

The organizational meeting of the Mendon Town Board was held at 7:00 PM, Tuesday, January 2, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John Moffitt, Supervisor  
Brent Rosiek }  
Kimberly Roberts } Town Board  
Cynthia Carroll } Members  
Thomas Dubois }

TOWN CLERK: Michelle Booth

HIGHWAY SUPERINTENDENT: Andrew Caschetta

OTHERS PRESENT: Angela Hollick, Danny Bassette, Bonnie Toomey, Deputy Town Clerk, Mary Louise Meisenzahl, Records Management Advisor, Corey Gates, Code Enforcement Officer, Katrina Allen, Building/Assessment Clerk, Lauren Smith, Planning Board Chair.

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

AGENDA  
(Resolution 24-001)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to adopt the agenda as presented. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT

There were no comments.

PUBLIC HEARING – SHORT-TERM RENTAL – 3880 RUSH MENDON RD

Supervisor Moffitt opened the Public Hearing at 7:01 PM.

Mr. Rosiek recused himself from this hearing.

The public hearing was held 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.

There were no comments from the public.

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to close the public hearing at 7:02 PM. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

(Resolution 24-002)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to renew the Short-Term Rental at 3880 Rush Mendon Road for a 2-year term. All applicant’s fees and requirements have been met. Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 24-003)

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

TOWN ATTORNEY – APPOINTMENT

(Resolution 24-004)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to appoint Sheldon W. Boyce as Town Attorney, term to expire December 31, 2025. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

RECEIVER OF TAXES – APPOINTMENT

(Resolution 24-005)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to appoint Michelle Booth as Receiver of Taxes, term to expire December 31, 2025. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**POSITION APPOINTMENTS*****(Resolution 24-006)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, 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

Deputy Town Clerk – James Merzke

Secretary to the Planning Board and ZBA - Katrina Allen

Meetings Recorder – Katrina Allen

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

**POSITION RETENTION*****(Resolution 24-007)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 the supervisor is vacant, the 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 Part Time, term to expire December 31, 2024.

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

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

**Deputy Town Supervisor**

Supervisor Moffitt notified 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 17-23 when James P. Merzke will fill that role.

**Finance Officer**

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

**Secretary to the Supervisor**

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

**Town Historian**

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

**DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION*****(Resolution 24-008)***

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

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.

**HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS*****(Resolution 24-009)***

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

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

***(Resolution 24-010)***

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

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

**ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT**

***(Resolution 24-011)***

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

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

**PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT**

***(Resolution 24-012)***

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

**DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT**

***(Resolution 24-013)***

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

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

**JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES**

***(Resolution 24-014)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, 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 the need arises during the year 2024, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2024.

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

**LIAISONS**

Supervisor 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: Mrs. Roberts

**TOWN BOARD MEETINGS SCHEDULE**

***(Resolution 24-015)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to confirm the following schedule of Town Board Meetings for 2024, adopted at the December 11, 2023 meeting: 7:00 PM 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 Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

**STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS*****(Resolution 24-016)***

A motion was made by Mr. Carroll, seconded by Mr. Dubois, to adopt the 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 purposes 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 the New York State Retirement System are as follows:

**POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITIES 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 record and submit to the clerk his or her work activities for 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**2024 HOLIDAY SCHEDULES**

The Town Board approved the following 2024 Holiday Schedules 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)

Monday, November 11 (Veteran's 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 (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 (Veteran's Day)

Thursday, November 28 (Thanksgiving Day)

Friday, November 29 (floater)

Wednesday, December 25 (Christmas Day)

**TOWN HALL OPERATING HOURS**

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

**POLICY AND PROCEDURES MANUAL*****(Resolution 24-017)***

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to adopt the Town of Mendon Policy and Procedures Manual.

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

The Board discussed a rollover allowance for employee vacation days. They discussed the Mendon Youth Center's Policy and Procedures.

***(Resolution 24-018)***

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to adopt the Mendon Youth Center Policy and Procedures.

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

**FUND BALANCE POLICY*****(Resolution 24-019)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to acknowledge the adherence to the 2014 Fund Balance Policy as written for the A Fund, B Fund, DA Fund, DB Fund, and L Fund.

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

**EMERGENCY PREPAREDNESS (DISASTER) PLAN*****(Resolution 24-020)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the current Emergency Preparedness (Disaster) Plan.

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

**OFFICIAL TOWN MAP*****(Resolution 24-021)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occur during the year 2024.

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

**OFFICIAL NEWSPAPER*****(Resolution 24-022)***

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

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

**EMERGENCY RESPONSE – HIGHWAY DEPARTMENT*****(Resolution 24-023)***

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

**MENDON FIRE HALL – ICE CONTROL*****(Resolution 24-024)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to adopt the following:

WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and

WHEREAS, it is essential for the above reason that the Mendon Fire Hall be accessible at all times.

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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS*****(Resolution 24-025)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

- Board of Assessment Review – 4<sup>th</sup> Tuesday in May
- Environmental Conservation – 1st Tuesday of each month at 7:00 PM, as needed
- Historic Preservation Commission – 1st Wednesday of each month, 7:00 PM, as needed

- Planning Board – 1st and 3rd Wednesday of each month at 7:00 PM, as needed
  - Town Board - per the schedule above at 7:00 PM
  - Zoning Board of Appeals – 2nd and 4th Thursday of each month at 7:00 PM, as needed
- Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### OFFICIAL UNDERTAKINGS

##### ***(Resolution 24-026)***

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

#### SALARIES – ELECTED/APPOINTED/HOURLY WAGES

##### ***(Resolution 24-027)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, 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 hourly as indicated below:

<b>Job Title</b>	<b>Salary</b>
Assessor	\$39,092.00
Building/Assessment Clerk	\$20.00-\$22.00/per hour
Building Inspector/Code Enforcement Officer	\$82,671.00
Buildings and Grounds	\$18.00-\$30.00
Court Clerk	\$12,833.00
Custodian	\$100.00/week plus \$16.00/per hour
Deputy Building Inspector	\$100/per inspection
Deputy Court Clerk	\$29.39/per hour
Deputy Town Clerk	\$29.39/per hour
Dog Control Officer	\$8,433.00
Finance Officer	\$41,600.00
Fire Marshal	\$3,577.00
Historian	\$2,600.00
Meetings Recorder	\$22.00/per hour
Planning Board Attorney	\$16,510.00
Planning Officer	\$1,900.00
Planning Board/Zoning Board Clerk	\$20,000.00
Recreation Leader	\$100/week
Secretary to the Supervisor	\$14,000.00
Town Attorney	\$75,731.00
Zoning Board Attorney	\$14,100.00
<b>Appointed Board Members</b>	
Assessment Board of Review	\$125/per year
Conservation Board Chair	\$50/per mtg
Conservation Board Member	\$25/per mtg
Planning Board Chair	\$60/per mtg
Planning Board Member	\$40/per mtg
Zoning Board Chair	\$60/per mtg
Zoning Board Member	\$40/per mtg
<b>Highway Department</b>	<b>Hourly</b>
Maintenance Mechanic	\$30.98-\$35.84
Mechanical Equipment Operator (Heavy Equipment)	\$29.79-\$33.10
Mechanical Equipment Operator (Light Equipment)	\$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
<b>Elected Officials</b>	
Councilperson (4)	\$10,740.50
Highway Superintendent	\$89,248.00
Supervisor	\$84,417.00
Town Clerk	\$71,663.00
Town Justice (2)	\$19,079.00

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

**PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES**

***(Resolution 24-028)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adopt the following amounts and percentages associated with the Personnel Policy:

**Medical Benefits:**

Full-time employees hired before 1/1/10, will contribute thirteen 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 before 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.

**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. Employees must show proof of insurance annually.

**Health Reimbursement Account (HRA):**

The Town will deposit \$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, 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 is 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **SALARY SCHEDULE – PAYMENT CYCLE**

##### ***(Resolution 24-029)***

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to adopt the salary payment schedule as follows:

1. January 5
2. January 19
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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **MILEAGE ALLOWANCE**

##### ***(Resolution 24-030)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 Director, and Town Board members.

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

#### **ANNUAL REPORT OF SUPERVISOR**

##### ***(Resolution 24-031)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, 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 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 in an amount not to exceed \$3,500



from Acct. A1310.401.

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

#### **ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE**

##### ***(Resolution 24-032)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to appoint Mrs. Roberts and Mr. Rosiek to a Town Board Committee, to meet for the annual accounting, on or before April 1, 2024, or as soon thereafter as possible.

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

##### ***(Resolution 24-033)***

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

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

#### **OFFICIAL BANKS**

##### ***(Resolution 24-034)***

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

#### **PAYMENTS BEFORE AUDIT**

##### ***(Resolution 24-035)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, 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

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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **REVIEW OF MONTHLY VOUCHERS**

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

January – Mrs. Carroll/Mr. Dubois

February – Mr. Dubois/Mrs. Roberts

March – Ms. Roberts/Mr. Rosiek

April – Mr. Rosiek/Mrs. Carroll

May – Mrs. Carroll/Mr. Dubois

June – Mr. Dubois/Mrs. Roberts

July – Ms. Roberts/Mr. Rosiek

August – Mr. Rosiek/Mrs. Carroll

September – Mrs. Carroll/Mr. Dubois

October – Mr. Dubois/Mrs. Roberts

November – Ms. Roberts/Mr. Rosiek

December – Mr. Rosiek/Mrs. Carroll

#### **PETTY CASH FUNDS**

##### ***(Resolution 24-036)***

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

#### **FEE SCHEDULE**

##### ***(Resolution 24-037)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 times per week: \$400.00  
See Use Policy for policies and insurance requirements.

**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 feet. \$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 feet. \$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 inspections of the same item are required, \$25.00 per inspection.
- Removal of Fuel Storage Tanks: \$30.00
- Renewal/Extension of Permit: Original Fee + \$100 after (1) renewal
- 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 (includes fence and 200 square foot deck): \$50.00
- Swimming Pool, inground (includes fence): \$125.00
- Zoning Compliance Letter: \$30.00

**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 feet. \$50.00 for each 500 square foot thereafter.

New or Added Shell Only: one-half (1/2) of 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 feet. \$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
- Generator: \$150
- 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 is required, \$25.00 per inspection
- Renewal/Extension of Permit: Original Fee + \$150 after (1) renewal
- Sign, 0 to 30 square feet: \$30.00
- Sign, 31 to 50 square feet: \$50.00
- Sign, over 50 square feet: \$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
- Not for Profits and Service Organizations located in 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

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, except 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 \$20.00
- Rails to Trails \$20.00
- They Went They Fought They Won \$15.00

**TOWN CLERK'S OFFICE**

- Dog License Spayed/Neutered: \$6.00
- Dog License Unspayed/Unneutered: \$15.00
- Dog License Service Dog (with paperwork from a 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 the 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

All credit card purchases are subject to a convenience fee.

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

**ENVIRONMENTAL CONSERVATION BOARD****Chair Appointment*****(Resolution 24-038)***

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

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

**Member Appointment**  
***(Resolution 24-039)***

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to appoint Carol Cloen to the Environmental Conservation Board, term to expire December 31, 2025.

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

**HISTORIC PRESERVATION COMMISSION****Chair Appointment**  
***(Resolution 24-040)***

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

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

**Member Appointment**  
***(Resolution 24-041)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to appoint Lynn Buehlman and Kaley Catlin to the Historic Preservation Commission, term to expire December 31, 2025.

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

**LIBRARY BOARD OF TRUSTEES - APPOINTMENT****Member Appointment**  
***(Resolution 24-042)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to appoint Alison Jones and Thomas Ochsenhirt to the Library Board of Trustees, term to expire on December 31, 2028.

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

**PLANNING BOARD****Chair Appointment**  
***(Resolution 24-043)***

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

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

**Vice Chair Appointment**  
***(Resolution 24-044)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to appoint Earl DeRue to the Planning Board as Vice Chair, term to expire December 31, 2024. This will be Mr. DeRue's 20<sup>th</sup> year on the Planning Board.

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

**Member Appointment**  
***(Resolution 24-045)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to appoint Charles Krukowski to the Planning Board, for a term to expire on December 31, 2028.

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

**ZONING BOARD OF APPEALS****Chair Appointment**  
***(Resolution 24-046)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to appoint Chris Mahood as Chair of the Zoning Board of Appeals, term to expire December 31, 2024.

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

**Member Appointment**  
***(Resolution 24-047)***

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to appoint Thomas G. Voorhees to the Zoning Board of Appeals, term to expire December 31, 2028.

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

**RECORDS MANAGEMENT ADVISORY BOARD**  
***(Resolution 24-048)***

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

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

**ENGINEERING/PLANNING SERVICES*****(Resolution 24-049)***

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

**HIGHWAY DEPARTMENT WORK****Work Associated with Buildings and Grounds*****(Resolution 24-050)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to adopt the following:

Under 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 that the Town Board wishes to be performed, by the Town of Mendon Highway Department, concerning 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
- 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 Building 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**Summer Work on Town Roads*****(Resolution 24-051)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, 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'

- (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: Stone & Oil. 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 Pipelining.
- Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### **Commercial Driver's License Drug Testing Policy**

##### ***(Resolution 24-052)***

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

#### **TOWN HALL AGREEMENTS**

##### **Heating and Cooling**

##### ***(Resolution 24-053)***

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

##### **Security System**

##### ***(Resolution 24-054)***

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

##### **Sprinkler System Service**

##### ***(Resolution 24-055)***

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

##### **Fire Extinguisher Service**

##### ***(Resolution 24-056)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to continue the current agreement with Global Fire Protection for extinguisher services through 2024 at a cost not to exceed \$1,300.00.

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

#### **COMMUNITY CENTER AGREEMENTS**

##### **Heating and Cooling**

##### ***(Resolution 24-057)***

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

##### **Security System**

##### ***(Resolution 24-058)***

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

**22 NORTH MAIN STREET AGREEMENT*****Heating and Cooling******(Resolution 24-059)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, 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 cooling units and 1 split cooling only system in the building through 2024 at a cost not to exceed \$700.00.

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

**VILLAGE OF HONEOYE FALLS AGREEMENTS*****Reciprocal Snow Removal******(Resolution 24-060)***

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

**HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS*****Use of Semmel Road Park******(Resolution 24-061)***

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

**MONROE COUNTY AGREEMENTS*****Work Agreements******(Resolution 24-062)***

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

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

***Signage and Striping Agreements******(Resolution 24-063)***

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

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

**COMMUNITY ORGANIZATION AGREEMENTS*****Honeoye Falls-Mendon Community Concert Band******(Resolution 24-064)***

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

***Honeoye Falls-Mendon Historical Society******(Resolution 24-065)***

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

**USE OF TOWN MEETING ROOMS*****(Resolution 24-066)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 7:30 PM, and for their purposes on Memorial Day and Veterans Day

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



**COMMUNICATIONS**

**Town Clerk**

Mrs. Booth reported she received the Town and County Tax Warrant; the Office is ready to start collections.

**Highway Superintendent**

Mr. Caschetta reported Highway Business.

**Town Board**

Mr. Rosiek reported on the Planning Board and Zoning Board of Appeals business and Town engineering services.

Mr. Dubois reported on the Environmental Conservation Board and the Zoning Board of Appeals.

**Supervisor**

Supervisor Moffitt reported on the Council of Government's tax computation for Towns. He reports changing brokers for some insurances; he is waiting for the light bulbs, which are on back order, to be delivered for the Hamlet lighting, and reminded everyone of the power outage on Saturday.

**MINUTES**

***(Resolution 24-067)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to approve the minutes of the regular meeting held on December 11, 2023.

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

**PUBLIC COMMENT**

There were no comments.

**ADJOURNMENT**

***(Resolution 24-068)***

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

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