt
Supervisor



John Moffitt <jmoffitt@townofmendon.org>

Re: 2024 Board Renewal

1 message

Lauren Smith <mendonplanning@gmail.com>

Wed, Sep 27, 2023 at 7:10 PM

To: Denise Zimmermann <supersecretary@townofmendon.org>, John Moffitt <jmoffitt@townofmendon.org>

Hi John and Denise,

Please consider me as a candidate for the position of Planning Board Chair at the end of my term, December 31, 2023.

Thank you,

Lauren

On Tue, Sep 26, 2023 at 2:38 PM Denise Zimmermann <supersecretary@townofmendon.org> wrote:

Good afternoon. Please see the attached letter from John Moffitt. You can reply back to this email and cc John as well at jmoffitt@townofmendon.org with your response. Thank you!

--

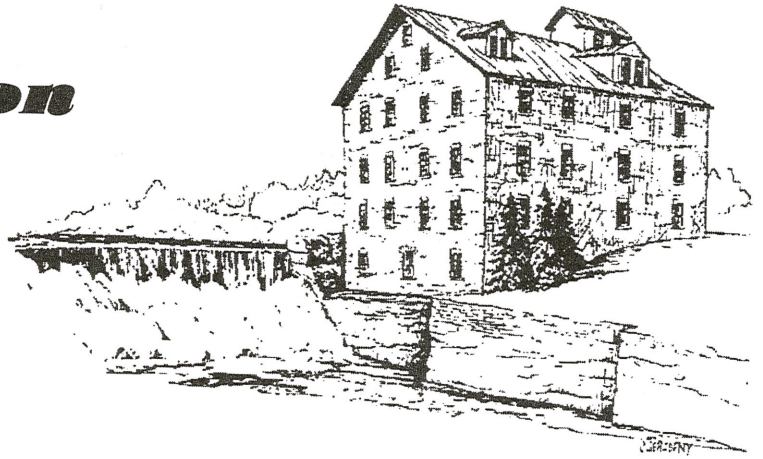
Denise Zimmermann
Secretary to the Town Supervisor
585-582-6357

--

Lauren

Town of Mendon

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September 25, 2023

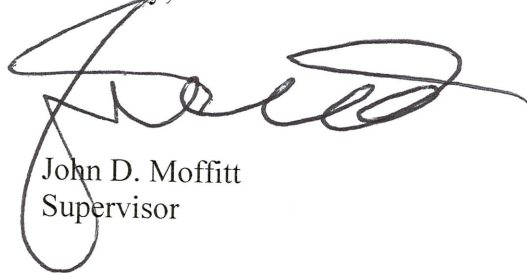
Earl DeRue
559 Cheese Factory Rd
Honeoye Falls, NY 14472

Dear Earl:

Effective December 31, 2023, your term as Vice Chair of the Planning Board will expire.

If you wish to be considered a candidate for this position, please respond, in writing, by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

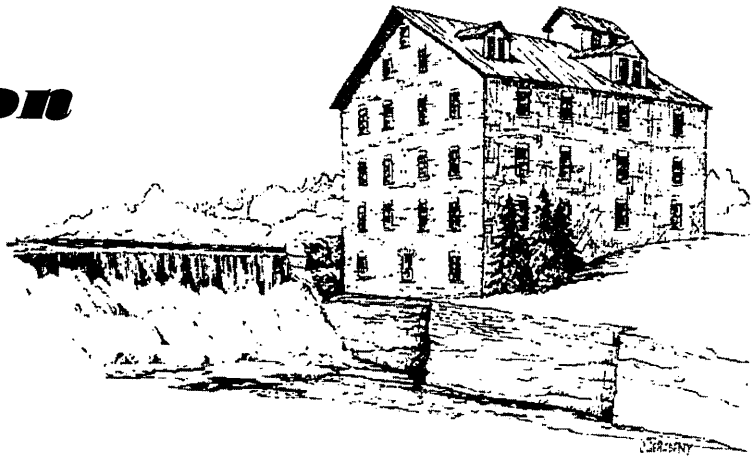


John D. Moffitt
Supervisor



Town of Mendon

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Promoting the Future*



September 25, 2023

Charlie Krukowski
3565 Rush Mendon Rd
Honeoye Falls, NY 14472

Dear Charlie:

Effective December 31, 2023, your term on the Planning Board will expire.

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

If you wish to be considered a candidate for this position, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,

John D. Moffitt
Supervisor



John Moffitt <jmoffitt@townofmendon.org>

Re: 2024 Board Renewal

1 message

charlie krukowski <cgk12ax7@gmail.com>

Thu, Oct 5, 2023 at 9:36 AM

To: Denise Zimmermann <supersecretary@townofmendon.org>, jmoffitt@townofmendon.org

Dear Supervisor Moffitt,

I have enjoyed my time as a planning board member and would like to continue to be a part of that team. I have learned a lot in this time, though I still have much to learn. It's quite rewarding to have a hand in the issues that affect our town in terms of development. I hope that I have made a positive contribution.

Thank you for your consideration.

Regards,

Charlie

On Tue, Sep 26, 2023 at 2:39 PM Denise Zimmermann <supersecretary@townofmendon.org> wrote:

Good afternoon. Please see the attached letter from John Moffitt. You can reply back to this email and cc John as well at jmoffitt@townofmendon.org with your response. Thank you!

--

Denise Zimmermann
Secretary to the Town Supervisor
585-582-6357

12/14/2023

Supervisor Moffitt,

I would like to apply for the open position on the Zoning Board of Appeals. Having been the town Code Enforcement Officer for 31 years, working daily with the town code and overseeing numerous variance applications, I feel I would be a great asset to the board. Thank you for considering me for this very important position.

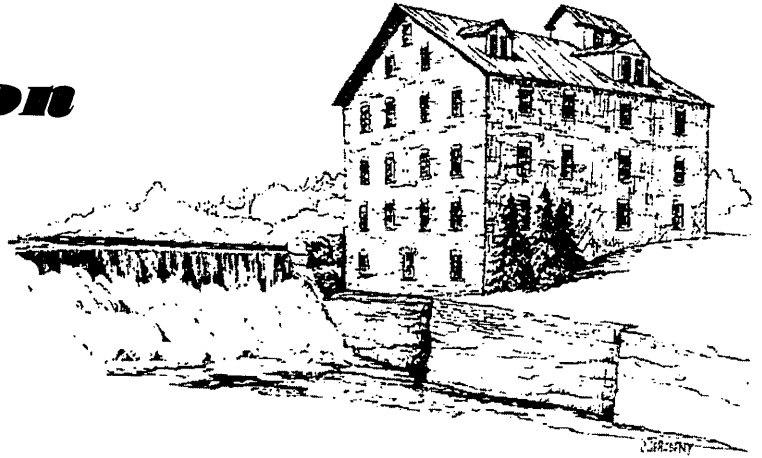
Sincerely,

A handwritten signature in black ink that reads "Thomas G. Voorhees". The signature is written in a cursive style with a large initial 'T'.

Thomas G. Voorhees

Town of Mendon

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



September 25, 2023

Mary Louise Meisenzahl
2 Rittenhouse Drive
Honeoye Falls, NY 14472

Dear Muffy:

Effective December 31, 2023, your term on the Records Management Advisory Board will expire.

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

If you wish to be considered a candidate for this position, please respond by November 1, 2023. If we do not get a response by that date, we will accept that as a lack of interest.

Sincerely,



John D. Moffitt
Supervisor

9.27.23
Dear Mr. Supervisor,
Thank you for the opportunity to
continue serving for 2024.
Muffy Meisenzahl