

The regular meeting of the Mendon Town Board was held at 7:00PM, Monday, February 8, 2021, 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, *Town Clerk*

**OTHERS PRESENT:** Sheldon W. Boyce, Jr. *Town Attorney*, Andrew Caschetta, *Highway Superintendent*, Michelle Booth, *Court Clerk*, Danny Bassette, *Zoning Board Chair*, and Wes Pettee, *LaBella*.

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

**AGENDA**  
**(Resolution 20-068)**

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adopt the agenda with the following amendment: add new No. 10 “Annual Financial Report,” 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 he satisfied the Town tax warrant on February 2<sup>nd</sup> and will now be paying the County’s warrant until May 31<sup>st</sup>.

**Town Board**

Mrs. Carroll reported on the Library Board of Trustees.

**Supervisor**

Supervisor Moffitt reported on virtual training from the Association of Towns; ongoing conference calls with town supervisors and the county executive; HVAC work done at the Town Hall and Library building; an OSC webinar; he received five applications for the Finance Director position, interviewed four and has two finalists who are undergoing background checks; he as appointed Denise Zimmerman as Supervisor’s Secretary beginning March 8, 2021; fraudulent unemployment claims using Town employee information; a new Library Board Trustee; security upgrades at the Town Hall; the tax warrant of the Town being fulfilled; and that Hyzon has applied to the County for a PILOT agreement on a future addition to their property and that there is no conflict of interest for Mrs. Jenkins.

**SUPERVISOR’S MONTHLY REPORT**

**(Resolution 20-069)**

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to acknowledge receipt of the Supervisor’s Monthly Report for January 2021.

The Supervisor brought a few items from the revenue stream to the Board’s attention, which were discussed.

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

**TOWN CLERK’S MONTHLY REPORT**

*(Resolution 20-070)*

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk’s Monthly Report for January 2021, showing receipts and disbursements in the amount of \$3,343.00.

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

**MINUTES**

*(Resolution 20-071)*

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to approve the minutes of the organizational and regular meeting held on January 11, 2021, as presented.

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

**BUDGET TRANSERS**

*(Resolution 20-072)*

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to transfer \$307,000.00 from the Highway Part Town Equipment Reserve Fund to the Highway Part Town Operating Fund, as per the 2021 Budget, for the purchase of Highway Equipment. This transfer is subject to permissive referendum

Mr. Hagreen asked about a permissive referendum.

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

**ANNUAL FINANCIAL REPORT – BONADIO GROUP**

*(Resolution 20-073)*

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to amend the agreement with the Bonadio Group for the preparation of the Town’s Annual Financial Report by increasing the amount to \$3,200.00 because of GASBY 34 requirements.

The Supervisor explained the requirements to the Board.

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

**VOUCHERS**

**General Abstract**

*(Resolution 20-074)*

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to approve all claims on vouchers numbered 21-038 to 21-107, on General Abstract 21-02, in the amount of \$359,441.43.

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

**Library Abstract**

Library vouchers numbered 21-007 to 21-020, on Library Abstract 21-02, in the amount of \$7,222.51, were presented to the Town Board for payment.

**A public hearing of the Mendon Town Board was held at 7:20PM, Monday, February 8, 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 }

02/08/21

TOWN OF MENDON

REGULAR MEETING

Thomas G. Dubois	}	<i>Town Board</i>
John L. Hagreen	}	<i>Members</i>
Karen R. Jenkins	}	

**ABSENT:** None

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

**OTHERS PRESENT:** Sheldon W. Boyce, Jr. *Town Attorney*, Andrew Caschetta, *Highway Superintendent*, Michelle Booth, *Court Clerk*, Danny Bassette, *Zoning Board Chair*, and Wes Pettee, *LaBella*.

*Supervisor Moffitt opened the public hearing at 7:20PM.*

The public hearing was held to consider the adoption of the Comprehensive Plan Update.

Mr. Pettee gave a presentation on the Comprehensive Plan Update.

**Public Comment**

No one from the public wished to comment.

**(Resolution 21-075)**

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to close the public hearing at 7:40PM  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mr. Hagreen, Aye; Mrs. Jenkins, Aye; Mr. Moffitt, Aye.

**COMPREHENSIVE PLAN UPDATE – ADOPTION**

**SEQRA**

**(Resolution 21-076)**

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

WHEREAS, the Mendon Town Board (the “Board”) has determined that the adoption of the Town of Mendon Comprehensive Plan (the “Plan”) is a Type I Action pursuant to the State Environmental Quality Review Act (“SEQRA”), and the Board assumes Lead Agency status for the SEQRA process, and WHEREAS, the Mendon Town Board caused a Full Environmental Assessment Form to be prepared for assessing the potential environmental impacts that may result from the adoption of the Plan, and WHEREAS, the Mendon Town Board, as Lead Agency, has reviewed and considered Part 1 of the Long Environmental Assessment Form, public comments and environmental record concerning the Plan, as well as completed the applicable Parts 2 and 3 of the Long Environmental Assessment Form and identified no significant adverse impacts.

NOW, THEREFORE BE IT FURTHER RESOLVED that no potential significant adverse environmental impacts were identified with the proposed adoption of the Mendon Comprehensive Plan using the criteria for determining significance identified in 6 NYCRR § 617.7(c)(1) and in accordance with 6 NYCRR § 617.7(c)(2) and (3), and the Mendon Town Board hereby finds and concludes that the Proposed Action will not present a potential significant adverse environmental impact and hereby issues a Negative Declaration, and

BE IT FURTHER RESOLVED, that the Supervisor is directed to sign the Determination of Significance indication the issuance of a Negative Declaration, and

BE IT FURTHER RESOLVED, that copies of this Resolution and notice of the Negative Declaration as adopted by the Town Board be filed, published and circulated to the extent required by any applicable ordinance, statute or regulation, including publication in NYSDEC’s Environmental Notice Bulletin as well as provided to the Town Engineer, and the Town Clerk.

Mr. Hagreen stated this was good work by the team and it identifies good items. He feels Mendon Green fits in with this and he is frustrated that it has been rejected for the past two years. Mr. Pettee stated that this is not a regulatory document and that it is changeable without a full update or rewrite. Mr. Hagreen

asked the Supervisor if he saw getting groups together to work on short term items and Mr. Moffitt answered that he did. Mrs. Carroll added she thought that was a good idea.

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

### **Adoption**

#### ***(Resolution 21-077)***

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

WHEREAS, the Mendon Town Board makes the following findings:

1. The Mendon Town Board established a special board to cause preparation of an updated Comprehensive Plan, and said special board worked with LaBella Associates to develop an updated draft Comprehensive Plan, and
2. The special board referred the draft updated Comprehensive Plan to the Town of Mendon Planning Board for review and comment, and
3. The Mendon Town Board received the draft Comprehensive Plan on December 14, 2020 and has, after careful study, considered the proposed document entitled Town of Mendon Comprehensive Plan, and
4. The Mendon Town Board has considered comments made by the public and interested agencies at the Public Hearing held on February 8, 2021, and
5. The Mendon Town Board has previously referred the draft Comprehensive Plan to the Monroe County Department of Planning and Development pursuant to General Municipal Law Section 239m and received comments in response to the referral December 9, 2020, and
6. Pursuant to the State Environmental Quality Review Act (SEQRA) regulations, the Mendon Town Board, as lead agency, has completed the Environmental Review Record on the proposed adoption and maintenance of said document and issued a Negative Declaration of environmental significance on February 8, 2021, and
7. The Mendon Town Board acknowledges that the adoption of said Comprehensive Plan is a plan for guiding growth and development in the Town of Mendon and, as such, will require periodic maintenance to keep the document viable, and
8. The Mendon Town Board has carefully considered the impacts associated with the Plan adoption, as well as comments on the draft Comprehensive Plan submitted by the Town Planning Board and the public, and finds that said Plan constitutes a suitable, logical and timely strategy for the future development and preservation of the Town of Mendon, and
9. The Mendon Town Board acknowledges and hereby gives public notice that official copies of the Comprehensive Plan and all modifications thereof shall be on file in the Office of the Mendon Town Clerk.

NOW THEREFORE BE IT RESOLVED, that the document consisting of text, maps and charts entitled Town of Mendon Comprehensive Plan, to be dated February 8, 2021 is hereby adopted as the Comprehensive Plan for the Town of Mendon, Monroe County, New York in accordance with Section 272-a of the New York State Town Law.

Mr. Hagreen asked Mrs. Carroll if she was comfortable with the document and she stated she was very pleased. Supervisor Moffitt reported that the Monroe County Department of Planning and Development comments had been received.

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

### **TOWN HALL – LIGHTING REPLACEMENT**

#### ***(Resolution 21-078)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to authorize Supervisor Moffitt to enter into an agreement with GraybaR to purchase light fixtures for Town Hall for a cost not to exceed \$2,878.70 and to be paid from account A1620.411.

Supervisor Moffitt explained the LED light fixture replacement. He received three quotes for these and this was the lowest.

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

#### **BOARDS, COMMISSIONS AND COMMITTEES – TRAINING REQUIREMENTS**

Supervisor Moffitt updated the Board on everything submitted by the members of the various groups. The Town Board was satisfied with all of the submitted training.

#### **ENVIRONMENTAL CONSERVATION BOARD – MEMBER APPOINTMENT**

##### ***(Resolution 21-079)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to appoint the following individuals to the Environmental Conservation Board: Peter Carosa, term to expire December 31, 2022; James Livingston, term to expire December 31, 2022; and David Wetter, term to expire December 31, 2021.

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

#### **ENVIRONMENTAL CONSERVATION BOARD – CHAIR APPOINTMENT**

##### ***(Resolution 21-080)***

A motion was made by Mr. Dubois, seconded by Mr. Hagreen, to appoint Patrick Borrelli Chair of the Environmental Conservation Board, term to expire December 31, 2021.

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

#### **PLANNING BOARD – MEMBER APPOINTMENT**

##### ***(Resolution 21-081)***

A motion was made by Mr. Hagreen, seconded by Mrs. Jenkins, to appoint Lauren M. Smith to the Planning Board, term to expire December 31, 2025.

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

#### **SUPERVISOR'S SECRETARY – JOB DESCRIPTION UPDATE**

##### ***(Resolution 21-082)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to adopt the following as the Job Description for the Secretary to the Supervisor position:

##### **SECRETARY TO THE SUPERVISOR - JOB DESCRIPTION**

- Answers phones, take messages, fields calls or directs calls to appropriate department.
- Makes copies, opens mail, filing.
- Keeps calendar for use of the Community Center. Distributes monthly calendar to Highway
- Department and person opening and closing. Collects checks and Deposits and gives to Town Clerk and returns Deposits.
- Updates and creates Officials List for Town Hall and for Public. Distributes.
- Sends letters to Boards regarding end of terms and then reappointment notification after Organizational meeting.
- Keeps track of annual training hours for Planning Board, Zoning Board of Appeals and Environmental Conservation Board. Keeps track of terms for Board Members.
- Updates Facebook page and Website, with Supervisor's approval.
- Assists Supervisor with projects and correspondence.
- Assists in preparation of Town Board agendas and preparation for meetings.
- Puts mail in slots for Town Board members.
- Purchases office equipment and supplies with approval of Supervisor.
- Available to cover for other departments as necessary.
- Aware of confidential and privileged information.

**SKILLS REQUIRED**

Accurate typing skills, ability to deal with public, good telephone skills.

Supervisor Moffitt discussed this with the Board.

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

**HIGHWAY DEPARTMENT – WOOD WASTE AGREEMENT AMENDMENT*****(Resolution 21-083)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to authorize the submitted amendment to the Town's agreement with Zoladz Construction concerning the removal of wood waste from Highway Department property.

The Board discussed this with Highway Superintendent Caschetta.

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

**HIGHWAY DEPARTMENT – PURCHASE OF KUBOTA M7060HDC CAB TRACTOR*****(Resolution 21-084)***

A motion was made by Mrs. Carroll, seconded by Mr. Hagreen, to authorize the purchase of a KUBOTA M7060HDC CAB TRACTOR from Saxby Implement Corp. according to NYS Contract PC#67693 in the amount of \$43,166.66, to be paid from account DB5130.2R.

The Board discussed this with Highway Superintendent Caschetta.

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

**HIGHWAY DEPARTMENT – PURCHASE OF JOHNSTON VT652 VACUUM SWEEPER*****(Resolution 21-085)***

A motion was made by Mr. Hagreen, seconded by Mr. Dubois, to authorize the purchase of a JOHNSTON VT652 VACUUM SWEEPER with all standard equipment and options from Cyncon according to their quote dated December 16, 2020 in the amount of \$256,422.00, to be paid from account DB5130.2R.

The Board discussed this with Highway Superintendent Caschetta. Supervisor Moffitt explained this was part of the Capital Improvement Program.

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

**HIGHWAY DEPARTMENT – PURCHASE OF 110V WIRELESS MOBILE COLUMN LIFTS*****(Resolution 21-086)***

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to authorize the purchase of 110V WIRELESS MOBILE COLUMN LIFTS from SEFAC according to quote AAAQ1507, dated January 6, 2021, in the amount of \$31,800.00, to be paid from account A5132.300.

The Board discussed this with Highway Superintendent Caschetta. Supervisor Moffitt explained this was part of the Capital Improvement Program. Multiple quotes were received.

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

**SEMMELE ROAD PROPERTY – FARMING LEASE*****(Resolution 21-087)***

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 Semmele 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 10:00AM, Wednesday, March 3, 2021, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY. The Town Clerk is hereby directed to place all advertisements as required by law.

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

**AMBULANCE AGREEMENT WITH HONEOYE FALLS – DISCUSSION**

The Supervisor and Board discussed the current state of the discussions with the Village of Honeoye Falls concerning the Ambulance Agreement.

**PUBLIC COMMENT**

No one from the public wished to comment.

**ADJOURNMENT**

*(Resolution 21-088)*

A motion was made by Mr. Hagreen, seconded by Mrs. Carroll, to adjourn the meeting at 8:31PM.

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