

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, March 11, 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

OTHERS PRESENT: Danny Bassett, Andy Caschetta, Tom Fromberger, William Smith, and 2 others.

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

AGENDA

(Resolution 24-099)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the agenda as amended. Agenda items 10 and 11 were changed to Highway Department Purchases 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

Andrew Caschetta, 72 Rush Mendon Townline Rd, read an email from the supervisor and spoke about highway business. He stated brush pick-up will begin on April 22.

William Smith, 217 Taylor Rd, complained about the Board, lights not working, and the signs in the hamlet.

COMMUNICATIONS

TOWN CLERK, Michelle Booth, provided the following updates:

- Tax Collection:
 - Approximately 92% of Town and County taxes have been collected.
- Professional Development:
 - Michelle attended the Association of Towns training in February and will start working towards becoming a Certified & Registered Municipal Clerk.
- Court Records Audit:
 - The audit of the Court records is scheduled for next week.
- Community Events:
 - Mobile Mammogram Unit: Scheduled for October 2nd at the Community Center.
 - Annual Rabies Clinic: Scheduled for October 19th at the Community Center.
 - More information will be available closer to the event dates.

TOWN BOARD

Brent Rosiek communicated the following:

- Zoning Board of Appeals/Planning Board (ZBA/PB) Updates:
 - Feb 21st:
 - Two-lot Subdivision with Site Plan on Top Spin discussed, revised from a previous proposal. Public Hearing closed; no action taken. The next meeting is scheduled for March 20th at the applicant's request.
 - Subdivision on Bullsaw Mill: No action taken, awaiting submission of paperwork.
 - Special Use Permit (SUP) for Multi-family home in the Hamlet approved after receiving an area variance for acreage.

- March 20th:
 - Site Plan for a 5,000 SF Accessory Structure on Smith Road discussed.
- Meetings with Supervisor & CEO:
 - Ongoing discussions.
- Mendon Community Business Association (MCBA) Updates:
 - Feb 13th lunch meeting discussing plans for April 8th, including Hamlet Map and Website.
 - Decision to let MCBA submit a NYSDOT application to close Route 251 and/or 64.
- Meetings with MRB, Town Engineer:
 - Draft Sidewalk Proposal submitted.
 - Discussion of Assembly Drive Sidewalks for 2024 underway, deemed shovel-ready after initial review.
- Zoning Review:
 - Next meeting scheduled with Supervisor, PB Attorney, and CEO on March 19th.
- Association of Towns Attendance:
 - Attended sessions but unable to attend all of them.
 - Noted the use of personal social media by elected officials for town business announcements. The town appears proactive but some areas for improvement are noted.
- Zoning Law Revisions Meeting Attendance:
 - Attending a meeting with PB Attorney, CEO, and Supervisor
- Finance, Payroll, and HR Services Discussions:
 - Proposed items to be discussed later at a meeting.
- Meeting with Peter Carosa, Corey Gates, and Charlie Krukowski:
 - Discussed trail connection from Lehigh Valley Trail to Semmel Road or Dreisbach Park via Equi-center Easement.
 - Plan to move forward with contacting Equi-Center and Monroe County Parks, facing environmental hurdles with multiple agencies involved.
 - Consideration of forming an Ad Hoc Committee for PB, ECB, CEO, and others to review Environmental Protection Overlay District Standards (EPODS) and other environmental concerns.
- Meeting Decorum Discussion:
 - Preliminary discussions with Kim Roberts regarding suggesting Decorum Guidelines for Mendon Meetings. Concerns raised by Town Attorney. Seeking guidance from the Association of Towns.
- Finance Audit:
 - Scheduled for next week to complete before April Town Board Meeting.

Kim Roberts provided the following updates:

- Zoning Board of Appeals meeting:
 - Last meeting was canceled; the next meeting is scheduled for March 14th.
- Association of Towns Training Attendance:
 - Participated in 10 different trainings.
 - Found the classes beneficial and appreciated the Town for approving her attendance.

Cynthia Carroll provided the following updates on Library business:

- Book Drop Update:
 - Scottsville Public Library has taken the Mendon Meadows book drop for use at their Mumford Branch.
- Friends Annual Flower Sale:
 - The Friends will hold their annual Flower Sale with a pickup date scheduled for May 11.
- Food Drive Results:
 - The food drive at the library, benefiting FISH Food Closet, has concluded.

- Program Attendance:
 - February programs saw high attendance rates.
- Summer Reading Schedule:
 - The schedule for Summer Reading is nearly finalized.
- Eclipse Glasses Giveaway:
 - The giveaway of eclipse glasses is ongoing, and they still have glasses available.
- Board of Trustees Training:
 - The Board of Trustees attended training on "How to Handle a Hostile Environment."
- Year in Review Posters:
 - Posters about the 2023 Year in Review are being distributed.

Thomas Dubois provided the following updates:

- Environmental Conservation Board Meeting:
 - No meeting took place this month.
- Attendance at the Historic Preservation Commission (HPC) Meeting:
 - Attended the HPC meeting on March 6.
 - Discussion held on perspective houses being designated by the HPC.
- Interest in the New York State Preservation Conference:
 - Geoff Tesch and Martha Bush expressed interest in attending the 2024 New York State Preservation Conference, scheduled for April 15-17 in Rochester.

Town Supervisor, John Moffitt, provided the following updates:

- Vouchers:
 - Meeting with the Highway Clerk and Deputy Town Clerk to modify the voucher system in hopes of streamlining the process.
- Proposed Solar Farm in Victor:
 - Discussed a proposed solar farm in the Town of Victor, which borders Mendon.
 - Victor has been asked to notify residents within 500 feet.
- Mendon Youth Center Closure:
 - The Mendon Youth Center will close for the season soon, and the Board needs to decide on a closing date.
- Streetlights Discussion:
 - RG&E has been notified of outages, which is their responsibility.
 - Town-owned lights have outdated parts that are hard to find; Kevin is working on a solution.
- Laura Landers LLC:
 - There have been discussions with Laura Landers LLC to provide financial services to the Town. To be fully transparent: Mr. Moffitt's daughter-in-law completed an internship under Mrs. Landers, but he had no prior knowledge of this and it doesn't influence his decision.
- Association of Towns Training Attendance:
 - Attended the Association of Towns training in February, participating in various classes covering topics such as Freedom of Information Law, Open Meetings Law, Fund Balance, Ethics, Pilots on Special Use Permits, Non-Toxic Workplace, and Social Media: First Amendment Rights.
 - Recommends the Code Enforcement Officer attend this training in 2025 as there were many useful classes.
- Meeting with Monroe County Sheriff's Office:
 - Meeting scheduled with the Monroe County Sheriff's Office on March 13th regarding Solar Eclipse Events.
- Monthly Stormwater Meetings Attendance:
 - Continues to attend monthly stormwater meetings.

- Eastern Shore:
 - Discussed Eastern Shore's required training.
- Sign Addition to Pickleball/Tennis Courts:
 - Would like to add "Town Owned" signage to the pickleball/tennis courts on Mendon Center Rd.
- Girl Scout House Tour:
 - Took a tour of the Girl Scout House at the Old Library.
- Procurement Policy:
 - Will work with his secretary to update.

SUPERVISOR'S MONTHLY REPORT

(Resolution 24-100)

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

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-101)

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

MINUTES

(Resolution 24-102)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the minutes of the meeting held on February 12, 2024, as presented.

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

BUDGET ADJUSTMENTS

(Resolution 24-103)

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

From: A1310.100	Finance Personnel	\$40,000.00
To: A1310.401	Finance Purchased Svcs.	\$40,000.00

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

HIGHWAY DEPARTMENT PURCHASES

(Resolution 24-104)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to approve the already purchased PolarFlex 132" Plow Blade System and associated parts from Rusert Equipment LLC, Orchard Park, NY, at a cost not exceeding \$3,000.00, and to be paid from account DA5130.400.

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

(Resolution 24-105)

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to approve the already purchased React 11' Reversible Kit and associated parts from Northern Supply Inc., Bloomfield, NY, at a cost not exceeding \$3,000.00, and to be paid from account DA5130.400.

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

VOUCHERS

General Abstract

(Resolution 24-106)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-131 to 24-150, 24-154 to 24-166, and 24-168 to 24-219 on General Abstract 24-03, in the amount of \$796,212.44. Vouchers 24-151 to 24-153 and 24-167 were removed from approval; there were no signatures.

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

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.

RESOLUTION OF HONOR – RICHARD JOINT

(Resolution 24-107)

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

TOWN HALL – WATER HEATER REPLACEMENT

(Resolution 24-108)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to authorize the purchase and installation of a Rheem 10-gallon electric 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye

TOWN HALL - COMPUTER REPLACEMENTS

(Resolution 24-109)

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

DREISBACH FIELDS - SURVEY

(Resolution 24-110)

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

Mr. Rosiek acknowledges that he has worked with Armbrewster Design in the past; it has no impact on his decision.

PLAYGROUND - RUBBER MULCH PURCHASE

(Resolution 24-111)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, 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 \$14,611.82, to be paid from account A7110.300.

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

SPRAY PARK - CHAIR PURCHASE***(Resolution 24-112)***

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

HISTORIC PRESERVATION COMMISSION -TRAINING***(Resolution 24-113)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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, for \$150.00 each and to be paid from account B8022.400.

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

MONROE COUNTY ENVIRONMENTAL MANAGEMENT COUNCIL - MENDON REPRESENTATIVE***(Resolution 24-114)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to appoint Carol Cloen as the Town of Mendon representative on the Monroe County Environmental Management Council, term to expire December 31, 2024.

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

HIGHWAY DEPARTMENT - AIR CONDITIONING MACHINE PURCHASE***(Resolution 24-115)***

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

HIGHWAY DEPARTMENT AND BUILDINGS AND GROUNDS**Vehicle Transfer*****(Resolution 24-116)***

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

Amendment to Resolution 24-050***(Resolution 24-117)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to amend Resolution 24-050 as follows: delete the final paragraph and replace it 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 and lawfully or will provide training to a qualified operator.

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

IT CONTRACT - DANIEL BASSETTE***(Resolution 24-118)***

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

HR AND PAYROLL CONTRACT - ADP***(Resolution 24-119)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, 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. Rates will remain the same if the contract is accepted again before it expires.

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

FINANCIAL CONSULTANT SERVICES - LAURAL LANDERS, LLC***(Resolution 24-120)***

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

HAMLET SIDEWALK PROJECT CONTRACT - MRB***(Resolution 24-121)***

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

PUBLIC COMMENT

There were no comments.

ADJOURNMENT***(Resolution 24-122)***

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to adjourn the meeting at 8:06 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>