

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, April 9, 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: Andy Caschetta

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

AGENDA
(Resolution 24-123)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the agenda as presented.
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 spoke about highway business.

COMMUNICATIONS

TOWN CLERK, Michelle Booth, provided the following updates:

- Tax Collection:
 - Approximately 95% of Town and County taxes have been collected.
- Professional Development:
 - Michelle will attend the NYS Retirement System Employer Education Seminar on April 12, 2024.
- Court Records Audit:
 - Mrs. Carroll and Mr. Dubois examined the Justice Court records for the fiscal year ending in 2023.
- New Procedures:
 - The new voucher system is working well so far, Denise is very helpful and we should be able to work out any kinks as they come.
 - Michelle has and will continue to meet with ADP, John, Mary, and Denise while implementing the new payroll system.

TOWN BOARD

Brent Rosiek communicated the following:

- ZBA/PB (Zoning Board of Appeals/Planning Board):
 - Approval of a 2-lot Subdivision with Site Plans on Top Spin.
 - Approval of a Subdivision on Bull Sawmill Rd without a Site Plan.
 - Tabled a Site Plan for a 5,000 SF Accessory Structure on Smith Road for more information.
 - Upcoming Site Plan for an Accessory Structure on Boughton Hill Road.
 - Possible Site Plan for an Accessory Structure on Smith Road.
- Meeting with Supervisor & CEO:
 - Ongoing discussions.
- MCBA (Monroe County Bar Association):
 - Rescheduled lunch meeting due to BGR's inability to attend on short notice.
- Discussed with MRB (Mendon Road Builders):
 - Preliminary discussion on Assembly Drive Sidewalks and Phase I costs.
- Zoning Law Reviews:

- Productive discussions with Supervisor, PB Attorney, and CEO, expected to discuss specific chapters in upcoming meetings.
- Meeting with the Director of Buildings and Grounds at Semmel Road:
 - Discussion on backflow preventer and pigeon nesting concerns in the salt barn.
- Splash Pad 1-year Warranty:
 - The initial meeting was attended with concerns over moisture in light fixtures. Water is scheduled to be turned on soon.
- Semmel Road Park – Lehigh Valley Trail Task Update:
 - Positive initial discussion with Monroe County Parks, and progress with other involved parties.
- Finance Audit:
 - Completed audit with no discrepancies found.
- Stormwater Task Force:
 - Activities include data collection, field inventory, organizational planning, and plans for a Stormwater Management Plan (SWMP).
 - Proposal to investigate postcard notification for properties with easements.
 - Mention of Amann Road Easement.

Kim Roberts provided the following updates:

- Zoning Board of Appeals Meeting:
 - Attended the March 14 meeting where a variance for a side setback at 20 Old Stable Way was approved.
 - Commended the Zoning Board Members, particularly highlighting Mr. Voorhees as a valuable asset to the board.
- Finance Audit:
 - Completed audit with no discrepancies found.
 - Recognized Mrs. Fletcher's knowledge and dedication to positively representing the Town during the audit process.

Cynthia Carroll provided the following updates:

- Apology for Missing ECB Meeting:
 - Apologized for missing an ECB meeting on April 2, which Tom had asked them to attend. Informed Tom and sent apologies to Peter Carosa.
- Court Audit:
 - Completed the court audit for the 2023 year on March 14.
- Library:
 - Concerns/questions regarding new voucher procedures, especially regarding prepays.
 - Kelli Paganelli was nominated for the State Assembly's "Women of Distinction Award".
 - Lyla working on proposals for the Teen Comer Project.
 - The board discussed budget meeting dates and ongoing work on policy revisions. Approved new Volunteer Policy.
- Sidewalks:
 - Discussed Monroe County Sidewalk Project with County Legislator, Rick Milne where he stated there is money available. The application will be available soon.
- Highway Department:
 - Received a letter stating that the highway superintendent will no longer have a seat at the Board table and expressed concerns about lack of discussion and notification about this decision. She noted that the dictate of communication being in written form was not followed at the same meeting and requested that this concern be put on the agenda for the May Board meeting.

Thomas Dubois provided the following updates:

- ECB Meeting and HPC Meeting:
 - He was out of town for both meetings.

- He received updates on the ECB meeting from Peter Carosa and reported that John Moffitt filled in for the HPC meeting.
- ECB Site Visit:
 - The Board conducted a site visit at 96 Boughton Hill Rd on Monday 4/8.
 - Anticipates them approving the project.
- Court Audit:
 - Conducted the court audit for the year 2023.
- Highway Department:
 - Believes that Andy not having a seat at the table is a disservice to taxpayers and the board.

Town Supervisor, John Moffitt, provided the following updates:

- Eclipse Day:
 - Made rounds through the Town and attended some festivities in the Hamlet.
- Mendon Youth Center:
 - Closing for the season on May 10, 2024.
- Spray Park:
 - Opening for the season around Memorial Day, with the possibility of an earlier opening depending on the weather.
 - The final splash park budget was distributed.
- Webinar:
 - Attended a webinar about the budget process, hosted by the Office of the State Comptroller.
- ADP/Laura Landers Update:
 - Several meetings have been held with ADP and Laura Landers, both of whom have a start date of May 1, 2024.
 - Will continue to meet often until the kick-off.
- Town Hall Server Replacement:
 - Mr. Bassette replaced the town hall server over the weekend.
- Fire Protection District:
 - Discussed the cost estimates regarding the fire protection district.
 - The Mendon Citizens Advisory Committee recommended a merger, but no action has been seen yet.
- HPC Meeting:
 - Attended the Historic Preservation Commission (HPC) meeting on behalf of Mr. Dubois.
- Sidewalk Funding:
 - Discussed the county briefing regarding sidewalk funding.

SUPERVISOR'S MONTHLY REPORT

(Resolution 24-124)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor's Monthly Reports for March 2024.

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-125)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for March 2024, showing receipts and disbursements in the amount of \$5,430.08.

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

MINUTES

(Resolution 24-126)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to approve the meeting minutes held on March 11, 2024, as presented. Mr. Dubois offered a clarification to the public comments.

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

VOUCHERS**General Abstract*****(Resolution 24-127)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-216 to 24-279, on General Abstract 24-04, in the amount of \$62,386.99.

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

Highway Abstract***(Resolution 24-128)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-001 to 24-026, on General Abstract 24-04, in the amount of \$341,694.59.

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

Library Abstract

Library vouchers numbered 24-038 to 24-053, on Library Abstract 24-04, in the amount of \$6,621.20, were presented to the Town Board for payment.

STANDARD WORK DAY AND REPORTING RESOLUTION***(Resolution 24-129)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to establish the standard work days as submitted on form RS2417-A at this meeting.

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

TRUCK PURCHASE – PERMISSIVE REFERENDUM***(Resolution 24-130)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to authorize the transfer of \$291,504.36 from the NY-01-1255-0010 Equipment Reserve Fund DB to the DB Fund. This resolution is subject to a permissive referendum.

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

PARKS RESERVE – PERMISSIVE REFERENDUM***(Resolution 24-131)***

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to authorize the transfer of \$131,500.00 from the NY-01-1255-0001 Parks Reserve Fund A to the A Fund. This resolution is subject to a permissive referendum.

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

SMOKE SHOPS MORATORIUM - PROPOSED LOCAL LAW - ESTABLISH PUBLIC HEARING***(Resolution 24-132)***

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

WHEREAS, the Mendon Town Board finds and hereby determines that its current regulations, including, specifically, its zoning regulations, do not specifically or otherwise adequately address smoke shops, and, as such, the Town should conduct a review, assessment and evaluation for the purpose of considering possible amendments to its Town Code to address smoke shops, and WHEREAS, while the Town engages in the review and the development local legislation, the Town Board finds that any development or establishment of new smoke shops should be prohibited for a temporary period of time until completion of the same in order to protect the health, safety and welfare of the Town of Mendon.

NOW, THEREFORE, BE IT RESOLVED, by the Mendon Town Board, that a Public Hearing shall be had on the 13th day of May, 2024, at 7:00PM., for the purpose of adopting a local law, a copy of which is on file in the Town Clerk's Office and available on the Town's website, to implement a temporary moratorium on smoke shops, and

BE IT FURTHER RESOLVED, that the Town Clerk advertise for said public hearing in a manner consistent with law, and
FINALLY, BE IT FURTHER RESOLVED, that a copy of said proposed Local Law be referred to the Momoe County Planning Board.

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

HISTORIC PRESERVATION COMMISSION - CHANGE JUNE MEETING DATE

(Resolution 24-133)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to change the regular meeting date of the Historic Preservation Commission from Wednesday, June 5, 2024, to Wednesday, June 12, 2024.

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

PROCUREMENT POLICY - AMENDMENT

(Resolution 24-134)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to amend paragraph 3 of the Procurement Policy to state the following:

3. The following method of purchase will be used to achieve the highest savings:

Estimated Amount of Purchase	Method
\$0-\$249.99	Through Department Head
\$250.00-\$1,999.99	Through Department Head with Town Supervisor or Highway Superintendent approval before purchase.
\$2,000.00-\$4,999.99	2 written quotations with the Town Supervisor or Highway Superintendent's approval before purchase.
\$5,000.00-\$7,999.99	3 written quotations and Town Board approval before purchase.
\$8,000.00 and above	Written requests for proposals (RFP) approved by the Town Board and including any other requirements of law.

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

JUSTICE COURT AUDIT

(Resolution 24-135)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to acknowledge that the required annual examination of the Justice Court's records for the fiscal year ending in 2023 was conducted on March 14, 2024, and March 19, 2024, by Town Board Member's Cynthia M. Carroll and Thomas G. Dubois.

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

2024 TOWN FINANCE SCHOOL -ATTENDANCE

(Resolution 24-136)

A motion was made by Mrs. Roberts, seconded by Mr. Dubois, to approve the attendance of John D. Moffitt and Brent Rosiek at the 2024 Town Finance School, May 7-8, 2024, at the 41 Lakefront Hotel, Geneva, NY, all necessary and legal expenses to be paid with a total amount not to exceed \$500.00 with \$250.00 to be paid from account A1220.410 and \$250.00 to be paid from account A1010.410.

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

NYS RETIREMENT SYSTEM EMPLOYER EDUCATION SEMINAR- ATTENDANCE***(Resolution 24-137)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to approve the attendance of Michelle Booth at the NYS Retirement System Employer Education Seminar, on April 12, 2024, at the Genesee Valley BOCES, 80 Munson Street, LeRoy, NY, all necessary and legal expenses to be paid with a total amount not to exceed \$100.00 to be paid from account A1310.410.

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

2024 HIGHWAY SCHOOL-ATTENDANCE***(Resolution 24-138)***

A motion was made by Mr. Rosiek, seconded by Mr. Carroll, to approve the attendance of Andrew Caschetta at the 2024 Highway School, June 3-5, 2024, at Ithaca College, Ithaca, NY, all necessary and legal expenses to be paid with a total amount not to exceed \$725.00 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 24-139)***

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to declare the following as surplus and authorize their disposition: fertilizer spreader and barrel cart, an old A/C machine, and old plow parts.

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

USE OF ATHLETIC FIELDS - BLAZE***(Resolution 24-140)***

A motion was made by Mr. Dubois, seconded by Mrs. Roberts, to authorize the use of the rectangular athletic fields on Semmel Road by Honeoye Falls Blaze Travel Soccer for the period of May 1, 2024, through August 1, 2024, according to the schedule submitted with their application. All necessary documents have been received by the Town, including current liability insurance.

PUBLIC COMMENT

There were no comments.

ADJOURNMENT***(Resolution 24-141)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adjourn the meeting at 7:52 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>