

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, January 6, 2025 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

ORGANIZATIONAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Delegation of Administrative Duties to The Supervisor
6. Position Appointments – Part Time
7. Position Retention
8. Deputy Town Clerk-Part Time – Position Retention and Appointment
9. Highway Department – Position Retentions and Appointments
10. Zoning Board of Appeals Attorney – Position Retention and Appointment
11. Planning Board Counsel/Legal Services – Position Retention and Appointment
12. Justice Court – Temporary Assignment of Justices
13. Laura Landers, LLC
14. Liaisons
15. Town Board Meetings Schedule
16. Standard Workday for Elected and Appointed Officials
17. 2025 Holiday Schedules
18. Town Hall Operating Hours
19. Policy and Procedures Manual
20. Fund Balance Policy
21. Emergency Preparedness (Disaster) Plan
22. Official Town Map
23. Official Newspaper
24. Emergency Response – Highway Department
25. Mendon Fire Hall – Ice Control
26. Boards, Committees, Commissions – Advertise for Meetings
27. Official Undertakings
28. Salaries – Elected/Appointed/Hourly Wages
29. Personnel Policy – Variable Amounts Associated with Policies
30. Payroll Schedule
31. Mileage Allowance
32. Annual Report of Supervisor
33. Annual Accounting – Town Board Committee
34. Official Banks
35. Payments Before Audit

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36. Review of Monthly Vouchers
37. Petty Cash Funds
38. Fee Schedule
39. Environmental Conservation Board
40. Historic Preservation Commission
41. Library Board of Trustees
42. Planning Board
43. Zoning Board of Appeals
44. Records Management Advisory Board
45. Board of Ethics
46. Engineering/Planning Services Agreement
47. Highway Department Agreements
48. Town Hall Agreements
49. Community Center Agreements
50. 22 North Main Street Agreement
51. Village of Honeoye Falls Agreements
52. Honeoye Falls-Lima Central School District Agreements
53. Monroe County Agreements
54. Community Organization Agreements
55. Use of Town Meeting Rooms
56. Dog Impoundment Facility
57. Communications
58. Supervisor's Monthly Report
59. Town Clerk's Monthly Report
60. Minutes
61. Budget Adjustments
62. Vouchers
63. Employee Handbook Discussion
64. MRB – Grant Writing Records Management
65. MRB – Sidewalks
66. Door Purchases – Town Hall and Highway Department
67. Historic Preservation Commission – Special Meeting
68. Public Comment
69. Adjournment

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**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:
January 6, 2025 Organizational Meeting**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 25-___)

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

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

4. PUBLIC COMMENT

5. DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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

6. POSITION APPOINTMENTS – PART TIME

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board, term to expire December 31, 2025:

Code Compliance Officer - Corey Gates

Building Inspector - Corey Gates

Deputy Building Inspector – Tim Fess

Planning Officer – Corey Gates

Fire Marshall - Corey Gates

Building Department Clerk – Craig Osterling

Assessment Department Clerk - Bruce Fullerton

Court Clerk - Michelle Booth

Deputy Court Clerk - Bonnie M. Toomey

Deputy Town Clerk – James Merzke

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Secretary to the Planning Board and ZBA – Brooke Buckland

Dog Control Officer- Kevin Junge

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

7. POSITION RETENTION

(Resolution 25-___)

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

BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2025. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer, term to expire December 31, 2025.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2025.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian and Deputy Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2025.

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

Deputy Town Supervisor

Supervisor Moffitt notifies the Town Board that he has appointed Brent Rosiek to the position of Deputy Town Supervisor, term to expire December 31, 2024.

Secretary to the Supervisor – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Danielle Liberatore as Secretary to the Supervisor – Part Time, term to expire December 31, 2025.

Town Historian – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2025.

Deputy Town Historian – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Christopher Carosa as Deputy Town Historian – Part Time, term to expire December 31, 2025.

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8. DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION AND APPOINTMENT

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the Deputy Town Clerk – Part-Time position, with the full powers and duties of the town clerk. Compensation is approved by the Town Board.

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

Town Clerk, Michelle Booth, notified the Board that she has appointed Bonnie M. Toomey and James P. Merzke to the position of Deputy Town Clerk – Part-Time.

9. HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Secretary to Highway Superintendent, full-time.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Denise Zimmermann to the position of Secretary to Highway Superintendent, full-time.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2024. The Deputy Highway Superintendent functions during the absence or inability of the Town Highway Superintendent to act, and at that time is vested with all the powers and duties of the Town Highway Superintendent. This is a non-compensated position.

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

Highway Superintendent, Andrew Caschetta, notified the Board that he has appointed _____ to the position of Deputy Highway Superintendent.

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10. ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2025.

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

11. PLANNING BOARD COUNSEL/LEGAL SERVICES – POSITION RETENTION AND APPOINTMENT

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Planning Board Attorney, and appoint Don Young, term to expire December 31, 2025.

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

12. JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2024, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2025.

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

13. LAURA L. LANDERS, LLC

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain Laura Landers, LLC, for consulting services for the fiscal year, term to expire December 31, 2025.

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

14. LIAISONS

Supervisor Moffitt appointed the following Town Board members, elected officials, or board appointed liaisons:

- American Legion: Mr. Merzke
- Environmental Conservation Board: Mr. Dubois
- Historic Preservation Commission: Mr. Dubois
- Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt
- Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt

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- Library: Mrs. Carroll
- Mendon Community Business Association: Mr. Rosiek
- Planning Board: Mr. Rosiek
- Zoning Board of Appeals: Ms. Roberts

15. TOWN BOARD MEETINGS SCHEDULE

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to confirm the following schedule of Town Board Meetings for 2025, adopted at the November 18, 2024 meeting: 7:00 PM Mondays as follows: 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. Meetings will be held at the Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

16. STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS

(Resolution 25-___)

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

WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposes to the New York State and Local Retirement System, and

WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position,

NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITIES REPORTING

Highway Department Employees - 8 hours per day

Town Hall Employees - 7 hours per day

Library Employees - 7 hours per day

Refer to NYSERS Form RS-2417-A, located in the office of the Finance Director, for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will record and submit to the clerk his or her work activities for a period of three consecutive months, and FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

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

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17. 2025 HOLIDAY SCHEDULES

The following 2025 Holiday Schedules were approved by the Town Board at their December 30, 2024 meeting:

TOWN HALL

Wednesday, January 1 (New Year's Day)
 Monday, January 20 (MLK Day)
 Monday, February 17 (Presidents Day)
 Monday, May 26 (Memorial Day)
 Thursday, June 19 (Juneteenth)
 Thursday, July 3 (Floater)
 Friday, July 4 (4th of July)
 Monday, September 1 (Labor Day)
 Monday, October 13 (Columbus Day)
 Tuesday, November 11 (Veterans Day)
 Thursday, November 27 (Thanksgiving)
 Friday, November 28 (Floater)
 Thursday, December 25 (Christmas)
 Friday, December 26 (Floater)

HIGHWAY DEPARTMENT

Friday, April 18 (Good Friday)
 Monday, May 26 (Memorial Day)
 Thursday, June 19 (Juneteenth) (if workload permits day off, if not, use as a floater)
 Monday, June 30 (In lieu of MLK Day)
 Tuesday, July 1 (In lieu of President's Day)
 Wednesday, July 2 (In lieu of New Years Day)
 Thursday, July 3 (floater)
 Friday, July 4 (4th of July)
 Monday, September 1 (Labor Day)
 Monday, October 13 (Columbus Day)
 Tuesday, November 11 (Veterans Day)
 Thursday, November 27 (Thanksgiving)
 Friday, November 28 (Floater)
 Thursday, December 25 (Christmas)

18. TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2025 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

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19. POLICY AND PROCEDURES MANUAL

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the Town of Mendon Policy and Procedures Manual.

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

20. FUND BALANCE POLICY

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to acknowledge the adherence of the 2014 Fund Balance Policy as written for the A Fund, B Fund, DA Fund, DB Fund and the L Fund.

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

21. EMERGENCY PREPAREDNESS (DISASTER) PLAN

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the current Emergency Preparedness (Disaster) Plan.

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

22. OFFICIAL TOWN MAP

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2025.

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

23. OFFICIAL NEWSPAPER

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, pursuant to Sec. 64(11) Town Law, to designate *The Sentinel* as the official Town newspaper for 2025.

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

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24. EMERGENCY RESPONSE – HIGHWAY DEPARTMENT

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2025.

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

25. MENDON FIRE HALL – ICE CONTROL

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and WHEREAS, it is essential for the above reason that the Mendon Fire Hall be accessible at all times.

NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Highway Department to perform ice removal operations at the Mendon Fire Hall during the year 2025 as time and equipment availability permits.

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

26. BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize the Town Clerk to advertise the meetings scheduled for the entire year as follows:

- Board of Assessment Review – 4th Tuesday in May 2025
- Environmental Conservation – 1st Tuesday of each month at 7:00PM, as needed
- Historic Preservation Commission – 1st Wednesday of each month, 7:00PM, as needed
- Planning Board – 1st and 3rd Wednesday of each month at 7:00PM, as needed
- Town Board - per schedule above at 7:00PM
- Zoning Board of Appeals – 2nd and 4th Thursday of each month at 7:00PM, as needed

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

27. OFFICIAL UNDERTAKINGS

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Eastern Shore,

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NYMIR, providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000. Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

28. SALARIES – ELECTED/APPOINTED/HOURLY WAGES

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid hourly as indicated below:

Job Title	Salary
Assessor	\$40,265
Building/Assessment Clerk	\$22.00-\$25.00/per hour
Building Inspector/Code Enforcement Officer	\$85,151
Court Clerk	\$13,353
Custodian	\$17.00-\$20.00/per hour
Deputy Building Inspector	\$100/per inspection
Deputy Court Clerk	\$30.39/per hour
Deputy Town Clerk	\$30.39/per hour
Deputy Town Supervisor	\$5,000
Dog Control Officer	\$8,686
Fire Marshal	\$3,684
Historian	\$2,700
Planning Board Attorney & Legal Services	\$14,523
Planning Officer	\$1,957
Planning Board/Zoning Board Clerk	\$41,242
Recreation Leader	\$17.00
Secretary (Assessor)	\$23.00/per hour
Secretary to the Supervisor	\$22.66/per hour
Building & Grounds	\$18.00-\$31.00/per hour
Zoning Board Attorney	\$14,523
Appointed Board Members	
Assessment Board of Review	\$125/per year
Conservation Board Chair	\$50/per mtg
Conservation Board Member	\$25/per mtg
Planning Board Chair	\$60/per mtg
Planning Board Member	\$40/per mtg
Zoning Board Chair	\$60/per mtg
Zoning Board Member	\$40/per mtg

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Elected Officials	
Councilperson (4)	\$10,740.50
Highway Superintendent	\$89,248.00
Town Clerk	\$76,663.00
Town Justice (2)	\$22,001.00
Town Supervisor	\$84,417.00
Highway Department	Hourly
Dispatcher (Winter)	\$26.00 - \$34.03
Laborer (Skilled)	\$26.00 - \$35.00
Maintenance Mechanic	\$35.08/per hour
Mechanical Equipment Operator (Light Equipment)	\$26.00 - \$35.00
Mechanical Equipment Operator (Heavy Equipment)	\$26.00 - \$35.00

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

29. PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES (Resolution 25-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits:

Full-time employees hired prior to 1/1/10, will contribute fourteen percent (14%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute eighteen percent (18%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute twenty-percent (20%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/18 will be eligible for a single + spouse (50%) policy through the Town's medical insurance. The Employee will contribute 20% of the premium. If the employee wishes to include eligible family members, the employee will pay 20% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

RETIREES

All full-time personnel who retire in accordance with the rules and regulations of the New York State Employees' Retirement System, and are credited with at least 20 years' service with the Town, who are covered with health insurance by the Town immediately prior to retirement, or are eligible to be so covered, shall be entitled to a single policy of their choice offered by the Town, at 90% Town expense. Such policy may be provided either at the time of

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retirement or at a later date, at the Retiree's option. Health insurance coverage for immediate family members of the retiree will be at the retiree's expense.

When a retiree who meets the above criteria reaches age 65, the Town will pay the full cost of a single policy in the Medicare Supplement Program in which the Town participates, until the retiree's death or until coverage is provided from another source. The Town will pay 75% of the cost for retirees who began employment with the Town on or after January 1, 2000. At the retiree's option, the Town will pay the equivalent amount directly to a program of the retiree's choosing.

Retirees with 10 or more years' service, who meet the other requirements detailed above, are eligible for prorated coverage as follows: The percentage of the expense to be covered by the Town equals the number of years of service (rounded to the nearest full year) divided by 20.

Dental Benefits:

The Town will fund this coverage, in 50% contribute, for eligible employees hired prior to 1/1/10.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/18 will be eligible for a single + spouse policy and contribute 25% of the premium. If the employee wishes to include eligible other family members, the employee will pay 25% of the single premium plus the difference between the single + spouse premium and the coverage the employee chooses (family, etc.).

The Town will pay 25% of the dental premium for retirees.

Medical Opt Out – All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer will be paid an opt out of \$4,200 annually. Said benefit will be paid monthly in arrears, will be included in the employee's earnings statement, and will be subject to taxes. Employee must show proof of insurance annually.

Health Reimbursement Account (HRA):

The Town will make a deposit of \$1,200.00 into a Health Reimbursement Account (HRA) for each full-time employee.

Clothing Allowance – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$200.00 for 2025, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO, and Mechanics. A receipt must be submitted

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showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots) – Full-time employees with the following job titles, shall be reimbursed, up to \$300 per year in 2025, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Vacation Time – Personnel Handbook

4.02 ELIGIBILITY

Vacation periods are calculated based upon the calendar year. Full time employees are eligible for paid vacation in accordance with the following schedule:

Hire Date: 1/1-3/31 - Nine (9) days after 60 days.

Hire Date: 4/1-6/30 - Six (6) days after 60 days

Hire Date: 7/1-9/30 - Three (3) days after 60 days

Hire Date: 10/1-12/31 - No vacation days.

- On the January 1st following the date of hire – 10 working days then
- One additional day per year to a maximum of 25 working calendar days.

Vacation time shall be tracked by eligible hours. To convert one day into hours, use the average number of hours worked in a day in a work week. When determining vacation time used, the hours used must be based on the hours the employee would have worked on that particular work day.

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

30. PAYROLL SCHEDULE

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salary payment schedule as follows:

1. January 3
2. January 17
3. January 31
3. February 14
4. February 28
5. March 14
6. March 28
8. April 11
9. April 25
10. May 9
11. May 23
12. June 6
13. June 20

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14. July 4
15. July 18
16. August 1
17. August 15
18. August 29
19. September 12
20. September 26
21. October 10
22. October 24
23. November 7
24. November 28
25. December 12
26. December 26

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

31. MILEAGE ALLOWANCE

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to set the mileage allowance at the rate established by the Internal Revenue Service.

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

32. ANNUAL REPORT OF SUPERVISOR

(Resolution 25-___)

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

BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying.

BE IT FURTHER RESOLVED, that this report be prepared by Laura Landers, LLC in an amount not to exceed \$3,000.00 from Acct. A1310.400.

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

33. ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mrs. Carroll and Mr. Rosiek to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2025, or as soon thereafter as possible.

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

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(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Ms. Roberts and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2025, or as soon thereafter as possible.

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

34. OFFICIAL BANKS**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, NYCLASS. The Town Supervisor is hereby authorized to submit letters to the above-mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

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

35. PAYMENTS BEFORE AUDIT**(Resolution 25-___)**

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

BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and

BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

36. REVIEW OF MONTHLY VOUCHERS

The following is the schedule for Town Board Member review of the monthly vouchers:

January – Mrs. Carroll & Mr. Rosiek

February – Mr. Dubois & Mrs. Carroll

March – Ms. Roberts & Mr. Dubois

April – Mr. Rosiek & Ms. Roberts

May – Mrs. Carroll & Mr. Rosiek

June – Mr. Dubois & Mrs. Carroll

July – Ms. Roberts & Mr. Dubois

August – Mr. Rosiek & Ms. Roberts

September – Mrs. Carroll & Mr. Rosiek

October – Mr. Dubois & Mrs. Carroll

November – Ms. Roberts & Mr. Dubois

December – Mr. Rosiek & Ms. Roberts

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37. PETTY CASH FUNDS**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

38. FEE SCHEDULE**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the 2025 Town of Mendon Fee Schedule below:

ALL DEPARTMENTS

Copies (8.5" x 11"): \$.25 per page

Notary Service: No Charge

Returned Check Fee: \$20.00

ATHLETIC FIELDS

One (1) use per week: \$100.00

Average use of two (2) times per week: \$250.00

Average use of greater than 2 time per week: \$400.00

See Use Policy for policies and insurance requirements.

BUILDING DEPARTMENT**Avoidable Fire Alarm Fine**

Second (within 2 years): \$100.00

Third (within 2 years): \$200.00

Thereafter (within 2 years): \$300.00

OPERATING PERMITS

Buildings containing one or more areas of public assembly with an occupant load of 100 persons: \$50/annually

Energy Storage Systems: \$250/annually

Fireworks/Pyrotechnics: \$100/per event

Flammable Finishes: \$25/annually

Fumigation & Insecticide Applications: \$50/per event

Hazardous Activities (includes all H occupancies): \$500/annually

High Piled Combustible Storage: \$150/annually

Mobile Food Preparation Vehicles: \$25/per event OR \$200/annually

Sugarhouse Alternative Activities: \$100/annually

Temporary Structures, Tents, Membrane Structures: \$100/per event

Welding & Hot Work: \$25/annually

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Residential Occupancy

New Construction (includes building equipment, building systems and garage):
\$0.20 per square foot. \$300.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:
\$100.00 up to 600 square foot. \$75.00 for each 500 square foot thereafter.

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)
\$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$75.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Electric Vehicle (EV) Charger: \$40.00
- Fence and Earth Berms: \$50.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$50.00
- Free Standing Antennas (radio, wind turbines, etc.): \$75.00
- Geothermal (loop field and equipment): \$75.00
- Generator: \$100.00
- Outdoor Sporting Court with Fence: \$25.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspections of the same item are required, \$25.00 per inspection.
- Removal of Fuel Storage Tanks: \$30.00
- Renewal/Extension of Permit: Original Fee + \$100 after (1) renewal
- Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00
- Solar Panels: \$75.00
- Solar Farms: \$200/acre of leased/owned area
- Swimming Pool, above ground (includes fence and 200 square foot deck): \$50.00
- Swimming Pool, inground (includes fence): \$125.00
- Zoning Compliance Letter: \$40.00

Commercial/Industrial Occupancy

New Construction, excluding Communications Towers (includes structure building systems, building equipment and all common, public and tenant space):
\$0.22 per square foot, \$250.00 minimum fee

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Communications Tower (leased/owned area):
\$3,500 (New) \$1,500 (New equipment, repair, replace)

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure):
\$100.00 up to 1000 square feet. \$50.00 for each 500 square feet thereafter.

New or Added Shell Only: one half (1/2) the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure (includes new or addition to a shed, barn, garage, pool cabana, solar collector, etc.): \$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$150.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Electric Vehicle (EV) Charger: \$50.00/unit
- Fence and Earth Berms: \$60.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$30.00
- Free Standing Antennas (dish, radio, television, etc.): \$50.00
- Generator: \$150
- Outdoor Sporting Court with Fence: \$30.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item is required, \$25.00 per inspection
- Renewal/Extension of Permit: Original Fee + \$150 after (1) renewal
- Sign, 0 to 30 square feet: \$30.00
- Sign, 31 to 50 square feet: \$50.00
- Sign, over 50 square feet: \$2.00 per square foot
- Solar Panels: \$100
- Solar Farms: \$250/acre of leased/owned area
- Swimming Pool (includes fence): \$150.00
- Zoning Compliance Letter: \$50.00

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COMMUNITY CENTER

- Town of Mendon Residents: \$30.00/hour with three hour minimum and \$100 deposit
- Not for Profits and Service Organizations located in Mendon or for a resident within that organization: \$50.00 deposit
- For-Profits and Service Organizations located in Mendon or for a resident within that organization - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours. Requires Town Supervisor approval.

EXCAVATION FEES

- Permit: \$125.00 per acre to be excavated
- Excavation (up to 10,000 cubic yards): \$500.00 per year
- Excavation (over 10,000 cubic yards): \$3,000.00 per year

HIGHWAY DEPARTMENT

Driveway Permit: \$175.00

Road Cut/Right-of-Way: \$300.00

In addition, each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Administrative Re-sub: \$150.00

Site Plan, one lot: \$350.00

Site Plan, each additional lot: \$50.00 each

Site Plan, accessory structure less than 1000 square foot footprint: \$125.00

Subdivision of Land

Application Fee, 1 to 4 lots: \$150.00

Application Fee, each additional lot (2-4): \$50.00 per lot

Application Fee, 5 or more lots: \$250.00

Application Fee, each additional lot (6+): \$50.00 per lot

Public Hearing: \$100.00

Review of Conservation Easements/Attorney Fees, 1-3 lots: \$75.00

Review of Conservation Easements/Attorney Fees, each additional lot (4+): \$25.00

Total cost not to exceed \$500.00.

Commercial or Industrial

Site Plan: \$300.00, plus \$25.00 per 1000 square foot

Site Plan, Cell Tower: \$1,000

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Site Plan, Cell Tower Co-Locator: \$500.00 per co-locator
 Subdivision of Land (including P.U.D.'s) Application Fee: \$150.00, plus \$25.00 per acre
 Public Hearing \$200.00

All Planning

- Engineering Fee Deposit Site Plan: \$1,000.00 (includes administration fee)
- Engineering Fee Deposit Special Use Permit: \$250.00 (includes administration fee)
- Engineering Fee Deposit Subdivision: \$200.00 per lot (includes administration fee)
- EPOD Development Permit Application: \$50.00
- Map Resigning Fee: \$150.00
- Recreation Fee (All Applications): \$1,500.00 per lot
- Special Use Permit: \$250.00
- Special Use Permit Amendment: \$100.00

Zoning Board of Appeals

Area Variance: \$250.00

Use Variance: \$500.00

Review of Code Enforcement Officer's determination/interpretation: \$100.00

Temporary Use Permit \$100.00

Additional Engineering Fees: in addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

PUBLICATIONS/OTHER ITEMS

- 1872 Map (historic) \$2.00
- Around Mendon and Honeoye Falls \$20.00
- From Forests to Farming \$10.00
- Hamlet Sign Print \$5.00
- Bells and Whistlestops \$3.00
- Mendon's Cobblestone Landmarks \$10.00
- Migration to Mendon \$10.00
- Mugs \$4.00 each (Set of 4 \$12.00)
- Murder and Mayhem \$20.00
- Rails to Trails \$20.00
- They Went They Fought They Won \$15.00

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TOWN CLERK'S OFFICE

- Dog License Spayed/Neutered: \$6.00
- Dog License Unspayed/Unneutered: \$15.00
- Dog License Service Dog (with paperwork from recognized organization): No Charge
- Dog Impoundment: \$28.00/day
- Dog Rabies Vaccination as part of impoundment: \$20.00
- Dog Impoundment at an emergency care facility: \$50.00/day
- Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$80.00
- Games of Chance License: \$25.00 per occasion
- Marriage License: \$40.00
- One-Day Marriage Officiant permit (must be purchased at the same location as a license): \$25.00
- Marriage Transcript: \$10.00
- Peddler's Permit Applicant: \$500.00 per six (6) months,
- Peddler's Permit Employee of applicant: \$100.00 per employee for six (6) months

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

39. ENVIRONMENTAL CONSERVATION BOARD

Chair Appointment

(Resolution 25-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Peter Carosa as Chair of the Environmental Conservation Board, term to expire 12/31/25.

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

Member Appointment

(Resolution 25-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Peter Carosa to the Environmental Conservation Board, term to expire 12/31/26.

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

Member Appointment

(Resolution 25-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Margaret Bailey to the Environmental Conservation Board, term to expire 12/31/26.

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

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Member Appointment**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Tim Ergstrom to the Environmental Conservation Board, term to expire 12/31/26.

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

40. HISTORIC PRESERVATION COMMISSION**Chair Appointment****(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire 12/31/25.

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

Member Appointment**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Diane Ham to the Historic Preservation Commission, term to expire 12/31/26.

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

Member Appointment**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Geoff Tesch to the Historic Preservation Commission, term to expire 12/31/26.

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

Member Appointment**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Martha Bush to the Historic Preservation Commission, term to expire 12/31/26.

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

41. LIBRARY BOARD OF TRUSTEES**Chair Appointment****(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mary McCabe as Chair of the Library Board of Trustees, term to expire 12/31/25.

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

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Member Appointment**(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mary McCabe and Katie Corey to the Library Board, term to expire 12/31/29.

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

42. PLANNING BOARD**Chair Appointment****(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Lauren Smith as Chair of the Planning Board, term to expire 12/31/25.

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

Vice Chair Appointment**(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Earl DeRue to the Planning Board as Vice Chair, term to expire 12/31/25.

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

Member Appointment**(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Earl DeRue to the Planning Board, for a term to expire 12/31/29.

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

43. ZONING BOARD OF APPEALS**Chair Appointment****(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Chris Mahood as Chair of the Zoning Board of Appeals, term to expire 12/31/25.

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

44. RECORDS MANAGEMENT ADVISORY BOARD**(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for Diane C. Ham to serve on the Records Management Advisory Board, term to expire 12/31/2025.

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

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(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for Mary Louise Meisenzahl to serve on the Records Management Advisory Board, term to expire 12/31/2025.

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

45. BOARD OF ETHICS**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve Mary Louise Meisenzahl to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve Steven Maxon to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve Moe Bickweat to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve Art Morrell to serve on the Board of Ethics, term to expire 12/31/2025.

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

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve John Broomfield to serve on the Board of Ethics, term to expire 12/31/2025.

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

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46. ENGINEERING/PLANNING SERVICES

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current relationship with MRB Associates to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2025 Standard Hourly Rate Schedule.

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

47. HIGHWAY DEPARTMENT AGREEMENTS

Highway Superintendent – Summer Work on Town Roads

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting.

AGREEMENT between the Town Superintendent of the Town of Mendon, Monroe County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$293,378.63 for materials shall be set aside to be expended for primary work and general repairs upon 4.32 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town Highways:

(a) On Mendon Center Road commencing at St Rt 65 and leading to St Rt 251, a distance of 0.84 miles. There shall be expended not over the sum of \$20,924.68 for materials.

Type: Stone & Oil, **Width of traveled surface:** 24'

(b) On Stoney Lonesome Road commencing at Quaker Meeting House Road and leading to St Rt 65, a distance of 0.36 miles. There shall be expended not over the sum of \$8,967.72 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 24'

(c) On Parrish Road commencing at Ontario County line and leading to St Rt 64, a distance of 0.63 miles. There shall be expended not over the sum of \$15,596.48 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 23'

(d) On Plains Road commencing at St Rt 15A and leading to the Honeoye Creek Bridge, a distance of 1.1 miles. There shall be expended not over the sum of \$158,342.75 for

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materials. **Type:** Mill and Pave, **Width of traveled surface:** 23'

(e) On Scofield Road commencing at the Mendon/Rush Town line to Plains Road, a distance of 0.5 miles. There shall be expended not over the sum of \$60,508.00 for materials. **Type:** Mill and Pave, **Width of traveled surface:** 21'

(f) On Hunt Club commencing at Boughton Hill Road to cul-de-sac, a distance of 0.4 miles. There shall be expended not over the sum of \$14,520.00 for materials. **Type:** Micropave, **Width of traveled surface:** 20'

(g) On Morgan Chase commencing at Hunt Club to cul-de-sac, a distance of 0.15 miles. There shall be expended not over the sum of \$4,330.00 for materials. **Type:** Micropave, **Width of traveled surface:** 20'

(h) On Rolling Plains commencing at Old French Road to Plains Road, a distance of 0.34 miles. There shall be expended not over the sum of \$10,189.00 for materials. **Type:** Micropave, **Width of traveled surface:** 20'

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

Commercial Driver's License Drug Testing Policy

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue with Healthworks through 2025, which provides the Town with a commercial driver's license drug testing program.

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

48. TOWN HALL AGREEMENTS

Heating and Cooling

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2025 at a cost not to exceed \$950.00.

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

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Security System**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2025 in the amount not to exceed \$500.00.

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

Sprinkler System Service**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2025 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

Fire Extinguisher Service**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Global Fire Protection for extinguisher service for all town owned buildings through 2025 at a cost not to exceed \$1,250.00.

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

49. COMMUNITY CENTER AGREEMENTS**Heating and Cooling****(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2025 at a cost not to exceed \$700.00.

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

Security System**(Resolution 25-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2025 in the amount not to exceed \$400.00.

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

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50. 22 NORTH MAIN STREET AGREEMENT

Heating and Cooling

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and cooling units and 1 split cooling only system in the building through 2025 at a cost not to exceed \$700.00.

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

51. VILLAGE OF HONEOYE FALLS AGREEMENTS

Reciprocal Snow Removal

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2025, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

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

52. HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS

Use of Semmel Road Park

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2025.

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

53. MONROE COUNTY AGREEMENTS

Work Agreements

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2025.

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

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Signage and Striping Agreements

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor or Highway Superintendent, to execute the agreement with Monroe County regarding Signage and Striping for 2025.

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

54. COMMUNITY ORGANIZATION AGREEMENTS

Honeoye Falls-Mendon Community Concert Band

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concerts for the residents of Mendon during 2025, at a cost of \$1,000.00 per concert held.

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

Honeoye Falls-Mendon Historical Society

(Resolution 25-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2025, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.

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

55. USE OF TOWN MEETING ROOMS

(Resolution 25-___)

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

- A Town meeting room by the Mendon Republican Committee as available in the year 2025;
- A Town meeting room by the Mendon Democratic Committee as available in the year 2025;
- The Town of Mendon Falls Post 664 Community Center by the American Legion Honeoye Falls Post 664 on the second Thursday of each month in 2024 at 7:30 PM, and for their purposes on Memorial Day and Veterans Day. Further, use of the entire building on the second Thursdays in August and December.

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

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56. DOG IMPOUNDMENT FACILITY**(Resolution 25-__)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into a contract with Add-En-On Kennel for leased space in 2025 in relation to dog impoundment for the Town of Mendon. Related fees are made a part of the Fee Schedule.

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

57. COMMUNICATIONS**Town Clerk****Town Board****Supervisor****58. SUPERVISOR'S MONTHLY REPORT****(Resolution 25-__)**

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

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

59. TOWN CLERK'S MONTHLY REPORT**(Resolution 25-__)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for December 2024, showing receipts and disbursements in the amount of \$19,047.55.

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

60. MINUTES**(Resolution 25-__)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the special meeting held on December 30, 2024, as presented/amended.

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

61. BUDGET ADJUSTMENTS**(Resolution 25-__)**

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

From: A1960.8	Medical/Dental Ins.	\$5,000.00
To: A9010.8	NYS Retirement	\$5,000.00
From: DB9060.8	Medical/Dental Ins.	\$46,000.00
To: DB9010.8	NYS Retirement	\$46,000.00

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From: L7410.4	Contractual	\$1,507.53
To: L9010.8	NYS Retirement	\$1,507.53
From: L9060.8	Medical/Dental Ins.	\$1,500.00
To: L9010.8	NYS Retirement	\$1,500.00

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

62. VOUCHERS

General Abstract A

(Resolution 25-___)

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

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

General Abstract B

(Resolution 25-___)

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

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 25-___)

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

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-___ to 24-___, on Library Abstract 24-___, in the amount of \$_____, were presented to the Town Board for payment.

Library Abstract B

Library vouchers numbered 24-___ to 24-___, on Library Abstract 24-___, in the amount of \$_____, were presented to the Town Board for payment.

63. EMPLOYEE HANDBOOK DISCUSSION

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64. MRB – GRANT WRITING RECORDS MANAGEMENT**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to authorize the Supervisor to enter into an agreement with MRB Group for professional grant writing services related to a Local Government Management Improvement Funding Application, as detailed in their proposal dated December 16, 2024, for an amount not to exceed \$9,000.00 and to be paid from account B8020.400.

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

65. MRB – SIDEWALKS**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to authorize the Supervisor to enter into an agreement with MRB Group for professional services related to the design and bidding of 2025 Sidewalk Improvement Projects, as detailed in their proposal dated December 12, 2024, for an amount not to exceed \$178,400.00 and to be paid from account B8021.400.

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

66. DOOR PURCHASES – TOWN HALL AND HIGHWAY DEPARTMENT**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to authorize the purchase of two (2) doors, one (1) for the Town Hall and one (1) for the Highway Department from Alliance Door & Hardware, Inc., 55 Alliance Drive, Rochester, NY, at a total cost not to exceed \$4,299.71, to be paid from account A1620.400.

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

67. HISTORIC PRESERVATION COMMISSION – SPECIAL MEETING**(Resolution 25-___)**

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to hold a special meeting of the Town of Mendon Historic Preservation Commission, 7:00PM, Tuesday, January 14, 2025, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, for the purpose of reviewing an application before the January 15th Planning Board meeting. The meeting will be advertised as practicable.

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

68. PUBLIC COMMENT

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69. ADJOURNMENT**(Resolution 25-___)**

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; Mr. Rosiek, Aye/Nay; Ms. Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

Numbers correspond with Tentative Agenda.

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TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

DECEMBER, 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>5</u>	DECALS	<u>8.05</u>	
	<u>7</u>	MARRIAGE LICENSES NO. 24032 TO 24038	<u>122.50</u>	
	<u>4</u>	MARRIAGE TRANSCRIPT	<u>40.00</u>	
		TOTAL TOWN CLERK FEES		170.55
<hr/>				
A2408				
	<u>3</u>	COMMUNITY CENTER USAGE	<u>480.00</u>	
		TOTAL A2408		480.00
<hr/>				
A2544				
	<u>13</u>	DOG LICENSES	<u>72.00</u>	
		TOTAL A2544		72.00
<hr/>				
A690				
	<u>2</u>	JUSTICE COURT FUND	<u>1,809.50</u>	
		TOTAL A690		1,809.50
<hr/>				
B2110				
	<u>1</u>	ZBA AREA VARIANCE	<u>250.00</u>	
	<u>1</u>	ZBA PUBLIC HEARING	<u>100.00</u>	
		TOTAL B2110		350.00
<hr/>				
B2115				
	<u>1</u>	P B APP SITE PLAN	<u>350.00</u>	
	<u>1</u>	P B ACCESSORY STRUCTURE	<u>125.00</u>	
	<u>1</u>	PB SPECIAL USE AMENDMENT	<u>100.00</u>	
		TOTAL B2115		575.00
<hr/>				
B2555				
	<u>10</u>	BUILDING PERMIT	<u>2,152.60</u>	
		TOTAL B2555		2,152.60
<hr/>				
B2590				
	<u>1</u>	ROAD CUT FEE	<u>300.00</u>	
	<u>2</u>	BURN PERMIT	<u>50.00</u>	
		TOTAL B2590		350.00
<hr/>				
B688				
	<u>1</u>	ENG REV ADV SITE PLN	<u>700.00</u>	
		TOTAL B688		700.00
<hr/>				
DA2306				
	<u>1</u>	MFD FUEL USAGE	<u>512.37</u>	
		TOTAL DA2306		512.37

TOWN CLERK'S MONTHLY REPORT

DECEMBER, 2024

page 2

DA513.	<u>1</u>	INSURANCE REIMBURSEMENT	<u>135.00</u>	
		TOTAL DA513.		135.00
<hr/>				
DB2306	<u>1</u>	HFLCSD SALT	<u>248.92</u>	
		TOTAL DB2306		248.92
<hr/>				
L2770	<u>1</u>	EV CHARGING STATION	<u>35.36</u>	
		TOTAL L2770		35.36
<hr/>				
T20	<u>5</u>	MEDICAL/DENTAL	<u>341.80</u>	
		TOTAL T20		341.80
<hr/>				
T670.1	<u>7</u>	RECREATION FEE	<u>10,500.00</u>	
		TOTAL T670.1		10,500.00

TOWN CLERK'S MONTHLY REPORT

DECEMBER, 2024

page 3

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	<u>2,532.05</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>4,127.60</u>
PAID TO SUPERVISOR FOR HIGHWAY	<u>248.92</u>
PAID TO SUPERVISOR FOR FUEL	<u>647.37</u>
PAID TO SUPERVISOR FOR LIBRARY FUND	<u>35.36</u>
PAID TO SUPERVISOR FOR CONSTRUCTION FEES	<u>10,841.80</u>
PAID TO NYS DEC FOR DECALS	<u>441.95</u>
PAID TO NYS ANIMAL POPULATION CONTROL FUND	<u>15.00</u>
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	<u>157.50</u>
TOTAL DISBURSEMENTS	19,047.55

** Pd to Supervisor \$18,433.10*

JANUARY 2, 2025

_____, 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

TOWN OF MENDON

Cash Book Transactions

For the period 12/01/24 through 12/31/24

01/02/25
08:41:09

Total: \$19,047.55

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
12/02/24	EQUICENTER	BUILDING PERMIT 9147 - 3247 RUSH MNDN -					50.00
12/02/24	GIANTONIO JR-LOMBARDOZZI	MARRIAGE LICENSE 24032			40.00		
12/03/24	MENDON VILL ANIMAL HOSP	BUILDING PERMIT 9148 - 1380B PTTS MNDN -					50.00
12/04/24	SULLIVAN-BRAZAK	MARRIAGE LICENSE 24033			40.00		
12/04/24	BATTERSON PHASE III	RECREATION FEE MILE SQUARE RD					6,000.00
12/05/24	WACENSKE, FRANCIS	0000759/FS RENEWAL 0008091		6.00			
12/05/24	WACENSKE, FRANCIS	0000760/MN RENEWAL 0008092		6.00			
12/05/24	BRIGGS, CARA HON	JUSTICE COURT FUND NOV 2024					652.00
12/06/24	WITT	BUILDING PERMIT #9149 EV CHARGER 9 WOOD					30.00
12/06/24	BAITY II-DEMARY	MARRIAGE LICENSE 24034			40.00		
12/06/24	LOOPE, GARY	MEDICAL/DENTAL NOVEMBER DENTAL					76.00
12/09/24	CORRY, RODNEY	BUILDING PERMIT #9150 -100 VICTOR MND EV					30.00
12/09/24	SYMONS,KENNETH	BUILDING PERMIT #9151 - 67 LANNING - SOL					75.00
12/09/24	DANIELS, BRIANNA	COMMUNITY CENTER USAGE 11/30/24 USAGE					120.00
12/09/24	DECALS	DECALS DAILY TOTAL	15.00				
12/09/24	WALLMAN	ENG REV ADV SITE PLN 721 MILE SQ RD SITE					700.00
12/09/24	SHERMAN, ROBERT	MEDICAL/DENTAL DECEMBER 2024 DENTAL					76.00
12/09/24	LOOPE, GARY	MEDICAL/DENTAL JANUARY 2025 DENTAL					78.13
12/09/24	WALLMAN	P B ACCESSORY STRUCTURE 721 MILE SQ RD S					125.00
12/09/24	WALLMAN	P B APP SITE PLAN 721 MILE SQ RD SITE PL					350.00
12/09/24	MCWILLIAMS, DANIEL	RECREATION FEE 721 MILE SQ SUBD					4,500.00
12/10/24	DECALS	DECALS DAILY TOTAL	25.00				
12/11/24	GIANTONIO JR-LOMBARDOZZI	MARRIAGE LICENSE 24035			40.00		
12/11/24	SAXBY	MARRIAGE TRANSCRIPT 23033					10.00
12/11/24	POLOZZI	MARRIAGE TRANSCRIPT 85022					10.00
12/12/24	FRANK	BUILDING PERMIT 9152 - 665 W BLMFLD - RE					100.00
12/12/24	DECALS	DECALS DAILY TOTAL	15.00				
12/13/24	JANISZEWSKI, NATALIE	0000926/MN RENEWAL 0008093		6.00			
12/13/24	ANTONELLI CONSTRUCTION	BUILDING PERMIT #9153 SFD 22 MENDON GREE					732.20
12/13/24	STEPHEN MAXON	JUSTICE COURT FUND NOVEMBER 2024					1,157.50
12/16/24	ZEH, ERICA AND COREY	0001071/MN Dead					
12/16/24	ZEH, ERICA AND COREY	0001072/FS RENEWAL 0008094		6.00			
12/16/24	NEE, FAITH	0001173/MN ORIGINAL		6.00			
12/16/24	SOMERS, MARK	0001174/MN ORIGINAL		6.00			
12/16/24	ANDERSON WATER POWER AIR	BUILDING PERMIT # 9154 347 TAYLOR RD GEN					100.00
12/16/24	THORNTON, CYNTHIA	MARRIAGE TRANSCRIPT					10.00
12/17/24	MCRAE, NAN	0000356/FS Dead					
12/17/24	SUAREZ-JIMENEZ, BENJAMIN	0000839/MN RENEWAL 0008096		6.00			
12/17/24	JENKINS, CODY	0001084/FS RENEWAL 0008095		6.00			
12/17/24	MCRAE, NAN	0001175/MN ORIGINAL		6.00			
12/17/24	ROSE-	MARRIAGE LICENSE 24036			40.00		
12/17/24	MENDON VILLAGE ANIMAL CARE	PB SPECIAL USE AMENDMENT 122 CANFIELD RD					100.00
12/18/24	BROWN	BUILDING PERMIT 9155 - 16 HOLLY HL - SF					885.40
12/18/24	MEADER	BURN PERMIT 180 SIBLEY RD					25.00
12/18/24	MENDON FIRE DISTRICT	MFD FUEL USAGE NOVEMBER FUEL					512.37
12/19/24	MENDON GOLD CLUB	BURN PERMIT 226 MENDON IONIA RD					25.00
12/19/24	EASTERN SHORE	INSURANCE REIMBURSEMENT DA5130.4					135.00
12/19/24	CHARTER COMMUNICATIONS	ROAD CUT FEE ROYAL HUNT LANE					300.00

Date	Name	Description	DEC	DL	ML	GCL	Other
12/20/24	RICKER, KELLIE	0000896/FS RENEWAL 0008098		6.00			
12/20/24	RICKER, KELLIE	0001025/MN RENEWAL 0008097		6.00			
12/23/24	SKYLINE CONTRACTORS	BUILDING PERMIT #9156 ADDITION 1244 PIT					100.00
12/23/24	BROKAW, JAMES	COMMUNITY CENTER USAGE 12/14 CHRISTMAS					270.00
12/23/24	JOHNSON, SCOTT	COMMUNITY CENTER USAGE 12/21 BIRTHDAY PA					90.00
12/23/24	HFLCSD	HFLCSD SALT NOVEMBER ROAD SALT					248.92
12/24/24	DECALS	DECALS DAILY TOTAL	380.00				
12/24/24	LEBEAU, JAMES	ZBA AREA VARIANCE 4135 CLOVER ST					250.00
12/24/24	LEBEAU, JAMES	ZBA PUBLIC HEARING 4135 CLOVER STREET					100.00
12/26/24	DECALS	DECALS DAILY TOTAL	15.00				
12/26/24	GREENLOTS	EV CHARGING STATION EV CHARGER					35.36
12/27/24	MOSHER JR-LAWTON	MARRIAGE LICENSE 24037			40.00		
12/27/24	JENNIFER MILLER	MARRIAGE TRANSCRIPT					10.00
12/27/24	FLETCHER, MARY	MEDICAL/DENTAL JANUARY 2025					33.50
12/30/24	BURCHFIELD, KAYLEIGH	0001176/MN ORIGINAL		6.00			
12/30/24	VOORHEES	MEDICAL/DENTAL DENTAL - JANUARY 2025					78.17
12/31/24	MOORE, JAMIE	0001068/FU RENEWAL 0008099		15.00			
12/31/24	HARTTER-CARBONARO	MARRIAGE LICENSE 24038			40.00		

Total:	\$19,047.55	450.00	87.00	280.00	0.00	18,230.55
Deposit Amount:	\$11,677.15	<i>11,637.15</i>				
Cash:	\$992.00					
Checks:	\$10,685.15					
Credit Card Amount:	\$7,370.40	<i>7410.40</i>				

12/2/24 Marriage license paid Cash after paying credit



**Department of
Environmental
Conservation**

STATE OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
625 Broadway, Albany, NY 12233

Phone 1-800-962-5622

Invoice 2068-223854

TOWN OF MENDON
16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: **12/01/2024** to **12/31/2024**

Product Summary

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
DMP FCFS Choice 1	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMP FCFS Choice 2	2	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading Privilege	2	\$1.66	\$28.34	0	\$0.00	\$0.00	\$30.00	\$1.66	\$28.34
Bow/Muzz Antlerless Tag	2	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Muzzleloading Privilege	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bow/Muzz Either Sex Tag M	3	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading Privilege	2	\$1.66	\$28.34	0	\$0.00	\$0.00	\$30.00	\$1.66	\$28.34
DMP FCFS Choice 1	1	\$0.55	\$9.45	0	\$0.00	\$0.00	\$10.00	\$0.55	\$9.45
Lifetime License (Hunt/Fish/Turkey) 0-4	1	\$4.18	\$375.82	0	\$0.00	\$0.00	\$380.00	\$4.18	\$375.82
Print Fee		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	15	\$8.05	\$441.95	0	\$0.00	\$0.00	\$450.00	\$8.05	\$441.95

* Vendor Amount includes Agent commission and print fees collected

\$441.95 Will be swept from your bank account on **1/14/2025**

TOWN OF MENDON

Detail of Decals Transactions

For the period 12/01/2024 through 12/31/2024

01/02/2025

09:07:44

Date	Gross Sales	Commission	Net Sales
12/09/2024	15.00	0.83	14.17
12/10/2024	25.00	1.38	23.62
12/12/2024	15.00	0.83	14.17
12/24/2024	380.00	4.18	375.82
12/26/2024	15.00	0.83	14.17
Grand Total:	450.00	8.05	441.95

TOWN OF MENDON

Detail of Marriage License Transactions

For the period 12/01/2024 through 12/31/2024

	Id	Date	Groom(Spouse A) & Bride(Spouse B)	Statutory Fee	Local Fee	Total
1.	24032	12/02/2024	GIANTONIO JR, MICHAEL to LOMBARDOZZI, CHRISTINE MARIE	22.50	17.50	40.00
2.	24033	12/04/2024	SULLIVAN, OWEN JAMES to BRAZAK, OLIVIA LAUREN	22.50	17.50	40.00
3.	24034	12/06/2024	BAITY II, RICHARD BERNARD to DEMAY, MICHELLE LEE	22.50	17.50	40.00
4.	24035	12/11/2024	GIANTONIO JR, MICHAEL to LOMBARDOZZI, CHRISTINE MARIE	22.50	17.50	40.00
5.	24036	12/17/2024	ROSE, ROBERT MICHAEL to , KAYCE MADONNA	22.50	17.50	40.00
6.	24037	12/27/2024	MOSHER JR, WILLIAM C to LAWTON, DARLENE MARIE	22.50	17.50	40.00
7.	24038	12/31/2024	HARTTER, SCOTT J to CARBONARO, ALEXANDRA LEE	22.50	17.50	40.00
TOTAL SALES:				157.50	122.50	280.00

Month Reported: DECEMBER, 2024

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: JANUARY 2, 2025

Dog License Monthly Report

Original ID Dog Licenses sold	4
Original Purebred License sold	0
Dog License Renewals sold	9
Purebred License Renewals sold	0
Total sold	13

LICENSE TYPES AND FEES COLLECTED	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	12	\$5.00 ea <u>60.00</u>	\$1.00 ea <u>12.00</u>
Unspayed and Unneutered Dogs	1	\$12.00 ea <u>12.00</u>	\$3.00 ea <u>3.00</u>
Exempt - Seeing Eye, War, Police	0	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	0	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	0	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	0	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	0	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	0	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	0	<u>0.00</u>	<u>0.00</u>
Total licenses sold	13	72.00	15.00

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	0	0.00
Purebred Tags	0	0.00
Total tags sold	0	0.00

DISBURSEMENTS

Paid to Supervisor	\$72.00
Paid to NYS Animal Population Control Program	\$15.00

TOWN OF MENDON

Detail of Dog License Transactions

For the period 12/01/2024 through 12/31/2024

01/02/2025

09:00:29

	Id	Date	License Type	Owner	Local Fee	APCP Surcharge
Original I.D. Dog Licenses Issued:						
1	0001173	12/16/2024	MN	NEE, FAITH	5.00	1.00
2	0001174	12/16/2024	MN	SOMERS, MARK	5.00	1.00
3	0001175	12/17/2024	MN	MCRAE, NAN	5.00	1.00
4	0001176	12/30/2024	MN	BURCHFIELD, KAYLEIGH	5.00	1.00
					20.00	4.00
Renewal Licenses and New Owners Issued:						
1	0000759 0008091	12/05/2024	FS	WACENSKE, FRANCIS	5.00	1.00
2	0000760 0008092	12/05/2024	MN	WACENSKE, FRANCIS	5.00	1.00
3	0000926 0008093	12/13/2024	MN	JANISZEWSKI, NATALIE	5.00	1.00
4	0001072 0008094	12/16/2024	FS	ZEH, ERICA AND COREY	5.00	1.00
5	0001084 0008095	12/17/2024	FS	JENKINS, CODY	5.00	1.00
6	0000839 0008096	12/17/2024	MN	SUAREZ-JIMENEZ, BENJ	5.00	1.00
7	0001025 0008097	12/20/2024	MN	RICKER, KELLIE	5.00	1.00
8	0000896 0008098	12/20/2024	FS	RICKER, KELLIE	5.00	1.00
9	0001068 0008099	12/31/2024	FU	MOORE, JAMIE	12.00	3.00
					52.00	11.00
Status Changes:						
1	0001071	12/16/2024	MN	ZEH, ERICA AND COREY		Dead
2	0000356	12/17/2024	FS	MCRAE, NAN		Dead
					TOTAL SALES	72.00
						15.00

01/02/2025
09:15:19

TOWN OF MENDON

A1090 - A690 Transaction Report

For the period 12/01/2024 through 12/31/2024

Type	Date	Comment	Name	Quantity	Fee
A1255					
1.MT	12/11/2024	23033	SAXBY	1	10.00
2.MT	12/11/2024	85022	POLOZZI	1	10.00
3.MT	12/16/2024		THORNTON, CYNTHIA	1	10.00
4.MT	12/27/2024		JENNIFER MILLER	1	10.00
				4	40.00
A2408					
5.COMM	12/09/2024	11/30/24 USAGE	DANIELS, BRIANNA	1	120.00
6.COMM	12/23/2024	12/21 BIRTHDAY PARTY	JOHNSON, SCOTT	1	90.00
7.COMM	12/23/2024	12/14 CHRISTMAS PARTY	BROKAW, JAMES	1	270.00
				3	480.00
A690					
8.JSTC	12/05/2024	NOV 2024	BRIGGS, CARA HON	1	652.00
9.JSTC	12/13/2024	NOVEMBER 2024	STEPHEN MAXON	1	1,157.50
				2	1,809.50
			Total for A Fund:	9	2,329.50
			Total Sales	9	2,329.50

TOWN OF MENDON

B1900 - DB5142 Transaction Report
For the period 12/01/2024 through 12/31/2024

Type	Date	Comment	Name	Quantity	Fee
B2110					
1.ZBAV	12/24/2024	4135 CLOVER ST	LEBEAU, JAMES	1	250.00
				1	250.00
2.ZBPH	12/24/2024	4135 CLOVER STREET	LEBEAU, JAMES	1	100.00
				1	100.00
B2115					
3.PASP	12/09/2024	721 MILE SQ RD SITE PLAN	WALLMAN	1	350.00
				1	350.00
4.PASS	12/09/2024	721 MILE SQ RD SITE PLAN	WALLMAN	1	125.00
				1	125.00
5.PBAM	12/17/2024	122 CANFIELD RD	MENDON VILLAGE ANIMAL CARE	1	100.00
				1	100.00
B2555					
6.BLDG	12/02/2024	9147 - 3247 RUSH MNDN - SIGN	EQUICENTER	1	50.00
7.BLDG	12/03/2024	9148 - 1380B PTT S MNDN - SIGN	MENDON VILL ANIMAL HOSP	1	50.00
8.BLDG	12/06/2024	#9149 EV CHARGER 9 WOOD SPRING	WITT	1	30.00
9.BLDG	12/09/2024	#9150 -100 VICTOR MND EV CHAR	CORRY, RODNEY	1	30.00
10.BLDG	12/09/2024	#9151 - 67 LANNING - SOLAR ROF	SYMONS,KENNETH	1	75.00
11.BLDG	12/12/2024	9152 - 665 W BLMFLD - RENO	FRANK	1	100.00
12.BLDG	12/13/2024	#9153 SFD 22 MENDON GREEN LANE	ANTONELLI CONSTRUCTION	1	732.20
13.BLDG	12/16/2024	# 9154 347 TAYLOR RD GENERATOR	ANDERSON WATER POWER AIR	1	100.00
14.BLDG	12/18/2024	9155 - 16 HOLLY HL - SFD	BROWN	1	885.40
15.BLDG	12/23/2024	#9156 ADDITION 1244 PIT MND CT	SKYLINE CONTRACTORS	1	100.00
				10	2,152.60
B2590					
16.BURN	12/18/2024	180 SIBLEY RD	MEADER	1	25.00
17.BURN	12/19/2024	226 MENDON IONIA RD	MENDON GOLD CLUB	1	25.00
				2	50.00
18.ROAD	12/19/2024	ROYAL HUNT LANE	CHARTER COMMUNICATIONS	1	300.00
				1	300.00
B688					
19.EASP	12/09/2024	721 MILE SQ RD SITE PLAN	WALLMAN	1	700.00
				1	700.00
			Total for B Fund:	19	4,127.60
DA2306					
20.FUEL	12/18/2024	NOVEMBER FUEL	MENDON FIRE DISTRICT	1	512.37
				1	512.37
DA513.					
21.INSR	12/19/2024	DA5130.4 DELETED 2012 FORD	EASTERN SHORE	1	135.00
				1	135.00

Type	Date	Comment	Name	Quantity	Fee	
				Total for DA Fund:	2	647.37
DB2306						
22.HFLS	12/23/2024	NOVEMBER ROAD SALT	HFLCSD	1	248.92	
					248.92	
				Total for DB Fund:	1	248.92
				Total Sales	22	5,023.89

01/02/2025
09:23:10

TOWN OF MENDON

J2089 - T670.1 Transaction Report

For the period 12/01/2024 through 12/31/2024

Type	Date	Comment	Name	Quantity	Fee
L2770					
1.L277	12/26/2024	EV CHARGER	GREENLOTS	1	35.36
				1	35.36
Total for L Fund:				1	35.36
T20					
2.MEDI	12/06/2024	NOVEMBER DENTAL	LOOPE, GARY	1	76.00
3.MEDI	12/09/2024	DECEMBER 2024 DENTAL	SHERMAN, ROBERT	1	76.00
4.MEDI	12/09/2024	JANUARY 2025 DENTAL	LOOPE, GARY	1	78.13
5.MEDI	12/27/2024	JANUARY 2025	FLETCHER, MARY	1	33.50
6.MEDI	12/30/2024	DENTAL - JANUARY 2025	VOORHEES	1	78.17
				5	341.80
T670.1					
7.RECF	12/04/2024	MILE SQUARE RD	BATTERSON PHASE III	4	6,000.00
8.RECF	12/09/2024	721 MILE SQ SUBD	MCWILLIAMS, DANIEL	3	4,500.00
				7	10,500.00
Total for T Fund:				12	10,841.80
Total Sales				13	10,877.16

A regular meeting of the Mendon Town Board was held at 4:00 PM, Monday, December 30, 2024, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

PRESENT: John D. Moffitt, *Supervisor*
Cynthia M. Carroll
Thomas Dubois - ABSENT *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 several employees.

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

AGENDA

(Resolution 24-343)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adopt the amended agenda, adding a resolution to pay a bill.

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

PUBLIC COMMENT

1. **Andrew Caschetta, Highway Superintendent**, discussed what he believes to be inconsistencies with comments from the last meeting in regards to the Holiday Schedule

COMMUNICATIONS

TOWN CLERK, Michelle Booth, informed the Board that Deputy Town Clerk Bonnie Toomey has submitted her letter of intent to retire, with her retirement effective on March 28, 2025.

TOWN BOARD

Brent Rosiek, provided several updates to the Board. He reviewed the outcomes of the most recent Planning Board meeting and shared insights about the agenda for the

upcoming meeting. Additionally, he requested that the Town Clerk file a FOIL request for the safety traffic study conducted previously.

Mr. Rosiek also distributed MRB's proposals to the Board, covering both the sidewalk project and the records grant. Lastly, he emphasized the importance of fostering better communication with highway personnel to ensure smoother coordination and operations.

Kim Roberts provided an update on the Zoning Board meeting she recently attended, highlighting key takeaways and discussions. She also participated in the Christmas Parade, where she distributed hot cocoa and cookies to attendees.

In addition, Kim completed four training courses mandated by the Town. She concluded by commenting on the Holiday Schedule, emphasizing the importance of ensuring everyone is working toward the same goals.

Cynthia Carroll also attended the Christmas Parade.

Town Supervisor, John Moffitt, shared several updates with the Board. He announced that the proposed draft of the Employee Handbook has been distributed for review and will be discussed and possibly voted on at the next meeting.

He shared the news that the two rescued dogs have been successfully adopted into a loving family. Additionally, he noted the passing of Joel Taylor, a former Dog Control Officer, and expressed his gratitude to Corey Gates and Kevin Junge for stepping up to assist during this time. He also acknowledged the support of Ag and Markets, as well as the Town of Hamlin's Dog Control Officer, in addressing the situation.

John informed the Board that he would be attending the Menorah lighting ceremony on January 1st. He reported that the final 2025 budget has been delivered to the County, and he participated in the recent DOT meeting. Lastly, he confirmed that all bond payments have been made.

MINUTES

(Resolution 24-344)

A motion was made by Mrs. Roberts, seconded by Mrs. Carroll, to approve the meeting minutes held on December 9, 2024, as presented.

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

HIGHWAY DEPARTMENT - TIRE BALANCER PURCHASE

(Resolution 24-345)

A motion was made by Mr. Rosiek, seconded by Mrs. Roberts, to authorize the purchase of a Coates 1300 Tire Balancer from Honeoye Falls Auto Supply Inc./NAPA Auto Parts, at a cost not to exceed \$5,355.00, to be paid from account DA5130.4. Adopted: Mrs. Carroll, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

BUDGET ADJUSTMENTS

(Resolution 24-346)

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

From: A1310.100	Finance Per. Svs.	\$1,500.00
To: A1310.401	Finance	\$1,500.00
From: A1930.4	Judgement and Claims	\$1,000.00
To: A5010.11	HW Staff	\$1,000.00
From: A1990.470	Contingent	\$1,000.00
To: A5020.1	Safety	\$1,000.00
From: B1990.4	Contingent	\$11,000.00
To: B1910.1	Legal Svs.	\$11,000.00
From: DA5148.113	Dispatch	\$3,000.00
To: DA5148.114	County Svs.	\$3,000.00
From: DB5142.117	Snow Fence	\$5,000.00
To: DB 5115.1	Drainage	\$5,000.00
From: DB 5142.117	Snow Fence	\$2,500.00
To: DB 5140.1	Weeds	\$2,500.00

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

VOUCHERS

General Abstract C

(Resolution 24-347)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-707 to 24-755, on General Abstract 24-12C, for \$260,749.14. Adopted: Mrs. Carroll, Aye; Mrs. Roberts, Aye; Mr. Rosiek, Aye; and Mr. Moffitt, Aye

Highway Abstract B
(Resolution 24-348)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve all claims on vouchers numbered 24-255 to 24-276, on General Abstract 24-12b, in the amount of \$86,475.10.

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

Library Abstract C

Library vouchers numbered 24-219 to 24-229, on Library Abstract 24-12C, in the amount of \$8,155.12, were presented to the Town Board for payment.

PUBLIC HEARING – CAPITAL IMPROVEMENT PLAN

Supervisor Moffitt opened the public hearing at 4:18 PM.

The public hearing was held to consider the Capital Improvement Plan.

PUBLIC COMMENT

There were no public comments.

(Resolution 24-349)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to close the public hearing at 4:19 PM.

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

(Resolution 24-350)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to amend the agenda, adding a resolution to approve the Capital Improvement Plan.

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

(Resolution 24-351)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve the Capital Improvement Plan.

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

INTERMUNICIPAL DOG CONTROL AGREEMENT – TOWN OF RUSH

(Resolution 24-352)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to authorize the Supervisor to enter into an agreement for Dog Control Services with the Town of Rush, as spelled out in the agreement presented at this meeting.

There was a discussion regarding filling this vacant position.

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

2025 HOLIDAY SCHEDULE

(Resolution 24-353)

A motion was made by Mrs. Carroll, seconded by Mrs. Roberts, to adopt the following holiday schedules:

TOWN HALL

Wednesday, January 1 (New Year's Day)
Monday, January 20 (MLK Day)
Monday, February 17 (Presidents Day)
Monday, May 26 (Memorial Day)
Thursday, June 19 (Juneteenth)
Thursday, July 3 (Float Day)
Friday, July 4 (Independence Day)
Monday, September 1 (Labor Day)
Monday, October 13 (Columbus Day)
Tuesday, November 11 (Veterans Day)
Thursday, November 27 (Thanksgiving)
Friday, November 28 (Float Day)
Thursday, December 25 (Christmas)
Friday, December 26 (Floater)

HIGHWAY DEPARTMENT

Friday, April 18 (Good Friday)
Monday, May 26 (Memorial Day)
Thursday, June 19 (Juneteenth - if workload permits day off, if not, use as floater)
Monday, June 30 (in lieu of MLK Day)
Tuesday, July 1 (in lieu of Presidents Day)
Wednesday, July 2 (in lieu of New Year's Day)
Thursday, July 3 (floater)
Friday, July 4 (Independence Day)
Monday, September 1 (Labor Day)
Monday, October 13 (Columbus Day)
Tuesday, November 11 (Veterans Day)
Thursday, November 27 (Thanksgiving)
Friday, November 28 (floater)
Thursday, December 25 (Christmas)

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

HOLIDAYS IN THE HAMLET - APPROVAL TO PAY

(Resolution 24-354)

A motion was made by Mrs. Carroll, seconded by Mrs. Rosiek, to authorize the payment of the already approved (Resolution 24-283) Horse Drawn Carriage service provided for the Holidays in the Hamlet event.

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

PUBLIC COMMENT

Gary Loope, 21 Semmel Rd, discussed the Holiday Schedule and would like to see more resident input on things like new soccer fields and sidewalks.

ADJOURNMENT

(Resolution 24-355)

A motion was made by Mrs. Roberts, seconded by Mr. Rosiek, to adjourn the meeting at 4:41 PM.

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

**Please note: Technical difficulties prevented the full meeting from being recorded and posted on YouTube.*

UNAPPROVED



December 16, 2024

Supervisor John Moffitt
Town of Mendon
16 West Main Street
Honeoye Falls, NY 14472

**Re: Proposal for Professional Services
Town of Mendon – Grant Writing Services
Local Government Record Management Improvement Funding Application**

Dear Supervisor Moffitt:

It is our pleasure to present you with this proposal for professional services to prepare a Local Government Records Management Improvement Fund (LGRMIF) application for the Town of Mendon.

I. Background

It is our understanding that the Town would like to leverage state funding to support the conversion of public records from paper to digital format in order to preserve critical records, extend their useful life, and enhance public access.

This grant application process will be an Individual Grant under the Document Conversion and Access category to assist records management through:

- Systematic inventory and indexing of existing paper records.
- Development of processes and policies to support the conversion of existing records and future digitization of records as part of the normal course of business.
- Acquisition of software and hardware necessary to implement records digitization and management.
- Staff support to affect backlogged digitization, policy implementation, and future training.

II. Scope of Services and Compensation

On behalf of the Town of Mendon, MRB Group will assist with the preparation and submission of the 2025-2026 LGRMIF application process. While the 2025-2026 LGRMIF guidance and application have yet to be issued, this proposal assumes that the application requirements will be fairly similar to the most recent application guidance issued for the 2024-2025 application period. The scope of services we propose will include the following items:

- Coordinate the submission of a Notice of Intent (NOI) and application to the New York State Education Department.
- Site visit and calls with Town to look at records to obtain information needed for the grant application, fill out records inventory and take required photos. Set up meetings with potential vendors to review software and scanning options with the Town.
- Meetings / Correspondence with NYS Archives office representative.
- Address and prepare general application requirements, including:
 - Records Focus
 - Adherence to Archives' Standards and Guidelines
 - Project Staffing
 - M/WBE Compliance
 - Local Government Contributions
 - Supporting Documentation
- Prepare Budget Narrative / Itemization.
- Mailing of forms that cannot be submitted electronically.
- Assisting the team through the Town Board actions that are required for the grant.
- Submission of LGRMIF application by the program deadline through the eGrants portal. Work with the Town to get registered in the portal and ensure all Town information is up-to-date.

Total Estimated Compensation (Hourly, Not-to-Exceed) \$9,000.00

The cost figures shown above represent our hourly estimated total amount. Any additional work beyond this limit and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing period. MRB Group Standard Rates are subject to annual adjustment.

III. Additional Services

The following items, not included in the above services, can be provided on a personnel time-charge basis but would only be performed upon receipt of your authorization.

- A. Significant changes to the 2024-2025 grant application guidance from the prior year's guidance.
- B. Grant administration.

IV. Commencement of Work

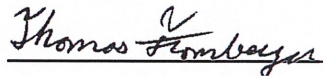
Upon receipt of the signed proposal, MRB Group will begin work on the LGRMIF application process.

V. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's *Standard Terms and Conditions*.

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your continued consideration of our firm. We look forward to working with you on this project.

Sincerely,



Thomas Fromberger, P.E.
Director of Site Development



James J. Oberst, P.E., LEED AP
Executive Vice President/C.O.O.

Proposal Accepted By:		
<hr/>	<hr/>	<hr/>
Signature	Title	Date

https://mrbgroup365.sharepoint.com/sites/Proposals/Shared Documents/New York/Mendon, Town of/2024 LGRMIF Grant Application/2024 LGRMIF Grant Writing_updated.docx

**MRB GROUP, ENGINEERING, ARCHITECTURE,
SURVEYING, D.P.C.**

**AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS**

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

F. SUCCESSORS AND ASSIGNS

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

H. INVOICES AND PAYMENT

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

J. P.S.O. NOT AN EMPLOYEE

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.



December 12, 2024

Supervisor John Moffitt and
Town Board Members
Town of Mendon
16 West Main St
Honeoye Falls, NY 14472

**Re: Proposal for Professional Services
2025 Sidewalk Improvement Projects**

Dear Supervisor Moffitt and Town Board Members:

Thank you for the opportunity to provide the following proposal to assist with the design of approximately 11,000 linear feet of new sidewalk along various roads within the Town of Mendon. The project intent would be to design all portions of the proposed sidewalk at this time and bid one phase for construction in 2025 or utilize Monroe County Purchasing. As funding becomes available, additional sidewalk phases could be considered for construction. A proposal for Construction Phase Services would be provided at a later date or provided based on a time and material basis as needed.

I. Project Area

Below is a list of proposed project areas as defined by concept plans prepared for the Town of Mendon.

Assembly Drive (Crosswalk at Assembly Drive & Rush Mendon Road – NYS Rte 251)

Complete new sidewalk section and install crosswalk at the intersection of Assembly Drive and NYS Rte. 251. Topographic survey of the project area will be required, cross section of NYS Rte. 251, installation of a catch basin with concrete gutter extension to improve road drainage, and formal application to NYSDOT for permit.

Mile Square Road (Lehigh Valey Trail to Victor Mendon Road - NYS Rte. 251)

The Town has received a grant from Monroe County to construct a new sidewalk along Mile Square Road (CR 70). This work is located in the Monroe County DOT (MCDOT) right-of-way. A proposed crossing at Mile Square Road and NYS Route 251 would be proposed as part of the project to tie into

additional project phases. Request NYSDOT to install a four-way stop sign intersection and crosswalks. Formal applications to MCDOT and NYSDOT for permit. Topographic survey has already been completed for this section by others. This portion of sidewalk is approximate 1,200 LF.

Victor Mendon Road – NYS Rte. 251 (Extend sidewalk from house #43 to Mile Square Road)

Proposed location within the NYSDOT right-of-way requiring possible lane reduction, curbing and drainage improvements to limit impacts to the existing terrain. Preliminary discussions were started with NYSDOT and will require further coordination and formal application to review. Topographic survey has already been completed for this section by others. This portion of sidewalk is approximate 1,900 LF.

Mile Square Road (Victor Mendon Road - NYS Rte. 251 to Taylor Road)

Sidewalk would be located on the east side of Mile Square Road to reduce impacts to existing neighbors and extend to Taylor Road. A crosswalk to Taylor Road would be included as part of the project. Topographic survey has already been completed for this section by others. This portion of sidewalk is approximate 2,800 LF.

Mendon Ionia Road (Extend sidewalk from St. Catherine of Siena Church to Taylor Road)

Sidewalk would be located on the west side Mendon Ionia Road - NYS Rte. 64 and extend from St. Catherine of Siena Church. During design embankment and possible retaining wall or adjustments to slopes will need to be reviewed in more detail. A crosswalk at Taylor Road would be reviewed with NYSDOT. Formal applications to NYSDOT for permit. Topographic survey has already been completed for this section by others. This portion of sidewalk is approximate 2,400 LF.

Taylor Road (From Mendon Iona Road – NYS Rte. 64 to Mile Square Rd)

Sidewalk would be located on the north side of the road and complete the final pedestrian walking loop and sidewalk extensions. A portion of the sidewalk may need to extend outside the right-of-way area to accommodate site grading. Topographic survey has already been completed for this section by others. This portion of sidewalk is approximately 2,700 LF.

II. Scope of Services and Compensation

A. Survey and Mapping

1. Topographic survey at the intersection of Assembly Drive and Rush Mendon Road - NYS Rte. 251. Survey for the remaining areas has already been completed by others. Additional survey for those areas is not anticipated at this time. If additional survey is required to complete the design documents, we will review this with the Town Board as an additional service.
2. The survey data will be utilized as our base map.

B. Design

1. Perform one (1) initial site visit with the design team to discuss proposed alignments, project needs, and document existing conditions.
2. Utilize existing design mapping to prepare drawings and construction details for the new concrete sidewalk. Emphasis will be placed on sidewalk slopes to meet Americans with Disabilities (ADA) requirements. Design efforts to focus primarily at intersections.
3. Possible retaining wall or adjustments in terrain to accommodate the proposed sidewalk along Mendon Iona Road. If a retaining wall is needed, MRB will prepare a proposed layout and review information with a retaining wall vendor. A preliminary design plan will be provided by the vendor for review and coordination into the construction bid package. Stamped plans and final design of the retaining wall will be the responsibility of the selected contractor.
4. Interim design review meeting with the Town.
5. A preliminary scoping meeting with MCDOT & NYSDOT to define their role, and approval/permitting requirements for any work within their R.O.W.
6. Evaluate grading and stormwater impacts based on the proposed sidewalk alignments.
7. Site disturbance for the proposed phases will exceed 1 acre. Prepare an erosion control plan, Storm Water Pollution Prevention Plan, and Notice of Intent – SPDES General Permit for Stormwater Discharges to reduce the impacts of construction activities and provide associated details.
8. Town review meeting. Finalize drawings and construction details based on MCDOT, NYSDOT, and Town comments.
9. Preparation of a quantity take-off and opinion of probable construction cost based on the drawings and construction details.



- 10. Prepare and assemble the contract document book including bidding and general contract provisions, technical specifications, and required Town conditions.
- 11. Final plan submission to MCDOT & NYSDOT.
- 12. Finalize a single prime contract bid package for single sidewalk phase.

Subtotal of A and B.....\$158,400.00

C. Bidding

- 1. If the Monroe County Purchasing Contract for sidewalk construction is utilized, similar to Assembly Drive, a full Bidding Phase may not be required. Determination to be made prior to commencement of this phase.
- 2. Assemble Bid Documents for electronic distribution to bidders.
- 3. Prepare the Bid Advertisement for publication by the Town Clerk.
- 4. Distribute digital Bid Documents through an on-line plan room and maintain a plan holder list. MRB Group will also make bidding documents available at relevant construction clearinghouses.
- 5. Address contractor questions during the bidding period and (if necessary) prepare and issue addenda.
- 6. Attend the bid opening.
- 7. Compile a tabulation of all submitted bids and a bid summary letter for consideration by the Town Board.
- 8. Prepare the Notice-of-Award and Construction Agreement for execution by the Town and Contractor.

Subtotal of C \$10,000.00

Total Compensation (Design and Bid Phase) \$168,400.00

The cost figures shown above represent our lump sum amount or hourly, where noted. Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group shall submit monthly statements for services rendered during each invoicing

period based on the efforts performed during that period. MRB Group Standard Rates are subject to annual adjustment.

III. Additional Services

The following items, not included in the above services can be provided on a personnel time-charge basis, but would only be performed upon receipt of the Town's authorization.

- A. Additional topographic site survey data. Instrument boundary surveys of individual parcel property lines or Right-of-way. Right-of-way boundary lines included in existing survey are approximate. The proposed work limits appear to be within the provided right-of-way.
- B. Easement or fee acquisition maps and descriptions. Estimated at \$850 per map based on Town standards. Any easements required to meet Monroe County Survey Office standards and review will be on a time and material basis.
- C. Runoff Analysis or Special Reports required by NYSDOT for approval.
- D. SEQRA or NEPA completion and coordination.
- E. Coordination with utilities for relocation or construction purposes.
- F. Printed bid documents will be provided at cost.
- G. Additional bidding phases beyond initial sidewalk construction phase.
- H. Structural design of retaining walls or expanded evaluation of anticipated retaining wall area or grading adjustments.
- I. Geotechnical Investigation or Design.
- J. Materials (concrete) testing services.
- K. Electrical design or signalization.
- L. Construction administration or construction observation services. (to be provided in a future proposal)
- M. Mileage to the project site will be billed at the Federal Rate and will be considered a reimbursable expense.
- N. Any other necessary or requested services that are not included in the Basic Services as defined above.



Total Additional Services (estimated, Hourly-Not to Exceed)..... \$10,000.00

Total Engineering Fee, includes Design, Bid, & Additional Services..... \$178,400.00

IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will begin work on the project.

V. Standard Terms and Conditions

Attached hereto and made part of this Agreement is MRB Group's Standard Terms and Conditions.

If this proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your continued consideration of our firm. We look forward to working with you on this project.

Sincerely,

Handwritten signature of Thomas Fromberger

Thomas Fromberger, P.E.
Director of Site Development

Handwritten signature of James J. Oberst

James J. Oberst, P.E., LEED AP
Executive Vice President/C.O.O.

Proposal Accepted By the Town of Mendon:

Signature

Title

Date

Cc. Emilio Moran, P.E. – MRB Group

https://mrbgroup365.sharepoint.com/sites/Proposals/Shared Documents/New York/Mendon, Town of/2024 Mendon Sidewalks/Mendon Sidewalks.docx

**MRB GROUP, ENGINEERING, ARCHITECTURE,
SURVEYING, D.P.C.**

**AGREEMENT FOR PROFESSIONAL SERVICES
STANDARD TERMS AND CONDITIONS**

A. TERMINATION

This Agreement may be terminated by either party with seven days' written notice in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this Agreement is so terminated, the Professional Services Organization (hereinafter referred to as P.S.O.) shall be paid for services performed on the basis of his reasonable estimate for the portion of work completed prior to termination. In the event of any termination, the P.S.O. shall be paid all terminal expenses resulting therefrom, plus payment for additional services then due. Any primary payment made shall be credited toward any terminal payment due the P.S.O. If, prior to termination of this Agreement, any work designed or specified by the P.S.O. during any phase of the work is abandoned, after written notice from the client, the P.S.O. shall be paid for services performed on account of it prior to receipt of such notice from the client.

B. OWNERSHIP OF DOCUMENTS

All reports, drawings, specifications, computer files, field data and other documents prepared by the P.S.O. are instruments of service and shall remain the property of the P.S.O. The client shall not reuse or make any modification to the instruments of service without the written permission of the P.S.O. The client agrees to defend, indemnify and hold harmless the P.S.O. from all claims, damages, liabilities and costs, including attorneys' fees, arising from reuse or modification of the instruments of service by the client or any person or entity that acquires or obtains the instruments of service from or through the client.

C. ESTIMATES

Since the P.S.O. has no control over the cost of labor and materials, or over competitive bidding and market conditions, the estimates of construction cost provided for herein are to be made on the basis of his experience and qualifications, but the P.S.O. does not guarantee the accuracy of such estimates as compared to the Contractor's bid or the project construction cost.

D. INSURANCE

The P.S.O. agrees to procure and maintain insurance at the P.S.O.'s expense, such insurance as will protect him and the client from claims under the Workmen's Compensation Act and from claims for bodily injury, death or property damage which may arise from the negligent performance by the P.S.O. or his representative.

E. INDEPENDENT CONTRACTOR

The P.S.O. agrees that in accordance with its status as an independent contractor, it will conduct itself with such status, that it will neither hold itself out as nor claim to be an officer or employee of the client, by reason hereof, and that it will not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the client, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits or Social Security coverage.

F. SUCCESSORS AND ASSIGNS

The client and the P.S.O. each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither the client nor the P.S.O. shall assign, submit or transfer his interest in this Agreement without the written consent of the other.

G. P.S.O. NOT RESPONSIBLE FOR SAFETY PROVISIONS

The P.S.O. is not responsible for construction means, methods, techniques, sequences or procedures, time of performance, programs, or for any safety precautions in connection with the construction work. The P.S.O. is not responsible for the Contractor's failure to execute the work in accordance with the Contract Drawings and/or Specifications.

H. INVOICES AND PAYMENT

Client will pay MRB Group, Engineering, Architecture, Surveying, D.P.C. for services in respect of the period during which Services are performed in accordance with the fee structure and work estimate set forth in the proposal. Invoices will be submitted on a periodic basis, or upon completion of Services, as indicated in the proposal or contract. All invoices are due upon receipt. Any invoice remaining unpaid after 30 days will bear interest from such date at 1.5 percent per month or at the maximum lawful interest rate, if such lawful rate is less than 1.5 percent per month. If client fails to pay any invoice when due, MRB may, at any time, and without waiving any other rights or claims against Client and without thereby incurring any liability to Client, elect to terminate performance of Services upon ten (10) days prior written notice by MRB to client. Notwithstanding any termination of Services by MRB for non-payment of Invoices, Client shall pay MRB in full for all Services rendered by MRB to the date of termination of Services plus all interest and termination costs and expenses incurred by MRB that are related to such termination. Client shall be liable to reimburse MRB for all costs and expenses of collection, including reasonable attorney's fees.

I. FEES REQUIRED FROM JURISDICTIONAL AGENCIES

MRB Group, D.P.C. is not responsible for nor does the Compensation Schedule established in the Agreement include fees or payments required of jurisdictional agencies. The client herein agrees to pay all application, entrance, recording and/or service fees required by said agencies.

J. P.S.O. NOT AN EMPLOYEE

The P.S.O. agrees not to hold himself out as an officer, employee or agent of the Owner, nor shall he make any claim against the Owner as an officer, employee or agent thereof for such benefits accruing to said officers, employees or agents.

K. INDEMNITY

The Owner will require any Contractor and Subcontractors performing the work to hold it harmless and indemnify and defend the Owner and P.S.O., their officers, employees and agents from all claims resulting from the Contractor's negligence in the performance of the work.



John Moffitt <jmoffitt@townofmendon.org>

Town Hall basement door.

2 messages

Kevin Junge <bldgsandgrounds@townofmendon.org>

Wed, Dec 11, 2024 at 1:16 PM

To: John Moffitt <jmoffitt@townofmendon.org>

John,
Can we also add the basement door at Town Hall to the January 9th meeting.
Attached are two quotes. I would like to move forward with Alliance.

Rochester Door company price is \$3,624.20

Alliance Door price is \$1,940.67

Any questions please let me know.

Thank you
KJ

----- Forwarded message -----

From: Kevin Junge <bldgsandgrounds@townofmendon.org>

To: Mark Broderick <MBroderick@alliancedoor.com>

Cc:

Bcc:

Date: Wed, 11 Dec 2024 13:00:46 -0500

Subject: Re: Door proposals

Mark,

Thank you for the quote yesterday for the highway door replacement. Could you also update the Town Hall door quote (quote #13702) from this email and resend it.

Call me with any questions. 585-729-1514

Thank you
KJ

On Tue, Feb 6, 2024 at 3:13 PM Mark Broderick <MBroderick@alliancedoor.com> wrote:

Kevin,

Here ya go

Best Regards,

Mark Broderick

Alliance Door & Hardware, Inc.

55 Alliance Dr.

Rochester, NY 14623

585-424-4710

----- Forwarded message -----

From: Rochester Door Company <quickbooks@notification.intuit.com>

To: Bldgsandgrounds@townofmendon.org

Cc:

Bcc:

Date: Wed, 07 Feb 2024 23:25:58 +0000 (UTC)

Subject: Estimate 2554 from Rochester Door Company

ESTIMATE 2554



Rochester Door Company

DUE 02/12/2024

\$3,624.20

Review and pay

Powered by QuickBooks

Dear Kevin Junge,

I hope you are doing great in the past few weeks.

I am following up on the proposal that I sent to you on 1/12/2024.

If you have any questions about the proposal or discuss any aspects of it, please get in touch. I can provide any additional detail or supporting information that can support you in making a decision

Please feel free to contact me to arrange a meeting. I'm looking forward to working with you in the future.

Have a great day,
Rochester Door Company

Rochester Door Company

379 French Rd Pittsford, NY 14534 US

(585) 505-8555 Rochesterdoorcompany@gmail.com

If you receive an email that seems fraudulent, please check with the business owner before paying.



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3 attachments

 **Door proposals.eml**
4K

 **Estimate_2554_from_Rochester_Door_Company.pdf**
25K

 **Estimate 2554 from Rochester Door Company.eml**
61K

John Moffitt <jmoffitt@townofmendon.org>
To: Kevin Junge <bldgsandgrounds@townofmendon.org>

Thu, Dec 12, 2024 at 10:03 AM

Yes, will do.

John D. Moffitt, Town Supervisor
Town of Mendon
16 West Main St.
Honeoye Falls, NY 14472
585.624.6061

[Quoted text hidden]



Alliance Door & Hardware, Inc.
 55 Alliance Drive
 Rochester, NY 14623
 Phone: (585)424-4710
 www.alliancedoor.com

SALES PROPOSAL

Sales Proposal # 16058
 Proposal Date: 11/11/2024

Quoted To:
 TOWN OF MENDON HIGHWAY DEPT.
 ATTN: WILLIAM SMITH
 101 SEMMEL ROAD
 HONEOYE FALLS, NY 14472
 USA

Ship To:
 TOWN OF MENDON HIGHWAY DEPT.
 ATTN: WILLIAM SMITH
 101 SEMMEL ROAD
 HONEOYE FALLS, NY 14472

Salesperson: Mark Broderick

Payment Terms: Net 30

Job Name: Highway Dept

DATE REQ	CUSTOMER PO	PROPOSAL FOR	SHIP VIA	DATE SHIPPED
		Kevin 729-1514	INSTALL	

Labor

ADH

ORD QTY	ACCESSORY DESCRIPTION	PRICE	EXT PRICE
1	Labor /Install		
SUB-TOTAL			

Doors

Pioneer Industries

ORD QTY	MATERIAL	SERIES	SIZE	HAND	GA	LABEL	FINISH	ELEV	PRICE	EXT PRICE
1	Galv-A60	HP	3-0 X 7-0 X 1 3/4	RHR	18		Primed			
Core: Polystyrene Machining Code: 86-CH-CR-TC										
1	Prep Codes: Panic Prep									
1	Filler Plate EF-86 PC									
SUB-TOTAL										

Hardware

ORD QTY	UOM	MANF	TYPE	ITEM DESCRIPTION	FINISH	HAND	PRICE	EXT PRICE
1	EA	SPL	Hinge - Continuous	SL54 CL HD600 x 83" x SDTF	CL	N/A		
1	EA	FAL	Door Closer	SC81A x Rw/PA x SLIM	689	N/A		
1	SET	NGP	Door Seal	5050B x 17'	B	N/A		
1	EA	NGP	Threshold	425E x 36"	MILL	N/A		
1	EA	NGP	Sweep Strip	199NA x 36"	A	N/A		

Alliance Door & Hardware, Inc.

55 Alliance Drive
Rochester, NY 14623
Phone: (585)424-4710
www.alliancedoor.com

Sales Proposal
Sales Proposal # 16058

SUB-TOTAL	
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<u>Prep Code:</u>	<u>Prep Description:</u>
Panic Prep	Panic Prep

SUB-TOTAL	2,359.04
Sales Tax (.0000%)	0.00
GRAND TOTAL	2,359.04

NOTES:

Furnish and Install on existing frame:

Highway Department

- 1- 3070 flush galv steel door
- 1- half surface continuous hinge
- 1- SC81 door closer
- 1- threshold, sweep and set perimeter seal
- *Re-use 22 x 230TP exit bar and cylinder*

Will need to verify frame opening beforehand

PRICE SUBJECT TO REVIEW UPON ORDERING
LEAD TIMES TO BE DETERMINED

Approved By: _____
(Print Name)

(Signature)

Date: ____/____/____