

The Organizational and regular meeting of the Mendon Town Board was held at 7:00PM, Monday, January 11, 2021, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls, NY, following all established COVID-19 guidelines.

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

ABSENT: None

TOWN CLERK: James P. Merzke

OTHERS PRESENT: Sheldon W. Boyce, Jr. Town Attorney, Andrew Caschetta, Highway Superintendent, 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 21-001)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the agenda with the following amendments: add new No. 4 "Swearing-In," delete Numbers 58 and 1, and renumber accordingly. Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

SWEARING-IN

Supervisor Moffitt administered the Oath of Office to Andrew Caschetta as Highway Superintendent.

PUBLIC COMMENT

No one from the public wished to comment.

DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 21-002)

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

POSITION APPOINTMENTS – PART TIME

(Resolution 21-003)

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, 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, 2021:

- Code Compliance Officer - Part Time Corey Gates
- Building Inspector - Part Time Corey Gates
- Planning Officer – Part Time Corey Gates
- Fire Marshall - Part Time Corey Gates
- Dog Control Officer - Part Time Joel Taylor
- Civil Officer - Part Time Joel Taylor
- Assessment/Building Department Clerk - Part Time Michelle Booth

Assessment/Building Department Clerk - Part Time Bruce Fullerton  
Court Clerk - Part Time Michelle Booth  
Deputy Court Clerk - Part Time Bonnie M. Toomey  
Secretary to the Planning Board and ZBA - Part Time Michelle Booth  
Meetings Recorder – Part Time Michelle Booth

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

#### **POSITION RETENTION – SUPERVISOR APPOINTMENTS**

##### ***(Resolution 21-004)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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, 2021. 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. This is a non-compensated position.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer – Part Time, term to expire December 31, 2021.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2021.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2021.

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

#### **Deputy Town Supervisor**

Supervisor Moffitt notified the Town Board that he has appointed Mr. Hagreen to the position of Deputy Town Supervisor, term to expire December 31, 2021.

#### **Finance Officer – Part Time**

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Finance Officer – Part Time, term to expire December 31, 2020.

#### **Secretary to the Supervisor – Part Time**

Supervisor Moffitt notified the Town Board that he has appointed Mary Fletcher as Secretary to the Supervisor – Part Time, term to expire December 31, 2021.

#### **Town Historian – Part Time**

Mr. Moffitt notified the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2021.

#### **DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION**

##### ***(Resolution 21-005)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

Town Clerk Merzke notified the Board that he has appointed Bonnie M. Toomey to the position of Deputy Town Clerk – Part Time.

**HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS*****(Resolution 21-006)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to retain the position of Highway Clerk, part-time.

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

***(Resolution 21-007)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to appoint Denise Zimmermann to the position of Highway Clerk – Part-Time.

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

***(Resolution 21-008)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, 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, 2021. 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.

The Board discussed the position of Deputy Highway Superintendent.

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

Highway Superintendent Caschetta notified the Board that he has appointed Art Morrell to the position of Deputy Highway Superintendent.

**ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 21-009)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2021.

Mr. Hagreen asked if the same lawyers would be assigned. Supervisor Moffitt stated that they would.

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

**PLANNING BOARD ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 21-010)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to retain the position of Planning Board Attorney, and appoint Don Young, term to expire December 31, 2021.

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

**DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 21-011)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to retain the position of Deputy Town Attorney, and appoint Don Young, term to expire December 31, 2021. This is a compensated position.

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

**JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES*****(Resolution 21-012)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, 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 2021, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2021.

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

**LIAISONS**

Mr. Moffitt appointed the following Town Board members/elected officials as liaisons:

American Legion: Mr. Merzke  
Environmental Conservation Board: Mr. Dubois  
Historic Preservation Commission: Ms. Jenkins  
Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt  
Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt  
Library: Mrs. Carroll  
Mendon Community Business Association: Mr. Moffitt  
Planning Board: Mr. Dubois  
Zoning Board of Appeals: Mr. Hagreen

**TOWN BOARD MEETINGS SCHEDULE*****(Resolution 21-013)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to confirm the following schedule of Town Board Meetings for 2021, adopted at the December 14, 2020 meeting:

7:00 PM Mondays as follows: January 11 (Organizational Meeting), February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, September 27, October 18, November 8, and December 13. Meetings will be held at the Mendon Community Center, 167 North Main Street, Honeoye Falls, NY.

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

**STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS*****(Resolution 21-014)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, 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 purposed 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 recorded and submitted 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**2021 HOLIDAY SCHEDULES**

The following 2021 Holiday Schedules were approved by the Town Board at their November 9, 2020 meeting:

Town Hall  
Friday, January 1, 2021  
Monday, January 18, 2021

Monday, February 15, 2021  
Monday, May 31, 2021  
Friday, July 2, 2021  
Monday, July 5, 2021  
Monday, September 6, 2021  
Monday, October 11, 2021  
Thursday, November 11, 2021  
Thursday, November 25, 2021  
Friday, November 26, 2021  
Friday, December 24, 2021  
Friday, December 31, 2021

Highway Department  
Friday, April 2, 2021  
Monday, May 31, 2021  
Monday, July 5, 2021  
Tuesday, July 6, 2021  
Wednesday, July 7, 2021  
Thursday, July 8, 2021  
Friday, July 9, 2021  
Monday, September 6, 2021  
Monday, October 11, 2021  
Thursday, November 11, 2021  
Thursday, November 25, 2021  
Friday, November 26, 2021  
Friday, December 24, 2021

#### **TOWN HALL OPERATING HOURS**

The Town Board acknowledges the 2021 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.

#### **POLICY AND PROCEDURES MANUAL**

##### ***(Resolution 21-015)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the Town of Mendon Policy and Procedures Manual.

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

#### **EMERGENCY PREPAREDNESS (DISASTER) PLAN**

##### ***(Resolution 21-016)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to adopt the current Emergency Preparedness (Disaster) Plan.

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

#### **OFFICIAL TOWN MAP**

##### ***(Resolution 21-017)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2020.

Mr. Hagreen asked if there was a cost associated with this. Supervisor Moffitt stated that the County had been doing this at no cost.

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

**OFFICIAL NEWSPAPER*****(Resolution 21-018)***

A motion was made by Mr. Jenkins, seconded by Mr. Hagreen, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2021.

The Board discussed the costs of advertising in other print media.

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

**EMERGENCY RESPONSE – HIGHWAY DEPARTMENT*****(Resolution 21-019)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, 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 2021.

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

**MENDON FIRE HALL – ICE CONTROL*****(Resolution 21-020)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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 2021 as time and equipment availability permits.

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

**BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS*****(Resolution 21-021)***

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

Board of Assessment Review – as needed

Environmental Conservation – 1st Tuesday of each month at 7:00PM

Historic Preservation Commission – 1st Wednesday of each month, 7:00PM

Planning Board – 1st and 3rd Wednesday of each month at 7:00PM

Town Board –per schedule above at 7:00PM

Zoning Board of Appeals – 2nd and 4th Thursday of each month as needed at 7:00PM

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

**OFFICIAL UNDERTAKINGS*****(Resolution 21-022)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, 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 Argonaut Insurance Company (aka Trident), 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**SALARIES – ELECTED/APPOINTED/HOURLY WAGES*****(Resolution 21-023)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, 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:

**Highway Department – Hourly**

Highway Clerk. Part-time: \$15.91  
Lead Mechanic \$30.77  
Building Maintenance \$31.56  
Mechanic Assistant \$ 21.74  
Heavy Equipment Operator \$22.50-\$29.00  
Foreman \$36.05  
Medium/Mechanical Equipment Operator \$18.80 to \$28.03  
Dispatcher \$16.00-\$28.43

**General Personnel - Hourly**

Bldg./Assmt Clerk \$16.39  
Court Clerk \$17.91  
Custodian \$14.32  
Dep. Court Clerk/Dep. TC \$23.75  
Meetings Recorder \$15.45

**General Personnel - Salary**

Assessor \$34,093  
Building Inspect/Code Enforce Officer \$72,100  
Deputy Building Inspector \$38.46/hr.  
Dog Control Officer \$7,426  
Finance Officer \$38,000  
Fire Marshall \$3,119  
Historian \$2,440  
Planning Board Attorney \$12,730  
Planning Officer \$1,657  
Planning Board/ZBA Clerk \$15,157.48  
Recreation Leader \$200.00  
Secretary to the Supervisor \$17,177  
Town Attorney \$69,303  
Deputy Town Attorney \$2,121  
Zoning Board Attorney \$12,730  
Appointed Board Members  
Assessment Board of Review \$125.00/yr.  
Conservation Board Chair \$50.00/mtg.  
Conservation Board Member \$25.00/mtg.  
Planning Board Chair \$60.00/mtg  
Planning Board Member \$40.00/mtg  
Zoning Board Chair \$60.00/mtg.  
Zoning Board Member \$40.00/mtg

**Elected Officials**

Councilperson (4) \$10,229

Highway Superintendent \$76,876

Supervisor \$76,568

Town Clerk \$92,161

Town Justice (2) \$17,305

Mrs. Jenkins asked if there had been any changes. Supervisor Moffitt outlined the changes.

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

**PERSONNEL POLICY – VARIABLE ITEMS ASSOCIATED WITH POLICIES*****(Resolution 21-024)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, 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 eleven percent (11%) 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 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.).

**Dental Benefits:**

The Town will fund this coverage, in full, 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 policy and contribute 25% of the premium. If the employee wishes to include eligible family members, the employee will pay 25% of the single premium plus the difference between the single 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 \$3,600 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.

Elected officials are not eligible for this incentive.

**Health Reimbursement Account (HRA):**

The Town will make a deposit of \$1,000.00 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 \$120.00 for 2021, 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 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 \$250 per year in 2021, 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.

**Employee Recognition:** Per the Employee handbook, adopted 9/14, after ten years of continuous employment, and at every five year interval thereafter of continuous employment, an employee will receive a certificate of appreciation and a commemorative item, cost not to exceed the nominal rate recommended by the Comptroller's office. Said item to be determined by the Town Board.

**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 1<sup>st</sup> 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**SALARY SCHEDULE – PAYMENT CYCLE*****(Resolution 21-025)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the salary payment schedule as follows:

1. January 7
2. January 21
3. February 4
4. February 18
5. March 4
6. March 18
7. April 1
8. April 15
9. April 29
10. May 13
11. May 27

12. June 10
13. June 24
14. July 8
15. July 22
16. August 5
17. August 19
18. September 2
19. September 16
20. September 30
21. October 14
22. October 28
23. November 10 (Day before Veterans Day)
24. November 24 (Day before Thanksgiving)
25. December 9
26. December 23

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

#### **MILEAGE ALLOWANCE**

##### ***(Resolution 21-026)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to set the mileage allowance at the rate established by the Internal Revenue Service with the following job titles being eligible for reimbursement: Supervisor, Town Clerk, Highway Superintendent, Finance Director and Town Board members.

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

#### **ANNUAL REPORT OF SUPERVISOR**

##### ***(Resolution 21-027)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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 Bonadio Group an amount not to exceed \$3,000 from Acct. A1310.110.

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

#### **ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE**

##### ***(Resolution 21-028)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint Mrs. Carroll and Mr. Hagreen to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2021, or as soon thereafter as possible.

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

##### ***(Resolution 21-029)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to appoint Mrs. Jenkins 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, 2021, or as soon thereafter as possible.

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

**OFFICIAL BANKS*****(Resolution 21-030)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, and Five Star Bank. 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**PAYMENTS BEFORE AUDIT*****(Resolution 21-031)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**REVIEW OF MONTHLY VOUCHERS**

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

January – Mrs. Carroll  
February – Mr. Dubois  
March – Mr. Hagreen  
April – Ms. Jenkins  
May – Mrs. Carroll  
June – Mr. Dubois  
July – Mr. Hagreen  
August – Ms. Jenkins  
September – Mrs. Carroll  
October – Mr. Dubois  
November – Mr. Hagreen  
December – Ms. Jenkins

**PETTY CASH FUNDS*****(Resolution 21-032)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**FEE SCHEDULE*****(Resolution 21-033)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adopt the 2021 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

**Residential Occupancy**

New Construction (includes building equipment, building systems and garage):

\$0.20 per square foot. \$200.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:

\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot thereafter.

Accessory Structure (includes new or addition to a garage, barn, pool cabana, shed, greenhouse, deck, etc.)

\$40.00 up to 1000 square foot. \$20.00 for each 500 square foot thereafter.

Other

Construction Trailer: \$20.00

Copy of Issued Permit: \$5.00 per permit

Demolition: \$15.00

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.

Fence and Earth Berms: \$30.00

Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$40.00

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 inspection of the same item are required, \$25.00 per inspection.

Removal of Fuel Storage Tanks \$30.00

Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00

Solar Panels: \$75.00

Solar Farms: \$100/acre of leased/owned area

Swimming Pool, above ground (includes fence and 200 square foot deck): \$30.00

Swimming Pool, inground (includes fence): \$100.00

Zoning Compliance Letter \$30.00

Copy of Issued Permit \$5.00/permit

**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, \$200.00 minimum fee

Communications Tower (leased/owned area):

\$0.22 per square foot, \$200.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure):  
\$100.00 up to 1000 square foot. \$50.00 for each 500 square foot 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.):  
\$40.00 up to 1000 square foot. \$20.00 for each 500 square foot thereafter.

#### Other

Construction Trailer: \$20.00

Copy of Issued Permit: \$ 5.00 per permit

Demolition: \$50.00

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.

Fence and Earth Berms: \$20.00

Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$30.00

Free Standing Antennas (dish, radio, television, etc.): \$50.00

Outdoor Sporting Court with Fence: \$20.00

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 are required, \$25.00 per inspection

Sign, 0 to 30 square foot: \$30.00

Sign, 31 to 50 square foot: \$50.00

Sign, over 50 square foot: \$1.25 per square foot

Swimming Pool (includes fence): \$50.00

Zoning Compliance Letter: \$30.00

#### COMMUNITY CENTER

Local Residents: \$30.00/hour with three hour minimum and \$100 deposit

Not for Profits and Service Organizations: \$50.00 yearly maintenance fee, plus \$50.00 deposit. No Fee if use is between 9:00AM and 4:00PM Monday through Friday or \$15.00 per hour of use after 4:00PM on said days or all hours used on Saturday or Sunday. Building is closed on holidays.

Local (Only) For-Profit - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours.  
Requires Town Board Approval.

#### EXCAVATION FEES

Permit: \$100.00 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

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: \$675.00, plus \$30.00 administration fee

Engineering Fee Deposit Subdivision: \$165.00 per lot, plus \$30.00 administration fee

EPOD Development Permit Application: \$15.00

Map Resigning Fee \$150.00

Recreation Fee (All Applications): \$1,200.00 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**

1972 Map (historic) \$2.00

Around Mendon and Honeoye Falls \$20.00

Hamlet of Mendon Historic Walking Tour \$2.00

Hamlet Sign Print \$5.00  
History of Mendon and Honeoye Falls \$25.00  
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 \$22.00  
They Went, They Fought, They Won \$15.00

**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: \$18.00/day\*  
Dog Rabies Vaccination as part of impoundment: \$20.00  
Dog Impoundment at an emergency care facility: \$29.00/day\*  
Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$55.00  
Games of Chance License: \$25.00 per occasion  
Marriage License: \$40.00  
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\*\*

\* Due to COVID-19, as of this adoption all impounds are at an emergency care facility.

\*\* Due to COVID-19 and Supervisor's Executive Order, all peddling is suspended in the Town of Mendon until further notice.

Mr. Merzke explained some of the changes to the Fee Schedule.

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

**ENVIRONMENTAL CONSERVATION BOARD**

The Board discussed the Environmental Conservation Board.

**HISTORIC PRESERVATION COMMISSION****Chair Appointment*****(Resolution 21-034)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire December 31, 2021.

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

**Member Appointments*****(Resolution 21-035)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to appoint Lynn Buehlman, Lynne Menz, and Emily Watson to the Historic Preservation Commission, terms to expire December 31, 2023.

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

**PLANNING BOARD****Training Documentation*****(Resolution 21-036)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to approve the following training sessions for Brent Rosiek for the required training for 2020: Email the Seven Deadly Sins and Design of Small Water Systems.

Supervisor Moffitt reviewed the Town's policy regarding training requirements for board members.

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

**Chair Appointment*****(Resolution 21-037)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Brent Rosiek as Chair of the Planning Board, term to expire December 31, 2021.

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

**Vice Chair Appointment*****(Resolution 21-038)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to appoint the following individual as Planning Board Vice Chair: Thomas G. Voorhees, term to expire December 31, 2021.

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

**ZONING BOARD OF APPEALS****Member Appointment*****(Resolution 21-039)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to appoint the following individual to the Zoning Board of Appeals: Dustin Cichon, term to expire December 31, 2025.

Supervisor Moffitt reported that Mr. Cichon has completed his required training.

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

**Chair Appointment*****(Resolution 21-040)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint Danny Bassette as Chair of the Zoning Board of Appeals, term to expire December 31, 2021.

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

**RECORDS MANAGEMENT ADVISORY BOARD*****(Resolution 21-041)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve the Town Clerk's recommendation for the following individuals to serve on the Records Management Advisory Board, terms to expire December 31, 2021: Diane C. Ham and Mary Louise Meisenzahl.

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

**ENGINEERING/PLANNING SERVICES AGREEMENT*****(Resolution 21-042)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to continue the current relationship with Labella Associates to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2021 Standard Hourly Rate Schedule.

Supervisor Moffitt stated that their rates remain the same as 2020.

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

**HIGHWAY DEPARTMENT AGREEMENTS****Highway Superintendent – Summer Work on Town Roads*****(Resolution 21-043)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, 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.

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:

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 \$372,420.03 for materials shall be set aside to be expended for primary work and general repairs upon 4.87 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
  - (a) On Braemar Road commencing at Route 64 and leading to the cul-de-sac, a distance of 0.32 miles, there shall be expended not over the sum of \$18,206.50 for materials. Type: Stone & Oil. Width of traveled surface: 20'
  - (b) On Buggywhip Trail commencing at Langpap Road and leading to the cul-de-sac, a distance of 0.38 miles, there shall be expended not over the sum of \$20,632.00 for materials. Type: Stone & Oil. Width of traveled surface: 20'
  - (c) On Holly Hill Road commencing at Cheese Factory Road and leading to the cul-de-sac, a distance of 0.40 miles, there shall be expended not over the sum of \$16,519.00 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (d) On Stoney Ridge commencing at Pond Road and leading to the cul-de-sac, a distance of 0.40 miles, there shall be expended not over the sum of \$16,475.00 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (e) On Huntington commencing at Boughton Hill Drive and leading to the cul-de-sac, a distance of 0.52 miles, there shall be expended not over the sum of \$36,061.00 for materials. Type: Stone & Oil. Width of traveled surface: 20'
  - (f) On Bosworth Field to the cul-de-sac, a distance of 0.27 miles, there shall be expended not over a sum of \$14,248.00 for materials. Type: Stone & Oil. Width of traveled surface: 20'
  - (g) On Chorley Wood commencing at Bosworth Field and leading to the Cul-de-sac, a distance of 0.13 miles, there shall be expended not over a sum of \$8,425.00 for materials. Type: Stone & Oil. Width of traveled surface: 21'
  - (h) On Langpap Road commencing at Route 64 and leading to Lanning Road, a distance of 1.01 miles, there shall be expended not over a sum of \$15,637.00 for materials. Type: Stone & Oil. Width of traveled surface: 21'

- (i) On Chamberlain Road commencing at Cheese Factory Road and leading to Taylor Road, a distance of 0.94 miles, there shall be expended not over a sum of \$19,933.00 for materials. Type: Stone & Oil. Width of traveled surface: 22'
  - (j) On Junction Road commencing at Stoney Lonesome Road and leading to Plains Road, a distance of 0.50 miles, there shall be expended not over a sum of \$9,500.00 for materials. Type: Stone & Oil. Width of traveled surface: 22'
  - (k) Probst Road commencing at Mile Square Road to the townline, a distance of 0.6 miles, there shall be expended not over a sum of \$12,350 for materials. Type Oil & Stone. Width of traveled surface: 20'
3. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:
- (l) On Taylor Road commencing at West Bloomfield Road and leading to the Bridge (Chamberlain), a distance of 1 mile, there shall be expended not over the sum of \$88,588.15 for materials. Type: Hot Mix Paving Width of traveled surface: 20'
  - (m) On Chamberlain Road commencing at Taylor Road intersection to Bull Sawmill Road, a distance of .06 miles, there shall be expended not over the sum of \$61,988.15 for materials. Type: Hot Mix Paving Width of traveled surface: 20'
  - (n) On Junction Road commencing at Stoney Lonesome Road and leading to Plains Road, a distance of 0.50 miles, there shall be expended not over a sum of \$33,857.23 for materials. Type: Cold Mix Paving. Width of traveled surface: 22'

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

#### **Commercial Driver's License Drug Testing Policy**

##### ***(Resolution 21-044)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to continue the current agreement with Healthworks through 2021, which provides the Town with a commercial driver's license drug testing program.

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

#### **Hamlet Street Lighting Maintenance Agreement**

##### ***(Resolution 21-045)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to continue the current agreement with Power & Construction Group (which includes Livingston Lighting and Power) through 2021, to repair and maintain the Town's Energy Only Street Lighting. Labor and material costs will be billed according to their 2021 rates.

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

#### **TOWN HALL AGREEMENTS**

##### **Heating and Cooling**

##### ***(Resolution 21-046)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to continue the current agreement with John Betlem Heating & Cooling, Inc. for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2021 at a cost not to exceed \$950.00.

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

**Security System*****(Resolution 21-047)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2021 in the amount not to exceed \$500.00.

Supervisor Moffitt discussed some potential security upgrades to Town Hall.

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

**Sprinkler System Service*****(Resolution 21-048)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2021 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

**Fire Extinguisher Service*****(Resolution 21-049)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to continue the current agreement with Global Fire Protection for extinguisher service through 2021 at a cost not to exceed \$150.00.

Supervisor Moffitt explained the switch to a company based in Town.

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

**COMMUNITY CENTER AGREEMENTS****Heating and Cooling*****(Resolution 21-050)***

A motion was made by Mrs. Carroll, seconded by Mrs. Karen, to continue the current agreement with John Betlem Heating & Cooling, Inc. 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 2021 at a cost not to exceed \$700.00.

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

**Security System**

Supervisor Moffitt continued his discussion concerning Town Hall security.

**22 NORTH MAIN STREET AGREEMENT****Heating and Cooling*****(Resolution 21-051)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to enter into an agreement with John Betlem Heating & Cooling, Inc. 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 2021 at a cost not to exceed \$700.00.

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

**VILLAGE OF HONEOYE FALLS AGREEMENTS****Reciprocal Snow Removal*****(Resolution 21-052)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, 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 2021, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

Supervisor Moffitt explained that the Village has not been plowing the Library this winter and that is under discussion with them.

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

**HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS****Use of Semmel Road Park*****(Resolution 21-053)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, 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 2021.

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

**MONROE COUNTY AGREEMENTS****Work Agreements*****(Resolution 21-054)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2021.

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

**Signage and Striping Agreements*****(Resolution 21-055)***

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to authorize Supervisor Moffitt to execute the agreement with Monroe County regarding Signage and Striping for 2021.

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

**COMMUNITY ORGANIZATION AGREEMENTS****Honeoye Falls-Mendon Community Concert Band*****(Resolution 21-056)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concerts for the residents of Mendon during 2021, at a cost of \$1,000.00 per concert held.

The Board discussed COVID concerns.

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

**Honeoye Falls-Mendon Historical Society*****(Resolution 21-057)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2021, 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.

Supervisor Moffitt explained the history of the Town paying utilities.

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

#### **USE OF TOWN MEETING ROOMS**

##### ***(Resolution 21-058)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the following usage:

A Town meeting room by the Mendon Republican Committee on the first Thursday of each month at 7:00 PM in the year 2021;

A Town meeting room by the Mendon Democratic Committee on the 4<sup>th</sup> Thursday of each month at 7:00 PM in the year 2021;

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 2021 at 7:30 PM, and for their purposes on Memorial Day and Veterans Day; and

The Board discussed particular room usage.

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

#### **DOG IMPOUNDMENT FACILITY**

The Town Board acknowledges the agreement entered into with Monroe Veterinary Associates at their December 14, 2020 regular meeting.

#### **SEMMELE ROAD PROPERTY – FARMING LEASE**

##### ***(Resolution 21-059)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to adopt the following:

BE IT RESOLVED, that the Mendon Town Board authorizes the Supervisor to advertise for bids to farm 33.508 acres of Town owned land on Semmelle Road, tax account number 222.01-1-4.12. Period of the resultant contract will be from execution of lease until December 31, 2022. Bids will be opened and read aloud at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY at 10:00 AM, Wednesday, January 27, 2021. The Town Clerk is hereby directed to place all advertisements as required by law.

Supervisor Moffitt detailed the history of this lease.

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

#### **COMMUNICATIONS**

##### **Town Clerk**

Mr. Merzke reported on the collection of Town and County taxes and the receipt of the Cottage Hotel's liquor license renewal application paperwork.

##### **Town Board**

Mrs. Carroll reported on the Library Board of Trustees.

##### **Supervisor**

Supervisor Moffitt reported on shared services committee meetings; his interviews for Supervisor's Secretary and various Boards; the fact that the Town carries disability insurance for full-time Town employees only and Library employees are not Town employees; the ID badge project is completed and he applauded Denise Zimmerman for completing the task; duct cleaning at Town Hall; his distribution of the salary survey put together by the Supervisor's Association; information in the Sentinel regarding the Fire Protection District Contract; the EV station is up and running; the Association of Towns Annual Training is virtual again this year; he is in receipt of the Town's portion of the warrant from the Receiver; his

weekly meeting with the Village regarding the Ambulance contract; and receipt of monies from the CARES Act for COVID related expenses.

#### **SUPERVISOR'S MONTHLY REPORT**

##### ***(Resolution 21-060)***

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

Mr. Hagreen commented that it was a decent financial year for the Town.

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

#### **TOWN CLERK'S MONTHLY REPORT**

##### ***(Resolution 21-061)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to acknowledge receipt of the Town Clerk's Monthly Report for December 2020, showing receipts and disbursements in the amount of \$1,634.00.

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

#### **BUDGET ADJUSTMENTS/TRANSFERS**

##### ***(Resolution 21-062)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to approve the following budget adjustments:

From	A1220.2	Supervisor Equipment	\$18.37
To	A1220.110	Supervisor Staff	\$18.37
From	A1220.410	Supervisor Travel/Dues	\$743.00
To	A1310.401	Finance Purchased Services	\$743.00
From	A1410.410	Town Clerk Travel/Dues	\$1,551.02
To	A1410.110	Town Clerk Staff	\$1,551.02
From	A2706	Monroe Co. Elections	\$5,898.00
From	A1450.400	Elections Contractual	\$30.00
To	A1450.100	Elections Personnel	\$5,928.00
From	B9060.8	Medical/Dental	\$31.23
To	B9030.8	Social Security	\$31.23
From	DB5115.4	Drainage Easements	\$321.24
To	DB5142.4	Town Snow Contractual	\$321.24

Supervisor Moffitt complimented Finance Director Mary Fletcher on her stewardship of the budget in 2020, leading to a minimal number of year-end adjustments.

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

**VOUCHERS****General Abstract*****(Resolution 21-063)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve all claims on vouchers numbered 21-001 to 21-037, on General Abstract 21-01, in the amount of \$386,004.87.

The Board discussed the once-a-year payments that make this abstract so large at the beginning of the year.

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

**Library Abstract**

Library vouchers numbered 21-001 to 21-006, on Library Abstract 21-01, in the amount of \$2,007.02, were presented to the Town Board for payment.

**JOB DESCRIPTION REVISION – FINANCE DIRECTOR*****(Resolution 21-064)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to revise the job description for the Finance Director to remove all references pertaining to being fiscal officer of the Recreation Program.

Supervisor Moffitt stated that it was important to update this before advertising the position. Mrs. Jenkins asked how the job would be posted. Supervisor Moffitt explained it would be in the Sentinel and on the Town's Facebook page.

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

**BOARDS, COMMISSIONS AND COMMITTEES – TRAINING REQUIREMENTS*****(Resolution 21-065)***

A motion was made by Mr. Hagreen, seconded by Mr. Carroll, to approve the following:

All members of Town boards, commissions and committees who have not submitted their four (4) hours of approved training for 2020 will be given until close of business Monday, February 1, 2021, to provide an appropriate training certificate or petition the Board for approval of an alternate training experience. If not received in the Supervisor's Office by that deadline, action will be taken at the next regular Town Board meeting, up to and including removal.

Supervisor Moffitt explained that if the required training is not completed the decisions of those bodies may be questionable in court, which Mr. Boyce affirmed. Mrs. Jenkins asked if there was a list of those who had not completed the requirements. Supervisor Moffitt said he had emailed it to the Board. Mr. Dubois asked if the Town would inform the members of this resolution. Supervisor Moffitt said a letter would go out tomorrow if it is adopted.

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

**TOWN HALL CARPETING – AUTHORIZATION*****(Resolution 21-066)***

A motion was made by Mr. Hagreen, seconded by Mr. Carroll, to authorize the Supervisor to enter into an agreement with Meridian Associates, for the delivery of 3,780 square feet of commercial carpeting at the Town Hall, at a cost not to exceed \$5,280.00. This will be paid from account A1620.411.

Supervisor Moffitt stated that Highway Department personnel would be installation. This is the second lowest quote, but included delivery. Mr. Boyce stated that this actually made it the lowest quote.

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

**PUBLIC COMMENT**

Mr. Bassette informed the Board that, as Zoning Board of Appeals Chairman, he notified his Board of the training requirements.

**ADJOURNMENT**

*(Resolution 21-067)*

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adjourn the meeting at 8:08PM.

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

---

Town Clerk