

TOWN OF MENDON
Town Board Agenda – Tentative
Tuesday, March 18, 2025 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

SPECIAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Resolution Appointing Records Management Officer
7. Appointment to Town Board
8. Public Comment
9. Adjournment

TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:

March 18, 2025, Special 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. Rosiek, Aye/Nay; Ms.Roberts, Aye/Nay; Mr. Moffitt, Aye/Nay.

4. **PUBLIC COMMENT**

5. **COMMUNICATIONS**

Town Clerk

Town Board

Supervisor

6. **RESOLUTION SUPPORTING THE APPOINTMENT OF THE TOWN OF MENDON'S RECORDS MANAGEMENT OFFICER**

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____,

WHEREAS, the Town of Mendon Town Board fully supports the submission of a 2025-2026 Local Government Records Management Improvement Fund grant application to New York State Archives through the category of Document Conversion and Access for improved management of Town Building and Codes Department records; and

WHEREAS, the Town must appoint a Records Management Officer to be eligible for this application; and

WHEREAS, the Records Management Officer will be responsible for administering current and archival public records in storage areas for the Town in accordance with local, state, and federal laws and guidelines; and

NOW THEREFORE BE IT RESOLVED that the Town of Mendon Town Board hereby appoints the Town Clerk as the Records Management Officer (RMO).

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

7. APPOINTMENT TO THE TOWN BOARD

(Resolution 25-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint James P. Merzke to an unexpired term for Mendon Town Board. Expiration 12/31/2025

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

8. PUBLIC COMMENT

9. ADJOURNMENT

(Resolution 25-___)

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

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