

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, November 18, 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, Tom Fromberger, *Town Engineer*, Gary Loope, *Deputy Highway Superintendent*, Andrew Caschetta, *Highway Superintendent*, and Peter Doyle.

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

AGENDA

(Resolution 24-286)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the amended agenda.

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

PUBLIC COMMENT

Gary Loope, 21 Semmel Rd, noted that item #12 on the agenda did not specify a percentage, making it difficult for anyone to provide informed opinions. Regarding Item #15, which pertains to the Holiday Schedule, he questioned whether the employees had been consulted for their input. For item #24, he raised concerns about the lack of public meetings to involve and inform residents. Finally, on item #25, he inquired about the details of ARPA funding, specifically asking how much money is expected to be received, the intended uses, the amount previously spent, and the remaining balance.

COMMUNICATIONS

TOWN CLERK, Michelle Booth, provided the following updates:

Ms. Booth has completed the collection of the 2024 HFL and Pittsford School taxes and is now preparing for the 2025 Town and County tax collection. She expressed her satisfaction with the turnout for the Veterans Day luncheon, noting its resounding success and strong community participation.

TOWN BOARD

Brent Rosiek actively participated in the Veterans Day luncheon and he attended the Honeoye Falls Fire Department meeting on November 13. He provided the board with an update on the status of the retaining wall in the Hamlet. He expressed gratitude to Mr. Dubois for covering the October 16 Planning Board meeting and shared details about the business conducted during that session. Additionally, he requested coverage for the December 6 Planning Board meeting, as he will be attending the Holidays in the Hamlet event.

Mr. Rosiek also engaged with a concerned resident regarding the increase in new home construction. He reported that the sidewalk on Assembly Drive has been completed and noted that he is awaiting both the grant award letter and the Intermunicipal Agreement (IMA) for Mile Square Road to begin planning. He continues to participate in meetings focused on code revisions and was looking for the accounting for the 2024 - 284 agreement to rectify the agreement close the loop on this.

Kim Roberts complimented the new sidewalk on Assembly Drive, but mentioned that many residents have questioned why it does not extend across Route 251. She expressed gratitude to everyone who contributed to the success of the Veterans Day luncheon and regretted her inability to attend due to work commitments.

On November 13, Ms. Roberts attended the Honeoye Falls Fire Department meeting, emphasizing the importance of the Town's involvement also. She highlighted concerns over declining volunteer numbers and noted that turnover occurs approximately every couple of years. Additionally, she reported on two variances that were approved during the Zoning Board of Appeals meeting on November 14, 2024.

Cynthia Carroll noted that she was also approached with questions about why the new sidewalks do not extend across Route 251, reflecting a shared community concern. She reported that the library will be submitting its final vouchers for the year on December 23. Additionally, she highlighted the library's concerns regarding its current insurance coverage. Despite these challenges, library programs continue to thrive, with strong participation and engagement from the community.

Thomas Dubois provided an update on the most recent Environmental Conservation Commission meeting. He shared that the commission has scheduled a site visit for November 23 and discussed the development and implementation of the Climate Action Plan.

Town Supervisor, John Moffitt, reported that sales tax revenue is down by approximately \$15,000 compared to last year. He reminded those interested in attending the training in New York City to inform him soon. In October, he attended the Employee Health Insurance meeting and attended a Veterans event hosted by Senator Pam Helming, where Mike O'Connell, a local resident, was honored with a well-deserved award.

Mr. Moffitt expressed dissatisfaction with the services provided by ADP. He also met with Mr. Rosiek, the building inspector, and the town engineer to discuss the retention wall in the Hamlet. Additionally, he had a meeting with Lyla and Lisa from the library to address budget and insurance concerns. He noted that the Recycling Event was a resounding success, receiving positive feedback from the community.

Mr. Moffitt participated in both the Veterans Day luncheon and ceremony. Looking ahead, he reminded the board of the Honeoye Falls Christmas Parade on December 14 and invited them to join in handing out hot cocoa and cookies, as is tradition. He also shared that the carpets in Town Hall were cleaned in November.

He reported progress with civil service matters, stating they are nearing resolution. He addressed fire and emergency services, highlighting the increasing challenges of volunteering due to training and requirements and suggested that the Town would greatly benefit from a townwide fire and ambulance service to better serve the residents.

SUPERVISOR'S MONTHLY REPORT

(Resolution 24-287)

A motion was made by Ms. Roberts, seconded by Mrs. Carroll, to acknowledge receipt of the Supervisor's monthly report for September 2024.

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 24-288)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's monthly report for October 2024, showing receipts and disbursements in the amount of \$50,696.74.

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

MINUTES

(Resolution 24-289)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to approve the meeting minutes held on October 15, 2024, as amended.

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

BUDGET ADJUSTMENTS

(Resolution 24-290)

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

From: A1990.470	Contingent	\$ 3,900.00
To: A5132.410	Garage Maintenance	\$ 2,000.00
To: A5010.401	HW Office Supplies	\$ 500.00
To: A5020.4	Safety Supplies	\$ 1,000.00
To: A5010.440	Superintendent of Highway - Equip	\$ 200.00
To: A5010.470	Superintendent of Highway - Advertising	\$ 200.00
From: A1620.402	Town Hall Maintenance	\$ 1,000.00
To: A1620.403	B&G Fuel	\$ 1,000.00
From: A1620.421	Building Maintenance	\$ 200.00
To: A1620.426	Fire Alarm Maintenance	\$ 200.00
From: B1990.400	Contingent	\$ 2,500.00
To: B8020.430	Planning Board training	\$ 1,000.00
To: B3620.200	Bldg Inspector - Equip	\$ 1,000.00
To: B5182.400	Street Lighting	\$ 500.00
From: DA2418	Equipment Rental - Summer	\$ 6,397.00
From: DA2416	Equipment Rental - County Snow	\$ 4,767.89
To: DA5148.114	County Summer Work	\$ 11,164.89
From: DA5130.400	Machinery	\$ 1,500.00
To: DA5140.400	Roadside Mow	\$ 1,500.00
From: A9030.8	Social Security	\$ 10,000.00
From: A9040.8	Workman Comp. Insurance	\$ 5,000.00

To:	A9010.8	NYS Retirement	\$ 15,000.00
From:	B9030.8	Social Security	\$ 5,000.00
To:	B9010.8	NYS Retirement	\$ 5,000.00
From:	DA9030.8	Social Security	\$ 15,000.00
From:	DA9040.8	Workman Comp. Insurance	\$ 4,000.00
From:	DA9060.8	Medical Insurance	\$ 20,000.00
To:	DA9010.8	NYS Retirement	\$ 39,000.00
From:	DB9040.8	Workman Comp. Insurance	\$ 6,000.00
To:	DB9010.8	NYS Retirement	\$ 6,000.00
From:	DB5140.4	Brush and Weeds	\$ 4,500.00
To:	DB3110.4	Signs	\$ 4,500.00
From:	DB5110.400	Contractual Repairs	\$ 5,000.00
To:	DB5110.200	Equipment Repairs	\$ 5,000.00

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

VOUCHERS

General Abstract A

(Resolution 24-291)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 24-607 to 24-618, on General Abstract 24-11A, for \$27,437.88.

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

General Abstract B

(Resolution 24-292)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 24-619 to 24-658, on General Abstract 24-11B, for \$88,135.22.

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

Highway Abstract A

(Resolution 24-293)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 24-199 to 24-225, on General Abstract 24-11, in the amount of \$20,113.85.

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

Library Abstract A

Library vouchers numbered 24-179 to 24-185, on Library Abstract 24-11A, in the amount of \$1,142.98, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 24-186 to 24-197, on Library Abstract 24-11B, in the amount of \$6,395.13, were presented to the Town Board for payment.

PUBLIC HEARING - 2025 PRELIMINARY BUDGET

Supervisor Moffitt opened the public hearing at 7:33 PM.

Public Hearing

There were no comments from the public.

The Board discussed an increase to the Town Justice salaries to \$22,001.00 due to the upcoming merger with the Village Court. This will necessitate a new public hearing notice and another Public Hearing on December 9, 2024.

(Resolution 24-294)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to close the public hearing at 7:36 PM.

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

2025 TOWN OF MENDON - UPDATED PRELIMINARY BUDGET - ESTABLISH A PUBLIC HEARING

(Resolution 24-295)

A motion was made by Mrs. Carroll, seconded by Ms. Roberts, to schedule a public hearing on the updated 2025 Preliminary Town Budget will be held at 7:00PM, or as soon thereafter as said hearing can be convened, Monday, December 9, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

The elected officials salaries are as follows:

Town Supervisor	\$84,417.00
Town Board Member (4)	\$10,740.50
Town Justice (2)	\$22,001.00
Town Highway Superintendent	\$89,248.00
Town Clerk	\$76,663.00

A copy of the 2025 Preliminary Town Budget will be available for public inspection during regular business hours in the Mendon Town Clerk's Office and online at www.townofmendon.org.

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

2025 EMPLOYEE HEALTH INSURANCE CONTRIBUTION - ESTABLISH

There was discussion about the rising cost of health care and the plan options for the upcoming 2025 year.

(Resolution 24-296)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the following changes to the 2025 Benefits:

- Full Time employees, hired before 1/1/2010, contributing 13% to their medical insurance will increase to 14%
- Employees hired after 1/1/2018 are offered single coverage only. In 2025, they are eligible for Employee Plus 1 coverage. The employee will contribute 20% of the premium for single coverage. If the employee wishes to include a family member, the employee will pay 20% of their premium plus 50% of the plus one premium.
- Full Time employees hired before 1/1/2010 will now contribute 5% of their dental coverage.

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

SET PUBLIC HEARING - LOCAL LAW NO. 6 OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES

(Resolution 24-297)

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

WHEREAS, the Town Board of the Town of Mendon hereby finds that the Town's Code is overly permissive relative to accessory buildings/structures in front yards, and that, for the general welfare and benefit of the Town, including to preserve the character thereof,

the Code shall be revised to restrict accessory buildings/structures in front yards and to clarify the zoning setback requirements therefore; and

WHEREAS, thus, the Town Board now has before it a proposed Local Law to “to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures.”

NOW, THEREFORE, BE IT RESOLVED, by the Mendon Town Board, that a Public Hearing shall be had on the 9th day of December, 2024, at 7:00 p.m., for the purpose of adopting a local law, a copy of which is available at the Town of Mendon Clerk’s office, to amend the Town of Mendon zoning legislation to address zoning for accessory buildings/structures; and be it further

RESOLVED, that the Town Clerk advertise for said public hearing in a manner consistent with law; and, be it further

RESOLVED, that a copy of said proposed Local Law be referred to the Monroe County Planning Board.

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

AMBULANCE CONTRACT - ADOPTION

(Resolution 24-298)

A motion was made by Ms. Roberts, seconded by Mrs. Carroll, to enter into an agreement with the Village of Honeoye Falls for Ambulance service for 2025 in an amount not to exceed \$197,182.00, from account B4540.4 in the 2025 Budget.

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

2025 HOLIDAY SCHEDULE

(Resolution 24-299)

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to adopt the following holiday schedules. There was discussion regarding the proposed schedule.

(Resolution 24-300)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to table this until the next meeting, to gather more information.

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

2025 TOWN BOARD MEETING SCHEDULE

(Resolution 24-301)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to adopt the following schedule of Town Board Meetings for 2025:

January 6 (Organizational Meeting), February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, September 22, October 20, November 10, December 8, and December 29. All meetings are held at 7:00pm.

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

SPECIAL TOWN BOARD MEETING - DECEMBER 30, 2024

(Resolution 24-302)

A motion was made by Mr. Rosiek, seconded by Ms. Roberts, to hold a special meeting of the Mendon Town Board, 4:00PM, Monday, December 30, 2024, for the purpose of paying end of the year bills and any other business that may come before the Board.

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

NYS MUNICIPAL SNOW AND ICE AGREEMENT EXTENSION

(Resolution 24-303)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to enter into an agreement with the State of New York to extend the Municipal Snow and Ice Agreement until June 30, 2029, as per conditions of the agreement. The Board also requested an amendment to the accompanying map to accurately reflect the town boundaries, as a minor discrepancy was noted.

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

TOWN HALL PLUMBING CONTRACT - GATTI PLUMBING - APPROVAL

(Resolution 24-304)

A motion was made by Ms. Roberts, seconded by Mr. Rosiek, to enter into an agreement with Gatti Plumbing, Inc., 441 Elmgrove Rd, Rochester, NY, for plumbing work at the Town Hall according to their proposal dated November 7, 2024, in an amount not to exceed \$3,875.00, to be paid from A1620.402.

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

MOBILE AED PURCHASE - DISCUSSION

The Board reviewed information provided by the Highway Department Secretary regarding the potential purchase of two mobile AED machines, quoted at \$2,600,

possibly to be included in the 2025 budget. The Board requested further clarification on the training requirements for personnel and sought to understand any potential liability implications for Town staff in the event the devices are used.

IT POLICY - UPDATE

(Resolution 24-305)

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

PASSWORD POLICY

Purpose

The purpose of this password policy is to ensure the security and integrity of the Town of Mendon's information and technology systems by establishing standards for creating and maintaining strong passwords.

Scope

This policy applies to all employees, officials, and contractors of the Town of Mendon who use the Town's information and technology systems.

Password Requirements

1. Passwords must be a minimum of eight (8) characters in length.
2. Passwords must include a combination of uppercase letters, lowercase letters, numbers, and special characters (e.g., &, @, #).
3. Passwords must not contain easily guessable information such as birthdates, names, or common words.
4. Passwords must be updated every 90 days.
5. If written down, passwords must be stored securely and out of sight.

Password Management

1. Employees must not share their passwords with anyone, including supervisors or IT staff/contractors.
2. Employees must lock their devices (e.g., press **Win+L**) or log out of their accounts (e.g., **Win+X, U, I**) if leaving them unattended for more than a few minutes.
3. IT staff are responsible for enforcing the password policy and monitoring for password-related issues.
4. Passwords must be reset immediately by IT staff if there is any indication of a potential or actual compromise.

Password Usage

1. Passwords must be used to authenticate access to the Town of Mendon's information and technology systems.
2. Employees must not use the same password for personal accounts or services.
3. Reuse of previous passwords is strictly prohibited.
4. Any suspicious password-related activity or incidents must be reported to IT staff immediately.

Enforcement

Violations of this password policy may result in disciplinary action consistent with the Personnel Policy. All employees must sign an acknowledgment of this policy to confirm their understanding of the password requirements.

Review

This password policy will be reviewed and updated annually or as needed by the Town of Mendon's IT personnel to ensure compliance with current best practices and technological advancements.

Breach Notification Policy

(New York State Technology § 208 Policy)

This policy complies with New York State Technology Law, Section 208, as enacted by Chapters 442 and 491 of the Laws of 2005.

The Town of Mendon prioritizes the protection of individuals' private information. In compliance with the Information Security Breach and Notification Act, the Town is required to notify individuals when their private information has been, or is reasonably believed to have been, compromised.

Breach Response Process

After consulting with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures, the Town will notify affected individuals when it is determined that private information has been compromised or is reasonably believed to have been compromised due to unauthorized disclosure.

Definitions:

- **Compromise of Private Information:** Unauthorized access or acquisition of unencrypted computerized data containing private information.
- **Encrypted Data:** Data is considered compromised if the encryption key is also accessed, rendering the data unencrypted.
- **Notification Delay:** Notification may be delayed if law enforcement determines it would impede a criminal investigation. In such cases, notification will proceed as soon as it no longer compromises the investigation.

Notification Methods

The Town of Mendon will notify affected individuals through one or more of the following methods:

1. **Written Notice:** A formal written communication to the affected individuals.
2. **Electronic Notice:** Permitted only if the individual has explicitly consented to receive notifications electronically. A log of all such notices will be maintained.
3. **Telephone Notification:** Permitted if a log of all notification calls is maintained.
4. **Substitute Notice:** If the Town demonstrates to the State Attorney General that:
 - The cost of direct notice exceeds \$250,000;

- The affected class exceeds 500,000 individuals; or
- There is insufficient contact information for affected individuals.

Substitute notice must include:

- Email notice if an email address is available,
- Conspicuous posting of the notice on the Town’s website, and
- Notification to major statewide media outlets.

State and Agency Notifications

1. **CSCIC Notification:** The Town will notify CSCIC regarding the timing, content, and distribution of notices, as well as the approximate number of affected individuals.
2. **Attorney General and Consumer Protection Board:** The Town will notify these entities whenever New York residents are affected, providing details on timing, content, and distribution of notices and the number of individuals impacted.

Contents of Notification

All notifications, regardless of method, will include:

- Contact information for the Town of Mendon representative issuing the notice.
- A description of the categories of information reasonably believed to have been accessed or acquired.
- Specification of which elements of personal and private information were, or are believed to have been, compromised.

Third-Party Data Maintenance

This policy also applies to private information maintained on behalf of the Town by third parties.

Mass Notification Requirements

If more than 5,000 New York residents are to be notified simultaneously, the Town will also notify consumer reporting agencies of the timing, content, and distribution of the notices and the approximate number of affected individuals. This notification will not delay notices to the affected individuals.

Electronic Funds Transfer (EFT) Policy

Purpose:

The primary purpose of this policy is to ensure that all Electronic Funds Transfers (EFTs) are initiated, executed, and approved securely and efficiently. This policy establishes the requirements for processing payments or changes to payments via EFT, including transfers to vendors, employee direct deposit accounts, or any other monetary transactions.

General Requirements

1. **Designated Employees:**
EFT payments will be coordinated and submitted by the Town Supervisor, Deputy Town

Supervisor, and/or Town Clerk, collectively referred to as "Designated Employees" in this document.

2. Approval and Documentation:

- The Designated Employee is responsible for approving all new and modified EFT requests.
- Payments must be deemed necessary, with all required documentation provided, appropriately approved, and verified for accuracy and validity.
- Proper documentation, authorization, and accounting information must accompany all EFT payment instructions.

3. Secondary Verification:

- Two separate individuals are required to initiate and release EFT payments using the municipality's banking system to ensure secondary verification.

4. Validation:

- The Designated Employee must confirm EFT instructions with specific departments or individuals if the validity of a request is in question.
- Completed and approved Wire Transfer Request forms must be submitted at least seven business days before the payment is required.

Procedures

To safeguard the Town of Mendon's funds during EFT transactions, the following procedures must be adhered to by all employees involved in requesting, processing, or approving EFT payments:

Authentication of New and Updated EFT Requests

1. Validation of Requests:

- Verify all new electronic payment instruction requests, including those originating internally.

2. Direct Confirmation:

- Confirm payment method changes or new instructions by contacting the supplier or requester directly using verified contact information.
- Do not use contact details provided on the payment change request. Instead, refer to known, genuine contact information, such as the supplier master file or original contract.

3. Verification of Payment Instructions:

- Confirm updated payment details (e.g., account name, number, and routing information) with the bank or institution.
- Ensure the contact verifies existing payment instructions on file before approving changes.

4. Documentation of Verification Process:

- Document the steps taken to authenticate new or updated payment instructions.
- Both the individual entering/updating wire instructions and the individual approving them must sign off on the record of verification.
- Maintain records of the verification process in accordance with record retention policies.

Acknowledgment of Responsibilities

All Designated Employees involved in EFT transactions must acknowledge their understanding of the requirements and responsibilities outlined in this policy.

Reminder

This policy is only effective if it is properly documented, communicated, and disseminated across all municipal teams. Ensure that all staff members are trained to understand and adhere to this policy, particularly regarding the risks of money transfer scams and the importance of secure EFT processes.

Erasing Information and Disposal of Electronic Media Policy

Purpose:

This policy ensures that electronic data and devices are disposed of securely to prevent the inadvertent disclosure of sensitive information. It applies to all employees, contractors, and visitors of the Town of Mendon who handle electronic data and devices used for official municipal business.

Policy Statement

1. **Secure Disposal:**
 - All electronic devices and media, including but not limited to computers, laptops, smartphones, USB drives, and backup tapes, must be securely erased or destroyed before disposal or recycling.
 - Devices and media that have reached the end of their useful life or are no longer needed for business purposes must be handled appropriately.
2. **Protection of Sensitive Information:**
 - Sensitive information, such as personally identifiable information (PII), trade secrets, and confidential business information, must be securely removed before disposal or recycling.
3. **Legal Compliance:**
 - The municipality must comply with all applicable federal and state laws and regulations, including the **Privacy Act of 1974**, **HIPAA**, and **GLBA**.
 - Official records stored electronically must adhere to records retention schedules.
4. **Reporting Requirements:**
 - Employees, contractors, and visitors must report any suspected unauthorized access or disclosure of sensitive information during the disposal or recycling process to their supervisor or the designated IT representative.
5. **IT Responsibilities:**
 - Municipal IT staff are responsible for ensuring electronic devices and media are disposed of according to this policy and applicable laws.
6. **Enforcement:**
 - Violations of this policy may result in disciplinary action, up to and including termination of employment.

Procedures

1. **Data Erasure and Destruction:**
 - All electronic devices and media must be erased or destroyed following industry standards for secure data erasure and destruction.
2. **Sensitive Information Removal:**
 - Sensitive information must be removed from electronic devices and media prior to disposal or recycling.
3. **Verification:**

- Municipal IT staff must verify that sensitive information has been securely removed before disposal or recycling.
- 4. **Documentation:**
 - Municipal IT staff must document the disposal or recycling process, including confirmation of secure erasure or destruction, in accordance with applicable records retention schedules.
- 5. **Device Return:**
 - Employees, contractors, and visitors must return all electronic devices and media to the designated IT representative for proper disposal or recycling.
- 6. **Policy Review:**
 - Municipal IT staff must periodically review and update this policy and associated procedures to maintain effectiveness and compliance with laws and regulations.

Enforcement

This policy is mandatory for all employees, contractors, and visitors handling electronic data and devices used for official municipal business. Non-compliance may result in disciplinary action consistent with the Personnel Policy.

Information Security Policy

Purpose

The purpose of this policy is to affirm the Town of Mendon's commitment to safeguarding the **confidentiality, integrity, authenticity, and reliability** of municipal-related information and personal data managed by the municipality and its employees, agents, contractors, subsidiaries, or affiliates. This is achieved through the implementation of a comprehensive information security program.

Scope

This policy applies to:

- **Personnel:** All employees, contractors, consultants, volunteers, temporary workers, and associated personnel, including subsidiaries and third parties.
- **Assets:** All equipment owned, leased, or controlled by the Town of Mendon, and all information, electronic devices, computing resources, and network assets used for municipal business or accessing internal systems.

Definitions

1. **Information Security:** The protection of data through safeguards to prevent unauthorized access, use, modification, or disclosure.
2. **Executive Management:** The Mendon Town Board.

Policy

The Town of Mendon and its executive management prioritize managing information security risks in alignment with municipal principles, objectives, and continuity processes. The Town's risk tolerance is

established by executive management, who also implement policies and procedures to safeguard information security. These measures include:

1. Managing user IDs and passwords on IT assets.
2. Controlling access through managed access control lists.
3. Reviewing audit trails.
4. Incident response and reporting protocols.
5. Performing additional tasks essential to this policy.

Additional safeguards may be enacted as necessary to protect information, systems, and networks.

Framework of Town of Mendon's Information Security Program

The Town will implement safeguards to manage information security risk effectively, including:

1. **Access Control and Authentication:** Ensuring proper access management and user authentication.
2. **System and Network Monitoring:** Regular monitoring to detect and respond to risks.
3. **Risk Assessments:** Ongoing evaluation of information security risks.
4. **Legal Compliance:** Adhering to applicable legal and regulatory requirements.
5. **Sanctions:** Enforcing penalties for non-compliance.

Additional safeguards will be applied to critical assets or where existing measures are insufficient.

Roles and Responsibilities

Information Security Management

The Town of Mendon's IT personnel and/or contractors will oversee information security. Department heads are responsible for enforcing compliance within their areas.

Key Responsibilities:

1. Promoting a culture of prioritizing information security.
2. Defining and implementing security requirements, controls, and mechanisms.
3. Identifying and classifying covered data and data owners.
4. Establishing labeling requirements for covered data.
5. Creating data security processes and procedures.
6. Educating department managers about information security risks.
7. Conducting ongoing risk assessments.
8. Monitoring systems and networks for compliance.
9. Keeping executive management informed about information security posture and risks.
10. Supporting compliance with applicable laws.
11. Managing responses to security incidents.

Policy Compliance

Compliance will be verified through:

- Business tool reports.
- Internal and external audits.
- Feedback mechanisms.

Exceptions

Exceptions to this policy must receive prior approval from the Town of Mendon.

Non-Compliance

Employees violating this policy may face disciplinary actions, up to and including termination.

EMAIL POLICY

Purpose:

This policy establishes the standards and rules for acceptable and unacceptable use of the Town of Mendon's email system, ensuring its proper and secure use.

Scope:

This policy applies to all employees, contractors, agents, volunteers, and authorized personnel of the Town of Mendon. It supplements the Acceptable Use & Internet Policies, and users are encouraged to familiarize themselves with these related policies.

Policy

Acceptable Use of Email Accounts

The Town of Mendon provides email accounts primarily for official municipal purposes, allowing limited personal communication. Users are expected to use the email system responsibly, productively, and lawfully, while ensuring their communications uphold the municipality's professional standards and public image.

Unacceptable Uses of Email Accounts

The following are prohibited uses of the Town of Mendon's email system:

1. **Commercial Use:** Any non-Town-related commercial use.
2. **Discriminatory Content:** Transmitting, retrieving, viewing, or storing content that is unlawfully discriminatory, harassing, or obscene.
3. **Inappropriate Content:** Messages containing derogatory or inflammatory remarks about any protected class, including race, age, disability, religion, national origin, physical attributes, gender identity, or sexual orientation.
4. **Defamatory Communications:** Emails that unlawfully defame or malign the municipality, its employees, or its goodwill.
5. **Illegal Activities:** Use for any purpose that is illegal, violates municipal policies, or conflicts with the best interests of the Town of Mendon or New York State.

Communications

1. **External Messaging:** Any messages sent to external parties may reflect on the municipality. Personal communications must include disclaimers stating the opinions are solely the sender's and not those of the municipality.
2. **Sensitive Information:** Employees may not forward emails containing the municipality's confidential or sensitive information to third-party systems unless explicitly authorized or legally required.

Privacy

Employees should have no expectation of privacy when using the Town of Mendon's email system. The municipality reserves the right to monitor emails to ensure compliance with legal and policy standards.

Spam

Sending abusive, unwanted, or harassing emails using the Town of Mendon's email system is prohibited, except where expressly permitted by law.

Copyright Issues

Employees must comply with copyright laws when accessing external materials or using the internet via the Town's systems. Violations may result in disciplinary or legal action.

Monitoring

The Town of Mendon reserves the right to monitor emails for legitimate purposes, including safeguarding sensitive information and ensuring compliance with municipal policies. Any emails suspected of transferring sensitive data to personal accounts may be subject to further review.

Retention

All email correspondence must comply with the municipality's records retention policy.

Email Attachments

Attachments with the following extensions are prohibited due to potential security risks:

- **.bat, .com, .cpl, .exe, .js, .ocx, .pif, .scr, .sys, .vb**

Attachment size is limited to **25 MB** per email.

Confidentiality

Confidential emails must be clearly labeled and handled in accordance with municipal guidelines.

Policy Compliance

Compliance with this policy will be verified through regular audits and monitoring. Any exceptions must receive prior approval. Violations of this policy may result in disciplinary action consistent with the Personnel Policy.

INTERNET & ACCEPTABLE USE POLICY

Purpose

The purpose of this policy is to ensure the safe and effective use of the internet and information technology (IT) resources by all employees, contractors, and visitors of the Town of Mendon. The policy outlines acceptable use and defines the responsibilities of all individuals accessing the organization's network and IT resources. By adhering to this policy, we can protect our information assets and prevent security incidents.

All users of the Town of Mendon's information systems are jointly responsible for staying informed. This involves:

- Understanding the essential information security controls that ensure the confidentiality, integrity, and availability of data.
- Safeguarding municipal information and resources against unauthorized access or disclosure, as well as protecting personal, private, sensitive, or confidential information.
- Adherence to authorized access levels and exclusively using approved municipal devices or services.
- Immediately reporting any suspected information security incidents or vulnerabilities to the appropriate manager or designated security representative or information security officer (ISO).

Information Statement

This policy applies to all usage of the Town of Mendon's computer systems, data, and information for official business, regardless of location. Compliance with this policy is mandatory for all employees, contractors, and visitors of the Town of Mendon, unless otherwise noted.

Users have no legitimate expectation of privacy in any data on the municipality's IT resources, and all usage may be monitored, intercepted, recorded, read, copied, accessed, or captured by authorized personnel in any manner, including real-time, without additional notice to users. Periodic monitoring may also be conducted on all electronic communications, including emails, text messages, and other electronic records.

The Town of Mendon may impose additional restrictions beyond those set forth in this policy at its discretion, such as blocking access to unauthorized websites or limiting device attachments to municipal IT resources. Users must obtain prior authorization from the municipality or its designated security representative before accessing municipal applications and IT resources through personal devices.

Users must obey local, state, and federal laws, including laws on copyright, intellectual property, and notification laws. The Town of Mendon is required to protect and secure various types of information as defined in the Federal Trade Commission Identity Theft Act Red Flag Legislation ("FTC Act"), the Criminal Justice Information Services Security Policy, and through contractual obligations related to merchant services (credit card acceptance). The Town of Mendon must abide by the New York State Technology Law §208, which requires notifying any users of a loss of confidentiality of private information.

Unacceptable Use

Each user has a responsibility to use municipal resources in a way that minimizes risk to the Town of Mendon, which includes protecting against data loss, unauthorized access, acceptance of unfavorable legal terms, and compromised security of municipal systems or information.

While the following list of unacceptable activities is not comprehensive, it provides a general framework of actions that are deemed unacceptable. Users may be excused from one or more of these restrictions if such actions are performed within their authorized job responsibilities and have been approved by municipal management in consultation with IT staff or a designated security representative (e.g., storing objectionable material as part of a disciplinary investigation).

Unacceptable use includes, but is not limited to, the following:

1. Unauthorized use or disclosure of personal, private, sensitive, and/or confidential information.
2. Unauthorized use or disclosure of municipal information and resources.
3. Accessing, transmitting, posting, or storing materials that are offensive, harassing, obscene, or otherwise illegal, including pornographic materials, discriminatory material, pirated software, copyrighted material without permission, threatening material, or intentionally false or inaccurate information.
4. Attempting to represent the municipality in matters unrelated to official authorized job duties or responsibilities.
5. Connecting to any wireless network while physically connected to a municipal wired network.
6. Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with municipal policies.
7. Transmitting unencrypted private information, as defined by the Internet Security and Privacy Act, via email.
8. Using municipal IT resources to circulate unauthorized solicitations or advertisements for non-municipal purposes, including religious, political, or not-for-profit entities.
9. Providing unauthorized third parties, including family and friends, access to municipal information, IT resources, or facilities.
10. Using municipal information or IT resources for commercial or personal purposes, in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions).
11. Propagating chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using municipal resources.
12. Tampering with, disengaging, or otherwise circumventing NYS, municipal, or third-party IT security controls.
13. Using municipal IT resources for personal purposes when such use is not incidental, necessary, or limited in frequency and duration, and conflicts with the proper exercise of duties.

Incidental & Necessary Personal Use

Without authorization from the Town of Mendon, using business equipment for personal use is not allowed. However, incidental and necessary personal use of IT resources may be permitted, as long as it meets the following criteria:

- Adheres to this policy and the requirements of Executive Order No. 73, which prohibits the personal use of state property.
- Is limited in frequency and duration.
- Does not interfere with the proper discharge of the user's duties.

- Does not obstruct the municipality's responsibilities and duties, including excessive bandwidth, resource, or storage utilization.

It is essential to use good judgment when it comes to incidental and necessary personal use. This privilege may be withdrawn or restricted by the Town of Mendon at any time.

Individual Accountability

To access municipal resources and information, users must be individually accountable for ensuring their protection against unauthorized activities performed under their user ID. This requires taking several precautions, such as locking your computer screen when you walk away from your system (e.g., Win+L), logging off at the end of your work session (e.g., Win+X, U, I), and safeguarding your credentials, including passwords, tokens, or similar technology, from unauthorized disclosure. Credentials must be kept confidential and not be shared with anyone outside of town staff.

Users must ensure that they are connecting to municipal resources through a known and secured network, such as a hotspot associated with a municipal-issued mobile device, or a municipal-maintained portal that requires multi-factor authentication.

It is crucial that users exercise good judgment and remain vigilant in protecting municipal resources and information. Failure to do so could result in serious consequences for the municipality and its users.

Restrictions on Off-Site Transmission and Storage of Information

It is strictly prohibited for users to transfer restricted municipal, non-public, personal, private, sensitive, or confidential information to or from personal email accounts, such as Gmail, Hotmail, or Yahoo. Additionally, users must not use personal email accounts for any municipal-related business. Any restricted municipal information that is non-public, personal, private, sensitive, or confidential must not be stored on non-municipal issued devices or with third-party file storage services that have not been approved by the municipality or designated IT personnel.

User Responsibility for IT Equipment

Users are granted access to municipal IT equipment to perform their official duties. It is the responsibility of users to ensure proper use of the equipment and safeguard it against theft, damage, abuse, or unauthorized use. Deliberate damage or destruction of the equipment or its components is strictly prohibited as this equipment is the property of the municipality. Users must promptly return the equipment upon request or at the time of separation from municipal service. Failure to do so may result in financial responsibility for the equipment's value. If any damage, loss, theft, compromise, or destruction of municipal IT equipment occurs, users must report the incident immediately to their supervisor or the designated decision-maker. Reporting must be done within twenty-four (24) hours of discovery or as soon as possible. Users may face disciplinary action and may be required to repay the replacement value of the equipment. The municipality reserves the right to deny the issuance or re-issuance of IT equipment to users who repeatedly lose or damage such equipment.

Compliance

This policy shall take effect upon approval by the Town Board. Compliance is required with all municipal policies and standards. The Town of Mendon may amend its policies and standards at any time; compliance with amended policies and standards is required.

If compliance with this policy is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, the user shall request an exception through the designated municipal party.

Any violation of this policy may result in disciplinary action up to and including termination of employment, revocation of access rights, and/or legal action. The Town of Mendon reserves the right to monitor all internet and technology usage to ensure compliance with this policy. The municipality will review alleged violations of this policy on a case-by-case basis and pursue recourse, as appropriate.

Acknowledgment

All users must acknowledge that they have read and understand this policy and agree to comply with its provisions.

By signing below, I acknowledge understanding and agreement with this Policy.

Employee: _____

Date: _____

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

CREDIT CARD POLICY - UPDATE (Resolution 24-306)

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

TOWN OF MENDON CHARGE AND CREDIT CARD USE POLICY

1. PURPOSE

The purpose of this policy is to document the procedures for the use of charge cards and major credit cards issued to the Town of Mendon for authorized use by Town employees. These cards are intended to streamline purchasing processes, reduce administrative effort, and increase efficiency in acquiring supplies, materials, and minor equipment.

2. POLICY STATEMENT

The Town of Mendon may issue charge cards approved by the Mendon Town Board in accordance with the Town's Procurement Policy. These cards are designed to expedite purchases and reduce the paperwork typically associated with Town business. Town-issued charge cards are strictly for Town-related business expenses and may not be used for personal purchases or for any prohibited items.

It is the responsibility of the cardholder to ensure that the card is safeguarded against loss, theft, or misappropriation.

The Town may also authorize the use of major credit cards (e.g., VISA, MasterCard) for authorized purchases when payment by check is not feasible, or for vendor claims after appropriate Town Board audit. These credit cards must similarly be protected from unauthorized use and must not be used for personal expenses or prohibited items.

3. DEFINITIONS OF TERMS

- **Charge Card:** A single account card issued by a store or vendor, which enables purchases to be made at that specific store. Purchases are billed at a later date with full payment due.
- **Credit Card:** A major credit card (e.g., VISA, MasterCard) typically issued by a financial institution, allowing purchases at any vendor accepting such cards. Credit cards have a revolving payment plan.
- **Prohibited Items:** Purchases that are not permitted using Town-issued charge or credit cards. These include, but are not limited to, alcohol, tobacco, entertainment, personal expenses, cash advances, or any item not specifically approved by the Town Board.

4. PROCEDURES

The Town Supervisor is responsible for the assignment and administration of all authorized charge cards and credit cards. The credit limit for each card will be determined by the Supervisor, based on the nature of the purchases that will be made. Departments wishing to utilize charge or credit cards must obtain prior approval from the Town Supervisor.

Department Heads are responsible for ensuring the secure storage of the credit card when not in use. They must ensure that all purchases made with charge or credit cards comply with the Town's Procurement Policy and Procedures. Unauthorized charges—those made without pre-authorization or without sufficient funding in the department's budget—will be subject to review and may result in personal responsibility for the expense.

All receipts and supporting documentation must be retained by the department and submitted to the Town Clerk for reconciliation with the credit card billing statement. Receipts should be reviewed and approved by the Department Head before submission. In the case of missing receipts, the Department Head must make every effort to obtain a duplicate receipt from the vendor. If a duplicate cannot be obtained, the Department Head must submit a written statement to the Town Clerk detailing the purchase, including the date, items purchased, pricing, and the purpose of the purchase.

A credit card may also be issued to employees for authorized Town travel or training expenditures, provided such expenditures align with the Town's Travel and Training Expenditures Policy.

5. PROHIBITED USES

The purchase of the following items using Town-issued charge or credit cards is strictly prohibited:

- Alcohol
- Tobacco
- Entertainment
- Personal expenses
- Cash advances

Additionally, any personal purchases made with the intention of reimbursing the Town are prohibited. Any prohibited purchases will be considered a personal expense and must be reimbursed to the Town. Failure to comply with this policy may result in the revocation of credit card privileges and disciplinary action up to and including termination, as outlined in the Personnel Policy.

6. CARD SAFEKEEPING

All Town-issued charge and credit cards should be securely stored in the Town Supervisor's office. Cards may only leave the office when necessary for a purchase and must be returned promptly thereafter. Unauthorized use of the cards is strictly prohibited.

A detailed receipt must be obtained for each transaction, including the vendor name, date, itemized list of items purchased, and prices. These receipts should be submitted to the Department Head before being submitted to the Town Clerk for processing.

For phone, fax, or online purchases, extra scrutiny is required. These transactions should only be conducted with known, trusted vendors. Any online transactions should be performed on a secure website, and prior approval from the Town Supervisor is required.

If any card is lost or stolen, the cardholder must report the incident to the Town Supervisor immediately.

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

2025 DOG BOARDING CONTRACT - ADD-EN-ON KENNELS - APPROVAL (Resolution 24-307)

A motion was made by Mr. Dubois, seconded by Ms. Roberts, to approve the contract with Add-En-On Boarding Kennels, dated November 11, 2024, for the lease of space in 2025 to provide impoundment services under the Dog Control Law of the Town of Mendon.

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

HAMLET SIDEWALK PROJECT - RFP FOR CONSTRUCTION SERVICES - APPROVAL (Resolution 24-308)

A motion was made by Mr. Rosiek, seconded by Ms. Roberts, to authorize the Town Supervisor to prepare and receive Requests for Proposals for construction services related to the Hamlet Sidewalk Project.

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

ARPA FUNDS FROM MONROE COUNTY FOR SENIOR AND YOUTH PROGRAMS - APPROVAL TO RECEIVE (Resolution 24-309)

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

WHEREAS, the Monroe County Controller is authorized to make appropriation transfers related to the American Rescue Plan Act (ARPA); and

WHEREAS, the Monroe County Executive, or his designee, is authorized to execute intermunicipal agreements, and any amendments thereto, with the Town of Mendon to provide youth and senior congregate programming and purchase related equipment in an amount not to exceed \$99,559.40, for terms commencing on or after August 15, 2024, and terminating on or before December 31, 2026;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Mendon accepts this funding and authorizes the Supervisor to execute the agreement with the County of Monroe and provide any and all appropriate documentation requested to receive this funding.

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

HIGHWAY EQUIPMENT RESERVES

(Resolution 24-310)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to transfer \$444,928.00 from Equipment Reserves DB to DB5110.2. This resolution is subject to permissive referendum.

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

PLANNING BOARD - APPOINTMENT

(Resolution 24-311)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to appoint Danielle Liberatore to the Planning Board, term to expire December 31, 2027.

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

ARTHUR MORRELL - AGREEMENT

(Resolution 24-312)

A motion was made by Mr. Rosiek, seconded by Ms. Roberts, to approve the agreement with Arthur Morrell for an amount not to exceed \$26,888.96, to be paid from DA5130.1.

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

2025 SUMMER RECREATION AGREEMENT - APPROVAL

(Resolution 24-313)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to enter into an intermunicipal cooperative agreement with the Honeoye Falls-Lima School District regarding community summer recreation in 2025. Due to Ms. Roberts' employment at the school, she has recused herself from this vote.

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

PUBLIC COMMENT

Gary Loope, 21 Semmel Rd, inquired whether the Board had consulted with any employees regarding item #12 on the agenda to understand how it might affect them. In relation to the ambulance contract, He expressed concern about being required to pay a copay when using their services and questioned why the organization solicits donations also. Mr. Loope urged the Board to exercise caution when approving policies that may be considered "boilerplate".

EXECUTIVE SESSION

(Resolution 24-314)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to enter into executive session for litigation updates by the Attorney to the Town.

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

Mr. Marianetti discussed pending litigation and confirmed how the Board would like to proceed with the case.

(Resolution 24-315)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to close the executive session.

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

ADJOURNMENT

(Resolution 24-316)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 9:14PM.

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