

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, December 9, 2024 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Reports
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Adjustments
10. Abstract of Audited Vouchers
11. Public Hearing – 2025 Preliminary Budget
12. 2025 Final Budget – Adoption
13. Proposed Chapter 260 Zoning Amendment – Accessory Structures – Public Hearing
14. Chapter 260 Zoning Amendment – Accessory Structures Local Law – Adoption
15. Capital Improvement Program – Establish Public Hearing
16. 2025 Association of Towns Annual Training – Attendance Approval
17. Hamlet Sidewalk Project – Agreement with Monroe County
18. Holiday Schedule Policy
19. Equipment Purchases from DB Fund Exempting Village
20. IT Policies – Update
21. ECB Member Training Plan – Approval
22. Library Fund – Approve Transfer to Reserves
23. Executive Session – ongoing litigation
24. Gascon Family Vineyards, LLC and David S. Gascon v. Town of Mendon Town Board
25. Public Comment
26. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
December 9, 2024, Regular Town Board Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the agenda as presented/or with the following amendment(s).

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

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Report for October 2024.

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

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for November 2024, showing receipts and disbursements in the amount of \$40,323.02.

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

8. MINUTES

(Resolution 24-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular meeting held on November 18, 2024, as presented (or) amended.

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

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9. BUDGET ADJUSTMENTS

(Resolution 24-___)

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

From: A1620.1 Town Hall-Personal svcs.	\$4,000.00
To: A1620.11 Community Ctr. Personal Svcs.	\$4,000.00
From: A1620.412 Community Center Improvements	\$500.00
To: A1620.413 Town Hall-Display Case	\$500.00
From: A5132.413 Garage-Utilities	\$1,000.00
To: A5020.1 Safety- Personal Svcs.	\$1,000.00
From: A1990.470 Contingent	\$7,100.00
To: A9050.8 Unemployment Insurance	\$7,100.00
From: B8020.41 Engineering	\$2,000.00
To: B8020.111 Planning Attorney	\$2,000.00
From: B8020.41 Engineering	\$200.00
To: B8090.1 ECB-Personal Svcs.	\$200.00
From: DA2418 County Summer	\$6,000.00
To: DA5148.114 County Summer	\$6,000.00
From: DA2416 County Snow	\$6,600.44
To: DA5148.117 Local Other Governments	\$6,600.44
From: DB5142.4 Town Snow-Contractual	\$250.00
To: DB3310.4 Signs-Contractual	\$250.00
From: DB3310.1 Signs-Personal Svcs.	\$35,000.00
To: DB3300.1 Personnel	\$35,000.00
From: DB5141.103 Vacation	\$20,000.00
To: DB3300.1 Personnel	\$20,000.00
From: DB5140.1 Brush & Weeds-Personal Svcs.	\$5,000.00
To: DB3300.1 Personnel	\$5,000.00
From: DB5141.102 Misc. Holiday	\$30,000.00
To: DB3300.1 Personnel	\$30,000.00

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From: DB5142.114 Town Snow	\$20,000.00
To: DB3300.1 Personnel	\$20,000.00
From: A9010.8 State Retirement	\$600.00
To: A5020.4 Safety Supplies	\$600.00
From: A1990.470 Contingent	\$4,000.00
To: A1420.1 Attorney	\$4,000.00
From: A1990.470 Contingent	\$1,000.00
To: A1220.410 Supervisor Travel	\$1,000.00
From: A1990.470 Contingent	\$1,000.00
To: A5132.410 Garage Maintenance	\$1,000.00
From: A5010.11 Superintendent of HW Staff	\$100.00
To: A5010.44 Superintendent of HW Supplies	\$100.00
From: B1990.4 Contingent	\$1,000.00
To: B5182.4 Street Lighting	\$1,000.00
From: B1990.4 Contingent	\$1,000.00
To: B3620.401 Building Training	\$1,000.00
From: DA5130.1 Personal Svs.	\$125.00
To: DA9056.8 Uniform Cleaning	\$125.00
From: DA5130.1 Personal Svs.	\$500.00
To: DA9057.8 Clothing	\$500.00

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

10. VOUCHERS

General Abstract A

(Resolution 24-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-659 to 24-670, on General Abstract 24-12A, in the amount of \$27,706.34.

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

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General Abstract B**(Resolution 24-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-671 to 24-706, on General Abstract 24-12B, in the amount of \$21,993.67.

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

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

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 24-226 to 24-254, on General Abstract 24-12, in the amount of \$40,025.53.

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

Library Abstract A

Library vouchers numbered 24-198 to 24-205, on Library Abstract 24-12A, in the amount of \$2,179.95, were presented to the Town Board for payment.

Library Abstract

Library vouchers numbered 24-206 to 24-218, on Library Abstract 24-12B, in the amount of \$14,136.62, were presented to the Town Board for payment.

11. PUBLIC HEARING – 2025 PRELIMINARY BUDGET

Supervisor Moffitt opened the public hearing at _____ PM.

The public hearing was held to consider the 2025 Preliminary Budget.

Public Comment**(Resolution 24-___)**

A motion was made by Mr/s _____, seconded by Mr/s _____, to close the public hearing at _____ PM.

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

12. 2025 FINAL BUDGET – ADOPTION**(Resolution 24-___)**

A motion was made by Mr/s _____, seconded by Mr/s _____, to adopt the 2025 Final Budget as presented.

The final salaries of elected officials will be listed here.

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

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13. PROPOSED CHAPTER 260 ZONING AMENDMENT – ACCESSORY STRUCTURES – PUBLIC HEARING

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
Supervisor Moffitt opened the public hearing at _____ PM.

The public hearing was held to consider the 2025 Preliminary Budget.

Public Comment

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to close the public hearing at _____ PM.

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

14. PROPOSED ACCESSORY STRUCTURE LOCAL LAW – ADOPTION

(Resolution 24-___)

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

WHEREAS, a public hearing was duly called for, and held on December 9, 2024, relative to a proposed local law to “Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures,” and all interested parties were permitted an opportunity to speak thereon, and

WHEREAS, the Town Board of the Town of Mendon, after due deliberation, finds it in the best interest of the Town to adopt said local law for the reasons set forth therein, and finds that the Mendon Town Code should thus be amended as set forth therein.

NOW, THEREFORE BE IT RESOLVED, that, in accordance with the State Environmental Quality Review Act, the Town Board hereby approves the attached EAF Part 2 and 3, issuing a negative declaration relative to this matter, and

BE IT FURTHER RESOLVED, that the Town Board hereby adopts said Local Law to “to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures,” all as set forth in the attached Local Law, which is incorporated herein and made a part hereof, and

BE IT FURTHER RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law into the minutes of this meeting, to give due notice of the adoption of said Local Law to the Secretary of State of the State of New York, and to have the physical and electronic Code updated in accord herewith.

The SEQRA and the text of the local law will appear here.

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**15. CAPITAL IMPROVEMENT PROGRAM – ESTABLISH PUBLIC HEARING
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to hold a public hearing on the Capital Improvement Program, 7:00PM, Monday, December 30, 2024, or as soon thereafter as said hearing can be convened, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

**16. 2025 ASSOCIATION OF TOWNS ANNUAL TRAINING – ATTENDANCE
APPROVAL**

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the attendance of the Town Supervisor, Town Clerk, Town Board members Rosiek and Roberts, and the Code Enforcement Officer to attend the Association of Towns Annual Training, February 16-19, 2025, in New York City. All necessary and legal expenses associated with training according to the Town of Mendon Travel Policy will be paid from the 2024 and the 2025 budgets and come from the following line items: A1220.400; A1010.400; A1410.400; and B3620.400.

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

**17. HAMLET SIDEWALK PROJECT – AGREEMENT WITH MONROE COUNTY
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the Supervisor to enter into an intermunicipal agreement with Monroe County regarding the acceptance of funding for the Hamlet Sidewalk Project.

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

**18. HOLIDAY SCHEDULE POLICY
(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following Holiday Schedule Policy:

The Town of Mendon will grant fourteen (14) paid holidays to all full-time employees as follows:

All Federal Holidays will be observed, as the Federal Government determines.

The remaining Holidays will be at the recommendation of the Town Supervisor for all employees working at Town Hall. The Highway Superintendent will recommend any remaining days for all employees working at the Highway Department. The schedule will be determined by the Mendon Town Board at the Organizational Meeting or earlier Mendon Town Board

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Meeting. The Library Board of Trustees will determine the Holiday Schedule for the Mendon Public Library. Library employees are not employees of the Town of Mendon.

Anyone who works on a predetermined Paid Holiday will receive 7 or 8 hours pay depending on their regular hours. Working on a Paid Holiday is determined by the Department Head with permission of the Town Supervisor. Any employees determined by the Department Head and approved by the Town Supervisor as previously scheduled essential or emergency call outs will receive time and a half pay.

Any part-time employees who are called into work or previously scheduled on a designated holiday by a Town Supervisor, Highway Superintendent or Department Head, will receive time and a half pay.

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

19. EQUIPMENT PURCHASES FROM DB FUND POLICY

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following policy: Any and all Highway equipment purchased with DB (Town outside Village) funds are to be charged to the Village of Honeoye Falls ("Village") for any work performed in the Village that does not include work on State or Monroe County Roads. At its discretion, the Town Board may waive any charges associated with such work, to be considered on a project by project basis. For DB purchased equipment the same charges used for Monroe County work will be associated with Village work. Labor paid by DB will be the fringe rate for Village work. CHIPS funding is not applicable for work performed in the Village. Equipment purchased by the DA fund will not be charged back to the Village.

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

20. IT POLICIES – UPDATE

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following revision to the IT Policies:

Password Policy

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

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

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Password Requirements:

1. Passwords must be at least eight (8) characters long.
2. Passwords must contain a combination of upper and lowercase letters, numbers, and special characters (&, @, #).
3. Passwords must not contain any easily guessable information such as birthdates, names, or common words.
4. Passwords must be changed every 90 days.
5. Passwords may be written down. If so, they must be stored out of sight in a secured location.

Password Management:

1. Employees may share their passwords with town staff, including supervisors or IT staff/contractors.
2. Employees must lock their devices (⌘ Win + L) or log out of their accounts (⌘ Win + X, U, I) when leaving them unattended for more than a few minutes.
3. IT staff must enforce the password policy and monitor for any password-related issues.
4. IT staff must reset passwords immediately upon notification of potential or actual password compromise.

Password Usage:

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

Enforcement: Violations of this password policy may result in disciplinary action, as outlined in the Town of Mendon's personal policy.

Review: This password policy will be reviewed and updated annually or as needed by Town of Mendon's IT personnel.

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

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21. ECB MEMBER TRAINING PLAN – APPROVAL**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Professional Development Training Plan for 2024 submitted by ECB member Margaret Bailey and dated December 4, 2024, to meet her 2024 training requirements.

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

22. LIBRARY FUND – APPROVE TRANSFER TO RESERVES**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the transfer of \$5,000.00 from the Library Operating Fund, Hardware line L7410.230 to the Special Computer Reserve Fund L888. This resolution is subject to permissive referendum.

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

23. EXECUTIVE SESSION – ONGOING LITIGATION**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into executive session for the purpose of discussing ongoing litigation at _____ PM.

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

(Resolution 24-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to exit executive session at _____ PM.

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

24. GASCON FAMILY VINEYARDS, LLC AND DAVID S. GASCON V. TOWN OF MENDON TOWN BOARD**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to bring forth the following tabled motion and vote thereon: To authorize a stipulation granting a Special Use Permit and resolving the matter of Gascon Family Vineyards, LLC and David S. Gascon v. Town of Mendon Town Board; E2023011686.

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

25. PUBLIC COMMENT

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26. ADJOURNMENT**(Resolution 24-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adjourn the meeting at _____ PM.

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

Numbers correspond with Tentative Agenda.

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MONTHLY REPORT OF THE SUPERVISOR

Dated: 11/15/2024

TO THE TOWN BOARD OF THE TOWN OF MENDON:

Pursuant to Section 125 of the Town Law, I hereby render the following detailed statement of all moneys received and disbursed by me during the month of October, 2024:

		Supervisor			
		Balance 9/30/2024	Increases	Decreases	Balance 10/31/2024
A GENERAL FUND - TOWNWIDE					
A200	CASH - CHECKING	4,856.75	33,350.29	34,199.74	4,007.30
A201	M.M. - M&T	268,583.41	38,780.11	95,502.95	211,860.57
A202	M.M. - NYCLASS	620,274.85	2,474.89	0.00	622,749.74
A204	M.M. - CNB	791,528.04	0.85	0.00	791,528.89
A210	PETTY CASH	350.00	0.00	0.00	350.00
	TOTAL	1,685,593.05	74,606.14	129,702.69	1,630,496.50
B TOWN OUTSIDE VILLAGE					
B200	CASH - CHECKING	0.00	10,766.35	10,766.35	0.00
B201	M.M. - M&T	677,473.21	6,690.28	22,067.33	662,096.16
B202	M.M. - NYCLASS	1,304,908.02	5,206.55	0.00	1,310,114.57
	TOTAL	1,982,381.23	22,663.18	32,833.68	1,972,210.73
DA HIGHWAY TOWNWIDE					
DA200	CASH - CHECKING	0.00	16,522.98	16,522.98	0.00
DA201	M.M. - M&T	450,201.63	34,394.25	30,913.86	453,682.02
DA202	M.M. - NYCLASS	80,804.80	322.43	0.00	81,127.23
DA204	M.M. - CNB	183,501.93	0.00	0.00	183,501.93
	TOTAL	714,508.36	51,239.66	47,436.84	718,311.18
DB HIGHWAY OUTSIDE VILLAGE					
DB200	CASH - CHECKING	0.00	562,354.93	562,354.93	0.00
DB201	M.M. - M&T	572,489.80	942.46	601,787.51	(28,355.25)
DB202	M.M. - NYCLASS	1,542,864.42	6,155.96	0.00	1,549,020.38
DB204	M.M. - CNB	341,246.85	2.08	0.00	341,248.93
	TOTAL	2,456,601.07	569,455.43	1,164,142.44	1,861,914.06
H CAPITAL PROJECTS					
		0.00	0.00	0.00	0.00
	TOTAL	0.00	0.00	0.00	0.00
L LIBRARY					
L200	CASH - CHECKING	0.00	17,059.87	17,059.87	0.00
L201	M.M. - M&T	31,962.37	532.98	37,406.72	(4,911.37)
L202	M.M. - NYCLASS	10,369.10	41.38	0.00	10,410.48
L204	M.M. - CNB	149,193.38	0.00	0.00	149,193.38
L210	PETTY CASH	50.00	0.00	0.00	50.00
	TOTAL	191,574.85	17,634.23	54,466.59	154,742.49

		Balance			Balance
		9/30/2024	Increases	Decreases	10/31/2024
SF FIRE DISTRICTS					
SF201	CASH - SAVINGS	1.00	0.00	0.00	1.00
	TOTAL	1.00	0.00	0.00	1.00
SL LIGHTING DISTRICTS					
SL201	CASH - SAVINGS	31,446.26	51.77	1,642.06	29,855.97
	TOTAL	31,446.26	51.77	1,642.06	29,855.97
SW WATER DISTRICTS					
SW201	M.M. - M&T	59,146.91	212.25	0.00	59,359.16
	TOTAL	59,146.91	212.25	0.00	59,359.16
TA TRUST & AGENCY					
TA200	CASH - CHECKING	11,939.22	142,111.12	146,728.32	7,322.02
TA204	CNB ACCOUNT	7,604.41	0.32	0.00	7,604.73
	TOTAL	19,543.63	142,111.44	146,728.32	14,926.75
V DEBT SERVICE					
	TOTAL	0.00	0.00	0.00	0.00
TOTAL ALL FUNDS		7,140,796.36	877,974.10	1,576,952.62	6,441,817.84

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

NOVEMBER, 2024

TO THE SUPERVISOR:

PAGE 1

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

A1255

<u>14</u>	DECALS	<u>88.72</u>
<u>2</u>	MARRIAGE TRANSCRIPT	<u>20.00</u>

TOTAL TOWN CLERK FEES **108.72**

A1090

<u>1</u>	SCHOOL TAX INTEREST	<u>32,743.51</u>
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TOTAL A1090 **32,743.51**

A2408

<u>2</u>	COMMUNITY CENTER USAGE	<u>320.00</u>
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TOTAL A2408 **320.00**

A2544

<u>35</u>	DOG LICENSES	<u>192.00</u>
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TOTAL A2544 **192.00**

A690

<u>2</u>	JUSTICE COURT FUND	<u>2,851.50</u>
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TOTAL A690 **2,851.50**

B2110

<u>2</u>	ZBA AREA VARIANCE	<u>500.00</u>
<u>2</u>	ZBA PUBLIC HEARING	<u>200.00</u>

TOTAL B2110 **700.00**

B2555

<u>10</u>	BUILDING PERMIT	<u>635.00</u>
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TOTAL B2555 **635.00**

B2590

<u>1</u>	ROAD CUT FEE	<u>300.00</u>
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TOTAL B2590 **300.00**

B2771

<u>1</u>	CIVIL WAR VETS MENDON HF	<u>15.00</u>
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TOTAL B2771 **15.00**

DA2306

<u>1</u>	MFD FUEL USAGE	<u>383.76</u>
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TOTAL DA2306 **383.76**

L2770

<u>1</u>	EV CHARGING STATION	<u>77.97</u>
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TOTAL L2770 **77.97**

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2024

page 2

T20			
	<u>4</u>	MEDICAL/DENTAL	<u>434.28</u>
		TOTAL T20	434.28

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2024

page 3

DISBURSEMENTS

* PAID TO SUPERVISOR FOR GENERAL FUND	<u>36,215.73</u>
* PAID TO SUPERVISOR FOR PART TOWN FUND	<u>1,650.00</u>
* PAID TO SUPERVISOR FOR FUEL	<u>383.76</u>
* PAID TO SUPERVISOR FOR LIBRARY FUND	<u>77.97</u>
* PAID TO SUPERVISOR FOR CONSTRUCTION FEES	<u>434.28</u>
PAID TO NYS DEC FOR DECALS	<u>1,522.28</u>
PAID TO NYS ANIMAL POPULATION CONTROL FUND	<u>39.00</u>

TOTAL DISBURSEMENTS 40,323.02

** Amt. paid to Supervisor = \$38,761.74*

DECEMBER 2, 2024

_____, SUPERVISOR
JOHN D. MOFFITT

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

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

Subscribed and sworn to before me this

Town Clerk

_____ day of _____ 20____

Notary Public

12/02/24
11:08:02

TOWN OF MENDON
Cash Book Transactions
For the period 11/01/24 through 11/30/24

Total: \$40,323.02

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
11/01/24	DECALS	DECALS DAILY TOTAL	130.00				
11/04/24	BAUER, CRAIG	0000464/MN RENEWAL 0008061		6.00			
11/04/24	ROSS, DOUGLAS	0001167/FS ORIGINAL		6.00			
11/04/24		CIVIL WAR VETS MENDON HF					15.00
11/04/24	DECALS	DECALS DAILY TOTAL	57.00				
11/04/24	VOORHEES	MEDICAL/DENTAL DENTAL					76.00
11/05/24	BERGREN, KRISTOFER	0000984/FS RENEWAL 0008062		6.00			
11/05/24	KRAMER, MATT	0001052/MN RENEWAL 0008063		6.00			
11/05/24	TOBEY, JULIE	0001076/MN Gone					
11/05/24	DECALS	DECALS DAILY TOTAL	99.00				
11/06/24	HELLES, KAREN & MIKE	0000986/FS RENEWAL 0008064		6.00			
11/06/24	BIANCHI, JENNIFER	0001067/FS RENEWAL 0008065		6.00			
11/06/24	GURNETT, KIM	0001069/MN RENEWAL 0008067		6.00			
11/06/24	GURNETT, KIM	0001070/MN RENEWAL 0008068		6.00			
11/06/24	ROBERTSON, SUE	0001073/FS RENEWAL 0008066		6.00			
11/06/24	FURLONG, LAURIN	0001168/MU ORIGINAL		15.00			
11/06/24	WHITAKER	BUILDING PERMIT 9137 - 3248 RSH MNDN - F					50.00
11/06/24	BRIGGS, HON CARA	JUSTICE COURT FUND OCT 2024					1,181.00
11/07/24	MCMAHON, JOYCE A	0000154/FS RENEWAL 0008070		6.00			
11/07/24	WOHASKA, MONICA & RICHARD	0000176/MU Dead					
11/07/24	VALIUKAS, SUSAN	0000471/FS RENEWAL 0008069		6.00			
11/07/24	CARROLL	BUILDING PERMIT 9138 - 8 WOOD SPR - ADDI					100.00
11/07/24	DECALS	DECALS DAILY TOTAL	201.00				
11/07/24	BROADWELL	MEDICAL/DENTAL 2024 4TH QUARTER					228.00
11/07/24	MENDON, TOWN OF	SCHOOL TAX INTEREST 24-25 SCHOOL YEAR					32,743.51
11/08/24	BAILEY, MARGARET	0000158/FS RENEWAL 0008074		6.00			
11/08/24	REINKE, CHUCK	0000575/FS RENEWAL 0008075		6.00			
11/08/24	REINKE, CHUCK	0000576/MN RENEWAL 0008076		6.00			
11/08/24	DONE, BARBARA A	0000659/FS RENEWAL 0008073		6.00			
11/08/24	EILINGER, SUE C	0000660/MN RENEWAL 0008072		6.00			
11/08/24	CORNELIUS, CHARLES	0001077/MN RENEWAL 0008071		6.00			
11/08/24	ZAMIARA, MIKE & AUBREY	0001169/MN ORIGINAL		6.00			
11/08/24	NICHOLS ELECTRIC	BUILDING PERMIT 67 HEDGEROW, EV CHARGER					30.00
11/08/24	DECALS	DECALS DAILY TOTAL	20.00				
11/08/24	PAUL LONOBILE	MEDICAL/DENTAL DENTAL 4TH Q					97.71
11/12/24	POWELL, SUE	0000908/FS RENEWAL 0008077		6.00			
11/12/24	DECALS	DECALS DAILY TOTAL	176.00				
11/12/24	MENDON FIRE DISTRICT	MFD FUEL USAGE OCTOBER 2024 USAGE					383.76
11/13/24	CALLAHAN, CAROLINE	0000919/MN Gone					
11/13/24	FOSS, DOUGLAS A	0001170 REPLACEMENT TAGS		3.00			
11/13/24	REIFSTECK	BUILDING PERMIT 9140 - 172 BH - FOUNDATI					100.00
11/13/24	DECALS	DECALS DAILY TOTAL	10.00				
11/13/24	BOLDT AREA VARIANCE	ZBA AREA VARIANCE 67 HIDDEN RIDGE TRAIL					250.00
11/13/24	BOLDT AREA VARIANCE	ZBA PUBLIC HEARING 67 HIDDEN RIDGE TRAIL					100.00
11/14/24	CAMPANELLI, MANUELA	0000143/FS RENEWAL 0008078		6.00			
11/14/24	DECALS	DECALS DAILY TOTAL	277.00				
11/14/24	DONNELLI, JOSEPH	MARRIAGE TRANSCRIPT 24-027					10.00
11/15/24	BURCHFIELD	BUILDING PERMIT 20 HUNT CLUB DR FENCE					40.00

Date	Name	Description	DEC	DL	ML	GCL	Other
11/15/24	FUSION ENERGY SERVICES	BUILDING PERMIT WOOD, 65 HOPPER HILLS, S					75.00
11/15/24	DECALS	DECALS DAILY TOTAL	405.00				
11/15/24	MAXON, STEPHEN	JUSTICE COURT FUND OCTOBER 2024					1,670.50
11/15/24	EQUUSTRONG	ZBA AREA VARIANCE 951 PITT MND RD					250.00
11/15/24	EQUUSTRONG	ZBA PUBLIC HEARING 951 PITT MND RD					100.00
11/18/24	WEST, TRACY & MIKE	0000831/FS RENEWAL 0008079		6.00			
11/18/24	STOTT, HILLARY	0001074/FS RENEWAL 0008082		6.00			
11/18/24	STEED, VIRGINIA & GARY	0001079/FS RENEWAL 0008080		6.00			
11/18/24	STEED, VIRGINIA & GARY	0001080/FS RENEWAL 0008081		6.00			
11/18/24	KILLENBEC	BUILDING PERMIT 9143 - 3006 RSH MNDN - W					50.00
11/18/24	BURDETT, JESSA	COMMUNITY CENTER USAGE USE ON 11/16/24					120.00
11/18/24	DECALS	DECALS DAILY TOTAL	32.00				
11/18/24	FIRSTLIGHT FIBER	ROAD CUT FEE ASSEMBLY DRIVE					300.00
11/19/24	CUMMINGS	BUILDING PERMIT 5 ROYAL HUNT GENERATOR					100.00
11/19/24	DECALS	DECALS DAILY TOTAL	32.00				
11/20/24	MCDUGALL, JENNIFER & MIKE	0000757/FS RENEWAL 0008083		6.00			
11/21/24	MASKELONY, LAUREN	0000922/FS RENEWAL 0008084		6.00			
11/21/24	GARDNER, LAFAVE FAMILY	0001081/MJ RENEWAL 0008085		15.00			
11/21/24	SELLMAN, CONNIE	0001171/FS ORIGINAL		6.00			
11/21/24	DECALS	DECALS DAILY TOTAL	15.00				
11/22/24	LAWRENCE, GEOFF & KELLY	0001061/MN RENEWAL 0008086		6.00			
11/25/24	LUNDBERG, JENNY	0000317/FS Dead					
11/25/24	BAGLEY, SHAUN	0000578/MN RENEWAL 0008087		6.00			
11/25/24	LUNDBERG, JENNY	0000700/MN RENEWAL 0008088		6.00			
11/25/24	LUNDBERG, JENNY	0000701/MN RENEWAL 0008089		6.00			
11/25/24	COMSTOCK, JOSEPH	0001033/MN RENEWAL 0008090		6.00			
11/25/24	LUNDBERG, JENNY	0001172/FS ORIGINAL		6.00			
11/25/24	KEYSTONE CUSTOM DECKS	BUILDING PERMIT # 9145 -5 GOVERNORS CIR-					50.00
11/25/24	WAEGHE	BUILDING PERMIT #9146 - 61 DRUMLIN - FEN					40.00
11/25/24	FITZPATRICK, KEVIN	COMMUNITY CENTER USAGE 11/20/24 RENTAL F					200.00
11/25/24	DECALS	DECALS DAILY TOTAL	57.00				
11/25/24	GREENLOTS	EV CHARGING STATION OCTOBER 2024					77.97
11/25/24	FLETCHER, MARY	MEDICAL/DENTAL DENTAL					32.57
11/26/24	CICERO, STEPHANY	0001078/MN Gone					
11/27/24	DECALS	DECALS DAILY TOTAL	100.00				
11/27/24	PELTOMAKI/ST JACQUES	MARRIAGE TRANSCRIPT 01009					10.00

Total:	\$40,323.02	1,611.00	231.00	0.00	0.00	38,481.02
Deposit Amount:	\$39,564.02					
Cash:	\$977.00					
Checks:	\$38,587.02					
Credit Card Amount:	\$759.00					

12/02/2024
12:06:49

TOWN OF MENDON
Detail of Decals Transactions
For the period 11/01/2024 through 11/30/2024

Date	Gross Sales	Commission	Net Sales
11/01/2024	130.00	7.15	122.85
11/04/2024	57.00	3.14	53.86
11/05/2024	99.00	5.45	93.55
11/07/2024	201.00	11.08	189.92
11/08/2024	20.00	1.10	18.90
11/12/2024	176.00	9.69	166.31
11/13/2024	10.00	0.55	9.45
11/14/2024	277.00	15.27	261.73
11/15/2024	405.00	22.30	382.70
11/18/2024	32.00	1.76	30.24
11/19/2024	32.00	1.76	30.24
11/21/2024	15.00	0.83	14.17
11/25/2024	57.00	3.14	53.86
11/27/2024	100.00	5.50	94.50
Grand Total:	1,611.00	88.72	1,522.28

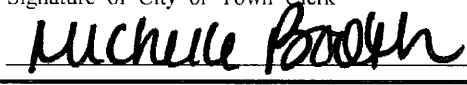
Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

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

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

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

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health DO NOT SEND CASH Amount of remittance with this report \$ <u>0.00</u>	Name of City or Town Clerk (Please type or print) <u>Michelle Booth</u>	
	Signature of City or Town Clerk 	Date <u>12/02/2024</u>
	Mailing Address <u>16 WEST MAIN STREET</u> <u>HONEOYE FALLS NY</u>	
	E-mail Address _____	Zip <u>14472</u> Phone <u>(585) 624-6060</u>

INSTRUCTIONS

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

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

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

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

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

Month Reported: NOVEMBER, 2024

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: DECEMBER 2, 2024

Dog License Monthly Report

Original ID Dog Licenses sold	<u>5</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>30</u>
Purebred License Renewals sold	<u>0</u>
Total sold	<u>35</u>

LICENSE TYPES AND FEES COLLECTED

	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>33</u>	\$5.00 ea <u>165.00</u>	\$1.00 ea <u>33.00</u>
Unspayed and Unneutered Dogs	<u>2</u>	\$12.00 ea <u>24.00</u>	\$3.00 ea <u>6.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>35</u>	<u>189.00</u>	<u>39.00</u>

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>1</u>	<u>3.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>1</u>	<u>3.00</u>

DISBURSEMENTS

Paid to Supervisor \$192.00

Paid to NYS Animal Population Control Program \$39.00

12/02/2024
11:38:36

TOWN OF MENDON
Detail of Dog License Transactions
For the period 11/01/2024 through 11/30/2024

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:					
1	0001167	11/04/2024	FS ROSS, DOUGLAS	5.00	1.00
2	0001168	11/06/2024	MU FURLONG, LAURIN	12.00	3.00
3	0001169	11/08/2024	MN ZAMIARA, MIKE & AUBR	5.00	1.00
4	0001171	11/21/2024	FS SELLMAN, CONNIE	5.00	1.00
5	0001172	11/25/2024	FS LUNDBERG, JENNY	5.00	1.00
				32.00	7.00

Renewal Licenses and New Owners Issued:

1	0000464	0008061	11/04/2024	MN	BAUER, CRAIG	5.00	1.00
2	0000984	0008062	11/05/2024	FS	BERGREN, KRISTOFER	5.00	1.00
3	0001052	0008063	11/05/2024	MN	KRAMER, MATT	5.00	1.00
4	0000986	0008064	11/06/2024	FS	HELLES, KAREN & MIKE	5.00	1.00
5	0001067	0008065	11/06/2024	FS	BIANCHI, JENNIFER	5.00	1.00
6	0001073	0008066	11/06/2024	FS	ROBERTSON, SUE	5.00	1.00
7	0001069	0008067	11/06/2024	MN	GURNETT, KIM	5.00	1.00
8	0001070	0008068	11/06/2024	MN	GURNETT, KIM	5.00	1.00
9	0000471	0008069	11/07/2024	FS	VALIUKAS, SUSAN	5.00	1.00
10	0000154	0008070	11/07/2024	FS	MCMAHON, JOYCE A	5.00	1.00
11	0001077	0008071	11/08/2024	MN	CORNELIUS, CHARLES	5.00	1.00
12	0000660	0008072	11/08/2024	MN	EILINGER, SUE C	5.00	1.00
13	0000659	0008073	11/08/2024	FS	DONE, BARBARA A	5.00	1.00
14	0000158	0008074	11/08/2024	FS	BAILEY, MARGARET	5.00	1.00
15	0000575	0008075	11/08/2024	FS	REINKE, CHUCK	5.00	1.00
16	0000576	0008076	11/08/2024	MN	REINKE, CHUCK	5.00	1.00
17	0000908	0008077	11/12/2024	FS	POWELL, SUE	5.00	1.00
18	0000143	0008078	11/14/2024	FS	CAMPANELLI, MANUELA	5.00	1.00
19	0000831	0008079	11/18/2024	FS	WEST, TRACY & MIKE	5.00	1.00
20	0001079	0008080	11/18/2024	FS	STEED, VIRGINIA & GA	5.00	1.00
21	0001080	0008081	11/18/2024	FS	STEED, VIRGINIA & GA	5.00	1.00
22	0001074	0008082	11/18/2024	FS	STOTT, HILLARY	5.00	1.00
23	0000757	0008083	11/20/2024	FS	MCDOUGALL, JENNIFER	5.00	1.00
24	0000922	0008084	11/21/2024	FS	MASKELONY, LAUREN	5.00	1.00
25	0001081	0008085	11/21/2024	MU	GARDNER, LAFAVE FAMI	12.00	3.00
26	0001061	0008086	11/22/2024	MN	LAWRENCE, GEOFF & KE	5.00	1.00
27	0000578	0008087	11/25/2024	MN	BAGLEY, SHAUN	5.00	1.00
28	0000700	0008088	11/25/2024	MN	LUNDBERG, JENNY	5.00	1.00
29	0000701	0008089	11/25/2024	MN	LUNDBERG, JENNY	5.00	1.00
30	0001033	0008090	11/25/2024	MN	COMSTOCK, JOSEPH	5.00	1.00
						157.00	32.00

Tag Orders Processed:

1	0001170	11/13/2024	MN	FOSS, DOUGLAS A	3.00	
					3.00	0.00

Status Changes:

Id	Date	License Type	Owner	Local Fee	APCP Surcharge
1	0001076	11/05/2024	MN TOBEY, JULIE	Gone	
2	0000176	11/07/2024	MU WOHASKA, MONICA & RI	Dead	
3	0000919	11/13/2024	MN CALLAHAN, CAROLINE	Gone	
4	0000317	11/25/2024	FS LUNDBERG, JENNY	Dead	
5	0001078	11/26/2024	MN CICERO, STEPHANY	Gone	
TOTAL SALES				192.00	39.00

12/02/2024
11:53:46

TOWN OF MENDON

A1090 - A690 Transaction Report

For the period 11/01/2024 through 11/30/2024

Type	Date	Comment	Name	Quantity	Fee
A1090					
1.STXI	11/07/2024	24-25 SCHOOL YEAR	MENDON, TOWN OF	1	32,743.51
				1	32,743.51
A1255					
2.MT	11/14/2024	24-027	DONNELLI, JOSEPH	1	10.00
3.MT	11/27/2024	01009	PELTOMAKI/ST JACQUES	1	10.00
				2	20.00
A2408					
4.COMM	11/18/2024	USE ON 11/16/24	BURDETT, JESSA	1	120.00
5.COMM	11/25/2024	11/20/24 RENTAL FEE	FITZPATRICK, KEVIN	1	200.00
				2	320.00
A690					
6.JSTC	11/06/2024	OCT 2024	BRIGS, HON CARA	1	1,181.00
7.JSTC	11/15/2024	OCTOBER 2024	MAXON, STEPHEN	1	1,670.50
				2	2,851.50
			Total for A Fund:	7	35,935.01
			Total Sales	7	35,935.01

12/02/2024

11:54:58

TOWN OF MENDON

B1900 - B688 Transaction Report

For the period 11/01/2024 through 11/30/2024

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZBAV	11/13/2024	67 HIDDEN RIDGE TRAIL	BOLDT AREA VARIANCE	1	250.00
2.ZBAV	11/15/2024	951 PITT MND RD	EQUUSTRONG	1	250.00
				2	500.00
3.ZBPH	11/13/2024	67 HIDDEN RIDGE TRAIL	BOLDT AREA VARIANCE	1	100.00
4.ZBPH	11/15/2024	951 PITT MND RD	EQUUSTRONG	1	100.00
				2	200.00
B2555					
5.BLDG	11/06/2024	9137 - 3248 RSH MNDN - FRPL	WHITAKER	1	50.00
6.BLDG	11/07/2024	9138 - 8 WOOD SPR - ADDITION	CARROLL	1	100.00
7.BLDG	11/08/2024	67 HEDGEROW, EV CHARGER	NICHOLS ELECTRIC	1	30.00
8.BLDG	11/13/2024	9140 - 172 BH - FOUNDATION FX	REIFSTECK	1	100.00
9.BLDG	11/15/2024	20 HUNT CLUB DR FENCE	BURCHFIELD	1	40.00
10.BLDG	11/15/2024	WOOD, 65 HOPPER HILLS, SOLAR	FUSION ENERGY SERVICES	1	75.00
11.BLDG	11/18/2024	9143 - 3006 RSH MNDN - WDINSRT	KILLENBEC	1	50.00
12.BLDG	11/19/2024	5 ROYAL HUNT GENERATOR	CUMMINGS	1	100.00
13.BLDG	11/25/2024	# 9145 -5 GOVERNORS CIR- DECK	KEYSTONE CUSTOM DECKS	1	50.00
14.BLDG	11/25/2024	#9146 - 61 DRUMLIN - FENCE	WAEGHE	1	40.00
				10	635.00
B2590					
15.ROAD	11/18/2024	ASSEMBLY DRIVE	FIRSTLIGHT FIBER	1	300.00
				1	300.00
B2771					
16.CWVM	11/04/2024			1	15.00
				1	15.00
Total for B Fund:				16	1,650.00
Total Sales				16	1,650.00

12/02/2024
11:57:21

TOWN OF MENDON

DA2302 - T670.1 Transaction Report

For the period 11/01/2024 through 11/30/2024

Type	Date	Comment	Name	Quantity	Fee
DA2306					
1.FUEL	11/12/2024	OCTOBER 2024 USAGE	MENDON FIRE DISTRICT	1	383.76
				1	383.76
			Total for DA Fund:	1	383.76
L2770					
2.L277	11/25/2024	OCTOBER 2024	GREENLOTS	1	77.97
				1	77.97
			Total for L Fund:	1	77.97
T20					
3.MEDI	11/04/2024	DENTAL	VOORHEES	1	76.00
4.MEDI	11/07/2024	2024 4TH QUARTER	BROADWELL	1	228.00
5.MEDI	11/08/2024	DENTAL 4TH Q	PAUL LONOBILE	1	97.71
6.MEDI	11/25/2024	DENTAL	FLETCHER, MARY	1	32.57
				4	434.28
			Total for T Fund:	4	434.28
			Total Sales	6	896.01

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 24-226, 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

2024-12

GENERAL ABSTRACT A
No. 24-659 to No. 24-670 **SUBTOTAL** **\$27,706.34**

GENERAL ABSTRACT B
No. 24-671 to No. 24-706 **SUBTOTAL** **\$21,993.67**

SUBTOTAL **\$49,700.01**

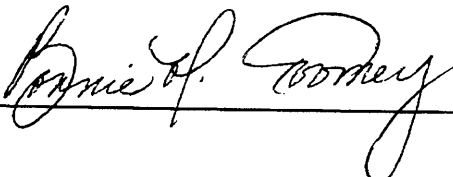
HIGHWAY ABSTRACT
No. 24-226 to No. 24-254 **SUBTOTAL** **\$40,025.53**

TOTAL **\$89,725.54**

LIBRARY ABSTRACT A
No. 24-198 to No. 24-205 **TOTAL** **\$2,179.95**

LIBRARY ABSTRACT B
No. 24-206 to No. 24-218 **TOTAL** **\$14,136.62**

TOTAL **\$16,316.57**

Prepared by 

Abstract of General Vouchers 24-12A

659	Aetna	L9060.8		\$	150.00
660	Charter Communications	A1610.41	\$	229.99	
		A5132.413	\$	99.99	
		A1620.405	\$	495.19	\$ 825.17
661	Excellus Health Plan-Group	A9060.8	\$	321.51	
		B9060.8	\$	43.43	
		DA9060.8	\$	154.52	
		DB9060.8	\$	574.89	
		L9060.8	\$	32.57	\$ 1,126.92
662	Excellus Health Plan-Group	TA20			\$ 576.18
663	Excellus Health Plan-Group	A9060.8	\$	3,100.94	
		DA9060.8	\$	2,753.74	
		DB9060.8	\$	9,477.46	
		L9060.8	\$	558.27	\$ 15,890.41
664	Excellus Health Plan-Group	TA20			\$ 3,376.63
665	Excellus Health Plan-Group	A9060.8	\$	564.74	
		B9060.8	\$	282.37	
		DB9060.8	\$	847.11	\$ 1,694.22
666	Frontier	A1620.405			\$ 67.92
667	Groet, Darrick	A5020.4			\$ 250.00
668	National Grid	B5182.4	\$	640.14	
		A7120.41	\$	62.08	
		A1620.414	\$	108.26	
		A5132.413	\$	652.69	
		A1620.418	\$	132.92	
		A1620.408	\$	416.95	\$ 2,013.04
669	R.G. & E.	B5182.4	\$	775.60	
		SL5182.403	\$	846.41	\$ 1,622.01
670	Schlesing, Scott	A5020.4			\$ 113.84
		TOTAL			\$ 27,706.34

Abstract of General Vouchers 24-12B

671	Alliance Door & Hardware Inc.	A5132.4			\$	585.00
672	Benefit Resource	A9060.8	\$	50.00		
		B9060.8	\$	15.00		
		DA9060.8	\$	50.00		
		DB9060.8	\$	52.50		
		L9060.8	\$	7.50	\$	175.00
673	Brodner Equipment Inc.	A1620.4			\$	254.13
674	Capital One Trade Credit	A1620.402	\$	74.53		
		A1620.417	\$	9.04		
		A1670.401	\$	13.60		
		B7550.46	\$	57.78	\$	154.95
675	Charter Communications	A1620.414			\$	99.99
676	Crystal Rock	A1670.401			\$	53.96
677	FNBO	A1220.41	\$	334.00		
		A1310.401	\$	253.80		
		A1610.2	\$	1,622.71		
		A1610.41	\$	193.44		
		A1670.401	\$	246.51		
		A1670.403	\$	272.88		
		A5020.4	\$	28.84		
		A8511.4	\$	91.90		
		B3620.2	\$	656.83		
		B8020.45	\$	15.99	\$	3,716.90
678	Fire Alarm Service Technology	A1620.426			\$	406.64
679	Gates, Corey	B3620.44			\$	198.66
680	Genese Stamp & Stationary Inc.	A1670.401			\$	18.00
681	Grainger	A5132.410	\$	573.38		
		A1620.402	\$	126.91	\$	700.29
682	HFCCB	B7550.41			\$	1,000.00
683	HF-M Historical Society	A1620.413	\$	594.89		
		A1620.413c	\$	105.11	\$	700.00
684	Hidden Springs Farm	A5132.4			\$	210.00
685	Home Depot Credit Services	A1620.411	\$	39.15		
		A1620.2	\$	99.00		
		A7120.2	\$	192.77	\$	330.92
686	Honeoye Falls Marketplace	A1670.401	\$	64.69		
		A8511.4	\$	14.38	\$	79.07
687	IAAO	A1355.410			\$	240.00
688	JGF Funding	A1670.403	\$	213.50		
		A5010.44	\$	213.50		
		B1900.400	\$	327.92	\$	754.92
689	Laura L. Landers, LLC	A1310.401			\$	1,400.00
690	MRB Group	B8020.41			\$	4,049.26
691	Meehan Architecture, PC	A1620.412			\$	1,800.00
692	Morgan Rubbish Removal Inc.	A5132.4			\$	134.16
693	NOCO Energy Corp - Fuels	A1620.403			\$	49.51
694	Power Drivers Inc.	A5132.410			\$	6.90
695	RadioMax	A5132.413			\$	500.00
696	Recktenwald, John	A5020.4			\$	250.00
697	Rochester Fire Protection Co. LLC	A1620.410	\$	125.00		
		A1620.423	\$	200.00	\$	325.00
698	Sentinel Publications	A1670.409	\$	242.00		
		B8010.401	\$	57.75		
		B8020.401	\$	61.50		
		A5010.47	\$	100.00	\$	461.25
699	Stanley Steamer of Rochester, Inc.	A1620.402			\$	1,302.50
700	Staples	A1670.401			\$	78.52
701	Staples	A5010.41			\$	144.25
702	Sunoco, LLC	A1620.403	\$	476.32		

		B3620.44	\$	191.25	\$	667.57
703	Tillich, Kyle	A5020.4			\$	89.08
704	Verizon Business	A1620.418	\$	18.34		
		B3620.45	\$	32.45		
		A3510.440	\$	18.46		
		A1220.410	\$	37.99	\$	107.24
705	Vern Vallance	A5132.4			\$	700.00
706	Whitmore, Carter	A5020.4			\$	250.00
	TOTAL				\$	21,993.67

Abstract of Highway Vouchers 24-12A

#	Company	Code	Sub Total	Total
226	Alro Steel Corporation	DA5130.4		\$24.00
227	American Rock Salt	DB5148.4		\$18,630.49
228	Brodner Equipment	DA5130.4		\$1,280.99
229	Capital One Trade Credit (Weiders)	DA5130.4		\$56.32
230	Deckman Oil	DA5130.4		\$1,986.63
231	Edwards Tree & Landscape	DB5140.4		\$2,000.00
232	Factory Motor Parts	DA5130.4		\$61.28
233	Finger Lakes/Castle	DA5130.4		\$615.05
234	FNBO	DA5130.4		\$454.07
235	Grainger	DA5130.4	\$73.40	
		DB5140.4	\$215.61	\$289.01
236	Grassland Equipment & Irrigation	DA5130.4		\$39.92
237	Green Mtn Lumber	DA5130.4		\$48.00
238	Heidelberg Materials	DB5115.4		\$612.59
239	Jackson Welding & Gas Products	DA5130.4		\$10.56
240	Kimball Midwest	DA5130.4		\$451.56
241	LandPro Equipment	DA5140.4		\$1,767.20
242	Lawson Products	DA5130.4		\$433.25
243	Lewis General Tires	DA5130.4		\$1,680.88
244	Milton Rents	DB5142.4		\$367.50
245	NAPA Auto Parts	DA5130.4		\$399.24
246	NOCO Energy Corp.	DB5110.4		\$1,674.67
247	Northern Supply	DB5142.4	\$290.00	
		DA5130.4	\$3,300.00	\$3,590.00
248	Power Drives, Inc.	DA5130.4		\$43.60
249	Star Safety Technologies	DA5130.4		\$579.88
250	Sunoco LP	DB5110.4		\$1,897.51
251	Tillich, Ryan	DA9057.8		\$120.00
252	UniFirst Corporation	DA9056.8		\$178.44
253	Victor Power Equipment	DB5140.4		\$629.41
254	Whitmore, Carter	DA9057.8		\$103.48

Total

\$40,025.53

ABSTRACT OF LIBRARY VOUCHERS 2024-12a

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
198	Casella Waste Services	7410.450		\$ 131.32
199	Clearly	7410.420		\$ 46.98
200	DeLage Landen Financial Services	7410.440		\$ 129.59
201	Frontier	7410.420		\$ 209.09
202	Monroe County Water Authority	7410.450		\$ 146.91
203	National Fuel	7410.450		\$ 137.06
204	National Grid	7410.450		\$ 1,316.00
205	Simple Tech Innovations, Inc.	7410.210		\$ 63.00
			Total	\$ 2,179.95

LOCAL LAW NO. _____ OF 2024 TO AMEND THE TOWN OF MENDON ZONING LEGISLATION TO ADDRESS ZONING FOR ACCESSORY BUILDINGS/STRUCTURES

BE IT ENACTED, by the Town Board of the Town of Mendon, Monroe County, State of New York, as follows:

Section I. Authorization

The adoption of this Local Law is in accordance with Section 10 of New York Municipal Home Rule Law. It is the intent of this Local Law to supersede any statutes or regulations which may be inconsistent with the provisions herein, including but not limited at NY Town Law Article 16, all pursuant to the Town's municipal home rule powers under NY Municipal Home Rule Law.

Section II. Title and Purpose

This law shall be known as and may be cited as Local Law No. _____ of 2024 "to Amend the Town of Mendon Zoning Legislation to Address Zoning for Accessory Buildings/Structures." Its purpose is to revise the Code of the Town Mendon, NY such that accessory buildings/structures are not permitted in front yards and to clarify required setbacks regarding the same.

Section III. Legislative Intent and Finding

The Town Board of the Town of Mendon hereby finds that the 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 required setbacks regarding the same.

Section IV. Substantive Legislation.

The Town of Mendon's local zoning legislation, including as implemented by way of the Code of the Town Mendon, NY (also referred to herein as the "Code" or the "Mendon Town Code"), is hereby amended as set forth below:

Section 260-8 ("Regulations Applicable to All Districts") of the Code, Subsection "C" thereof, shall be amended by revising subsection (7) thereof (i.e., Section 260-8[C](7)) to read as follows:

(7) Accessory buildings/structures shall comply with the front, side and rear setbacks applicable in the zoning district where such building/structure is located.

Section 260-8 ("Regulations Applicable to All Districts") of the Code, Subsection "C" thereof, shall be amended by revising subsection (10) thereof (i.e., Section 260-8[C](10)) to read as follows:

(10) Accessory buildings/structures shall not be located in a Front Yard.

Section V. Validity and Severability

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section VI. Repeal, Amendment and Supersession of Other Laws

All other rules, regulations, ordinances, local laws and/or legislation of the Town of Mendon which are in conflict with the provisions of this Local Law are hereby superseded or repealed to the extent necessary to give this Local Law force and effect during its effective period.

Section VII. Effective Date

This Local Law, after its adoption by the Town Board of the Town of Mendon, shall take effect immediately upon its filing with the Secretary of State of NY.

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Accessory Structure Zoning Local Law		
Project Location (describe, and attach a general location map): Town of Mendon		
Brief Description of Proposed Action (include purpose or need): To update the Town of Mendon zoning legislation via to restrict accessory buildings/structures in front yards and to clarify the zoning setback requirements therefore. See attached Local Law ("LL") for further details.		
Name of Applicant/Sponsor: Town of Mendon		Telephone: 585-624-6060
		E-Mail: jmoffitt@townofmendon.org
Address: 16 West Main St.		
City/PO: Honeoye Falls	State: NY	Zip Code: 14472
Project Contact (if not same as sponsor; give name and title/role): Supervisor John Moffitt		Telephone: 585-624-6060
		E-Mail: jmoffitt@townofmendon.org
Address: 16 West Main St.		
City/PO: Honeoye Falls	State: ny	Zip Code: 14472
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No or Village Board of Trustees	Local Law Approval	September of 2024
b. City, Town or Village <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Planning Board or Commission		
c. City, Town or <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Village Zoning Board of Appeals		
d. Other local agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • If Yes, complete sections C, F and G. • If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s): Remediaton Sites:828138, Remediaton Sites:828034, NYS Heritage Areas:West Erie Canal Corridor	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s): The action comprises the entire area of the Town of Mendon, including areas comprising any and all adopted plans thereof.	

C.3. Zoning	
a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. If Yes, what is the zoning classification(s) including any applicable overlay district? The <u>action comprises amending the Code which thusly impacts the entire area of the Town of Mendon, including all zoning classifications.</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the use permitted or allowed by a special or conditional use permit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Is a zoning change requested as part of the proposed action? If Yes, i. What is the proposed new zoning for the site? <u>See attached Local Law.</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C.4. Existing community services.	
a. In what school district is the project site located? <u>There is no "project site" - this is a LL. The action comprises amending the Code which thusly impacts the entire area of the Town of Mendon, said area inclusive of all school districts therein</u>	
b. What police or other public protection forces serve the project site? <u>There is no "project site" - this is a LL. The action comprises amending the Code which thusly generally impacts the entire area of the Town of Mendon.</u>	
c. Which fire protection and emergency medical services serve the project site? <u>There is no "project site" - this is a LL. The action comprises amending the Code which thusly generally impacts the entire area of the Town of Mendon.</u>	
d. What parks serve the project site? <u>There is no "project site" - this is a LL. The action comprises amending the Code which thusly generally impacts the entire area of the Town of Mendon.</u>	

D. Project Details

D.1. Proposed and Potential Development	
a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? _____	
b. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres	
c. Is the proposed action an expansion of an existing project or use? i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is the proposed action a subdivision, or does it include a subdivision? If Yes, i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types) _____ ii. Is a cluster/conservation layout proposed? _____ iii. Number of lots proposed? _____ iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Will the proposed action be constructed in multiple phases? i. If No, anticipated period of construction: _____ months ii. If Yes: • Total number of phases anticipated _____ • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year • Anticipated completion date of final phase _____ month _____ year • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____ _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,
 i. Total number of structures _____
 ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
 iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,
 i. Purpose of the impoundment: _____
 ii. If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
 iii. If other than water, identify the type of impounded/contained liquids and their source. _____
 iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
 v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length
 vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:
 i. What is the purpose of the excavation or dredging? _____
 ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 • Volume (specify tons or cubic yards): _____
 • Over what duration of time? _____
 iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____
 iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____
 v. What is the total area to be dredged or excavated? _____ acres
 vi. What is the maximum area to be worked at any one time? _____ acres
 vii. What would be the maximum depth of excavation or dredging? _____ feet
 viii. Will the excavation require blasting? Yes No
 ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:
 i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will a line extension within an existing district be necessary to serve the project? Yes No

 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:

- i. How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- ii. Describe types of new point sources. _____
- iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

- If to surface waters, identify receiving water bodies or wetlands: _____
- Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:

- i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

- ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

- iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:

- i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- ii. In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____

vi. Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

<p>i. During Construction:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____ 	<p>ii. During Operations:</p> <ul style="list-style-type: none"> • Monday - Friday: _____ • Saturday: _____ • Sunday: _____ • Holidays: _____
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? Yes No
 If yes:
 i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? Yes No
 Describe: _____

n. Will the proposed action have outdoor lighting? Yes No
 If yes:
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? Yes No
 Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? Yes No
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? Yes No
 If Yes:
 i. Product(s) to be stored _____
 ii. Volume(s) _____ per unit time _____ (e.g., month, year)
 iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? Yes No
 If Yes:
 i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? Yes No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? Yes No
 If Yes:
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:
 • Construction: _____ tons per _____ (unit of time)
 • Operation : _____ tons per _____ (unit of time)
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:
 • Construction: _____

 • Operation: _____

 iii. Proposed disposal methods/facilities for solid waste generated on-site:
 • Construction: _____

 • Operation: _____

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban Industrial Commercial Residential (suburban) Rural (non-farm)

Forest Agriculture Aquatic Other (specify): _____

ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
If Yes,
i. Identify Facilities: _____

e. Does the project site contain an existing dam? Yes No
If Yes:
i. Dimensions of the dam and impoundment:
• Dam height: _____ feet
• Dam length: _____ feet
• Surface area: _____ acres
• Volume impounded: _____ gallons OR acre-feet
ii. Dam's existing hazard classification: _____
iii. Provide date and summarize results of last inspection: _____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
If Yes:
i. Has the facility been formally closed? Yes No
• If yes, cite sources/documentation: _____
ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
If Yes:
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
If Yes:
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): 828138, 828034
 Neither database
ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
If yes, provide DEC ID number(s): 828138, 828034
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: Mendon Ponds Park

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name 821-116, 821-109, 846-136, 821-106, 821-110, 82... Classification C, B, C(T), B(TS), C(TS)
- Lakes or Ponds: Name 821-117, 846-130, 846-127 Classification B, C(T)
- Wetlands: Name Federal Waters, NYS Wetland, Federal Waters, Fe... Approximate Size NYS Wetland (in a...
- Wetland No. (if regulated by DEC) RU-15, RU-12, MN-12, MN-23,...

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____
 Name - Pollutants - Uses: Hundred Acre Pond - Pathogens; Algal/Weed Growth; Problem Species - Recreation; Public Bathing, Name - Po...

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: Principal Aquifer, Primary Aquifer

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____
 Limestone Woodland, Marl Fen, Rich Shrub Fen, Rich Graminoid Fen, Meromictic Lake, Oak Openings, Red Maple-Tamarack Peat Swamp
 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: 42.32, 0.0, 9.21, 13.77, 1.78, acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
 i. Species and listing (endangered or threatened): _____
 James' Sedge, Bald Eagle, Marsh Arrow Grass, Listed Plant – contact NY Natural Heritage, Sartwell's Sedge, Marsh Lousewort, Low...

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
 i. Species and listing: _____
 Pod Grass

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: LIVI002, MONRcn6, ONTAc01

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____
 Name of Landmark: Mendon Ponds Park, Acres: 2404.80036873

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: Eligible property: District 15 School, Eligible property: Dibble Seed Warehouse, Eligible property: HONEOYE FALLS CEMETE...	
<i>iii.</i> Brief description of attributes on which listing is based: _____	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Mendon by Supervisor Moffitt Date November 18, 2024

Signature _____ Title Supervisor

E.2.h.iv [Surface Water Features - Stream Name]	821-116, 821-109, 846-136, 821-106, 821-110, 821-105, 821-107, 821-117, 821-108, 846-18, 846-133, 846-122, 846-124, 846-125, 846-126, 846-120, 846-123, 846-121, 846-132, 846-131, 846-129, 846-135, 846-134, 846-119, 846-114, 846-118, 846-117, 846-17, 846-16, 846-15, 846-116, 846-102, 846-89, 846-88, 846-128
E.2.h.iv [Surface Water Features - Stream Classification]	C, B, C(T), B(TS), C(TS)
E.2.h.iv [Surface Water Features - Lake/Pond Name]	821-117, 846-130, 846-127
E.2.h.iv [Surface Water Features - Lake/Pond Classification]	B, C(T)
E.2.h.iv [Surface Water Features - Wetlands Name]	Federal Waters, NYS Wetland
E.2.h.iv [Surface Water Features - Wetlands Size]	NYS Wetland (in acres):125.3, NYS Wetland (in acres):30.1, NYS Wetland (in acres):72.9, NYS Wetland (in acres):15.4, NYS Wetland (in acres):272.5, NYS Wetland (in acres):61.7, NYS Wetland (in acres):106.5, NYS Wetland (in acres):41.4, NYS Wetland (in acres):154.3, NYS Wetland (in acres):209.2, NYS Wetland (in acres):259.4, NYS Wetland (in acres):15.9, NYS Wetland (in acres):10.9, NYS Wetland (in acres):16.8, NYS Wetland (in acres):307.7, NYS Wetland (in acres):40.1, NYS Wetland (in acres):42.1, NYS Wetland (in acres):48.0, NYS Wetland (in acres):51.3, NYS Wetland (in acres):27.6, NYS Wetland (in acres):72.1, NYS Wetland (in acres):59.0
E.2.h.iv [Surface Water Features - DEC Wetlands Number]	RU-15, RU-12, MN-12, MN-23, MN-6, MN-10, MN-9, MN-4, MN-3, MN-16, MN-18, MN-19, MN-20, MN-17, MN-26, MN-24, MN-7, MN-21, MN-8, PT-18
E.2.h.v [Impaired Water Bodies]	Yes
E.2.h.v [Impaired Water Bodies - Name and Basis for Listing]	Name - Pollutants - Uses:Hundred Acre Pond – Pathogens;Algal/Weed Growth;Problem Species – Recreation;Public Bathing, Name - Pollutants - Uses:Red Creek and tributaries – Unknown Toxicity – Recreation;Aquatic Life
E.2.i. [Floodway]	Yes
E.2.j. [100 Year Floodplain]	Yes
E.2.k. [500 Year Floodplain]	Yes
E.2.l. [Aquifers]	Yes
E.2.l. [Aquifer Names]	Principal Aquifer, Primary Aquifer
E.2.n. [Natural Communities]	Yes
E.2.n.i [Natural Communities - Name]	Limestone Woodland, Marl Fen, Rich Shrub Fen, Rich Graminoid Fen, Meromictic Lake, Oak Openings, Red Maple-Tamarack Peat Swamp
E.2.n.i [Natural Communities - Acres]	42.32, 0.0, 9.21, 13.77, 1.78, 5.0, 1.0
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	James' Sedge, Bald Eagle, Marsh Arrow Grass, Listed Plant – contact NY Natural Heritage, Sartwell's Sedge, Marsh Lousewort, Low Nut Sedge, Northern Bog Aster, Marsh Valerian, Brown Bog Sedge, Ohio Goldenrod, Bog Turtle, Yellow Giant Hyssop
E.2.p. [Rare Plants or Animals]	Yes
E.2.p. [Rare Plants or Animals - Name]	Pod Grass
E.3.a. [Agricultural District]	Yes
E.3.a. [Agricultural District]	LIVI002, MONRcn6, ONTAc01
E.3.c. [National Natural Landmark]	Yes
E.3.c.ii [National Natural Landmark - Name and Size in Acres]	Name of Landmark:Mendon Ponds Park, Acres:2404.80036873
E.3.d [Critical Environmental Area]	No

E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Yes - Digital mapping data for archaeological site boundaries are not available. Refer to EAF Workbook.
E.3.e.ii [National or State Register of Historic Places or State Eligible Sites - Name]	Eligible property: District 15 School, Eligible property: Dibble Seed Warehouse, Eligible property: HONEOYE FALLS CEMETERY, Eligible property: FOOTE-HABECKER COBBLESTONE HOUSE, Eligible property: Residence, Eligible property: Saint Mark's Lutheran Church, Sibley, Hiram, Homestead, Honeoye Falls Village Historic District, US Post Office--Honeoye Falls, St. John's Episcopal Church, Lower Mill, Gates-Livermore Cobblestone Farmhouse, Adsit Cobblestone Farmhouse, Miller-Horton-Barben Farm, Whitcomb Cobblestone Farmhouse, Stewart Cobblestone House, Mendon Cobblestone Academy, Mendon Presbyterian Church, Sheldon Cobblestone House, Cole Cobblestone Farmhouse
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project :	Accessory Zoning Law
Date :	

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	
Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input checked="" type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features
 The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) NO YES
If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water
 The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) NO YES
If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

1. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater
 The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. NO YES
 (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
If "Yes", answer questions a - h. If "No", move on to Section 5.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding
 The proposed action may result in development on lands subject to flooding. NO YES
 (See Part 1. E.2)
If "Yes", answer questions a - g. If "No", move on to Section 6.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.f., D.2.h, D.2.g) If "Yes", answer questions a - f. If "No", move on to Section 7.			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If "Yes", answer questions a - j. If "No", move on to Section 8.			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____ _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources
 The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.)
If "Yes", answer questions a - g. If "No", go to Section 10.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

10. Impact on Historic and Archeological Resources
 The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.)
If "Yes", answer questions a - e. If "No", go to Section 11.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b, E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c, E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation
 The proposed action may result in a change to existing transportation systems. NO YES
 (See Part 1. D.2.j)
 If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy
 The proposed action may cause an increase in the use of any form of energy. NO YES
 (See Part 1. D.2.k)
 If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light
 The proposed action may result in an increase in noise, odors, or outdoor lighting. NO YES
 (See Part 1. D.2.m., n., and o.)
 If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) NO YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. C.1, C.2. and C.3.) <i>If "Yes", answer questions a - h. If "No", go to Section 18.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. C.2, C.3, D.2, E.3) <i>If "Yes", answer questions a - g. If "No", proceed to Part 3.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

The Accessory Buildings/Structures Zoning Local Law of the Town of Mendon (the "Law") will have the overall effect of further limiting the potential impacts of accessory buildings/structures in Town. While the Code will continue to permit construction of accessory buildings/structure, the proposed Local Law will implement a restriction on placement of buildings/structures in Front Yards, thus limiting impacts thereof, as opposed to introducing potential impacts. It will also clarify zoning setback requirements for the same, including in order to eliminate any ambiguity regarding the same.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

The Local Law itself.

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the
Town of Mendon _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: Accessory Zoning Law

Name of Lead Agency: Town of Mendon

Name of Responsible Officer in Lead Agency: Supervisor John Moffitt

Title of Responsible Officer: Town of Mendon Supervisor

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

For Further Information:

Contact Person: Supervisor John Moffitt

Address: 16 West Main St., Honeoye Falls, NY

Telephone Number: 585-624-6060

E-mail: jmoffitt@townofmendon.org

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

PRINT FULL FORM

Park Improvements		2025	2026	2027	2028	2029
Mendon Center Sports Courts	\$5,000	\$1,000	\$1,000			
Seal & Paint Tennis Basketball Courts	\$10,000				\$1,000	
Dreibach Fields	\$40,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Semmel Road Sports, playground	\$6,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Great Bend	\$500	\$500	\$500	\$500	\$500	\$500
Total Project	\$61,500	\$3,500	\$3,500	\$3,500	\$8,500	\$2,500
Funding						
Bonds						
Town	\$25,000	\$3,500	\$3,500	\$3,500	\$3,500	\$2,500
Town - Parks Reserve Fund	\$30,000				\$5,000	
Developers Parkland Fund	\$6,500					
ARPA						
Total Funding	\$61,500	\$3,500	\$3,500	\$3,500	\$8,500	\$2,500

Repair latches, gates, fence, new bench, table, signs
 Additional field
 New dirt for infield, fence, supplies, playground border

Community Center	2025	2026	2027	2028	2029
Repair Handicapped Entrance	\$10,000				
Parking Lot Sealed and Striped		\$2,500		\$2,500	
Basement Entrance					
Stairs - stripped stained	\$2,000				
Paint		\$2,500			
Replace Appliances		\$5,000			
HVAC			\$10,000		
Legion/community center sign	\$5,000				
Landscape	\$1,000	\$1,000	\$1,000	\$1,000	
Replace Entrance Doors		\$8,000			
Pavilion Maintenance	\$15,000				
Total Project	\$33,000	\$19,000	\$11,000	\$3,500	
Funding					
Bonds					
Town	\$23,000	\$10,000	\$11,000	\$3,500	
Reserve Funds	\$0	\$9,000			
ARPA					
Total Funding	\$23,000	\$19,000	\$11,000	\$3,500	

Town Hall	2025	2026	2027	2028	2029
Windows		\$2,000			
Painting Trim and Replacing Gutters					
Build awning above doors (parking lot side)		\$8,000			
Exterior Maintenance	\$1,000	\$1,000	\$1,000	\$1,000	
Interior Maintenance	\$1,500	\$1,500	\$1,500	\$1,500	
New Carpeting				\$10,000	
Office Furniture	\$10,000				
Drinking Fountain	\$2,000				
Replace Town Hall Fire Escape	\$5,000				
Furnance Replacement	\$15,000				
2012 Ford F-250 #3			\$50,000		
Zero Turn Mower (Park) #44					
Zero Turn Mower (Park) #47			\$90,000		
Total Project	\$34,500	\$12,500	\$142,500	\$12,500	
Funding					
Bonds					
Town	\$34,500	\$12,500	\$12,500	\$12,500	
Reserve Funds	\$0		\$90,000		
Grants					
Sale of Equipment			\$40,000		
Total Funding	\$34,500	\$12,500	\$142,500	\$12,500	

15 Monroe Street	2025	2026	2027	2028	2029
Bathroom Improvements		\$2,000			
Replace Sidewalks	\$20,000				
Exterior Painting	\$10,000				
Carpet on stairs		\$1,500			
Interior Paint		\$2,500			
Reroof Front of Building/repair flat roof		\$25,000			
Total Project	\$30,000	\$31,000			
Funding					
Bonds					
Town	\$30,000	\$11,000			
Reserve Funds		\$20,000			
Grants					
Total Funding	\$30,000	\$20,000			

22 North Main Street	2025	2026	2027	2028	2029
Driveway Sealing		\$3,000			
Interior Lighting					
Exterior Painting		\$25,000			
Exterior light posts			\$5,000		
Pavers, landscaping	\$5,000	\$10,000			
Total Project	\$5,000	\$28,000	\$5,000		
Funding					
Bonds					
Town	\$5,000	\$5,000	\$5,000		
Reserve Funds		\$23,000			
Grants					
Total Funding	\$5,000	\$28,000	\$5,000		

Highway Buildings	2025	2026	2027	2028	2029
Bird netting	\$ 1,000.00				
Door to kitchen	\$ 3,500.00				
Siding, trim, fence, screens	\$ 3,000.00				
Drains (exterior)	\$ 5,000.00				
Paint bollards	\$ 2,000.00				
Building and grounds addition to salt barn		\$30,000.00			
Paint old salt barn	\$ 2,500.00				
Repalce garage doors	\$ 8,500.00	\$10,000.00	\$10,000.00	\$10,000.00	
Garage interior lights (LED)		\$15,000.00	\$15,000.00		
Exterior Maintenance	\$ 1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Interior Maintenance	\$ 1,000.00	\$1,000.00	\$1,000.00	\$ 1,000.00	
Solar Panels					
Lighting					
Total Project	\$ 30,025.00	\$59,526.00	\$29,527.00	\$ 14,528.00	
Funding					
Bonds					
Town	\$30,025.00	\$29,526.00	\$4,527.00	\$4,528.00	
Reserve Funds		\$30,000.00	\$25,000.00	\$10,000.00	
Shared Services Grant					
Total Funding	\$30,025.00	\$59,526.00	\$29,527.00	\$14,528.00	

Highway Equipment	2025	2026	2027	2028	2029	2030
1/2 ton pickup - replace #1	\$45,000					\$48,000
1 ton pickup - replace #2					\$145,000	
3/4 Ton P/U - #3						
1 ton pickup - replace Truck #4		\$100,000				\$110,000
1 Ton P/U - replace #5	\$70,000					\$100,000
3/4 ton pickup - replace truck #6						
TRUCKS						
6 - Wheel Dump - replace Truck #90				\$400,000		
10 Wheel Dump Truck - replace truck #91	\$350,000					\$450,000
6 - Wheel Dump - replace Truck #92			\$300,000			
6 Wheel Dump Truck - replace #93					\$450,000	
10 Wheel Dump Truck - replace #94						
Replace Truck #97						
10-Wheel Dump Truck - replace #95		\$340,000				
10-wheel Dump Truck - replace #96						
Excavator #11					\$400,000	
MOWERS & TRACTORS						
Roadside Mower Decks						
Zero Turn Mower (Park)						
Sweeper #40			\$400,000			
Replace Mower Unit #42						
Replace Tractor #41						
Tractor #42						
Replace Tractor #43						
Zero Turn Mower (Park)						
Zero Turn Mower (Park) #44						
MISC.						
Wheeled Loader - replace #13					\$250,000	
Driveway Roller - replace #36						
Replace Trailer #51						
Lifts						
Skid Steer						
Mini Excavator						
Total Project	\$505,000	\$440,000	\$700,000	\$400,000	\$1,245,000	\$708,000
Funding						
Bonds						
Town	\$0	\$40,000	\$200,000	\$75,000	\$200,000	\$200,000
Reserve Funds	\$355,000	\$275,000	\$300,000	\$200,000	\$600,000	\$358,000
sale of equipment	\$150,000	\$125,000	\$200,000	\$125,000	\$450,000	\$150,000
Total Funding	\$505,000	\$440,000	\$700,000	\$400,000	\$1,250,000	\$708,000

	2025	2026	2027	2028	2029
Buildings and Grounds					
Tools, supplies	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
Training, certifications	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Rental equipment	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Salt	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Hamlet Lights	\$20,000.00				
Celebrations/Hamlet	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
TOTAL PROJECT	\$31,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	
Funding					
Bonds					
Town	\$31,500.00	\$11,500.00	\$11,500.00	\$11,500.00	
Reserve Funds		\$0.00	\$0.00	\$0.00	
Shared Services Grant					
Total Funding	\$31,500.00	\$11,500.00	\$11,500.00	\$11,500.00	

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT (“IMA”) made as of the last date executed below, by and between MONROE COUNTY, a New York municipal corporation with offices at 39 West Main Street, Rochester, New York 14614 (the “County”) and the TOWN OF MENDON, a municipal corporation with offices at 16 W. Main Street, Honeoye Falls, NY 14472 (the “Municipality”).

WHEREAS, pursuant to Resolution 197 of 2023, the County committed general fund unassigned funds in the amount of \$10,000,000 to fund town incentives to install sidewalks on County roads; and

WHEREAS, the Municipality submitted a Monroe County Municipal Sidewalk Funding Application to install about ±2500 LF of sidewalk on the east side of Mile Square Road from the Lehigh Valley Trail to Drumlin Road (the Project”); and

WHEREAS, the Monroe County Legislature approved funding for the Project not to exceed \$130,000 pursuant to Resolution 251 of 2024 and authorized the execution of this IMA; and

WHEREAS the Town Board of MENDON, by Resolution No. 251 of 2024, effective _____, 2024, authorized the Municipality to enter into this IMA; and

NOW, THEREFORE, in consideration of the covenants, agreements, and conditions hereinafter expressed, the parties hereby mutually agree as follows:

- I. **MUNICIPALITY RESPONSIBILITIES.** The Municipality shall:
 - a. Obtain public input on the Project prior to final design and construction.
 - b. Design the Project and submit the construction plans to the Monroe County Department of Transportation (“MCDOT”) for its review and approval (the “Approved Plans”).
 - c. Construct and install the Project in accordance with the Approved Plans. Any deviations from the Approved Plans must be submitted to MCDOT for its review and approval prior to the commencement of such work.
 - d. Appropriate all funding necessary to complete the Project in accordance with the terms of this IMA.
 - e. Obtain all required permits for the Project, including a 136 Highway Work Permit from the Monroe County Department of Transportation.
 - f. Acquire any right-of-way, easements, and/or fee interest, if necessary or desirable for the construction and maintenance of the Project. Any such real property rights shall be held in the name of the Municipality, not the County.
 - g. After completion of the Project, submit paid invoices and/or proof of costs for self-performance by the Municipality to MCDOT for the actual construction costs associated with the Project. For the purposes of clarity, Construction costs may include: utility relocation (storm, sanitary, water only), survey and stakeout, construction supervision, and inspection costs, maintenance and protection of

traffic (MPOT/WZTC), excavation, concrete, retaining walls, curb/gutter, surface restoration, signage, pavement markings. Other site work related features may be included, at the discretion of the Highway Superintendent when approved during plan review during the permitting phase. In no event shall construction costs include, nor shall the County reimburse the Municipality for: design costs, costs associated with the acquisition of property rights, permit fees, insurance, maintenance equipment, and ongoing maintenance and repair, overhead or underground utility relocations fees not mentioned above, replacement of existing sidewalk (concrete, asphalt or other), repair of existing sidewalk (asphalt, concrete or other), landscaping features other than lawn restoration (trees, shrubs, mulch or other ground cover), natural resource mitigation (i.e. wetlands, floodplain), and installation or relocation of lighting/light pole/roadway lighting appurtenances. Costs associated with rectangular rapid flashing beacons ("RRFB"), pedestrian crossing signage and crosswalk markings will not be included if the crossing does not meet MCDOT RRFB and Crosswalk Policies (these items, if not meeting MCDOT policy, can be installed and maintained at the Town's cost, via separate IMA).

- h. Maintain, repair, and, if necessary, replace the sidewalk(s), including snow and ice removal, in perpetuity. This provision shall survive the expiration of this IMA.

2. **COUNTY RESPONSIBILITIES.** The County shall:

- a. Review the Municipality's construction plans and either approve the plans or provide the Municipality with required changes necessary in order for the MCDOT to approve.
- b. After completion of the Project and upon submission of paid invoices and/or proof of costs for self-performance by the Municipality, reimburse the Municipality for up to 50% of its construction costs, in an amount not to exceed \$130,000.

3. **TERM.** The term of this IMA shall commence as of the last date executed below (the "Commencement Date") and expire upon the earlier of: (1) completion of the Project, or (2) five years after the Commencement Date.

4. **INDEMNIFICATION.** The Municipality hereby covenants and agrees to indemnify, defend, and hold harmless the County and its officers, agents and employees from and against any and all claims, liabilities, obligations, damages, losses and expenses, whether contingent or otherwise, including reasonable attorney's fees and costs of defense, incurred by the County as a result of the negligence, omission, breach, fault, or intentional misconduct of the Municipality in the conduct of work under this IMA. This provision shall survive the termination or expiration of this IMA.

5. **INSURANCE AND COMPLIANCE WITH ALL LAWS.** The County shall be named as additional insured on all insurance policies required of the contractor as part of its construction contract for the performance of work identified herein. The Municipality and its agents and employees shall comply with all federal, state and local laws, resolutions, ordinances, codes, rules, and

regulations applicable to the Project.

6. **ENTIRE AGREEMENT.** This IMA constitutes the entire and integrated agreement between the parties, and supersedes any and all prior proposals, negotiations, and agreement, whether written or oral. Any modification or amendment to this IMA shall be void unless it is in writing and subscribed by the party against whom the modification or amendment is sought to be enforced.

7. **CHOICE OF LAW.** This IMA shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

8. **COUNTERPARTS.** This IMA may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The counterparts of this IMA may be executed and delivered by facsimile or other electronic signature (including portable document format) by either of the parties and the receiving party may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received.

9. **NON-DISCRIMINATION.** The County and Municipality agree that in carrying out its activities under the terms of the IMA that they shall not discriminate against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, sex or national origin, and that at all times they will abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

10. **SEVERABILITY.** If any provision of this agreement is held invalid by a court of law, the remainder of this agreement shall be valid and enforceable.

11. **RELATIONSHIP OF THE PARTIES.** The County shall perform the services under this agreement as an independent contractor. Neither the County nor any of its officers, agents or employees shall present themselves as officers or employees of the Town. Neither the County nor the Town shall be deemed to be the agent of the other, except as specifically set forth herein.

IN WITNESS WHEREOF the parties hereto have caused this IMA to be duly executed and delivered by their proper and duly authorized officers as of the date first above written.

MONROE COUNTY

[MUNICIPALITY]

By: _____ By: _____

Name: Adam J. Bello Name: _____

Title: Monroe County Executive Title: _____

Professional Development Training Plan for 2024

Margaret Bailey, Ph.D., P.E., Member of the Mendon ECB

4 DEC 2024

1) Review the EPOD 1-9 Information listed below:

- Chapter 138 Environmental Overlay Districts (<https://ecode360.com/11062490>)
- Article I General Provisions <https://ecode360.com/29606523>
- Article II EPOD 1: Wetland Protection Overlay District <https://ecode360.com/29606564>
- Article III EPOD 2: Steep Slope Protection Overlay District <https://ecode360.com/29606568>
- Article IV EPOD 3: Watercourse Protection Overlay District <https://ecode360.com/29606572>
- Article V EPOD 4: Scenic Vista Protection Overlay District <https://ecode360.com/29606602>
- Article VI EPOD 5: Historic and Archeological Site Protection Overlay District <https://ecode360.com/29606627>
- Article VII EPOD 6: Waste Disposal Site Protection Overlay District <https://ecode360.com/29606641>
- Article VIII EPOD 7: Woodlot and Timber Harvesting Protection Overlay District <https://ecode360.com/29606602>
- Article IX EPOD 8: Flood Damage Protection Overlay District <https://ecode360.com/29606682>
- Article X EPOD 9: Soils Susceptible to Ponding Protection Overlay District <https://ecode360.com/29606891>

2) Review the Environmental Protection Overlay District MAPS accessible at <https://townofmendon.org/administration/planning-board/>

- [EPOD 1 Wetland Protection Overlay District](#)
- [EPOD 2 Steep Slope Protection Overlay District](#)
- [Definition associated with EPOD 2](#)
- [EPOD 3 Watercourse Protection Overlay District](#)
- [EPOD 4 Scenic Vista Protection Overlay District](#)
- [EPOD 5 Historic Site Protection Overlay District](#)
- [EPOD 6 Waste Disposal Site Protection Overlay District](#)
- [EPOD 7 Woodlot and Timber Harvesting Protection Overlay District](#)
- [EPOD 8 Flood Damage Prevention Overlay District](#)
- [EPOD 9 Soils Susceptible to Ponding Overlay District](#)

3) Review the Town of Mendon Comprehensive Plan accessible at <https://townofmendon.org/administration/the-comprehensive-plan/>

Financial Report
Mendon Public Library Board of Trustees
December 2, 2024

LIBRARY OPERATING FUNDS

Account Transfers:

Transfer From:			Transfer to:		
Account	Number	Amount	Account	Number	Amount
Technical Service	L7410.210	\$ 80.00	Software	L7410.200	\$ 80.00
Technical Service	L7410.210	0.08	MCSL Cost Shares	L7410.220	0.08
Youth Books	L7410.401	8.00	Adult Books	L7410.400	8.00
Equipment Repair	L7410.430	100.00	Hardware	L7410.230	100.00
Xerox	L7410.440	300.00	Hardware	L7410.230	300.00
Utilities	L7410.450	3,700.00	Hardware	L7410.230	3,700.00
	Total	\$4,188.08		Total	\$4,188.08

Mendon Public Library Board of Trustees Approve to move \$5,000 from the Library Operating Fund, Hardware budget line (L7410.230) to the Special Computer Reserve Fund L888.

Payment of Claims:

Voucher 2024-12a-198 through 2024-12a-205 for a total amount of \$2,179.95.

Voucher 2024-12b-206 through 2024-12b-218 for a total amount of \$14,136.62.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
1/2/2024	Deposit			\$ 358.80
	Cash register deposit for period ending 10/24/2024	Cash	\$ 101.10	
	Cash register deposit for period ending 10/31/2024	Cash	\$ 43.80	
	Cash register deposit for period ending 11/7/2024	Cash	\$ 99.55	
	Cash register deposit for period ending 11/14/2024	Cash	\$ 93.35	
	Cash register deposit for period ending 11/21/2024	Cash	\$ 21.00	
	Total:			\$ 358.80

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon.