

The regular meeting of the Mendon Town Board was held at 7:00PM, Monday, September 14, 2020, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls, NY, following all established COVID-19 guidelines.

<b>PRESENT:</b>	John D. Moffitt, <i>Supervisor</i>		
	Cynthia M. Carroll	}	
	Thomas G. Dubois	}	<i>Town Board</i>
	John L. Hagreen	}	<i>Members</i>
	Karen R. Jenkins	}	

**ABSENT:** None

**TOWN CLERK:** James P. Merzke

**OTHERS PRESENT:** Sheldon W. Boyce, Jr. *Town Attorney*, Andrew Caschetta, *Highway Superintendent*, and Daniel Bassette, *Zoning Board Chair*, and one other person.

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

**AGENDA**  
**(Resolution 20-172)**

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to adopt the agenda with the following amendments: add a new Number 17. "Town Hall Wooden Doors – Refinish", and renumber accordingly. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**PUBLIC COMMENT**

No one from the public wished to comment.

**COMMUNICATIONS**

**Town Clerk**

Mr. Merzke reported on school tax collection, the sale of DEC licenses, and the minutes.

**Town Board**

Mr. Hagreen reported on the EV charging station and the Village of Honeoye Falls Committee regarding the Fire Department.

Mr. Dubois reported on the Environmental Conservation Board and the Planning Board.

Mrs. Carroll reported on the Comprehensive Plan Update Citizens Advisory Committee and the Library Board of Trustees.

Mrs. Jenkins reported on the Historic Preservation Commission.

Mr. Dubois and Mrs. Jenkins stated they audited the Town books with the Finance Director and found them to be in order.

**Supervisor**

Supervisor Moffitt reported on the Highway Department marking crosswalks; requests for extending public water; the air conditioning unit replaces at Town Hall for the Court Room; discussions regarding property maintenance ordinances; the Comprehensive Plan Update; a webinar on the Annual Financial Report, political signs with objectionable language in the Town; the pre-construction meeting for the Roof Replacement Project; and a meeting with the Mayor of Honeoye Falls regarding the status of the Lima ambulance.

**SUPERVISOR'S MONTHLY REPORT*****(Resolution 20-173)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor's Monthly Report for August 2020.

The Board discussed the report, particularly pending revenue from sales tax.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**TOWN CLERK'S MONTHLY REPORT*****(Resolution 20-174)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's Monthly Report for August 2020, showing receipts and disbursements in the amount of \$8,480.25.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**MINUTES**

None were presented for consideration.

**BUDGET TRANSERS*****(Resolution 20-175)***

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

From	A1355.410	Assessor Travel/Dues	\$41.50
To	A1355.420	Assessor Reference Materials	\$41.50
From	A1355.312	Assessor Postage	\$500.00
To	A1670.402	Central Print Postage Meter	\$500.00
From	A5132.413	Garage Utilities	\$5,000.00
To	A5132.410	Garage Maintenance	\$5,000.00
From	A8510.4	Comm Beaut. Supplies	\$200.00
To	A8810.4	Cemeteries	\$200.00
From	A9040.8	Workers Comp	\$3,503.00
To	A9010.8	Retirement	\$3,503.00
From	A1990.470	Contingency	\$4,000.00
To	A1610.2	Computers Equipment	\$4,000.00
From	B9040.8	Workers Comp	\$2,000.00
To	B9010.8	Retirement	\$2,000.00
From	B3620.44	Building Fuel	\$639.49
To	B3620.45	Building Cell Phone	\$639.49
From	DA9040.8	Workers Comp	\$2,664.00
To	DA9010.8	Retirement	\$2,664.00
From	DB9040.8	Workers Comp	\$5,000.00
To	DB9010.8	Retirement	\$5,000.00
From	DB5115.4	Drainage Contractual	\$10,000.00
To	DB5110.4	General Repairs	\$10,000.00

The Board discussed the purchase of laptops for particular employees as a COVID contingency. Mr. Caschetta answered a question regarding drainage.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

## **VOUCHERS**

### **General Abstract**

#### ***(Resolution 20-176)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to approve all claims on vouchers numbered 20-515 to 20-586, on General Abstract 20-09, in the amount of \$64,922.00.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

### **Library Abstract**

Library vouchers numbered 20-109 to 20-125, on Library Abstract 20-09, in the amount of \$4,547.68, were presented to the Town Board for payment.

## **2021 TENTATIVE BUDGET – PRESENTATION**

Supervisor Moffitt presented his 2021 Tentative Budget to the Board. It has been filed in the Town Clerk's Office as required by law. He briefly outlined some key points and explained the path to adoption. He asked the Board to review it and he would be happy to meet with each Board member individually to go over it.

## **COMPREHENSIVE PLAN UPDATE CITIZENS ADVISORY COMMITTEE – SCHEDULE MEETING**

### ***(Resolution 20-177)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to hold a meeting of the Comprehensive Plan Update Citizens Advisory Committee, 6:00PM, Tuesday, September 29, 2020, at the Community Center, 167 North Main Street, Honeoye Falls.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

## **YOUTH CENTER – DISCUSSION**

Mr. Dubois led the discussion on the Youth Center. The Board felt with school not open 100% that it would be premature to open the Youth Center. They also do not want to put the community at risk with having a place for youth to gather. Mr. Dubois stated he would prepare an announcement.

## **EQUIPMENT PURCHASE – CONTINGENCY LAPTOPS**

### ***(Resolution 20-178)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to authorize the purchase of five (5) laptop computers from Dell Computers based on their quote dated September 10, 2020, for an amount not to exceed \$8,000.00 and to be paid from account A1610.200.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

## **RECORDS MANAGEMENT PROGRAM – ADOPTION OF NEW RETENTION AND DISPOSITION SCHEDULE**

### ***(Resolution 20-179)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the following:

BE IT RESOLVED, by the Town Board of the Town of Mendon that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**DECLARATION OF SURPLUS – TOWN HALL AND HIGHWAY DEPARTMENT**

*(Resolution 20-180)*

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to declare the following items as surplus and authorize their disposition:

2006 International flatbed Truck, VIN 1HTWNAZT96J171320

1 large dump truck load of scrap tires

1 large dump truck load of scrap metal

2 vacuum cleaners

Refrigerator

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**TOWN HALL WOODEN DOORS – REFINISH**

*(Resolution 20-181)*

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to authorize the Supervisor to enter into an agreement with Carver Creek Woodworks, Bloomfield, NY, to refinish the wooden exterior parking lot entry doors on the Town Hall at a cost not to exceed \$5,040.00, to be paid from account A1620.411.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**PUBLIC COMMENT**

No one from the public wished to comment.

**ADJOURNMENT**

*(Resolution 20-182)*

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to adjourn the meeting at 7:54PM.

Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

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Town Clerk