

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:	AI 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:	Bl 170	Sales Tax	\$2,000.00
To:	B7610.404	Program For The Aging	\$2,000.00

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: DBI 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.

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>

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