

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, January 29, 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, Jeff Clark, Ted Trybus, and 1 other.

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

AGENDA
(Resolution 24-069)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the agenda as amended. Agenda items 20-22 were changed to pay three separate vouchers 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 paying the Town Supervisor the total Town and County warrant, in the amount of \$3,077,878.00. The collection of full payments will continue through February 12th without penalties. Employees' payroll checks will be mailed out each pay week, starting with the February 2nd pay period. Ms. Booth reports working with the dog control officer, Joel Taylor, to reach a solution for the lack of dog boarding facility required by the State. She reports that she is almost finished finalizing the dates for the Mobile Mammogram Unit and the Rabies Clinic this fall.

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

He is still working on a solution to the new truck purchase, handling snow and ice removal, and has purchased a new mini excavator. He reported that the Town of Rush has been purchasing fuel from Mendon while theirs is being replaced. Mr. Caschetta would also like to establish a Highway Facebook page.

TOWN BOARD

Brent Rosiek received a very nice compliment from the Senior Citizens group, they appreciate the Town-supported activities. He reported on the Zoning and Planning Board business; met with the Supervisor and Code Enforcement Officer to discuss Chapters 138 and 159 as they pertain to the Historic Preservation Committee, and reviewed potential local laws for Zoning Amendments; and teleconferenced with the Office of Cannabis Management. Mr. Rosiek reported on the Mendon Community Business Association's events. They had a lunch meeting on January 16 and are planning some activities for the April 8th solar eclipse. Mr. Rosiek stated there will be a Rotary Sponsored, Casino Night at the Westminster on March 2nd. He met with MRB and attended the opening of Caife Erin in the Hamlet. Lastly, he is looking into grant funding for the Town.

Kim Roberts reported on the Zoning Board of Appeals business and stated Tom Voorhees is a great asset to the board because of his extensive years with the Town and knowledge of the properties. She reported attending the newly elected town officials' school and the opening of Caife Erin.

Cynthia Carroll reported attending the opening of Caife Erin.

Thomas Dubois reported that the table hockey table at the Mendon Youth Center will need to be replaced soon.

SUPERVISOR, John Moffitt, reviewed the annual Building Department report with the Board; he distributed the 284 agreement to be signed by the board members; he met with Don Young about code changes; he reported on the new State Surcharge Law that will take effect on February 11th; he visited the new smoke shop in the Hamlet; has met with Danny Bassette about replacing office computers per the rotation schedule; he reported on the new Insurance provider; gave an update on the new Mendon Youth Center employees; he stated the power outage on January 6th went very smoothly; he asked the Highway Supervisor about an accident that occurred on January 13 with a Town-owned vehicle and advised Mr. Caschetta to notify the Town Board if something like this ever happens; Mr. Moffitt met with the Zoning Board of Appeals before their last meeting; he is finalizing the contract with the new human resources company and expects to have it done before the next meeting; and finally he reports being summoned to report for Grand Jury from February 22 to March 22.

SUPERVISOR'S MONTHLY REPORT

(Resolution 24-070)

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

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-071)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for December 2023, showing receipts and disbursements in the amount of \$5,620.15.

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

MINUTES

(Resolution 24-072)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the minutes of the special meeting held on December 28, 2023, and the Organizational meeting held on January 2, 2024, as presented.

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

BUDGET TRANSFERS

(Resolution 24-073)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the following budget adjustments:

2023 Final Budget Adjustments

To	A1410.110	Town Clerk Staff	\$384.66
From	A1410.410	Town Clerk Travel/Dues	\$384.66
To	A1620.100	Building Town Hall Personnel	\$932.61
From	A1620.111	Youth Center Director	\$932.61

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TOWN OF MENDON

REGULAR MEETING

To	A1620.405	Town Hall Telephone	\$324.20
From	A1620.404	Town Hall Security	\$324.20
To	A1620.413C	Comm. Center Maintenance	\$226.20
From	A1620.414	Comm Centre Utilities	\$226.20
To	A1620.421	22 N. Main Maintenance	\$25.83
From	A1620.422	22 N. Main Insurance	\$25.83
To	A1670.406	Postage	\$868.22
From	A1670.405	Law Publications	\$868.22
To	A5010.111	Highway Staff	\$1,089.34
From	A1220.110	Supervisor Staff	\$1,089.34
To	A5010.47	Highway Advertising	\$144.70
From	A5010.44	Highway Equipment Maintenance	\$144.70
To	A9901.906	Library Construction Bond	\$3,249.76
From	A9030.8	Social Security	\$3,249.76
To	DB5110.4	General Repairs Contractual	\$1,372.31
From	DB5110.1	General Repairs Personnel	\$1,372.31
To	B7550.41	Comm. Concert Band	\$1,000.00
From	B7550.45	Celebrations Holidays	\$1,000.00

2024 Budget Adjustments

To	A1310.401	Finance- Purchased Services	\$25,000.00
From:	A1990.470	Contingent Account	\$25,000.00

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

VOUCHERS

General Abstract (Resolution 24-074)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to approve all claims on vouchers numbered 24-001 to 24-081, on General Abstract 24-01, in the amount of \$474,086.85.

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

Library Abstract

Library vouchers numbered 24-001 to 24-006, on Library Abstract 24-01, in the amount of \$3,902.74, were presented to the Town Board for payment.

ZONING BOARD OF APPEALS – APPOINTMENT***(Resolution 24-075)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to appoint Theodore Trybus to the Zoning Board of Appeals, term to expire December 31, 2027.

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

ENVIRONMENTAL CONSERVATION BOARD – APPOINTMENT***(Resolution 24-076)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to appoint Jeffrey Clark to the Environmental Conservation Board, term to expire December 31, 2025.

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

DEPUTY TOWN HISTORIAN – APPOINTMENT***(Resolution 24-077)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to appoint Christopher Carosa as Deputy Town Historian, term to expire on December 31, 2024.

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

ARCHITECTURAL SERVICES CONTRACT – MEEHAN ARCHITECTURE***(Resolution 24-078)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to enter into a contract with Meehan Architecture for services related to the Town of Mendon Post #664 Community Center rear entrance project per their scope of work dated January 10, 2024, for an amount not to exceed \$4,800.00, and to be paid for with ARPA funding.

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

MENDON GREEN – LETTER OF CREDIT REDUCTION AND MAINTENANCE BOND TERM***(Resolution 24-079)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, and based upon the recommendations of MRB Group dated January 25, 2024, to reduce the Mendon Green subdivision owner's letter of credit to the lowest possible value, based on the work completed to date, to \$150,000.00. This will require a two (2) year maintenance bond upon receipt of dedication on streets offered for such.

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

HAMLET PLANTERS – PURCHASE***(Resolution 24-080)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize the purchase of twenty (20) Pro-series 22 self-watering hanging baskets – black – from EarthPlanter, for a cost not to exceed \$3,948.00 and to be paid from account B7550.460.

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

HIGHWAY DEPARTMENT PURCHASES – SNOWPLOW PARTS***(Resolution 24-081)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to authorize the purchase of cutting edges and mushroom shoes from Chemung Supply, based on the Onondaga County bid, reference #0010660, for the amount of \$4,707.69, to be paid from account DA5130.200.

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

PERSONNEL POLICY AMENDMENT – DISCUSSION

There was a discussion about a policy change to allow unused vacation days to be rolled over to the next year.

HIGHWAY DEPARTMENT HIRING – DISCUSSION

There was a discussion regarding hiring a new employee to replace another employee who will be retiring in July.

(Resolution 24-082)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to allow the Highway Superintendent to advertise a job opening. This employee would be hired to fill an opening of an anticipated retirement in July. A letter of intent, from the retiring employee, will need to be provided to the Town Board before hiring another employee.

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

HIGHWAY DEPARTMENT PURCHASE – ANDY CASCHETTA***(Resolution 24-083)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to pay Andrew Caschetta for a clothing reimbursement of \$39.99, to be paid from account DA9057.8.

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

HIGHWAY DEPARTMENT PURCHASE – HARDING’S TOWING II***(Resolution 24-084)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to pay Harding’s Towing II, Invoice #P-267319, in the amount of \$850.00, to be paid from account DA5130.4, for Heavy Recovery towing services.

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

HIGHWAY DEPARTMENT PURCHASE – AMERICAN ROCK SALT COMPANY***(Resolution 24-085)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to pay American Rock Salt Company, Invoices # 0754374 & 0756850, in the amount of \$ 23,001.55, to be paid from account DB5148.4, for Bulk Ice Control Salt.

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

PUBLIC COMMENT**ADJOURNMENT*****(Resolution 24-086)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to adjourn the meeting at 7:48 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/@townofmendonny9281>