

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, March 11, 2024 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Reports
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Adjustments
10. Abstract of Audited Vouchers
11. Resolution of Honor – Richard Joint
12. Town Hall – Water Heater Replacement
13. Town Hall – Computer Replacements
14. Dreisbach Fields – Survey
15. Playground – Rubber Mulch Purchase
16. Spray Park – Chair Purchase
17. Historic Preservation Commission – Training
18. Monroe County Environmental Management Council – Mendon Representative
19. Highway Department – Air Conditioning Machine Purchase
20. Highway Department and Buildings and Grounds
21. IT Contract – Daniel Bassette
22. HR and Payroll Contract – ADP
23. Financial Consultant Services – Laura L. Landers, LLC
24. Hamlet Sidewalk Project Contract – MRB
25. Public Comment
26. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
March 11, 2024, Regular Town Board 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. COMMUNICATIONS

Town Clerk

Town Attorney

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORTS

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Reports for January and February 2024.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for February 2024, showing receipts and disbursements in the amount of \$9,161.60.

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

8. MINUTES

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on February 12, 2024, as presented and/or amended.

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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9. BUDGET ADJUSTMENTS

(Resolution 24-___)

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

From: A1310.100	Finance Personnel	\$40,000.00
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To: A1310.401	Finance Purchased Svcs.	\$40,000.00
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Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Rosiek, Aye/Nay; Mr. Moffitt, Aye/Nay.

10. VOUCHERS

General Abstract

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve all claims on vouchers numbered 24-131 to 24-219, on General Abstract 24-03, in the amount of \$797,723.86.

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

Library Abstract

Library vouchers numbered 24-024 to 24-037, on Library Abstract 24-03, in the amount of 5,759.35, were presented to the Town Board for payment.

11. RESOLUTION OF HONOR – RICHARD JOINT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
WHEREAS, Richard “Dick” Joint has served the Mendon community as a volunteer at the Mendon Fire Department for 60 years.

NOW, THEREFORE, BE IT RESOLVED that this Town Board commends Dick for his lifetime of service and thanks him on behalf of the entire community for the countless hours he has donated in training, responding to alarms and the multitude of other activities associated with his service with the Fire Department.

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

12. TOWN HALL – WATER HEATER REPLACEMENT

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase and installation of a Rheem 10 gallon electric hot water heater for the Town Hall from Schueler Heating & A/C at a cost not to exceed \$2,995.00 and to be paid from A1620.411.

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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13. TOWN HALL - COMPUTER REPLACEMENTS

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of the following computer items: one (1) PowerEdge T350 (building server) for the Town Hall and two (2) Optiplex 7010 Micro Form Factor (desktop computers), both from Dell Technologies; and two (2) Microsoft Office subscriptions from the lowest vendor found, for a total amount not to exceed \$6,000.00, to be paid from A1610.200.

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

14. DREISBACH FIELDS – SURVEY

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to accept the proposal from Armbrewster Design, Elba, NY for large scale topographical mapping of the park area at Dreisbach Fields at a cost not to exceed \$2,700.00, to be paid from account A7120.400.

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

15. PLAYGROUND – RUBBER MULCH PURCHASE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of 56,000lbs of painted black rubber mulch for the playground on Semmel Road from Best Rubber Mulch LLC, Gilbert, AZ, for an amount not to exceed \$14,450.04, to be paid from account A7110.300.

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

16. SPRAY PARK – CHAIR PURCHASE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of four (4) additional non-folding chairs for the Spray Park from Countryside Woodworking, Penn Yan, for a cost not to exceed \$1,048.40, to be paid from account A7120.200.

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

17. HISTORIC PRESERVATION COMMISSION – TRAINING

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of Geoff Tesch and Martha Bush at the NY Statewide Preservation Conference being held at the Memorial Art Gallery, Rochester, NY, April 15-17, 2024, at a cost of \$150.00 each and to be paid from account B8022.400.

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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18. MONROE COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL – MENDON REPRESENTATIVE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Carol Cloen as the Town of Mendon representative on the Monroe County Environmental Management Council, 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.

19. HIGHWAY DEPARTMENT – AIR CONDITIONING MACHINE PURCHASE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the purchase of an air conditioning machine from Napa Auto Parts, at a cost not to exceed \$4,150.00, and to be paid from account DA5130.400.

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

20. HIGHWAY DEPARTMENT AND BUILDINGS AND GROUNDS

Vehicle Transfer

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the transfer of a 2016 Ford F250 (purchased from the DA Fund in February 2016) from the Highway Department to the Buildings and Grounds Department and a 2022 Ford F250 (purchased from A Fund in February 2023) from the Buildings and Grounds Department to the Highway Department, effective as soon as possible.

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

Amendment to Resolution 24-050

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to amend Resolution 24-050 as follows: delete the final paragraph and replace with “The Highway Department will make available to Buildings and Grounds any piece of equipment that the Buildings and Grounds Department knows how to operate safely.

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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21. IT CONTRACT – DANIEL BASSETTE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an Information Technology Consulting Agreement with Daniel Bassette for the remainder of 2024 at an hourly rate of \$50.00/hour, to be paid from account A1410.410.

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

22. HR AND PAYROLL CONTRACT – ADP

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into a contract with ADP to provide human resource and payroll services to the Town of Mendon as detailed in their proposal, including but not limited to:

ADP Comprehensive Services:

- Human Resource Administration Services – delivered via ADP Workforce Now
- Payroll Services – delivered via ADP Workforce Now
- ADP Compliance on Demand
- ADP DataCloud
- ADP Document Cloud
- ADP Marketplace
- ADP Time & Attendance Services
- ADP Wage Garnishment Services
- Benefit Services – delivered via ADP Workforce Now
- Comprehensive Learning Library
- Employment Verification Services
- ESS & MSS Technology
- Essential ACA Services
- Participant Solution Center Support

The contract period will begin April 1, 2024, and end December 31, 2024 at a monthly rate of \$3,676.34, to be paid from account A1310.401.

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

23. FINANCIAL CONSULTANT SERVICES – LAURA L. LANDERS, LLC

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement for financial consultant services with Laura L. Landers, LLC, to provide services until December 31, 2024, as outlined in their engagement letter dated March 6, 2024, for an amount not to exceed \$22,600.00, to be paid from account A1310.401.

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. HAMLET SIDEWALK PROJECT CONTRACT – MRB**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into a contract with MRB Group for the Victor Mendon Road Sidewalk Extension Project, as detailed in their proposal dated February 9, 2024, in an amount not to exceed \$5,800.00, to be paid from account B8021.400.

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

25. PUBLIC COMMENT**26. 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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TOWN OF MENDON
Supervisor's Report
1/31/24

Fund	Revenues			Expenditures			Appropriated Fund Balance			Year to Date	Budget as Amended	Year to Date	
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance				% Expensed
A-General Townwide	\$1,712,666	\$1,712,666	\$1,075,272	\$637,394	63%	\$2,039,624	\$2,049,467	\$203,225	\$1,846,242	10%	\$215,958	\$334,109	\$872,047
B-General Parttown	\$553,595	\$553,595	\$60,572	\$493,023	11%	\$1,596,595	\$1,597,999	\$0	\$1,597,999	50771%	\$343,000	\$1,044,404	\$60,572
DA-Highway Townwide	\$527,250	\$527,250	\$35,801	\$491,449	7%	\$729,650	\$740,600	\$85,268	\$655,332	12%	\$202,400	\$213,350	-\$49,467
DB-Highway Parttown	\$1,620,600	\$1,620,600	\$646,723	\$973,877	40%	\$2,596,600	\$2,605,121	\$265,479	\$2,339,642	10%	\$276,000	\$984,521	\$381,244
L-Library Townwide	\$406,400	\$406,400	\$378,844	\$27,556	93%	\$406,400	\$407,179	\$35,844	\$371,335	9%	\$20,000	\$20,779	\$343,000
SD-Special Districts	\$267,394	\$267,394	\$267,529	-\$135	100%	\$270,394	\$270,394	\$947	\$269,447	0%	\$3,000	\$3,000	\$266,582
	\$5,087,905	\$5,087,905	\$2,484,741	\$2,623,164	48%	\$7,639,263	\$7,670,760	\$590,763	\$7,079,997	8%	\$1,060,358	\$2,600,163	\$1,873,978
Calculation of Surplus Funds													
	A-General Townwide	B-General Parttown	DA-Highway Townwide	DB-Highway Parttown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 1/1/24	\$326,958	\$1,043,000	\$202,400	\$976,000	\$20,000	\$3,000							
Committed 12/31/23	\$7,151	\$1,404	\$10,950	\$8,521	\$779	\$0							
Restricted 12/31/23	\$610,175	\$546,855	\$72,753	\$1,054,393	\$10,000	\$0							
Actual Fund Balance 12/31/23	\$1,562,696	\$1,845,148	\$660,795	\$2,344,895	\$62,570	\$34,140							
Unassigned Fund Balance 12/31/23	\$618,412	\$253,889	\$374,692	\$305,981	\$31,791	\$31,140							
1/01/24-1/31/24 Change in Fund Balance	\$872,047	\$60,572	-\$49,467	\$381,244	\$343,000	\$266,582							

TOWN OF MENDON
Supervisor's Report
February 29, 2024

Fund	Revenues			Expenditures			Appropriated Fund Balance						
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance	% Expensed	Budget	Budget as Amended	Year to Date
A-General Townwide	\$1,712,666	\$1,712,666	\$1,094,888	\$617,778	64%	\$2,039,624	\$2,049,467	\$284,904	\$1,764,563	14%	\$215,958	\$334,109	\$809,984
B-General Parttown	\$553,595	\$553,595	\$241,865	\$311,730	44%	\$1,596,595	\$1,597,999	\$236,161	\$1,361,838	15%	\$343,000	\$1,044,404	\$5,704
DA-Highway Townwide	\$527,250	\$527,250	\$98,112	\$429,138	19%	\$729,650	\$740,600	\$128,913	\$611,687	17%	\$202,400	\$219,350	-\$30,801
DB-Highway Parttown	\$1,620,600	\$1,620,600	\$878,508	\$742,092	54%	\$2,596,600	\$2,605,121	\$386,834	\$2,218,287	15%	\$276,000	\$984,521	\$491,674
L-Library Townwide	\$406,400	\$406,400	\$410,564	-\$4,164	101%	\$406,400	\$407,179	\$65,339	\$341,840	16%	\$20,000	\$20,779	\$345,225
SD-Special Districts	\$267,394	\$267,394	\$267,619	-\$225	100%	\$270,394	\$270,394	\$192,244	\$78,150	71%	\$3,000	\$3,000	\$75,375
	\$5,087,905	\$5,087,905	\$2,991,556	\$2,096,349	59%	\$7,639,263	\$7,670,760	\$1,294,395	\$6,376,365	17%	\$1,060,398	\$2,600,163	\$1,697,161
Calculation of Surplus Funds													
A-General Townwide		B-General Parttown	DA-Highway Townwide	DB-Highway Parttown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 1/1/24	\$326,958	\$1,043,000	\$202,400	\$976,000	\$20,000	\$3,000							
Committed 12/31/23	\$7,151	\$1,404	\$10,950	\$8,521	\$779	\$0							
Restricted 12/31/23	\$610,175	\$546,855	\$72,753	\$1,054,393	\$10,000	\$0							
Actual Fund Balance 12/31/23	\$1,562,696	\$1,845,148	\$660,795	\$2,344,895	\$62,570	\$94,140							
Unassigned Fund Balance 12/31/23	\$618,412	\$253,889	\$374,692	\$305,981	\$31,791	\$31,140							
2/01/24-2/29/24 Change in Fund Balance	\$809,984	\$5,704	-\$30,801	\$491,674	\$345,225	\$75,375							

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

FEBRUARY, 2024

TO THE SUPERVISOR:

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

A1255	<u>1</u>	DECALS	<u>1.11</u>	
		TOTAL TOWN CLERK FEES		1.11
A2408	<u>1</u>	COMMUNITY CENTER USAGE	<u>105.00</u>	
		TOTAL A2408		105.00
A2544	<u>16</u>	DOG LICENSES	<u>108.00</u>	
		TOTAL A2544		108.00
A2655	<u>1</u>	TOWN MUG	<u>4.00</u>	
	<u>40</u>	POSTCARD	<u>20.00</u>	
		TOTAL A2655		24.00
A2656	<u>2</u>	HIGHWAY SCRAP	<u>759.60</u>	
		TOTAL A2656		759.60
B2110	<u>1</u>	ZBA AREA VARIANCE	<u>250.00</u>	
	<u>1</u>	ZBA PUBLIC HEARING	<u>100.00</u>	
		TOTAL B2110		350.00
B2115	<u>1</u>	P B APP SUB <5	<u>150.00</u>	
		TOTAL B2115		150.00
B2555	<u>10</u>	BUILDING PERMIT	<u>1,115.80</u>	
	<u>11</u>	COPY OF ISSUED PERMIT	<u>55.00</u>	
		TOTAL B2555		1,170.80
B2590	<u>1</u>	BURN PERMIT	<u>25.00</u>	
		TOTAL B2590		25.00
B2701	<u>1</u>	PRIOR YEAR REIMBURSEMENT	<u>913.50</u>	
		TOTAL B2701		913.50
B2771	<u>2</u>	MIGRATION/MENDO	<u>20.00</u>	
	<u>1</u>	CIVIL WAR VETS MENDON HF	<u>15.00</u>	
	<u>1</u>	FROM FORESTS TO FARMING	<u>10.00</u>	
	<u>1</u>	MENDON PONDS PARK	<u>25.00</u>	

TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2024

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		TOTAL B2771		70.00
DA2306				
	<u>2</u>	MFD FUEL USAGE		
	<u>1</u>	RUSH FUEL USAGE	<u>688.71</u>	
			<u>1,325.50</u>	
		TOTAL DA2306		2,014.21
DB2306				
	<u>1</u>	HFLCSD SALT	<u>1,927.49</u>	
		TOTAL DB2306		1,927.49
T670.1				
	<u>1</u>	RECREATION FEE	<u>1,500.00</u>	
		TOTAL T670.1		1,500.00

TOWN CLERK'S MONTHLY REPORT

FEBRUARY, 2024

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	997.71
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>2,679.30</u>
PAID TO SUPERVISOR FOR HIGHWAY	<u>1,927.49</u>
PAID TO SUPERVISOR FOR FUEL	<u>2,014.21</u>
PAID TO SUPERVISOR FOR CONSTRUCTION FEES	<u>1,500.00</u>
PAID TO NYS DEC FOR DECALS	<u>18.89</u>
PAID TO NYS ANIMAL POPULATION CONTROL FUND	<u>24.00</u>
TOTAL DISBURSEMENTS	9,161.60

** Total pd to Supervisor = \$9118.71*

MARCH 1, 2024

_____, SUPERVISOR
JOHN D. MOFFITT

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

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

Subscribed and sworn to before me this

Town Clerk

_____ day of _____ 20____

Notary Public

TOWN OF MENDON
Cash Book Transactions

For the period 02/01/24 through 02/29/24

03/01/24
08:30:35

Total: \$9,161.60

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
02/01/24	DETTMAN, JIM	0000390/MN RENEWAL 0007815		6.00			
02/01/24	DONALDSON	BUILDING PERMIT 8998 - 50 LANNING - STRG					
02/05/24	PRENTICE, LINDA I	0000490/MN RENEWAL 0007816		6.00			200.00
02/05/24	KING	COMMUNITY CENTER USAGE USED ON 2/3/24					
02/05/24	SAYERS ADMIN RESUB	P B APP SUB <5 MAIN ST FISHERS/WINDHAM H					105.00
02/05/24		POSTCARD					150.00
02/06/24	DECALS	DECALS DAILY TOTAL	20.00				20.00
02/06/24	JP MORGAN CHASE	PRIOR YEAR REIMBURSEMENT 424 CHS FACTRY					
02/06/24	RIDGECREST DEVELOPMENT LLC	RECREATION FEE TAYLOR RD					913.50
02/07/24	MARCUS, MARSHA	0000244/EX RENEWAL 0007817					1,500.00
02/07/24	HASSETT, JENNIFER	0000487/MN RENEWAL 0007818		6.00			
02/07/24	BENNETT, JOSHUA	0001093/MU ORIGINAL		15.00			
02/07/24	COSTELLO AREA VARIANCE	ZBA AREA VARIANCE 20 OLD STABLE WAY					
02/07/24	COSTELLO AREA VARIANCE	ZBA PUBLIC HEARING 20 OLD STABLE WAY					250.00
02/08/24	BAIRD, PAM	0000249/FS RENEWAL 0007820		6.00			100.00
02/08/24	CAMPANELLI, MANUELA	0000261/FS Dead					
02/08/24	GRUSCHOW, KATE & BILL	0000666/FS RENEWAL 0007819		6.00			
02/08/24	CLOEN, CAROL	0000670/FS RENEWAL 0007821		6.00			
02/08/24	FACKLER	BUILDING PERMIT 8988 - 186 PLAINS - SN R					
02/08/24	VLOSKY	BUILDING PERMIT 9000 - 990 W BLMF - SN R					100.00
02/08/24		CIVIL WAR VETS MENDON HF					100.00
02/08/24		MENDON PONDS PARK					15.00
02/08/24		MIGRATION/MENDO					25.00
02/08/24		MIGRATION/MENDO					10.00
02/08/24		TOWN MUG					10.00
02/09/24	ARMBRUSTER, MARK	0001094/MU ORIGINAL		15.00			4.00
02/09/24	PRITCHARD	BUILDING PERMIT 9001 - 49 BOSWORTH - SHE					
02/09/24	TURNER	BUILDING PERMIT 9003 - 3862 RSH MNDN - R					50.00
02/12/24	OWEN	BUILDING PERMIT 9002 - 50 SHELDON - ACC					100.00
02/13/24	BARASZ	BUILDING PERMIT 9004 - 1262 W BLMFLD - F					180.00
02/13/24	HUDSON RESEARCH	COPY OF ISSUED PERMIT 142 CHAMBERLAIN RD					110.80
02/14/24	WENDT, SUSAN	0000276/FS RENEWAL 0007822		6.00			55.00
02/16/24	MORAN, SUE	0000995/FS RENEWAL 0007823		6.00			
02/16/24	MENDON FIRE DISTRICT	MFD FUEL USAGE JANUARY FUEL USAGE					
02/20/24	GRIFFIN, BRYANT	0000999/FU RENEWAL 0007824		15.00			285.82
02/20/24	HOUSEKNECHT	BUILDING PERMIT 9005 - 423 PARRISH - ING					
02/20/24	ANDERSON	BUILDING PERMIT 9006 - 280 CHS FCTRY - G					125.00
02/20/24	HFL SCHOOL DISTRICT	HFLCSD SALT JANUARY ROAD SALT					75.00
02/20/24	RUSH HIGHWAY DEPARTMENT	RUSH FUEL USAGE JANUARY FUEL USAGE					1,927.49
02/21/24	ALPCO RECYCLING	HIGHWAY SCRAP SHEARING STEEL					1,325.50
02/21/24	ALPCO RECYCLING	HIGHWAY SCRAP SHEARING STEEL					550.80
02/22/24	MEADOWS OF MENDON STABLES	BURN PERMIT 1536 W BLOOMFIELD RD					208.80
02/23/24	WANZENRIED, RICK	0000668/FS RENEWAL 0007825		6.00			25.00
02/23/24	MENDON FIRE DISTRICT	MFD FUEL USAGE DECEMBER 2023 FULE USAGE					
02/26/24	PAGE, DOUGLAS	0000774/FU RENEWAL 0007826		15.00			402.89
02/27/24	CHURCH, MARY & STEVE	0001095/MN ORIGINAL		6.00			
02/27/24	LIST	BUILDING PERMIT 9007 - 27 HIRAM - GEOTHE					
02/28/24	FORD, DAENA & RANDY	0000483/FS RENEWAL 0007827		6.00			75.00

Date	Name	Description	DEC	DL	ML	GCL	Other
02/28/24	FORD, DAENA & RANDY	0000484/FS RENEWAL 0007828		6.00			
02/28/24		FROM FORESTS TO FARMING					10.0

Total:	\$9,161.60	20.00	132.00	0.00	0.00	9,009.60
Deposit Amount:	\$9,046.60					
<i>Cash:</i>	<i>\$546.80</i>					
<i>Checks:</i>	<i>\$8,499.80</i>					
Credit Card Amount:	\$115.00					



**Department of
Environmental
Conservation**

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

Phone 1-800-962-5622

Invoice 2068-167979

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

Invoice Period: **02/01/2024** to **02/29/2024**

Product Summary

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Resident Senior Hunting	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Back Tag	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Fishing	1	\$0.28	\$4.72	0	\$0.00	\$0.00	\$5.00	\$0.28	\$4.72
Resident Turkey Permit	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Spring Turkey Tag #1	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #2	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	6	\$1.11	\$18.89	0	\$0.00	\$0.00	\$20.00	\$1.11	\$18.89

\$18.89 Will be swept from your bank account on **3/14/2024**

TOWN OF MENDON

Detail of Decals Transactions

For the period 02/01/2024 through 02/29/2024

03/01/2024
09:23:37

Date	Gross Sales	Commission	Net Sales
02/06/2024	20.00	1.11	18.89
Grand Total:	20.00	1.11	18.89

Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of <u>FEBRUARY</u> 2024	Do not write in this area	DEP. NO. _____
City or Town of <u>MENDON</u>		\$ _____
County of <u>MONROE</u>		CHECK # _____

Licenses numbered from NONE to NONE inclusive. # of Military Exemptions: _____
 *If only ONE license was issued, place license number in both spaces. # of Skipped Licenses: _____
 *If NO licenses were issued, write "NONE" in both spaces. # of Voided Licenses: _____

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

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health DO NOT SEND CASH Amount of remittance with this report \$ <u>0.00</u>	Name of City or Town Clerk (Please type or print) <u>Michelle Booth</u>	
	Signature of City or Town Clerk <u>Michelle Booth</u>	Date <u>03/01/2024</u>
	Mailing Address <u>16 WEST MAIN STREET</u>	
	<u>HONEOYE FALLS NY</u>	Zip <u>14472</u>
	E-mail Address	Phone <u>(585) 624-6060</u>

INSTRUCTIONS

This Monthly Report of Marriage Licenses issued must be submitted to the New York State Department of Health at the above address for each month whether or not any licenses were issued. If no licenses were issued, indicate NONE in the spaces provided for license numbers.

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

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

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

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

Month Reported: FEBRUARY, 2024

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: MARCH 1, 2024

Dog License Monthly Report

Original ID Dog Licenses sold	<u>3</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>14</u>
Purebred License Renewals sold	<u>0</u>
Total sold	<u>17</u>

LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>12</u>	\$5.00 ea <u>60.00</u>	\$1.00 ea <u>12.00</u>
Unspayed and Unneutered Dogs	<u>4</u>	\$12.00 ea <u>48.00</u>	\$3.00 ea <u>12.00</u>
Exempt - Seeing Eye, War, Police	<u>1</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>17</u>	<u>108.00</u>	<u>24.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

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

DISBURSEMENTS

Paid to Supervisor \$108.00

Paid to NYS Animal Population Control Program \$24.00

NYS Department of Agriculture and Markets
 Spay and Neuter
 PO Box 975
 Albany, NY 12201-0975

Month of Submission: FEBRUARY, 2024
 County: MONROE Town of Mendon
 TCV Code: 2609 Monroe Mendon
 Prepared by: Michelle Booth, Town Clerk
 Date Prepared: MARCH 1, 2024

State of New York
 Department of Agriculture and Markets
 Spay and Neuter
 PO Box 975, Albany, NY 12201-0975

ANIMAL POPULATION CONTROL PROGRAM SUBMISSION

Submit by the 5th of the month covering activities
 of the preceding month.

LICENSE TYPES AND FEES COLLECTED	Unspayed/Unneutered - Four months of age or older
Spayed and Neutered Dogs	\$1.00 ea = \$12.00
Unspayed and Unneutered Dogs	\$3.00 ea = \$12.00
TOTAL AMOUNT REMITTED	\$24.00
Check Number:	

TOWN OF MENDON

03/01/2024
09:29:28

Detail of Dog License Transactions
For the period 02/01/2024 through 02/29/2024

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:					
1	0001093	02/07/2024	MU BENNETT, JOSHUA	12.00	3.00
2	0001094	02/09/2024	MU ARMBRUSTER, MARK	12.00	3.00
3	0001095	02/27/2024	MN CHURCH, MARY & STEVE	5.00	1.00
				29.00	7.00
Renewal Licenses and New Owners Issued:					
1	0000390 0007815	02/01/2024	MN DETTMAN, JIM	5.00	1.00
2	0000490 0007816	02/05/2024	MN PRENTICE, LINDA I	5.00	1.00
3	0000244 0007817	02/07/2024	EX MARCUS, MARSHA F	5.00	1.00
4	0000487 0007818	02/07/2024	MN HASSETT, JENNIFER	5.00	1.00
5	0000666 0007819	02/08/2024	FS GRUSCHOW, KATE & BIL	5.00	1.00
6	0000249 0007820	02/08/2024	FS BAIRD, PAM	5.00	1.00
7	0000670 0007821	02/08/2024	FS CLOEN, CAROL	5.00	1.00
8	0000276 0007822	02/14/2024	FS WENDT, SUSAN	5.00	1.00
9	0000995 0007823	02/16/2024	FS MORAN, SUE	5.00	1.00
10	0000999 0007824	02/20/2024	FU GRIFFIN, BRYANT	12.00	3.00
11	0000668 0007825	02/23/2024	FS WANZENRIED, RICK	5.00	1.00
12	0000774 0007826	02/26/2024	FU PAGE, DOUGLAS	12.00	3.00
13	0000483 0007827	02/28/2024	FS FORD, DAENA & RANDY	5.00	1.00
14	0000484 0007828	02/28/2024	FS FORD, DAENA & RANDY	5.00	1.00
				79.00	17.00
Status Changes:					
1	0000261	02/08/2024	FS CAMPANELLI, MANUELA	Dead	
				TOTAL SALES	108.00
					24.00

03/01/2024

10:02:41

TOWN OF MENDON

A1090 - A2770 Transaction Report

For the period 02/01/2024 through 02/29/2024

Type	Date	Comment	Name	Quantity	Fee
A2408					
1.COMM	02/05/2024	USED ON 2/3/24	KING	1	105.00
				1	105.00
A2655					
2.POSC	02/05/2024			40	20.00
				40	20.00
3.TMUG	02/08/2024			1	4.00
				1	4.00
A2656					
4.SCRA	02/21/2024	SHEARING STEEL	ALPCO RECYCLING	1	550.80
5.SCRA	02/21/2024	SHEARING STEEL	ALPCO RECYCLING	1	208.80
				2	759.60
			Total for A Fund:	44	888.60
			Total Sales	44	888.60

TOWN OF MENDON

B1900 - B2771 Transaction Report

For the period 02/01/2024 through 02/29/2024

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZBAV	02/07/2024	20 OLD STABLE WAY	COSTELLO AREA VARIANCE	1	250.00
2.ZBPH	02/07/2024	20 OLD STABLE WAY	COSTELLO AREA VARIANCE	1	100.00
				1	100.00
B2115					
3.PASL	02/05/2024	MAIN ST FISHERS/WINDHAM HILL	SAYERS ADMIN RESUB	1	150.00
				1	150.00
B2555					
4.BCOP	02/13/2024	142 CHAMBERLAIN RD	HUDSON RESEARCH	11	55.00
				11	55.00
5.BLDG	02/01/2024	8998 - 50 LANNING - STRG BLD	DONALDSON	1	200.00
6.BLDG	02/08/2024	8988 - 186 PLAINS - SN RM RENO	FACKLER	1	100.00
7.BLDG	02/08/2024	9000 - 990 W BLMF - SN RM ADDN	VLOSKY	1	100.00
8.BLDG	02/09/2024	9001 - 49 BOSWORTH - SHED	PRITCHARD	1	50.00
9.BLDG	02/09/2024	9003 - 3862 RSH MNDN - RENO	TURNER	1	100.00
10.BLDG	02/12/2024	9002 - 50 SHELDON - ACC STRCTR	OWEN	1	180.00
11.BLDG	02/13/2024	9004 - 1262 W BLMFLD - FIN BRN	BARASZ	1	110.80
12.BLDG	02/20/2024	9005 - 423 PARRISH - INGR SPA	HOUSEKNECHT	1	125.00
13.BLDG	02/20/2024	9006 - 280 CHS FCTRY - GEOTHRM	ANDERSON	1	75.00
14.BLDG	02/27/2024	9007 - 27 HIRAM - GEOTHERMAL	LIST	1	75.00
				10	1,115.80
B2590					
15.BURN	02/22/2024	1536 W BLOOMFIELD RD	MEADOWS OF MENDON STABLES	1	25.00
				1	25.00
B2701					
16.PRYR	02/06/2024	424 CHS FACTRY - LAWN MOWING	JP MORGAN CHASE	1	913.50
				1	913.50
B2771					
17.CWVM	02/08/2024			1	15.00
				1	15.00
18.FARM	02/28/2024			1	10.00
				1	10.00
19.MIGM	02/08/2024			1	10.00
20.MIGM	02/08/2024			1	10.00
				2	20.00
21.MPPK	02/08/2024			1	25.00
				1	25.00
			Total for B Fund:	31	2,679.30
			Total Sales	31	2,679.30

TOWN OF MENDON

DA2306 - T670.1 Transaction Report
For the period 02/01/2024 through 02/29/2024

Type	Date	Comment	Name	Quantity	Fee
DA2306					
1.FUEL	02/16/2024	JANUARY FUEL USAGE	MENDON FIRE DISTRICT	1	285.82
2.FUEL	02/23/2024	DECEMBER 2023 FULE USAGE	MENDON FIRE DISTRICT	1	402.89
				2	688.71
3.RSHF	02/20/2024	JANUARY FUEL USAGE	RUSH HIGHWAY DEPARTMENT	1	1,325.50
				1	1,325.50
				Total for DA Fund:	3 2,014.21
DB2306					
4.HFLS	02/20/2024	JANUARY ROAD SALT	HFL SCHOOL DISTRICT	1	1,927.49
				1	1,927.49
				Total for DB Fund:	1 1,927.49
T670.1					
5.RECF	02/06/2024	TAYLOR RD	RIDGECREST DEVELOPMENT LLC	1	1,500.00
				1	1,500.00
				Total for T Fund:	1 1,500.00
				Total Sales	5 5,441.70

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, February 12, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

TOWN CLERK: Michelle Booth

HIGHWAY SUPERINTENDENT: Andrew Caschetta

OTHERS PRESENT: Danny Bassett and Tom Fromberger, *MRB Group*

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

AGENDA
(Resolution 24-087)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the agenda as amended. Agenda item 15 was changed to MRB Presentation – Sidewalks in the Hamlet and the remaining items were renumbered accordingly.

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

PUBLIC COMMENT

There were no comments.

COMMUNICATIONS

TOWN CLERK, Michelle Booth, reported that the final day to collect Town and County taxes was today and she will continue to collect through May. The warrant extension was filed with Monroe County. Ms. Booth also reported that she has secured a contract with Add-En-On Kennels for the Dog Enforcement Officer’s use when the need arises.

HIGHWAY SUPERINTENDENT, Andrew Caschetta, reported on Town and County highway business.

TOWN BOARD

Brent Rosiek gave an update on the recent Planning Board meeting; and met with the Supervisor and Code Enforcement Officer about local laws regarding the Historic Preservation Commission, Chapters 138 and 159; he will be attending the Mendon Business Association Meeting tomorrow; He met with MRB Group, they draft sidewalk proposal was submitted; he attended a meeting with a contractor regarding the drainage on Amann Rd; he will be attending the Association of Towns training that will be held February 18-21; and he will meet with Don Young regarding Zoning Law revisions.

Kim Roberts reported that the Zoning Board of Appeals did not have a meeting yet this month.

Cynthia Carroll reported on Library business.

Thomas Dubois reported on Environmental Conservation Board and Historical Preservation Commission business.

SUPERVISOR, John Moffitt, was notified that the Honeoye Falls Fire Department is hiring per diem employees, so he has reached out to the Village of Honeoye Falls to gain information on how this will

affect the Town/Village Fire Contract next year. He would like an estimate for the additional costs to taxpayers. Mr. Moffitt reported that The Public Employee Safety and Health Bureau (PESH) did a pop-up inspection last week; he has received all 2024 Town Tax money from the Town Clerk; he reported that the building and grounds employee has been working to replace the hamlet lights; he questioned if the Highway Department was cold patching Route 64, he asked if were flaggers utilized for this and who paid for the work to be done. Mr. Moffitt encouraged everyone to read the article in Talk of the Towns regarding MS4, and thinks it would be helpful to everyone.

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-088)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to acknowledge receipt of the Town Clerk's Monthly Report for January 2024, showing receipts and disbursements in the amount of \$14,616.57.

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

MINUTES

(Resolution 24-089)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve the minutes of the meeting held on January 29, 2024, as presented.

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

FINGER LAKES BUILDING OFFICIALS' ASSOCIATION EDUCATIONAL CONFERENCE – ATTENDANCE

(Resolution 24-090)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the attendance of Code Enforcement Officer Corey Gates and Deputy Building Inspector Timothy Fess at the Finger Lakes Building Officials' Educational Conference, to be held March 11-13, 2024, at the RIT Inn and Conference Center. All necessary and legal expenses are to be paid and not to exceed \$860.00 (includes 2024 annual due), from account B3620.401.

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

VOUCHERS

General Abstract

(Resolution 24-091)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to approve all claims on vouchers numbered 24-082 to 24-130, on General Abstract 24-02, in the amount of \$455,580.98.

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

Library Abstract

Library vouchers numbered 24-007 to 24-023, on Library Abstract 24-02, in the amount of \$7,853.28, were presented to the Town Board for payment.

FEE SCHEDULE – AMENDMENT

(Resolution 24-092)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to amend the Fee Schedule to change the dog impound fee to \$28.00/day.

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

EXCAVATION AND FILING PERMIT APPLICATION FORM – APPROVAL

(Resolution 24-093)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to approve the submitted Excavation and Filing Permit Application Form prepared by the Code Enforcement Office and reviewed by the Town Attorney, for use by Town Departments.

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

HIGHWAY DEPARTMENT PURCHASES**Air Conditioning Parts – Truck 91*****(Resolution 24-094)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to authorize the purchase of air conditioning parts for Truck 91 from Kenworth Northeast Group Inc. at a cost not to exceed \$3,420.64, to be paid from account DA5130.400.

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

Drive Tires for Dump Trucks***(Resolution 24-095)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to authorize the purchase of 11R24.5 Goodyear drive tires for dump trucks from Sedam Tire at a cost not to exceed \$3,413.20, to be paid from account DA5130.400. This quote was lower than the state bid price.

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

NYS COUNTY HIGHWAY SUPERINTENDENT ASSOCIATION 2024 ADVOCACY DAY – ATTENDANCE***(Resolution 24-096)***

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve the attendance of Highway Superintendent Andrew Caschetta at the NYS County Highway Superintendent Association 2024 Advocacy Day, to be held March 5-6, 2024 at the Hilton Albany. All necessary and legal expenses to be paid, not to exceed \$215.00, to be paid from account A5010.460.

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

DECLARATION OF SURPLUS***(Resolution 24-097)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to declare the following items as surplus and authorize their disposition:

- 1999 72" Ransom Mower (to be sold at Auction)
- 2020 60" Zero Turn Ferris Mower (to be sold at Auction)
- Various tires from pick-ups and dump trucks
- Various scrap metals

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

PRESENTATION FROM MRB GROUP – SIDEWALKS

Tom Fromberger, MRB Group, presented a draft of the proposed sidewalks in the Hamlet of Mendon.

PUBLIC COMMENT

There were no comments.

ADJOURNMENT***(Resolution 24-098)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 8:07 PM.

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

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

<https://www.youtube.com/@townofmendonnny9281>

2024-3

GENERAL ABSTRACT
No. 24-131 to No. 24-219

TOTAL **\$797,723.86**

LIBRARY ABSTRACT
No. 24-024 to No. 24-037

TOTAL **\$5,759.35**

Prepared by *Bonnie H. Toomey*

Abstract of General Vouchers 24-3

131	Aetna	L9060.8		\$ 150.00
132	American Rock Salt	DB5148.4		\$ 67,812.44
133	Applied Business Systems	A1670.406		\$ 500.00
134	Bassette, Danny	A1610.41		\$ 250.00
135	Beam Mack	DA5130.4		\$ 502.78
136	Benefit Resource	A9060.8	\$ 50.00	
		B9060.8	\$ 15.00	
		DA9060.8	\$ 50.00	
		DB9060.8	\$ 52.50	
		L9060.8	\$ 7.50	\$ 175.00
137	Booth, Michelle	A1410.410	\$ 56.73	
		A1220.410	\$ 34.71	
		A1010.410	\$ 72.07	\$ 163.51
138	Boylan Code LLP	B8010.111		\$ 202.50
139	Briggs, Cara	TA200		\$ 649.35
140	Capital One Trade Credit	DA5130.4		\$ 75.10
141	Capital One Trade Credit	A1620.402	\$ 87.67	
		A5132.410	\$ 12.27	\$ 99.94
142	Caschetta, Andy	DA9057.8		\$ 40.35
143	Caschetta, Andy	A5010.46		\$ 245.00
144	Casco Security Systems, Inc.	A1620.415		\$ 288.00
145	Charter Communications	A1610.41	\$ 493.36	
		A1620.414	\$ 229.99	
		A5132.413	\$ 99.99	\$ 823.34
146	Charter Communications	A1620.414		\$ 99.99
147	Chemung Supply Corp	DA5130.4		\$ 4,707.69
148	Colony Hardware Corporation	DA5130.4		\$ 205.45
149	Crane's Automotive	DA5130.4		\$ 26.00
150	DJM Equipment	DA5130.4		\$ 528.97
151	D&W Diesel	DA5130.4		\$ 104.28
152	Davis Trailer World, LLC	DA5130.4		\$ 797.00
153	Deckman Oil, Co.	DA5130.4		\$ 173.91
154	Department of Environmental Serv.	DA5130.4		\$ 1,442.31
155	Earth Planter	B7550.46		\$ 3,580.00
156	Excellus Health Plan-Group	A9060.8	\$ 564.74	
		B9060.8	\$ 282.37	
		DA9060.8	\$ 847.11	\$ 1,694.22
157	Excellus Health Plan-Group	A9060.8	\$ 3,100.94	
		DA9060.8	\$ 6,332.66	
		DB9060.8	\$ 5,933.68	
		L9060.8	\$ 558.27	\$ 15,925.55
158	Excellus Health Plan-Group	TA20		\$ 6,266.01
159	Excellus Health Plan-Group	A9060.8	\$ 337.79	
		B9060.8	\$ 10.86	
		DA9060.8	\$ 385.06	
		DB9060.8	\$ 382.35	
		L9060.8	\$ 32.57	\$ 1,148.63
160	Excellus Health Plan-Group	TA20		\$ 741.39
161	FMP	DA5130.4		\$ 278.30
162	FNBO	A1610.41	\$ 296.36	
		A1670.401	\$ 401.45	
		A5010.4	\$ 49.34	

		A5010.41	\$ 40.75	
		A7110.42	\$ 172.94	
		A7140.2	\$ 345.88	
		DA5130.4	\$ 129.84	\$ 1,436.56
163	FNBO	A1010.410	\$ 2,141.64	
		A1220.410	\$ 1,070.82	
		A1410.410	\$ 713.88	\$ 3,926.34
		A5132.413		\$ 2,737.91
164	Ferrellgas	A1620.405	\$ 65.15	
165	Frontier	A5132.413	\$ 299.09	\$ 364.24
		DA5130.4		\$ 20.79
166	General Welding & FAB, Inc.	DA5130.4		\$ 436.23
167	George & Swede	B7610.401		\$ 396.00
168	H.F.L.C.S.	B7510.4		\$ 333.00
169	Ham, Diane C.	DA5130.4		\$ 1,418.07
170	Henderson Products	A1620.402	\$ 363.50	
171	Home Depot Credit Services	A7110.42	\$ 7.44	
		DA5130.4	\$ 390.10	\$ 761.04
		A1620.200	\$ 106.75	
172	JGF Funding	A5010.44	\$ 111.89	
		B1900.400	\$ 158.82	\$ 377.46
		DA5130.4		\$ 10.40
173	Jackson Welding & Gas Products	DA5130.4		\$ 3,303.86
174	Kenworth Northeast Group Inc.	A7120.40		\$ 637.50
175	Klepper, Hahn & Hyatt	DA5130.4		\$ 456.99
176	Lawson Products	DA5130.4		\$ 1,489.75
177	Lewis General Tire	A1620.406	\$ 128.71	
178	M.C.W.A.	A1620.414	\$ 48.36	
		A5132.413	\$ 277.02	
		A7110.41	\$ 25.26	
		A7140.41	\$ 25.26	\$ 504.61
		B8020.41		\$ 1,870.00
179	MRB Group	A631		\$ 625,123.00
180	Mendon Fire District	A1670.401		\$ 32.46
181	Mendon Meadows Marketplace	A1410.410	\$ 18.58	
182	Moffitt, John	A1220.410	\$ 108.91	
		A1010.410	\$ 219.39	\$ 346.88
		A1355.420		\$ 11.70
183	Monroe County Clerk	A1110.410		\$ 60.00
184	Monroe County Court Clerk's Association	A5132.4		\$ 134.16
185	Morgan Rubbish Removal Inc.	DA5130.4		\$ 12.93
186	NAPA - Honeoye Falls	A1910.410		\$ 6,261.00
187	NGM Insurance Company	DB5110.4		\$ 3,548.29
188	NOCO Engery Corp.	A1620.407	\$ 526.27	
189	National Fuel	A1620.414	\$ 114.38	
		A1620.418	\$ 187.65	\$ 828.30
		A1620.414	\$ 85.76	
190	National Grid	A1620.418	\$ 169.42	
		A5132.413	\$ 1,197.56	
		A7120.41	\$ 60.72	
		B5182.4	\$ 80.82	\$ 1,594.28
		B5182.4		\$ 247.89
191	National Grid	A1110.410		\$ 140.00
192	New York State Magistrates Association	DA5130.4		\$ 3,000.00
193	Northern Supply	DA5130.4		\$ 182.03
194	Oil Filter Service			

			DA5130.4		\$	121.75
195	Power Drives, Inc.					
196	R.G. & E.		B5182.4	\$	2,059.27	
			SL5182.403	\$	811.05	\$ 2,870.32
			A7140.41			\$ 30.11
197	R.G. & E.		A5132.413			\$ 500.00
198	Radiomax		A1410.410	\$	36.81	
199	Roberts, Kimberly		A1220.410	\$	66.81	
			A1010.410	\$	130.25	\$ 233.87
			A1620.410	\$	125.00	
200	Rochester Fire Protection Co.		A1620.423	\$	200.00	\$ 325.00
			A1410.410	\$	28.00	
201	Rosiek, Brent		A1220.410	\$	27.00	
			A1010.410	\$	44.01	\$ 99.01
202	Rusert Equipment		DA5130.4			\$ 3,000.00
203	Saxby Implement Corp.		A1620.200			\$ 7,519.00
204	Sedam Farm & Commercial		DA5130.4			\$ 3,413.20
205	Sentinel Publications		A1670.409	\$	50.00	
			A5010.47	\$	50.00	
			B8010.401	\$	27.75	
			B8020.401	\$	28.50	\$ 156.25
			DA5130.4			\$ 57.75
206	Snap-On Tools		A1670.401	\$	72.18	
207	Staples		A5010.41	\$	256.86	\$ 329.04
			DA5130.4			\$ 309.09
208	Star Safety Technologies		DA5130.4			\$ 201.00
209	State Chemical Solutions		DA5130.4	\$	2,261.71	
210	Sunoco LP		DB5110.4	\$	1,251.63	\$ 3,513.34
			DA5130.4			\$ 250.00
211	Tom's Welding & Repair		DA5130.4			\$ 51.40
212	Tracey Road Equipment		DA5130.4			\$ 153.90
213	Trailer Center, Inc., The		DA5130.4			\$ 80.00
214	VP Supply		A1620.402			
215	Verizon Wireless		A1220.410	\$	37.99	
			A1620.418	\$	18.27	
			A3510.440	\$	18.54	
			B3620.45	\$	32.44	\$ 107.24
			A5132.4			\$ 640.00
216	Vern Vallance Septic		A1620.421	\$	(1.05)	
217	W.W. Grainger		DA5130.4	\$	653.58	\$ 652.53
			A1620.402			\$ 76.88
218	Woodcraft of Rochester		B8020.111			\$ 1,332.50
219	Young, Don, Esq.					
						\$ 797,723.86
	TOTAL					

ABSTRACT OF LIBRARY VOUCHERS 2024-03

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
24	Baker & Taylor	7410.400		\$ 1,692.92
25	Brodart Co.	7410.401		\$ 738.78
26	BXI Consultants	7410.440		\$ 125.03
27	Casella Waste Services	7410.450		\$ 127.60
28	Frontier	7410.420		\$ 376.55
29	Lookout Books	7410.401		\$ 229.50
30	Midwest Tape	7410.407		\$ 215.16
31	Monroe County Water Authority	7410.450		\$ 147.92
32	National Fuel	7410.450		\$ 298.39
33	National Grid	7410.450		\$ 605.00
34	Penworthy Company, The	7410.401		\$ 577.93
35	Simple Tech Innovations, Inc.	7410.210		\$ 63.00
36	Staples	7410.410	\$ 133.65	\$ 468.57
		7410.455	\$ 334.92	
37	W. T. Cox Information Services	7410.404		\$ 93.00
			Total	\$ 5,759.35

Fwd: Dick Joint recognition

1 message

John Moffitt <jmoffitt@townofmendon.org>
To: James Merzke <jmerzke@townofmendon.org>

Mon, Feb 26, 2024 at 9:48 AM

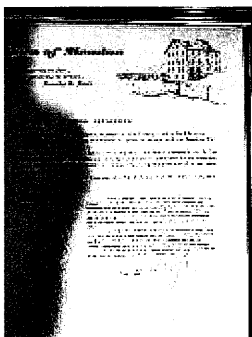
John D. Moffitt, Town Supervisor
Town of Mendon
16 West Main St.
Honeoye Falls, NY 14472
585.624.6061

----- Forwarded message -----

From: **Chip Knapp** <cknapp@mendonfd.org>
Date: Sun, Feb 25, 2024 at 9:30 AM
Subject: Dick Joint recognition
To: <Jmoffitt@townofmendon.org>, Mike Arman <marman@mendonfd.org>, Chip Knapp <Cknapp@mendonfd.org>

Good Morning John,
We hope you are surviving the mild winter and we look forward to seeing you at the Mendon Fire Department banquet on April 13th. As part of this annual event we will be celebrating one of our members I am sure you know, Dick Joint. Dick has now been a volunteer at the Mendon Fire Department and a dedicated servant to the town of Mendon for 60 years! We expect representation for Albany but locally we were hoping that you and the town would be kind enough to honor him with a certificate similar to the one attached or something else you feel is appropriate. Most of us have dedicated our lives to serving and giving back to our town, state, and country and Dick sets the example for all to emulate. Reach out with any questions or anything we can do. Thank you for your consideration and hope to see you soon.
Chip

Chip Knapp
Vice President Mendon Fire Department
585-509-2236
cknapp@mendonfd.org



Mendon cert.jpg
2951K

Schueler Heating & A/C

546 Mendon Ionia Rd, Honeoye Falls, 14472, NY, United States
schuelerhvac@live.com
schuelerhvac.com
585-857-1462
Tax ID #: 352333630

Estimate

Estimate No: 483
Date: 01/16/2024

For: Town Of Mendon
bldgsandgrounds@townofmendon.org
16 West Main Street
Honeoye Falls NY 14472

Description	Quantity	Rate	Amount
Rheem 10 gallon 120V electric water heater	1	\$450.00	\$450.00*
Installation of water heater	1	\$1,765.00	\$1,765.00*
Installation of 30A single pole breaker			
Installation of 30A wire from panel to water heater			
Removal of existing copper piping			
Installation of pex piping to connect water heater to bathrooms, kitchen, humidifiers(furnace) and mop sink			
Labor			
Installation of recirculating pump and loop	1	\$780.00	\$780.00*
Installation of 120V outlet for pump			
Installation of of all pex and materials for recirc loop			
		Parts Subtotal	\$2,995.00
		Subtotal	\$2,995.00
		Total	\$2,995.00
		Total	\$2,995.00

*Indicates non-taxable item

PROPOSAL



Miller Plumbing Inc.

6018 E Henrietta Rd
Rush, NY 14543

334-2993 533-1404

2/16/2024

PROPOSAL SUBMITTED TO

Mendon Town Hall
16 W Main St
Honeoye Falls, NY 14472

Attn: Kevin Junge

We hereby propose to furnish all materials and perform all labor necessary for the completion of the following work:

Discontinue drain and cap off gas, water and vent for existing water heater.
Install new electric 40 gal water heater in new location in basement.
Install water lines for new heater.
Electric line to be done by others.

1- 1 40 gal electric water heater.

All material is guaranteed to be as specified, and the above work to be performed to New York State Code and in accordance with the specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$2,618.00 dollars.

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Our company is fully insured.

Should your account become delinquent or a delinquent balance be referred to a collection agency and/or attorney, you agree that you will be liable, to the extent permitted by law, for Miller Plumbing's collection agency fees and attorney's fees incurred in collecting the account.

PROPOSAL

Any contractor, subcontractor, or material man who provides home improvement goods or services pursuant to your home improvement contract and who is not paid may have a valid legal claim against your property, known as a mechanic's lien. Any mechanic's lien filed against your property may be discharged. Payment of the agreed-upon price under the home improvement contract prior to filing of a mechanic's lien may invalidate such lien. The owner may contact an attorney to determine his or her rights to discharge a mechanic's lien.

Respectfully submitted

If proposal is accepted, please sign and return one copy before work is started.

This proposal may be withdrawn by us if not accepted within thirty days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Accepted by _____

Date _____

*****PAYMENT DUE UPON COMPLETION OF JOB*****



533 West Commercial Street • East Rochester, NY 14445

SERVICE@PENFIELDPLUMBING.COM
 (585) 381-5560
 www.penfieldplumbing.com

Building will have to be shut off for a few hours / water shutoff for 2/8/21
 *Quoted price is honored for 30 days.

JOB LOCATION

NAME: Town of Mendon

ADDRESS: 16 West Main St.

CITY: HF STATE: _____ ZIP: 14472

PHONE # / EMAIL: _____

NAME: _____

ADDRESS: _____

JOB # / LOT # SUBDIVISION: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE # / EMAIL: _____

BILL TO SAME AS JOB LOCATION

DIAGNOSIS / SOLUTION: Very Old Gas Water Heater / Move To New Location and change to 40 gal. Electric Heater / Wiring By Others, We can do final Hookup. Building Water Probably will have to be turned off for a few hours

WARRANTY:	1 year labor	*NO warranty for drain cabling, supplied-by-other fixtures or parts	Additional Warranty	/	/	(tank / parts / labor)

Y/N	REPAIR CODE	QTY	DESCRIPTION / LOCATION	CI/IX	PRICE	EXTENDED
	A16-140B	1	Remove and Cap off Old Water Heater	EX		3415.00
			Install New Location 40 gal. Electric w/H (Electric By others, we can do final Hookup, Add Expansion Tank.)			
	WH30	1	Expansion tank New Installation	EX		414.00

Quote/Fleet Charge 50.00

CI Form Subtotal	3879.00
Taxable Subtotal	Exempt
50% Deposit	
TOTAL DUE	3879.00

TERMS: Payment in full is due upon completion of the work which is the subject of this invoice. Any additional work required or requested will be performed and billed at a later date. The Customer's failure to make payment in full hereunder shall be deemed a material breach of this agreement, and Penfield Plumbing & Heating, Inc. may cease all work without recourse. Penfield Plumbing & Heating, Inc.'s failure to obtain or request payment shall not be construed as a waiver of any rights or remedies hereunder, including its right to collect interest, costs and attorney's fees associated with the collection of any unpaid amount. Penfield Plumbing & Heating, Inc. shall not be responsible for any claims of loss of use, lost income or any other incidental or consequential damages by Customer or any third-party. Penfield Plumbing & Heating, Inc. shall not be responsible for any unknown or unforeseen conditions, including but not limited to asbestos, and Customer agrees to indemnify and hold harmless Penfield Plumbing & Heating, Inc. for any damage or injury caused by these conditions. Penfield Plumbing & Heating, Inc. shall not be liable for any damages or delay due to circumstances beyond its control, including but not limited to weather, site conditions, or the general unavailability of materials. A 50% deposit may be required when ordering parts or projects exceeding \$1,000. There is no warranty coverage for supplied-by-other parts or drain cabling. Quoted price is honored for 30 days.

Authorized Signature _____

ACCEPTANCE OF WORK PERFORMED: I hereby accept the work performed in connection with the above work mentioned to have been completed in a satisfactory manner. I agree that the amount set forth on the contract in the space labeled "Total Due" to be the total and complete job cost.

ACCEPTANCE SIGNATURE _____

TICKET: 144992

TECH: R.O.B.

PAID BY: CHECK C.C. CASH

VISA MC. DISCOVER AMEX

CHECK NUMBER / CC NUMBER: _____

REMOVE OLD PARTS / LEAVE: _____

PSI: 70

WATER HEATER MODEL: _____

WATER HEATER SERIAL: _____

10 Year Extended Warranty #: _____

TanMass: REU # _____

DATE: _____ TECH: _____ HOURS: _____ COMPLETED Y/N: _____

Circle: Email / Mail / Scan Print Bill

Payment: Verbo Hold Verbo

Backflow: Part Exam Spec Instr Verbo

Warranty Log: Part Exam Equip Verbo

SERVICE@PENFIELDPLUMBING.COM
 (585) 381-5560
 www.penfieldplumbing.com

Thank you for letting us serve you today. If for any reason you are not happy, please call us so we can address your concerns.

 If we've WOWED you today... Please take a moment to write an online review... it means the world to us! Find us on Google, Nextdoor, Angi and Yelp.

City of Rochester License #101

A 1610.200

Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Mar. 29, 2024**.

You can download a copy of this quote during checkout.

Place your order

Quote Name:	T350 HW Raid/Basic Support - Town of Mendon	Sales Rep	Manuela Windham
Quote No.	3000173012445.1	Phone	(800) 456-3355, 6179702
Total	\$4,151.47	Email	Manuela_Windham@Dell.com
Customer #	4241750	Billing To	ACCOUNTS PAYABLE
Quoted On	Feb. 28, 2024		TOWN OF MENDON
Expires by	Mar. 29, 2024		16 W MAIN ST
Contract Name	NYS OGS Aggregate Hardware Buy 23-01 Agreement		HONEOYE FALLS, NY 14472-1199
Contract Code	C000001104009		
Customer Agreement #	NYS Aggregate Buy Hardware 23-01, PM20820		
Solution ID	18831306.1		
Deal ID	27214170		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Manuela Windham

Shipping Group

Shipping To	Shipping Method
RECEIVING DEPT TOWN OF MENDON 16 WEST MAIN STR HONEOYE FALLS, NY 14472-1102 (585) 624-6060	Standard Delivery

Product	Unit Price	Quantity	Subtotal
PowerEdge T350 - [AMER_T350_15326]	\$4,151.47	1	\$4,151.47

Subtotal:	\$4,151.47
Shipping:	\$0.00
Non-Taxable Amount:	\$4,151.47
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$4,151.47

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes



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of AI for your data

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Generative AI success

[Learn More](#)



James Merzke <jmerzke@townofmendon.org>

Fwd: new desktops...

1 message

John Moffitt <jmoffitt@townofmendon.org>
To: James Merzke <jmerzke@townofmendon.org>

Thu, Mar 7, 2024 at 3:29 PM

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

----- Forwarded message -----

From: **Danny Bassette** <dab2024@dannybassette.com>
Date: Thu, Mar 7, 2024 at 2:32 PM
Subject: new desktops...
To: John Moffitt <jmoffitt@townofmendon.org>
Cc: James Merzke <jmerzke@townofmendon.org>

John,

As discussed, below you should find price and details for a desktop from Dell. The price is for 1 unit, and I think we had decided on 2, so double for the total.

Link below, but looking like \$670.62 each. That doesn't include Microsoft Office, which would add another ~\$250 (although we have found deals in the past).

<https://www.dell.com/premier/configure/us/en/rc1125241?productid=rcrc1125241-7685505&pt=c&pv=optiplex-7010-micro&configurationid=cb915fdb-07b2-48e1-b80a-a249bc65852b>

In case the link doesn't work, below are primary stats:

Optiplex 7010 Micro Form Factor
13th Gen Intel® Core™ i5-13500T
16 GB: 2 x 8 GB, DDR4
512 GB, M.2 2230, PCIe NVMe, SSD, Class 35

And that should be that. Any questions or such, feel free to ask.

Danny



Quote

Date	Estimate No.
7/31/23	34749

Bill To:
Kevin Junge Rush, NY 14472

Ship To
Kevin Junge Rush, NY 14472 585-729-1514

Quantity	Unit Type	Description	Amount	
28	PS-2000SS-PB	2,000 Lb Super Sack - Painted Black Rubber Mulch also ships in 50-40LB Bags Lead time is about 2-3 weeks until it ships from the plant Dimensions= 65 x 75 / 5" Depth-->	56,000lbs	14,450.04T

Subtotal	\$14,450.04
Sales Tax.	\$0.00
Total	\$14,450.04

Delivery: Customer is responsible to unload 2,000 lbs pallets from the boxed trailer, using a forklift and pallet jack or similar. A large turning area is required for access by tractor-trailer. Delivery time, in some instances may vary up to 15 business days, based on time of year and delivery location!

Thank You!

I can certainly work on getting this put together for you however I did want to see if it would be possible to have someone map out the area with all of the accurate measurements on a map to ensure we are ordering the correct amount of mulch.

If I go off of a 65' x 75' area at a 6" depth my mulch calculator says you would need 27 2,000 pound bags of rubber mulch. The cost for that amount of mulch is around \$21,000 dollars. Looking at the area that seems to be pretty high and I would not want to send you way more than you would need.

Normally, I would try to map it out with google maps but this area is not visible enough to be able to do that.

Would it be possible to have someone hand draw a map and measure each edge of the area to get actual sizing on the area?

Also, it looks like the area does not have room within the existing borders to add more mulch and would need to be dug out or to add borders to contain the mulch. Did you plan on doing one of those two options?

Warmest regards,

Tyler Ponko

General Manager

Certified Playground Safety Inspector

Bears Playgrounds

"We are Nature Inspired"

Mail: 7577 E. Main Street, Lima, NY 14485

Toll Free: 1-877-807-7529, Phone: 585-624-5694

Cell Phone: 585-358-6970, Fax: 585-624-7590

www.bearsplaygrounds.com

COUNTRYSIDE WOODWORKING

2386 RIDGE ROAD
 PENN YAN, NY 14527
 315-536-7817
 All Sales Final

CUSTOMER'S ORDER NO.		PHONE		DATE	
		585 624 6061		3-8-2024	
NAME John Moffitt Town Mendon					
ADDRESS					
Fax 585-624-6065					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.
PAID OUT					
QTY.	DESCRIPTION			PRICE	AMOUNT
2	Non folding chairs Dark Red			272.20	544.40
2	Non folding chairs Royal Blue			252	504.00
	Call when Ready				1,048.40
				TAX	
RECEIVED BY				TOTAL	

All claims and returned goods MUST be accompanied by this bill.

7945

Thank You



James Merzke <jmerzke@townofmendon.org>

Fwd: NY Statewide Preservation Conference

1 message

John Moffitt <jmoffitt@townofmendon.org>
To: James Merzke <jmerzke@townofmendon.org>

Thu, Mar 7, 2024 at 1:32 PM

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

----- Forwarded message -----

From: **Geoff Tesch** <gtesch@rochester.rr.com>
Date: Tue, Feb 27, 2024 at 4:12 PM
Subject: NY Statewide Preservation Conference
To: John Moffitt <jmoffitt@townofmendon.org>, Tom DuBois <tdubois@townofmendon.org>

Hello John,

The NY Statewide Preservation Conference is being held this year in Rochester at the Memorial Art Gallery between April 15-17. Two of us from the HPC, Martha Bush and I are interested in attending. In years past HPC members would attend the Conference and with the Town's approval, be reimbursed through our budget funds. It's been a while since we've done this, so I'm not totally clear on the procedure.

Tuesday the 16th is a pretty full day of seminars and sessions with SHPO playing a large role. One item of interest for us pertains to understanding the code enforcement process regarding historic properties. Here's a link to some of the sessions:

<https://landmarksociety.org/conference/schedule-at-a-glance/>

And here's a link to the overall event:

<https://landmarksociety.org/conference/>

The registration fee is \$150.00 per person. The cost increases after March 14. Could you bring this before the Town Board for their consideration? Please let me know if you need any more information.

Thanks,

Geoff

Scholarship II

Spons

APRIL 15-17

ROCHESTER, NEW YORK

Registration now open! Scroll down for the Early Bird rate!

The NY Statewide Preservation Conference is returning to Rochester, and **Early Bird Registration is now open** (through March 14th)! We can't wait to see you in the Flower City, April 15-17, for three days of exploration, conversation, and education.

The NY Statewide Preservation Conference is the only event of its kind in the state—a multi-day gathering for anyone involved in preservation and community revitalization. It's an opportunity to learn, network, become inspired and, yes, have fun! It is the preservation event in New York State and you don't want to miss it.

Your Conference registration includes: an intensive, pre-Conference training session, tours, and Meet & Greet on Monday; a full day of breakout sessions, lunch, and Keynote on Tuesday; and your choice of four field sessions on Wednesday. For the first time in 2024, the New York State Historic Preservation Awards and Reception will take place on Tuesday evening during the Conference (also included in your registration). The Awards recognize individuals, organizations, agencies, and communities for recent projects demonstrating outstanding achievements in historic

2024 CONFERENCE SCHEDULE

Details are subject to change.

Please visit landmarksociety.org/conference for the most up-to-date information.

MONDAY, APRIL 15TH

CLG Training and Meet & Greet will take place at the Memorial Art Gallery. Tours will leave from the Gallery as well.

PRE-CONFERENCE CLG TRAINING

9:45AM
- 2:00PM

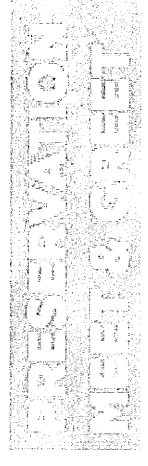
Presented by National Alliance of Preservation Commissions (NAPC)
Required for CLG Scholarship recipients.

2:30PM
- 5:30PM

Rochester's Olmsted Parks Bus Tour
(Space is limited. Pre-registration required.)
JoAnn Beck | *President, Rochester Olmsted Parks Alliance and Highland Park Conservancy*
Katie Emery Cooney | *Senior Architectural*

LANDMARK SOCIETY | 1000 UNIVERSITY
Historian, Bero Architecture PLLC

3:30 PM Rochester's Neighborhood of the Arts (NOTA)
- 5:30PM Walking Tour
Cynthia Howk | Architectural Research Coordinator
(retired), Landmark Society of Western New York



5:30PM
- 7:30PM

Connect with colleagues and friends. Hors d'oeuvres and cash bar available.

TUESDAY, APRIL 16TH

Check-in/registration and all Tuesday activities will take place at the Memorial Art Gallery.



8:00AM
- 9:00AM



9:00AM
- 9:30AM

**2:45PM
- 4:00PM**

SESSION BLOCK 3

3A

**The Rehabilitation of the Michigan Avenue / Broadway Block:
Rebirth of the Gateway to the Eastside and the Historic Michigan
Avenue Corridor**

Steve Carmina | *President and CEO, Carmina Wood Design*

Reverend Mark Blue | *President, Buffalo Chapter NAACP*

Terry Alford, MOAL | *Executive Director, Michigan Street African
American Heritage Corridor Commission*

3B

SHPO: Someone to Help People Out (Q&A Session)

Christina Vagvolgyi | *Coordinator, Incentives & Planning Unit, NYS
Office of Parks, Recreation & Historic Preservation*

Olivia Brazeo | *Coordinator, Technical Preservation Services,
Consultation & Commercial Rehabilitation Tax Credit Programs, NYS*

Office of Parks, Recreation & Historic Preservation

Chelsea Towers | *Coordinator, Survey & National Register Unit, NYS
Office of Parks, Recreation & Historic Preservation*

3D

One-on-One Social Media Consults
(Space is limited, sign up at check-in)

Paige A. Engard | *Director of Communications, Genesee Country
Village & Museum*

3E

Beautiful Old Windows Workshop
(Space is limited, pre-registration required)

Brandon Fleishour | *Restoration Leader, The Old Window Company*

**4:15PM
- 5:30PM**

SESSION BLOCK 4

4A

**Brownfields & Bias - Complex Historic Preservation Through the
Lens of a WBE Developer**

Monica McCullough | *President, MM Development Advisors, Inc.*

Sakina N. Riddell | *Partner, Cannon Heyman & Weiss, LLP*

Tim Flaherty, CPA | *Managing Partner, Flaherty Salmin CPAs*

4B

Using Historic Preservation Incentives to Develop Affordable Housing: Case Studies from Buffalo, NY

- Jason Yots | *President, Preservation Studios LLC*
- Katy Stuck | *Architectural Historian, Preservation Studios LLC*
- Karen Kennedy | *Director of Architectural History, Preservation Studios LLC*
- Derek King | *Director of Operations, Preservation Studios LLC*
- Michael Puma | *Director of Technical Services, Preservation Studios LLC*

4C

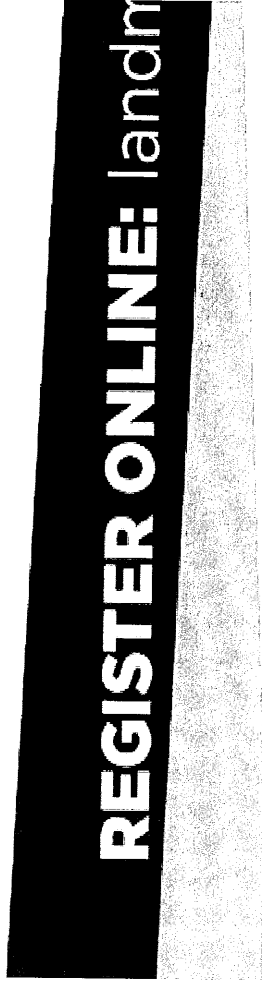
Understanding the Code Enforcement Process Using Data in Albany, Rochester, and Oneonta

- Samuel Wells | *Neighborhood Stabilization Coordinator, City of Albany*
- Christopher Cech | *Assistant Corporation Counsel, City of Albany*
- Anne Wallace | *Manager of Code Enforcement, City of Rochester*
- James Walkup | *Senior Zoning Analyst and Lead Staff to Rochester Preservation Board, City of Rochester*
- Stephen Yerly, AICP | *Deputy Director of Community Development, City of Oneonta*

4E

Beautiful Old Windows Workshop
(Space is limited, pre-registration required)

Brandon Fleishour | *Restoration Leader, The Old Window Company*



Return to the Confe

Dear Municipality,

We are writing to request that you submit the name of your nominee (and if necessary, an alternate) to serve on the Monroe County Environmental Management Council (EMC) for a two-year term of 1/1/2023 through 12/31/2024. The requirement for nominees and their alternates are that they are members of your Conservation Board or Environmental Advisory Council. Please submit this information to the EMC office as soon as feasible.

The EMC meets at 4 PM on the third Wednesday of the month with the exception of June, July, and August. Members have a chance to learn and share useful information meaningful to the municipality's environmental review processes, view presentations on pertinent environmental topics, have access to the expertise of various Monroe County member departments, and volunteer on one of the standing or ad hoc committees.

The EMC was established in 1971 and formed under New York State enabling legislation and the Monroe County Charter. The charge of the EMC is to advise on all matters affecting the preservation, conservation, and ecologically suitable use of the natural resources of the county for the benefit and enjoyment of the present and future inhabitants of the county. The EMC and its staff serve in an advisory capacity to the County Legislature, County Executive, other County departments, and Monroe County municipalities, as well as state and federal agencies on matters affecting the quality of the environment in Monroe County.

The EMC membership consists of one (1) representative from each town and village, the city of Rochester, and up to ten (10) At-large members. Members are appointed for two-year terms by the Monroe County Legislature. Other members are officials of the County Legislature and County agencies that are involved with actions affecting the environment.

Please submit your nomination with full name, address, email and phone number to the EMC staff office at soneil@monroecounty.gov or the following address:

Monroe County Environmental Management Council
111 Westfall Road – Rm 828
Rochester, New York 14620
Attn: Starr O'Neil

Thank you for your attention to this matter. If you have questions or would like additional information, feel free to respond to this email or call Starr at 585-753-5209.

Sincerely,
Monroe County EMC Nominating Committee



James Merzke <jmerzke@townofmendon.org>

Fwd: EMC Nominating & Award Committee

1 message

John Moffitt <jmoffitt@townofmendon.org>
To: James Merzke <jmerzke@townofmendon.org>

Wed, Mar 6, 2024 at 10:00 AM

For the agenda.

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

----- Forwarded message -----

From: **Peter Carosa** <pcarosa2015@gmail.com>
Date: Wed, Mar 6, 2024 at 7:41 AM
Subject: Re: EMC Nominating & Award Committee
To: John Moffitt <jmoffitt@townofmendon.org>

John,

Good morning. Carol Cloen (myshamutley@gmail.com) is interested in representing the Town of Mendon to the Monroe County Environmental Management Council.

Thanks,
Peter

--
Peter Carosa, P.E. | Chairperson - Environmental Conservation Board
585.944.0888 | pcarosa2015@gmail.com

On Fri, Mar 1, 2024 at 10:30 AM John Moffitt <jmoffitt@townofmendon.org> wrote:
Terrific, If I can get a name by 3/6, I can get it on the agenda for 3/11.

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

On Fri, Mar 1, 2024 at 9:28 AM Peter Carosa <pcarosa2015@gmail.com> wrote:
John,

Good morning. Yes, I believe I have someone from the ECB to represent Mendon. I will confirm and let you know.

Thanks,
Peter

On Thu, Feb 29, 2024 at 12:57 PM John Moffitt <jmoffitt@townofmendon.org> wrote:
Peter, Is there someone from the ECB who would be interested in representing Mendon?

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

----- Forwarded message -----

From: Michelle Booth <mbooth@townofmendon.org>
Date: Thu, Feb 29, 2024 at 12:40 PM
Subject: Fwd: EMC Nominating & Award Committee
To: John Moffitt <jmoffitt@townofmendon.org>

Sent from my iPhone

Begin forwarded message:

From: Greg Adams <gpadams1983@gmail.com>
Date: February 29, 2024 at 10:42:23 AM EST
To: mbooth@townofmendon.org
Subject: Fwd: EMC Nominating & Award Committee

Michelle

I am writing on behalf of the Monroe County Environmental Committee. Please see attached letter concerning our committee. I am hoping you can forward to the Supervisor in order to get a representative from the Town of Mendon for the EMC.

Please feel free reach out to me with any questions

Thank you

Greg Adams

Town of Riga Conservation Board and

EMC member

Sent from my iPhone

Begin forwarded message:

From: William Santos <willrsantos1@gmail.com>
Date: September 20, 2023 at 5:37:09 PM EDT
To: Greg Adams <gpadams1983@gmail.com>
Subject: Re: EMC Nominating & Award Committee

Hi Greg,
Here's the letter...

Thank you,
Bill

William R. Santos, BSEE, EIT, LEED AP BD+C
cell 585-305-0259

On Jul 26, 2023, at 15:38, Greg Adams <gpadams1983@gmail.com> wrote:

Bill

I won't be able to make the meeting today. Sorry for the short notice but I am unable to attend.

I have been in contact with Mike from the town of Webster. He was going to forward the letter regarding a nominee to the Supervisor. I sent Starr a note about that not sure if she has heard anything back from them or not. If not I will follow up with them again

Again my apologies for not being able to attend.

Greg

Sent from my iPhone

On Jun 26, 2023, at 4:50 PM, William Santos <willrsantos1@gmail.com> wrote:

Hello EMC Nominating & Community Liaison Committee Members!

Just a reminder, our next NomComm Meeting is this Wednesday, 6/26/2023 at 4pm.

The table below shows membership status from our 5/24/2023 meeting. If your name is next to a particular town, please perform the group task in item 2 below.

1. Membership Status:

HFL and Mendon are now all set.

2. Group Task:

Send letter and contact remainder of Towns to obtain names of their reps

Contact names and numbers were given in meeting.

Starr emailed the official letter for the group; reattached below.

See you Wednesday!

Thank you,

Bill

William R. Santos, BSEE, EIT, LEED AP BD+C
Chair, EMC Nominating & Community Liasons Committee
585-305-0259
willrsantos1@gmail.com

On Wed, May 24, 2023 at 4:34 PM O'Neil, Starr R
<SONeil@monroecounty.gov> wrote:

This message was sent securely using Zix®

Municipal Conservation Board	Appointed Member(s)	Status
Brighton	Paul Johnson	Bill S.
Chili	Larry Lazenby	X
Clarkson	Peter Selig	Bill P.
Gates	Romeo DeLucia	Bill P.
Hamlin	Steve Rutherford	Larry
Henrietta	William Santos*	X
Honeoye Falls (V)	Andy Less	Tom
Irondequoit	Deb Muratore	Shal
Mendon	Dave Wetter	Tom
Ogden	William Parkhurst	X

Penfield	Daniel Moore	X
Perinton	Mark Gaul	Starr
Riga	Greg Adams	Greg
Rochester	Shalini Beath	Shal
Rush	Beth Hoak	Bill S.
Sweden	Richard Popen	Larry
Webster	Michael Duminuco	Greg
Pittsford	Vacant	Bill S.

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This message was secured by Zix®.

<EMC_MunicipalLetter_Requesting EMC Nominee_20230420.pdf>

Mendon Highway Department Purchasing Information

Item #	Quantity	Item Description	Specifications
1	1	Air Conditioning machine for recharging or reclaiming	

Location to be used	Town of Mendon vehicles	
Budget Code	DA5130.4	
Trade In	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDOR #1

Name: Napa Auto Parts		Phone: 624-4456	Quote Date: 2/21/24
Address: 166 W. Main Street, Honeoye Falls, NY 14472		Best Price: \$4,150.00	
Delivery Available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Delivery Date: 3-5 days
Bid Pricing Available	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If Yes, Who?
<input checked="" type="checkbox"/> Recommend	<input type="checkbox"/> Reject	Why? Best price	


VENDOR #2


Name: Fleet Pride		Phone: 269-3100	Quote Date: 2/14/24
Address: 1465 Emerson Street, Rochester, NY		Best Price: \$5,495.00	
Delivery Available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Delivery Date:
Bid Pricing Available	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If Yes, Who?
<input type="checkbox"/> Recommend	<input checked="" type="checkbox"/> Reject	Why? Price too high	

VENDOR #3

Name: Snap-on		Phone: 315-491-9310	Quote Date: 2/5/24
Address: 976 Wegman Road, Rochester, NY		Best Price: \$6,795.00	
Delivery Available	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Delivery Date:
Bid Pricing Available	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If Yes, Who?
<input type="checkbox"/> Recommend	<input checked="" type="checkbox"/> Reject	Why? Price too high	

I certify that to the best of my knowledge a good faith effort has been made to follow Purchasing procedures of the Town of Mendon, and that the above information is true and accurate.

Employee Name: Art Morrell Employee Signature:  Date: 3-4-24

Approved by: Andrew Caschetta, Highway Superintendent Signature:  Date: 3-4-24



200004743
 HONEOYE FALLS NAPA
 166 W MAIN STREET
 HONEOYE FALLS, NY 14472
 (585) 624-4456

QUOTE

Date : 02/21/2024

Time : 14:34

Page : 1 / 1

Order # 311314

Quote For

508
 MENDON HIGHWAY DEPARTMENT
 16 W MAIN ST
 NJPA#116815
 Honeoye Falls, NY 14472-9755

Quote By

Quote By : 1 , Steve
 Sales Rep : 0 , Salesman
 Quote Date : 02/21/2024
 Accounting Day : 1
 Quote : 1056

Part Number	Line	Description	Quantity	Price	Net	Total	Taxable
34788NI	ROB	AIR CONDITIONING CAR ()	1.00	10,392.30	4,150.00	4,150.00	

**** Prices and Taxes Subject to Change Without Notice ****

Attention : ART

PO# : AC MACHINE

Subtotal	4,150.00
(Taxes and fees not included in Quote Total)	
Subtotal	4,150.00



007-001-0000080099089



QUOTE
80099089

SOURCE POS

REMIT TO:
FLEETPRIDE
PO BOX 847118
DALLAS TX 75284-7118

WWW.FLEETPRIDE.COM

ROCHESTER NY 1465 EMERSON ST (585)269-3100

STORE NO. 515	SHIP LOC. RNY	INVOICE TYPE CHARGE SALE	QUOTE	INVOICE DATE 02/14/24	INVOICE NUMBER 80099089
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SOLD TO TOWN OF MENDON
HIGHWAY DEPT ATTN BOB S
101 SEMMEL RD
HONEOYE FALLS NY 14472-9755
(585)-624-6068

SHIP TO	QQQ	U	U	OOO	TTTTT	EEEE
	Q	Q	U	U	O	O
	Q	Q	U	U	O	O
	Q	Q	U	U	O	O
	QQQ	UUU	OOO	T	EEEE	

CHECK NO.	SHIPPER NAME	ORIG. INVOICE NO.	FREIGHT	BILL OF LADING DELIVERED	TERMS NET 30
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PURCHASE ORDER NO.	REQUISITION/JOB NUMBER	ORDERED BY CARTER/ART	ACCOUNT 367390	SALESMAN 1986
QUANTITY ORD.	SHIPPED	MFG. CODE	PART NUMBER	DESCRIPTION
				UNIT PRICE
				AMOUNT

1	0	3039	ROB34788NI	R-134 A/C RECYCLER MACHINE (EA)	5,495.00	5,495.00
B/O	1	3039	ROB34788NI	** NEW BACKORDER **		

BALANCE DUE \$5,495.00

Parts & Service	Freight	Taxes
\$.00	\$.00	\$.00

Terms and Conditions: By entering into a transaction with us you agree that the transaction is governed by our Terms and Conditions of Sale ("Terms"), available at <https://www.fleetpride.com/sale-terms-conditions/>. No variation to the Terms shall be effective unless expressly agreed in writing and signed by a person with authority. Parts are subject to the manufacturer's warranty and labor is warranted against defects in materials or workmanship for 90 days. WE MAKE NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Damages for breach of any warranty are limited to the money received for the parts/labor. For additional information, go to <https://www.fleetpride.com/FleetPridePromise>.

It is agreed that payment of the cash price is due within the terms stated above. A SERVICE CHARGE OF 1.5% per month (18% PER ANNUM) shall be due upon the amount of any charge which has not been paid when due. PLEASE PAY FROM THIS INVOICE.

CORES MUST BE RETURNED WITHIN 60 DAYS TO BE ELIGIBLE FOR CREDIT. For additional information, go to <https://www.fleetpride.com/FleetPridePromise>.

3546 RNY RNY_D5X JMILES 02/14/24 08.13.44

All Claims and returned goods MUST be accompanied by this bill.

RECEIVED BY _____

RECEIVED DATE _____



Snap-on Tools Quote

Quote Date - 2/5/2024 10:54:49

Sold By: WILLIAM HUDSON
Address: 976 WEGMAN RD
ROCHESTER, NY 14624-

Sold To: TOWN OF MENDON
Address: 101 SEMMEL RD
HONEOYE FALLS, NY 14472-

Account Type: RA
Invoice #: 02052433245Q

Phone: 315-491-9310

Phone: 585-624-6068

Tax Exempt #: 16-600-2309

PO #:

Table with 7 columns: Part #, Qty, Description, Line Type, Price, Discount, Total, Tax. Rows include EEAC330B (1 POLARTEK ECO AC MACHINE) and USED AC MACHINE (-1 TRADE IN/USED AC MACHINE).

- Wear safety goggles
Use the right tool
Use the tool properly
Maintain the tool regularly

SubTotal 6,795.00
0.00 % Tax 0.00
Freight 0.00
Grand Total 6,795.00

SHOW ME THIS RECEIPT AND GET 10% OFF NEXT WEEK

Table with 7 columns: AccountType, Previous Balance, Balance as of, Purchases, Total, Payment, New Balance. Row for RA shows a previous balance of 14.00 and a new balance of 6,809.00.

Your Next RA Payment Will Include: 0.00
Your Agreed Upon Weekly Payment Is: 1.40
Your Next RA Payment Will Be: 1.40

For value received, the Purchaser, as continuing security for the repayment of all obligations now or hereafter owing to the Franchisee, including, without limitation, the prompt payment, as and when due, of the purchase price of the PMSI Collateral (as hereinafter defined), and the performance of all of the obligations, covenants and warranties of the Purchaser to the Franchisee hereunder, hereby grants to the Franchisee a continuing specific and fixed purchase money security interest in all products supplied, sold or provided to the Purchaser by the Franchisee, including the tools listed above, and including all accretions, substitutions, replacements, additions and accessions thereto and all Proceeds thereof (the "PMSI Collateral"). I agree that the Franchisee named above or its assigns shall retain a Purchase Money Security Interest in the PMSI Collateral until I have made all the promised payments, at which time Franchisee's security interest shall be released. If I fail to make any of the payments specified, I agree to return the PMSI Collateral to the Franchisee or its assigns on demand. Until all payments are made, I agree to retain the PMSI Collateral in my possession in good condition and to notify the Franchisee of any changes in employment or home address. In the event that I fail to make the promised payments and the Franchisee must resort to civil litigation to obtain return of or payment for the PMSI Collateral, I shall be held responsible for the costs of such litigation including reasonable attorneys' fees.

X

X

Switching Buildings and Grounds to 4WD

Pros:

- A must have for snow removal at all "A" account buildings
- Easier for Supervisor to track expenditures (i.e. salt, overtime). Simplifies budgeting.
- Makes B&G more independent. Can plow and salt as needed, when needed, where needed.
- Lift gate on truck already. Will take away the need of an extra person in lifting heavy objects into the truck. Also eliminates possible back injuries.
- Money in budget for additional equipment (Toolbox, salter). \$4,500 left over from mower purchase
- Truck will be available Wednesday, February 21, 2024.

Cons:

- Will need to purchase Crossover toolbox and tailgate salter (\$2,200)

Actions:

Amendment to Resolution 24-050. The Highway Department will make available to Buildings & Grounds, any piece of equipment that the B&G Department knows how to operate safely.

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.

INFORMATION TECHNOLOGY CONSULTING AGREEMENT

1. **THE PARTIES.** This Consulting Agreement (the "Agreement") is made effective as of 03/11/2024 by and between:

Consultant: Daniel Bassette, with a mailing address of
19A West Main Street, Honeoye Falls, NY (the "Consultant"), and

Client: Town of Mendon with a mailing address of
16 West Main Street, Honeoye Falls, NY (the "Client").

2. **SERVICES.** The Consultant agrees to provide the following Service(s):

IT Consultant Services (the "Services").

3. **TERM.** The Services shall commence on 03/11/2024 and end: (check one)

- On the date of 12/31/2024.
 - Upon completion of the Services performed.
 - Other:

4. **COMPENSATION.** In consideration for the Services provided, the Consultant is to be paid in the following manner: (check all that apply)

- Per Hour. \$50.00 /hour.
 - Per Job.
 - Commission.
 - Other:

5. **PAYMENT METHOD.** The Consultant shall be paid, in accordance with Section 4, in the following manner: (check one)

- Every week month quarter.
 - Upon completion of the Services performed.
 - Upon the Client receiving an invoice from the Consultant.
 - Other:

6. **RETAINER.** The Client is: (check one)

- REQUIRED to pay a Retainer in the amount of \$ ____ to the Consultant as an advance on future Services to be provided (the "Retainer"). The Retainer is: (check one)
 - Refundable.
 - Non-Refundable.
 - NOT REQUIRED to pay a Retainer before the Consultant is able to provide Services.

7. CONTINGENCY. As part of the Consultant's pay: (check one)

- There SHALL be a contingency fee arrangement in accordance with:
(check applicable)
 - % of
 - Flat fee of \$___ for the following:
- There SHALL NOT be a contingency fee arrangement as part of this Agreement.

8. EXPENSES. The Consultant shall be: (check one)

- Responsible for ALL expenses. The Consultant shall be responsible for all expenses related to providing the Services under this Agreement. This includes, but is not limited to, supplies, equipment, operating costs, business costs, employment costs, taxes, Social Security contributions and/or payments, disability insurance, unemployment taxes, and any other cost that may or may not be in connection with the Services provided by the Consultant, including out-of-pocket expenses. The Client agrees to pay the Consultant within thirty (30) days of receiving notice of any expense directly associated with the Services. Upon request by the Client, the Consultant may have to show receipts or proof of purchase for said expense.
- Responsible for ONLY the following expenses: The Client agrees to pay the Consultant within thirty (30) days of receiving notice of any expense directly associated with the Services. Upon the Client's request, the Consultant may have to show receipts or proof of purchase for said expense.
- Responsible for NO expenses. The Consultant shall not be responsible for any expenses related to providing the Services. The Client shall be responsible and will be required to pay for all expenses in connection with the Services provided. The Client agrees to pay the Consultant within thirty (30) days of receiving notice of any expense directly associated with the Services. Upon the Client's request, the Consultant may have to show receipts or proof of purchase for said expense.

9. LEGAL NOTICE. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States Postal Service via Certified Mail with return receipt. If the Client or Consultant prefers to receive notices to an address differing from the mailing address entered in Section 1, enter any new addresses below:

Client's Address: Town of Mendon.

Consultant's Address: 16 West Main Street, Honeoye Falls, NY.

10. TERMINATION OF AGREEMENT. This Agreement may be terminated at any time by the Consultant or the Client by written notice to the other party with at least 30 days' notice. Notice shall be deemed to have been sufficiently given either when served personally or when sent by first-class mail addressed to the parties at the addresses set forth in this Agreement.

11. DISPUTES. If any dispute arises under this Agreement, the Consultant and the Client shall negotiate in good faith to settle such dispute. If the parties cannot resolve such disputes themselves, then either party may submit the dispute to mediation by a mediator approved by both parties. If the parties cannot agree with any mediator, or if either party does not wish to abide by any decision of the mediator, they shall submit the dispute to arbitration by any mutually acceptable arbitrator or the American Arbitration Association (AAA). The costs of the arbitration proceeding shall be borne according to the decision of the arbitrator, who may apportion costs equally or in accordance with any finding of fault or lack of good faith of either party. If either party does not wish to abide by any decision of the arbitrator, they shall submit the dispute to litigation.

12. RETURN OF RECORDS. Upon termination of this Agreement, the Consultant shall deliver all records, notes, and data of any nature that are in the Consultant's possession or under the Consultant's control and that are of the Client's property or relate to the Client's business.

13. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. INDEPENDENT CONTRACTOR STATUS. The Consultant, under the code of the Internal Revenue (IRS), is an independent contractor and neither the Consultant's employees or contract personnel are, or shall be deemed, the Client's employees. In its capacity as an independent contractor, the Consultant agrees and represents that:

- a) The Consultant has the right to perform Services for others during the term of this Agreement;
- b) The Consultant has the sole right to control and direct the means, manner, and method by which the Services required under this Agreement will be performed;
- c) The Consultant shall select the routes taken, starting and ending times, days of work, and the order in which work will be performed;
- d) The Consultant has the right to hire assistants as subcontractors or to use employees to provide the Services under this Agreement;
- e) Neither the Consultant nor the Consultant's employees or personnel shall be required to wear any uniforms provided by the Client;
- f) The Services required by this Agreement shall be performed by the Consultant or the Consultant's employees or personnel, and the Client will not hire, supervise, or pay assistants to help the Consultant;
- g) Neither the Consultant nor the Consultant's employees or personnel shall receive any training from the Client for the professional skills necessary to perform the Services required by this Agreement; and
- h) Neither the Consultant nor the Consultant's employees or personnel shall be required by the Client to devote full time to the performance of the Services required by this Agreement.

15. STATE AND FEDERAL LICENSES. The Consultant represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

16. PAYMENT OF TAXES. Under this Agreement, the Client shall not be responsible for:

- a) Withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Consultant's payments to employees or personnel or make payments on behalf of the Consultant;
- b) Making federal and/or state unemployment compensation contributions on the Consultant's behalf; and
- c) Making payments of taxes incurred while performing the Services under this Agreement, including all applicable income taxes and, if the Consultant is not a business entity, all applicable self-employment taxes. Upon demand, the Consultant shall provide the Client with proof that such payments have been made.

17. EMPLOYEES' COMPENSATION. The Consultant shall be solely responsible for the following:

- a) Employee Benefits. The Consultant understands and agrees that they are solely responsible and shall be liable to all benefits that are provided to their employees, including, but not limited to, retirement plans, health insurance, time off for vacation, sick pay, personal leave, or any other benefit provided.
- b) Unemployment Compensation. The Consultant shall be solely responsible for the unemployment compensation payments on behalf of their employees and personnel. The Consultant shall not be entitled to unemployment compensation with the Services performed under this Agreement.
- c) Workers' Compensation. The Consultant shall be responsible for providing all workers' compensation insurance on behalf of their employees. If the Consultant hires employees to perform any work under this Agreement, the Consultant agrees to grant workers' compensation coverage to the extent required by law. Upon request by the Client, the Consultant must provide certificates proving workers' compensation insurance at any time during the performance of the Services.

18. INDEMNIFICATION. The Consultant shall release, defend, indemnify, and hold harmless the Client and its officers, agents, and employees from all suits, actions, or claims of any character, name, or description including reasonable Consultant fees, brought on account of any injuries or damage, or loss (real or alleged) received or sustained by any person, persons, or property, arising out of services provided under this Agreement or by Consultant's failure to perform or comply with any requirements of this Agreement including, but not limited to, any claims for personal injury, property damage, infringement of copyright, patent, or other proprietary rights. The Client reserves the right to retain whatever funds which would be due to the Consultant under this Agreement until such suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and satisfactory evidence to that effect furnished.

19. CONFIDENTIALITY & PROPRIETARY INFORMATION. The Consultant acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Consultant in order for the Consultant to perform their duties under this Agreement. The Consultant acknowledges that disclosure to a third (3rd) party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Consultant will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform the Services on the Client's behalf.

Proprietary or confidential information includes, but is not limited to:

- a) The written, printed, graphic, or electronically recorded materials furnished by the Client for the Consultant to use;
- b) Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that the Client makes reasonable efforts to maintain the secrecy of, business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind, sales projections, and pricing information; and
- c) Information belonging to customers and suppliers of the Client about whom the Consultant gained knowledge as a result of the Consultant's Services to the Client.

Upon termination of the Consultant's Services to the Client, or at the Client's request, the Consultant shall deliver all materials to the Client in the Consultant's possession relating to the Client's business. The Consultant acknowledges any breach or threatened breach of confidentiality under this Agreement will result in irreparable harm to the Client for which damages would be an inadequate remedy. Therefore, the Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of confidentiality. Such equitable relief shall be in addition to the Client's rights and remedies otherwise available at law.

Furthermore, proprietary information under this Agreement shall include:

- a) The product of all work performed under this Agreement (the "Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, works-in-progress and deliverables, will be the sole property of the Client, and the Consultant hereby assigns to the Client all right, title, and interest therein, including, but not limited to, all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights, and other proprietary rights therein. The Consultant retains no right to use the Work Product and agrees not to challenge the validity of the Client's ownership in the Work Product;
- b) The Consultant hereby assigns to the Client all right, title, and interest in any and all photographic images and videos or audio recordings made by the Client during the Consultant's work for them, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings; and

20. ASSIGNMENT AND DELEGATION. The Consultant may assign rights and may delegate duties under this Agreement to other individuals or entities acting as a subcontractor (the "Subcontractor"). The Consultant recognizes that they shall be liable for all work performed by the Subcontractor and shall hold the Client harmless of any liability in connection with their performed work.

The Consultant shall be responsible for any confidential or proprietary information that is shared with the Subcontractor in accordance with this section. If any such information is shared by the Subcontractor to third (3rd) parties, the Consultant shall be made liable.

21. GOVERNING LAW. This Agreement shall be governed under the laws in the State of New York.

22. SEVERABILITY. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court administers that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

23. ADDITIONAL TERMS AND CONDITIONS.

None.

24. ENTIRE AGREEMENT. This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Client and the Consultant. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written hereunder.

Consultant's Signature: _____ **Date:** _____

Print Name: Daniel Bassette

Client's Signature: _____ **Date:** 03/11/2024

Print Name John D. Moffitt, Supervisor, for the Town of Mendon



Company Information

Town Of Mendon
16 W Main St
Honeoye Falls, NY 14472-1102
United States

Executive Contact

Mary Fletcher
B_Contact
jmoffitt@townofmendon.org
(585) 624-6061

We take great pride in working with each of our clients to provide them with the most comprehensive HCM solutions on the market. Our biggest success comes when we can assist our clients with their journey and evolve our solutions and support as their needs change.

The purpose of this document is to provide a snapshot comparing current ADP annual costs to the proposed annual investment based on our discussions regarding your company ' s needs.

The difference between these two numbers equates to the net annual increase referred to as " Incremental Annual Spend " .

ADP Sales Associate

Dani Strauss
HRO DM
dani.culhane@adp.com
5853299814

Current ADP Annual Costs	\$9,000.00
Proposed New ADP Annual Investment	\$44,609.42
Incremental Annual Spend	\$35,609.42

Legal disclaimer: The details provided on this page are for comparison purposes only. Current recurring annual spend for ancillary ADP products & services not being replaced will remain as is. This comparison is not intended to compare spend tied to any non-ADP 3rd party products or services. Actual incremental spend is subject to change based on variety of factors, including but not limited to payroll frequency, employee size, etc.

By executing the sales order and subsequent terms, client is agreeing to pay new rates as detailed on the sales order for new services once installed/implemented. At which time, old fees, for items replaced will no longer be charged by ADP.



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jmoffitt@townofmendon.org
(585) 624-6061



58

Total
Employees



\$0.00

Implementation
Costs



\$44,609.42

Total Annual
Investment



(\$3,683.59)

Total Annual Savings during
promotional period; See Terms

Expiration
3/21/2024

ADP Sales Associate

Dani Strauss
HRO DM
dani.culhane@adp.com
5853299814

** The Implementation Costs and Total Annual Investment listed out on this Investment Summary are estimates based on the services, frequencies, recurring rates and pay counts outlined on the sales order and are shown for illustrative purposes only. These numbers are not binding amounts and shall not become incorporated into or made a part of any sales order or services agreement governing the services contemplated therein.

Sales Order

Quote Number 02-2024-110887 1



Company Information

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16 W Main St
Honeoye Falls, NY 14472-1102
United States

Executive Contact

Mary Fletcher
B_Contact
jmoffitt@townofmendon.org
(585) 624-6061

Recurring Fees and Considerations

Number of Employees: 29 on Town Of Mendon



Monthly Processing

	Count	Min	Base	Rate	Monthly	Annual
ADP Comprehensive Services Bundle	58	\$2,712.50	-	See Below	\$3,676.34	\$44,116.08
<ul style="list-style-type: none"> ■ Comprehensive HR ■ Comprehensive Payroll 						
Non-Paid Employees	1	-	-	\$7.25	\$7.25	\$87.00
Employment and Income Verification	58	-	-	-	\$0.00	\$0.00
<ul style="list-style-type: none"> ■ Employment Verification 						
ADP Comprehensive Services Bundle		1 - 50			\$64.33	
		51 - 100			\$57.48	
		101 - 150			\$53.13	
		151 - 250			\$46.49	
		251 - 500			\$39.63	
		501 - 1000			\$34.65	



Annual Processing

	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	29	-	-	\$6.95	\$201.55



Total Annual Investment

Total Annual

Workforce Now Services

\$44,407.87



Other Considerations

	Count	Rate	Total
Hardware and Other Fees			
<ul style="list-style-type: none"> ■ Included Standard Connection - BCBS (Blue Cross Blue Shield) ■ Included Standard Connection - Aetna ■ Included Standard Connection - EyeMed Vision Care 	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00

Implementation

Health & Welfare Benefit Carrier Feed Setup included at no charge: 3

Sales Order

Quote Number 02-2024-110887 1



Company Information

Town Of Mendon
16 W Main St
Honeoye Falls, NY 14472-1102
United States

Executive Contact

Mary Fletcher
B_Contact
jmoffitt@townofmendon.org
(585) 624-6061

Recurring Fees and Considerations

Number of Employees: 29 on town of mendon



Annual Processing

Year End Forms, W2s or 1099s

Count

Min

Base

Rate

Annual

29

-

-

\$6.95

\$201.55



Total Annual Investment

Workforce Now Services

Total Annual

\$201.55

DRAFT



Important Project & Billing Information

Billing for Comprehensive Services shall begin the monthly billing cycle following the initial kickoff call. The billing counts are based on all "All Non-Archived" employees excluding terms. Any lives classified as Non-Paid will be billed a separate lower rate. 1099 Contractors paid through a specific 1099 Contractor company code will also be billed via a separate rate.

SUI Management Annual Volume: Processing of claim cases equal to 10% of Client's employee count within a 12-month period is included for no additional fee. Processing of additional claim cases will be billed at a rate of \$35 per claim case. Optional services: Appeals filing and Hearing Representation are subject to additional fees to be approved by client in advance.

Promotion Terms

Promotion will be applied to the first month of fees for Comprehensive Services (also referred to as the Promotional Period). Any Time and Attendance Software and Hardware Costs (if applicable) are excluded from the free month promotion. Actual promotional value may vary based on a number of reasons, including but not limited to: start date and actual number of employees paid during the promotional month.

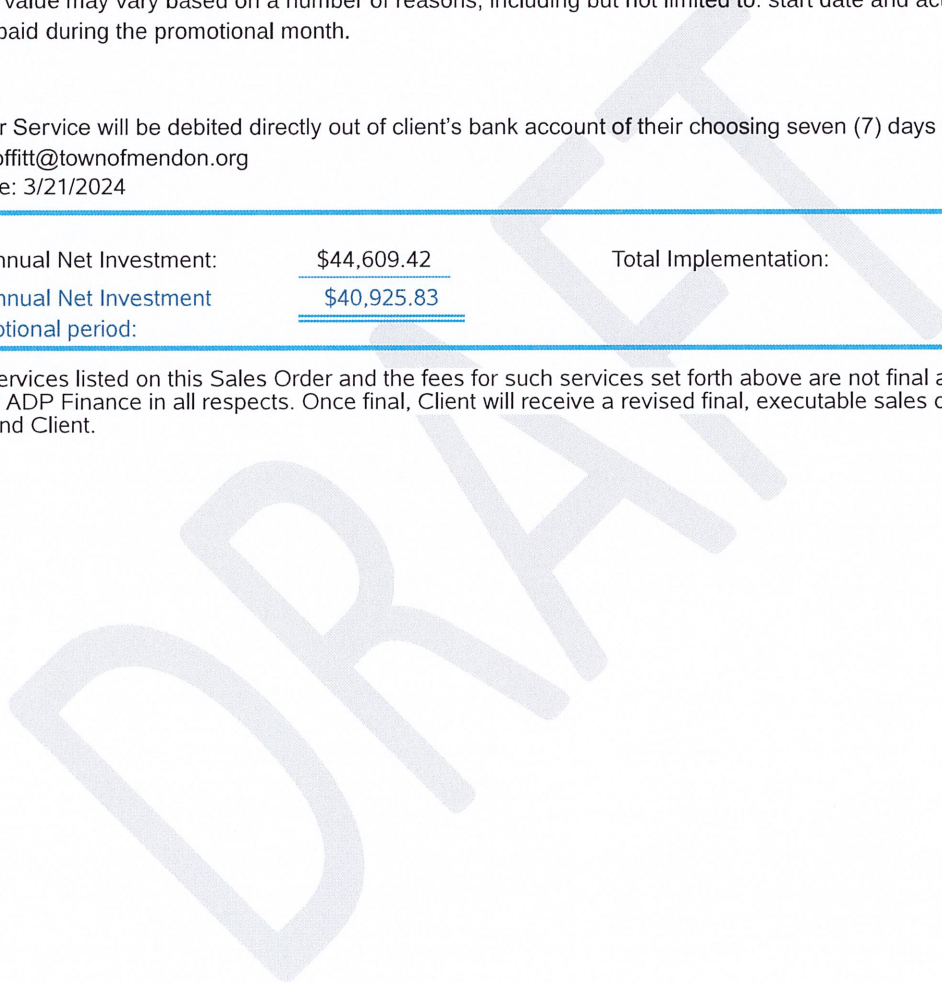
Other

ADP's Fees for Service will be debited directly out of client's bank account of their choosing seven (7) days from invoice date. ADP will send invoices to jmoftt@townofmendon.org

Expiration Date: 3/21/2024

Summary			
Estimated Annual Net Investment:	<u>\$44,609.42</u>	Total Implementation:	<u>\$0.00</u>
Estimated Annual Net Investment during promotional period:	<u><u>\$40,925.83</u></u>		

The ADP Services listed on this Sales Order and the fees for such services set forth above are not final and remain subject to approval by ADP Finance in all respects. Once final, Client will receive a revised final, executable sales order to be signed by both ADP and Client.





Workforce Now Included Services

Comprehensive HR

- Enhanced Payroll
- Enhanced HR with Onboarding & EI-9
- Enhanced Benefits with Essential ACA
- Decision Support
- Strategic Partner
- Compensation Analysis
- Wellness & Employee Assistance Program
- Employee Discount Program
- COBRA Administration
- Job Descriptions
- Essential Learning Plus
- Risk & Safety Support
- MyLife Advisors (EE & Mgr Service Center)

- ACA Center of Excellence
- ADP DataCloud: Analytics
- Document Cloud
- Voice of Employee
- Designated WFN Technology Specialists
- Designated HR Specialist
- Designated Open Enrollment Specialist
- Tax Registration Services
- Wage and Hour Compliance on Demand
- Talent Strategy Support
- Labor Law Posters
- Customized Employee Handbook
- 5 Standard Management Reports

Comprehensive Payroll

- Essential Time
- Designated Payroll Specialist
- Exception Processing
- Full Service Wage Garnishment Service

- Standard Operating Procedures for Payroll
- Processing Audit and Reconciliation of Payroll
- Audit and Reconciliation of Time & Attendance

Employment Verification

- Commercial Employment and Income Verifications

- Client access to Electronic Reports and Tools

Thank you for your consideration



GLOBAL MASTER SERVICES AGREEMENT

Effective Date: _____, 20__

As between:

ADP, INC.
(Referred to in this agreement as “ADP”)
One ADP Boulevard
Roseland, NJ 07068

-and-

Town Of Mendon
(Referred to in this agreement as “Client”)
16 W Main St
Honeoye Falls, NY 14472-1102

ADP and Client agree that ADP shall provide Client with the following services in accordance with the terms set forth in this Global Master Services Agreement and the applicable Sales Order (as defined herein):

- ADP Comprehensive Services:
 - Human Resource Administration Services – delivered via ADP Workforce Now
 - Payroll Services – delivered via ADP Workforce Now
- ADP Compliance on Demand
- ADP DataCloud
- ADP Document Cloud
- ADP Marketplace
- ADP Time & Attendance Services
- ADP Wage Garnishment Services
- Benefit Services – delivered via ADP Workforce Now
- Comprehensive Learning Library (myLearning@ADP)
- Employment Verification Services
- ESS & MSS Technology
- Essential ACA Services
- Participant Solution Center Support

Appendices

- Appendix: ADP Comprehensive Services - Service Definition
- Appendix: Data Privacy

March 6, 2024

Town Board
Town of Mendon, New York
16 West Main Street
Honeoye Falls, New York 14472

Dear Supervisor Moffitt:

I am providing this letter to the Town of Mendon, New York (the Town) regarding the consulting services requested by the Town. The purpose of this letter is to document your agreement for Laura L. Landers, LLC to consult with and perform the services as outlined below for the fiscal year ending December 31, 2024.

Services and Scope of Work

Accounting, general ledger maintenance, and reporting assistance

- Maintain Town general ledger on Town's financial accounting software (QuickBooks).
- Record all necessary general journal entries including those related to payroll, month end and year end accrual entries.
- Perform monthly bank and account reconciliations and provide copies of such documents to the Town Supervisor for review and approval.
- Preparation of the Town's annual budget document based on information provided by management and results of budget meetings with management.
- Other accounting assistance that may be requested from time to time will be discussed and approved by the Town Supervisor.

I will provide consulting services other than noted above as requested by the Town at an hourly rate to be discussed and determined with the Town Supervisor depending on the level of services required. In providing these services, I will communicate with you any relevant considerations, timing and manner I deem appropriate in the circumstances, including but not limited to discussions in person and/or by telephone, email, and other correspondence.

Client Acceptance of Work

On a routine basis, I will review with you the intended scope of work and deliverables set out in this document to confirm I have met the defined expectations. If you believe the deliverables do not conform, you will notify me in writing within thirty (30) days of receiving the deliverables that they do not conform. I will then have a reasonable time, based upon its severity and complexity, to correct the non-conformity. If you use the deliverables before acceptance, or if you fail to notify me of the non-conformance within the thirty (30) day period, the deliverables will be considered accepted.

Engagement Assumptions and Client Responsibilities

My services, fees and work schedule are based upon the following assumptions, representations and information supplied by you. Management will be maintaining all records related to receipts, deposits and transfers between the Town's bank accounts. The Town will contract payroll services and any HR services that the Town deems necessary with a payroll service consulting firm.

The Town will determine the extent of services it wishes me to provide and ensure that I have access to key people and data.

The success of this engagement is dependent upon full openness, communications, cooperation, and timely direction. The fulfillment of these responsibilities is critical to the success of this engagement. The successful delivery of my services, and the fees charged, are also dependent on your timely and effective completion of your responsibilities, the accuracy and completeness of the assumptions, and timely decisions and approvals of your management. You will be responsible for any delays, additional costs, or other liabilities caused by or associated with any deficiencies in the assumptions or in fulfilling your responsibilities.

Fees and Expenses

My fees for the services described in this letter will be \$16,800 for accounting, general ledger maintenance, and reporting assistance and \$3,800 for annual budget preparation. There will also be a one-time fee for initial setup of the accounting and budget in the QuickBooks On-Line in the amount not to exceed \$2,000. Fees for services of this type are always difficult to estimate. If circumstances are encountered that affect my ability to proceed accounting to the plan outlined above, such as a major scope change, loss of key Town personnel, unavailable information or undetermined or requested scope changes during my scoping efforts, I will inform you promptly and seek your approval for any changes in scope, timing or fees that may result from such circumstances. I will bill my fees and expenses monthly. My invoices are due and payable within 30 days of receipt.

I appreciate the opportunity to be of service to you and look forward to collaborating with you and the Town's team. If you have any questions, concerns, or issues with my services, billings, or anything else related to my service, do call me at 585-356-5192.

Sincerely



Laura L. Landers, Member
Laura L. Landers, LLC

This engagement letter correctly sets forth our understanding and acceptance of this agreement.

Acknowledged and accepted:

Town of Mendon, New York

Signature and Title

February 9, 2024

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

Draft

**RE: PROPOSAL FOR PROFESSIONAL SERVICES
VICTOR MENDON ROAD SIDEWALK EXTENSION PROJECT – TOWN OF MENDON**

Dear John,

Thank you for the opportunity to provide the following proposal for the above referenced project. This document represents our initial efforts and project understanding as described below.

I. Background:

The Town has expressed an interest in constructing sidewalks along a portion of Victor Mendon Road (NYS Route 251) to connect the Hamlet of Mendon to Hopper Hills Way (Mendon Farms Subdivision). The proposed sidewalks would be situated on the south side of the road. The sidewalk would establish a proposed curb line and raised sidewalk section to reduce the need for retaining walls. Street lighting would also be proposed as part of the project. A site visit was performed on January 25 with Town representatives.

II. Scope of Services:

MRB Group proposes to provide the following services:

A. Schematic Site Design Phase

1. Orientation – Meeting with the Owner to discuss the proposed project, concept design, schedule, and budget.
2. Research – Review and confirm New York State Department of Transportation layout design requirements.
3. Schematic Layout Plan – Prepare a concept layout based on survey data supplied by the Town and aerial photos. Prepare a

proposed sidewalk alignment and typical road/ sidewalk section. Review proposed sidewalk layout for utility and grading conflicts.

4. Field Investigation with Owner & NYSDOT – Meeting onsite to review feasibility of the proposed alignment, conceptual layout, and permit requirements with NYSDOT field representatives.
5. NYS DOT Conceptual Submission – Update schematic layout based on field meeting and submit to NYS DOT department staff for internal project review and authorization to proceed with full design.
6. Monroe County Purchasing & Central Services – Provide schematic layout to Monroe County Vendors for estimated construction pricing, general budget, and scheduling for construction this year. To utilize available funding and potential NYSDOT scheduling issues, discuss with Vendors alternate sidewalk projects in Town right-of-way adjacent to the Town Fire Hall.
7. Public Outreach – Begin preliminary public outreach to residents that will have properties affected by the proposed sidewalk alignment along NYS Route 251. Review grading cut fill / verse a retaining wall replacement.
8. New York State Environmental Quality Review – Complete the New York State Environmental Quality Review (SEQR) Short Form. We have assumed that the Project is an Unlisted Action under SEQR and that the Town Board will be Lead Agency.

Subtotal of A.....\$5,800.00

The cost figures shown above represent our lump sum amount. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.

III. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the project.



IV. Additional Services:

The following is a sample list of potential additional services. This list is not meant to be a complete list of potential additional services. If additional services including those listed below do become required or warranted, we would discuss the additional fees associated with the services at the appropriate time and would not proceed until so authorized.

- A. Instrument boundary survey.
- B. Easement or acquisition maps and descriptions.
- C. Full design plans and evaluation beyond project area or scope listed.
- D. Geotechnical report or subsurface investigations.
- E. Environmental reviews, investigation or remediation design.
- F. Agency review fees.
- G. Structural engineering for retaining walls.

V. Standard Terms and Conditions

Attached hereto and made a part of this proposal are our Standard Terms and Conditions.

If this proposal is acceptable to you, please indicate by your signature in the space provided below. We have included an additional copy for your records.

Thank you for the opportunity to provide this proposal for professional services. We are looking forward to working with you on this project and appreciate your consideration.

Sincerely,

Thomas Fromberger, P.E.
Director of Site Department

James J. Oberst, P.E., LEED AP
Executive Vice President/C.O.O.

<https://mrbgroup365.sharepoint.com/sites/Proposals/Shared Documents/New York/Mendon, Town of/2024 Mendon Sidewalks/Concept - Mendon Victor Road.doc>

PROPOSAL ACCEPTED BY:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center; margin: 0;"><i>Signature</i></p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center; margin: 0;"><i>Title</i></p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p style="text-align: center; margin: 0;"><i>Date</i></p>
--	--	---

Jake Calabrese, P.E. – MRB Group

**MRB GROUP, ENGINEERING, ARCHITECTURE, SURVEYING, D.P.C.
AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS**

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.