

A Regular Meeting of the Mendon Town Board was held at 7:00PM, Monday, January 27, 2014, at the Mendon Fire Hall, 101 Mendon Ionia Road, Mendon, NY.

PRESENT: John D. Moffitt, *Supervisor*
 Cynthia M. Carroll }
 Wayne H. Menz } *Town*
 Michael E. Roberts } *Board Members*
 John E. Rooney }

ABSENT: None

TOWN CLERK: James P. Merzke, *Town Clerk*

OTHERS PRESENT: William E. Smith, *Highway Superintendent*, and Sheldon W. Boyce, Jr., *Town Attorney*, Gary Loope, *Deputy Highway Superintendent/Highway Clerk*, Bruce L. Peckham, *President, Library Board of Trustees*, and one other person.

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

AGENDA

(Resolution 14-066)

A motion was made by Mr. Rooney, seconded by Mrs. Carroll, to adopt the agenda with the following amendments: add new “No. 17. Town Clerk’s Monthly Report,” and new “No.18. Minutes.”

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT

No one from the public wished to speak.

COMMUNICATIONS Town Clerk

Mr. Merzke reported on tax collections, new procedures related to the sale of Conservation Licenses, and the receipt of the Liquor License application notification for Black Horse Bistro, Inc.

Highway Superintendent

Mr. Smith distributed and read his report.

Town Board

Mr. Menz reported on the passing of Robert Havens and the Senior Citizens group.

Mrs. Carroll reported on the Library Board of Trustees and the Historic Preservation Commission.

Supervisor

Mr. Moffitt reported on the elected official’s school, assessor training, a grant for the Library’s reading program, and the Capital Campaign.

SUPERVISOR’S MONTHLY REPORT

(Resolution 14-067)

A motion was made by Mr. Rooney, seconded by Mr. Menz, to acknowledge receipt of the Supervisor’s Monthly Report for December, 2013.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

VOUCHERS General Abstract***(Resolution 14-068)***

A motion was made by Mrs. Carroll, seconded by Mr. Menz, to approve all claims on vouchers numbered 14-015 to 14-050, on General Abstract 14-01B, in the amount of \$387,182.23.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

Highway Abstract***(Resolution 14-069)***

A motion was made by Mrs. Carroll, seconded by Mr. Menz, to approve all claims on vouchers numbered 14-001 to 14-030, on Highway Abstract 14-01B, in the amount of \$55,183.49.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

Library Abstract

Vouchers numbered 14-001 to 14-013, on Library Abstract 14-01B, in the amount of \$5,531.98 were presented to the Town Board for payment, already having been approved by the Library Board of Trustees.

HIGHWAY SUPERINTENDENT'S MEETING ATTENDANCE***(Resolution 14-070)***

A motion was made by Mr. Roberts, seconded by Mrs. Carroll, to authorize the Highway Superintendent to attend the NYS Local Roads & Bridges Summit & Grassroots Campaign, to be held in Albany, New York, on March 4th and March 5th, 2014, for an amount not to exceed \$300.00 to be charged to A5010.46.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

ZONING BOARD OF APPEALS APPOINTMENTS***(Resolution 14-071)***

A motion was made by Mr. Menz, seconded by Mrs. Carroll, to appoint Bruce Peckham to the Zoning Board of Appeals, term to expire December 31, 2018 and Maribeth Palmer, term to expire December 31, 2016.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

PART-TIME BUILDING/ASSESSMENT CLERK – APPOINTMENT***(Resolution 14-072)***

A motion was made by Mr. Roberts, seconded by Mr. Menz, to appoint Ellen Weber to the position of building/assessment clerk, part-time, at a rate of \$10.00/hour. The appointee will work three (3) days a week, with possible additional time at the discretion of the Supervisor. Term to expire December 31, 2014.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

PLANNING BOARD VICE-CHAIR – APPOINTMENT***(Resolution 14-073)***

A motion was made by Mr. Rooney, seconded by Mr. Roberts, to appoint Earl DeRue as vice-chair of the Planning Board, as per the recommendation of the Planning Board. Term to expire 12/31/14.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

TRAINING FOR TOWN BOARD, PLANNING BOARD, ZONING BOARD OF APPEALS AND ENVIRONMENTAL CONSERVATION BOARD

(Resolution 14-074)

A motion was made by Mrs. Carroll, seconded by Mr. Menz, for a training session on Town of Mendon procedures, to be presented by the Town Attorney and the Code Enforcement Officer, and to be held on Wednesday, March 26, 2014 at 7:00PM at Town Hall.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

APPRAISER

(Resolution 14-075)

A motion was made by Mr. Menz, seconded by Mrs. Carroll, to authorize the Supervisor to enter into a contract with an appraiser to provide his/her services for Seneca Place LLC, Conifer Mendon Assoc., Conifer Pinehurst Assoc. and the Golisano property for an amount not to exceed \$12,500.00.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

HR WORKS CONTRACT – APPROVAL

(Resolution 14-076)

A motion was made by Mr. Menz, seconded by Mr. Roberts, to authorize the Supervisor to enter into a contract with HR Works to provide services to revise and update the Town of Mendon's Personnel Policy for an amount not to exceed \$5,000.00, as well as enter into a Virtual HR and Employee Handbook Maintenance agreement for an amount not to exceed \$1,200.00 per year.

The Board discussed their ability to contract with a vendor for future years with the Town Attorney.

(Resolution 14-077)

A motion was made by Mr. Rooney, seconded by Mrs. Carroll, to delete "...as well as enter into a Virtual HR and Employee Handbook Maintenance agreement for an amount not to exceed \$1,200.00 per year" from the previous motion.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

The amended motion was brought forth.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

FINAL BUDGET ADJUSTMENTS FOR 2013

(Resolution 14-078)

A motion was made by Mr. Roberts, and seconded by Mrs. Carroll, to adopt the following Town of Mendon Budget Adjustments for the 2013 Budget:

From	A1220.405	Supervisor-office supplies	\$93.00
To	A1220.410	Supervisor-travel, dues, conf.	\$93.00
From	A1220.2	Supervisor Equipment	\$58.52
To	A1310.401	Finance purchased services	\$58.52
From	A1355.100	Assessor Personnel	\$745.15
To	A1355.110	Assessor Staff	\$745.15
From	A1355.100	Assessor Personnel	\$680.85

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To	A1355.410	Assessor Travel, Dues, Conf.	\$680.85
From	A1355.480	Assessor Small Claim Refunds	\$95.00
To	A1355.440	Assessor computer software	\$95.00
From	A1410.110	Town Clerk Staff	\$305.67
To	A1410.410	Town Clerk, Travel, Dues, conf.	\$305.67
From	A1355.480	Assessor Small Claim Refunds	\$39.75
To	A1420.100	Attorney personal services	\$39.75
From	A1610.2	Central Computers Equipment	\$2,489.75
To	A1610.41	Central Computers contractual	\$2,489.75
From	A1620.100	Building Town Hall personnel	\$70.01
To	A1620.110	Community Center personnel	\$70.01
From	A1620.100	Building Town Hall personnel	\$560.64
To	A1620.111	15 Monroe St. Personnel	\$560.64
From	A1620.405	Town Hall Telephone	\$699.64
To	A1620.402	Town Hall maintenance	\$699.64
From	A1620.417	Monroe St. Maintenance	\$427.96
To	A1620.418	Monroe St. Utilities	\$427.96
From	A1620.413C	Community Center Maintenance	\$859.78
To	A1620.421	22 N. Main St. Maintenance	\$859.78
From	A1970.401	Central Print Office supplies	\$77.00
To	A1670.402	Postage Meter	\$77.00
From	A1670.405	Law publications	\$880.66
To	A1670.406	Postage-general	\$880.66
From	A3510.440	Dog control equipment	\$22.00
To	A3510.430	Dog vet charges	\$22.00
From	A5010.42	Highway medical supplies	\$218.05
To	A5010.44	Highway Equipment maintenance	\$218.05

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From	A5010.47	Highway advertising	\$43.99
To	A5010.45	Highway Service contracts	\$43.99
From	A5132.2	Garage equipment	\$2,019.45
To	A5132.1	Garage personnel	\$2,019.45
From	A5132.413	Garage utilities	\$3,184.69
To	A7110.1	Semmel Rd personnel	\$3,184.69
From	A7110.2	Semmel Rd. Equipment	\$532.68
To	A7110.42	Semmel Rd. supplies	\$532.68
From	A2770	Bicentennial	\$455.92
To	A7550.4	Bicentennial	\$455.92
From	B3410.1	Public Safety personnel	\$2,439.00
From	B8020.114	Planning Officer	\$1,321.00
From	B3620.130	Code Enforcement Inspection	\$159.61
To	B3620.1	Building Inspector	\$3,919.61
From	B3620.130	Code Enforcement Inspection	\$624.10
To	B3620.110	Building Staff	\$624.10
From	B3620.401	Building Inspection mileage	\$146.75
To	B3620.41	Building supplies	\$146.75
From	B5182.100	Street Lighting Personal Services	\$651.66
To	B5182.4	Street Lighting utilities	\$651.66
From	B2771	Miscellaneous	\$2,575.53
To	B7610.404	Program for Ageing, misc.	\$2,575.53
From	B8010.110	Zoning Staff	\$154.00
To	B8010.101	Zoning Board	\$154.00
From	B8010.430	Zoning Office Supplies	\$56.40
To	B8010.401	Zoning Advertising	\$56.40
From	B8020.45	Planning office supplies	\$24.00
To	B8020.43	Planning Travel/training/dues	\$24.00

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From	DA5130.417	Machinery Insurance	\$179.77
To	Da5130.420	Machinery small trucks	\$179.77
From	DA5130.415	Machinery Stock Items	\$3,220.00
To	DA5130.460	Machinery Misc. Equipment	\$3,220.00
From	DA5142.101	Sick Pay	\$2,079.28
To	DA5142.102	Holiday Pay	\$2,079.28
From	DA5142.103	Vacation Pay	\$915.80
To	DA5142.104	Personal/Funeral Pay	\$915.80
From	DA2418	Equipment rental county summer	\$15,175.70
To	DA5148.114	County Summer work	\$15,175.70
From	DA9060.8	Medical Dental	\$1,000.00
To	DA9010.8	State Retirement	\$1,000.00
From	DA9060.8	Medical Dental	\$1,342.91
To	DA9030.8	Social Security	\$1,342.91
From	DB5115.4	Drainage Easements contractual	\$563.91
To	DB5115.1	Drainage Easements Personnel	\$563.91
From	DB5141.101	Sick	\$127.98
To	DB5141.104	Personal/Funeral	\$127.98
From	DB5142.114	Town Snow Labor	\$192.50
To	DB5142.111	Snow Fence Materials	\$192.50
From	DB5142.114	Town Snow Labor	\$4,723.73
To	DB5142.117	Snow Fence Up/Down	\$4,726.73
From	DB5142.114	Town Snow Labor	\$629.27
To	DB5142.119	Mail Box Restoration	\$629.27
From	DB5142.450	Town Snow Contractor Assist	\$355.11
To	DB5142.460	Snow Fence	\$355.11
From	DB9030.8	Social Security	\$304.00

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To	DB9010.8	State Retirement	\$304.00
From	DB 5148.411	County Salt/Magic	\$4,786.50
To	DB 5148.412	State Salt/Magic	\$4,786.50

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

WATER DISTRICT EXTENSION DISCUSSION

Supervisor Moffitt presented some information submitted to him by a resident concerning the extension of water in an area of the Town. The Board discussed the topic as it related to the Town as a whole. There is a lot of preliminary work to be done, and the Supervisor will report back to the Board as more information is compiled.

TOWN CLERK'S MONTHLY REPORT

(Resolution 14-079)

A motion was made by Mr. Menz, seconded by Mr. Rooney, to acknowledge receipt of the Town Clerk's Monthly Report for December 2013, showing receipts and disbursements in the amount of \$3,526.47.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

MINUTES

(Resolution 14-080)

A motion was made by Mr. Carroll, seconded by Mr. Menz, to approve the minutes of the organizational meeting held on January 6, 2014, as presented.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT

Bruce Peckham, 48 North Main Street, commented on the contract with HR Works.

EXECUTIVE SESSION

(Resolution 14-081)

A motion was made by Mr. Menz, seconded by Mr. Roberts, to enter into executive session for the purpose of discussing a personnel matter at 7:31PM.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

(Resolution 14-082)

A motion was made by Mr. Rooney, seconded by Mrs. Carroll, to exit executive session at 7:36PM.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.

ADJOURNMENT

(Resolution 14-083)

A motion was made by Mr. Menz, seconded by Mr. Rooney, to adjourn the meeting at 7:36PM.

Adopted: Mrs. Carroll, Aye; Mr. Menz, Aye; Mr. Roberts, Aye; Mr. Rooney, Aye; Mr. Moffitt, Aye.