

A meeting of the Mendon Citizens Advisory Committee for a Military Memorial was held on Tuesday, March 23, 2021, at the Mendon Community Center, 167 North Main Street, Honeoye Falls, NY, 14472 at 7:00 p.m.

PRESENT: Muffy Meisenzahl, Bob Booth, Town Councilperson Cindy Carroll, Town Councilperson Tom Dubois, Paul Heaney, Teressa Koch, Peter Lehning, Myron Lemperle, Edward O'Brien, Anne-Marie Sweeney, Steve Tschiderer, Dawn Worboys

OTHERS: Town Supervisor John Moffitt

Minutes were taken by Michelle Booth.

Ms. Meisenzahl called the meeting to order at 7:02pm. The Pledge of Allegiance was recited and housekeeping items reviewed, such as, emergency exits and restroom locations.

Committee Members introduced themselves and provided a brief synopsis for joining the committee.

Town Supervisor, John Moffitt, explained how the committee got underway. He stated the meetings will be available on YouTube and Zoom, the link can be found on the Town website. Committee members have all been appointed by the Town Board and should present their recommendations when they are ready.

Mr. Moffitt explained the Open Meetings Law and how it will pertain to these meetings. The important factor is that the town board cannot delegate its authority or authorize the spending of public monies by private persons. The role of this committee is advisory only. Also, the Town of Mendon cannot solicit donations and is under strict law pertaining to the expenditure of Town tax dollars, including the bidding process, awarding of contracts, and paying of vendors. As those are statutory functions of the Town Board and cannot be delegated, the Committee shall have no role in the financial aspect of the project.

Mr. Moffitt defined a quorum as the minimum number of members of an assembly that must be present at any of its meetings to make the proceedings of that meeting valid. Due to the fact that there are two Town Board Members on the committee, Mr. Moffitt stated he will leave the meeting to prevent too many Town Board Members in attendance at one time. He just wanted to welcome everyone and express his appreciation. He will be staying informed and will always be available to anyone, if needed. Mr. Moffitt left at 7:16pm.

Committee Organization

The Committee reviewed the roster of members. Mr. Tschiderer's name was misspelled and should be corrected. Mr. Dubois added his cell phone to the information, and Ms. Koch will provide her contact information also.

Ms. Meisenzahl instructed that all information, coming in and going out, pertaining to the committee, should go through Denise Zimmermann, the Committee's administrator. Her contact information is available on the roster sheet.

The Committee organization was discussed. Each meeting will follow all NYS Open Meetings Laws. Minutes will be taken at each meeting and made available to the public on the Town's website. The meeting schedule will be communicated to the Town Clerk for publication. The recommendations will be presented to the Town Board at its September 13, 2021, regular meeting.

The resolution and letter of appointment was reviewed.

Mr. Heaney asked about site locations. He inquired about Village property. Ms. Meisenzahl explained that the Town Board of Mendon has no authority of the Village property.

All media, including Social Media, should be done through the Town's web page to ensure accuracy and prevent any miscommunications.

Decision making will be done with a motion, a second, and a vote. The chair will not vote unless there is a tie.

Committee Charge

The Committee has been charged with the following:

1. Compassionate liaison with the Guardsmen's families to ensure any end product is appropriate, respectful, and meaningful.
2. Recommending a memorial site location, considering the incident location, but also exploring currently owned Town property as well.
3. Recommending an overall memorial concept or concepts that can be presented by the Town Board to the family, the public, and then to designers, architects and construction firms to begin the process of building the memorial.

(NOTE: per Town Board Resolution 21-095)

Possible Town of Mendon properties that can be considered are as follows:

1. Town Hall, 16 W. Main Street
2. Community Center, 167 N. Main Street
3. Library property:
 - a. 22 N. Main Street
 - b. 15 Monroe Street
 - c. Vacant land on N. Main Street
4. Ambulance Dept. 210 East Street. NOTE: This property is jointly owned by the Town of Mendon and the Village of Honeoye Falls.

5. Highway Garage, 101 Semmel Rd.
6. Parks/ Recreation Locations:
 - a. 95 Semmel Road. NOTE: This is a dedicated “Parkland” per NYS Statute: Use restrictions accompany this designation.
 - b. Soccer Fields on Semmel Rd
 - c. Tennis Courts, 3315 Rush-Mendon Rd.
7. Vacant Land
 - a. Semmel Rd, South side, active farmland with rental contract
 - b. Gravel Hill Lane, vacant land at end of the road

Mr. O’Brien asked about the old library at 15 Monroe Street. He wondered about the possibility of using part of the inside for this project. Mr. Dubois stated that part of the building is not in use, the other part is the Mendon Youth Center. Ms. Carroll explained the need for renovations inside, it may not be cost effective, but could be looked into.

The Committee reviewed a checklist provided to fulfill the charge from the Town Board to recommend a concept and site for a Town Memorial. The following things should be considered:

1. Any Military protocol, pertaining to this project, will be collected from the following:
 - a. NYS Army National Guard
 - b. C Company 1-171st General Support Aviation Batt.
 - c. B Company 642 Aviation Support Batt.
2. Ms. Koch will act as the liaison between the families and the committee. She will provide the family’s thoughts and wishes.
3. Integration options should be considered.
 - a. Example: The Town Board approved and supports Assemblywoman Marjorie Burns’ efforts to rename the portion of NYS Route 64 that heads South from NYS Route 251 to the Ontario County Line in CW4 Koch’s honor. Could this be looked at or enhanced in some way?
4. Decide what the intentions of the memorial will be.
 - a. Will it educate?
 - b. Should symbolism be included?
 - c. What inscription should be used?
5. What type of presence will the Memorial have?
 - a. Define the structure
 - b. Infrastructure requirements?
 - c. Utility requirements/access?
 - d. Ability for expansion?
 - e. Phasing required?
 - f. Maintenance requirements
 - g. Capital cost estimates

- h. Annual operation cost estimate
- 6. Memorial Site concepts
 - a. Location/address
 - b. Property Owner
 - c. Public access
 - d. Existing site uses
 - e. Integration with other uses or stand-alone presence?
 - f. Compatibility with neighboring land uses?
- 7. How long should the concept be expected to sustain for?

All of these concepts, and any other ideas, will be captured on paper and communicated at the next meeting. These will be used to find commonalities among the committee members.

Other

The Committee reviewed available dates for future meetings. It was decided the meetings will be at 7:00pm on the following Tuesdays:

- 1. April 13, 2021
- 2. April 27, 2021
- 3. May 11, 2021
- 4. May 25, 2021
- 5. June 8, 2021
- 6. June 22, 2021 (NOTE: this date is Primary Election Day and is removed from the schedule)
- 7. July 13, 2021
- 8. August 10, 2021

There was discussion about sharing ideas. This should be done at the meetings to make sure we are following the Open Meetings Laws. Any correspondences should go through Denise Zimmermann and she will distribute it to the Committee.

The meeting adjourned at 8:13pm.