

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, December 13, 2021 – 7:00PM
167 North Main Street
Honeoye Falls, NY

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Communications
6. Supervisor's Monthly Report
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Transfers/Adjustments
10. Abstract of Audited Vouchers
11. January 2022 Consultant Finance Dept.
12. MCATSH Membership and Dues
13. 2022 Newly Elected Official School Training
14. Public Hearing Regarding Cannabis Retail and On-Site Consumption
15. Adopt Local Law Regarding Cannabis Retail and On-Site Consumption
16. Public Hearing for Local Law regarding Tourist Homes and Bed and Breakfast Establishments
17. Adopt Local Law Regarding Tourist Homes and Bed and Breakfast Establishments
18. 2022 Town Board Meeting Schedule and Location
19. 2022 Pay Schedule Town Employees
20. 2022 Holiday Schedule Town Hall
21. 2022 Holiday Schedule Highway Dept.
22. Purchase Gas Powered Hot Water Pressure Washer
23. Authorize the Supervisor to enter into a Contract with LaBella for the National Guard Memorial Proposal
24. Appointing John Hagreen as Liaison to the Town Board for the Completion of the Splash Park and Military Memorial
25. Laptop Computer Purchase
26. Authorize the Supervisor to make all necessary arrangements to Solicit Proposals for the Splash Park and Military Memorial
27. Contract with Bonadio & Co. LLP Certified Public Accountants
28. Executive Session- Regarding the Proposed Acquisition of Real Property
29. Authorize Town Supervisor to Place a Bid on 3808 Rush Mendon Road
30. Public Comment
31. Adjournment

TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:

December 13, 2021, Regular Town Board Meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to adopt the agenda as presented OR with the following amendment(s).

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

4. PUBLIC COMMENT

5. COMMUNICATIONS

Town Clerk

Town Attorney

Town Board

Supervisor

6. SUPERVISOR'S MONTHLY REPORT

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Supervisor's Monthly Report for November 2021.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

7. TOWN CLERK'S MONTHLY REPORT

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to acknowledge receipt of the Town Clerk's Monthly Report for November 2021, showing receipts and disbursements in the amount of \$5,016.69

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

8. MINUTES

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the minutes of the regular Town Board Meetings as presented OR with the following amendments: (*amendments, if any, go here*).

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

9. BUDGET TRANSFERS/ADJUSTMENTS

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve the following budget adjustments:

From: A1620.407	Town Hall Gas	\$600.00
To: A1620.408	Town Hall Electric	\$600.00
From: A1310.401	Purchased Services	\$600.00
To: A1310.100	Director of Finance	\$600.00
From: A1620.407	Town Hall Gas	\$100.00
To: A1620.406	Town Hall Water	\$100.00
From: A1620.422	22 North Insurance	\$1000.00
To: A1620.421	22 North Building Maint.	\$1000.00
From: A5020.420	Safety Personal Physicals	\$1000.00
To: A5020.400	Safety Supplies	\$1000.00
From: B8020.42	Planning Stormwater	\$149.00
To: B8020.111	Planning Attorney	\$149.00
From: DB 5112.4	Contracted Improvements	\$15,000.00
To:	Equipment Reserves	\$15,000.00
From: A 1620.113	15 Monroe Staffing	\$8,000.00
To: A7110.4	Semmel Rd. Contractual	\$8,000.00

From: DB 5130.2R Equipment Reserves \$15,000.00

To: Equipment Reserves \$15,000.00

TRANSACTION VOIDED FROM NOVEMBER 2021

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

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

10. VOUCHERS

General Abstract

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to approve all claims on vouchers numbered 21-802 to 21-872, on General Abstract 21-12, in the amount of \$59,946.74

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

Library Abstract

Library vouchers numbered 21-149 to 21-175, on Library Abstract 21-12, in the amount of \$28,305.88 were presented to the Town Board for payment.

11. JANUARY 2022 CONSULTANT FINANCE DEPT.

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to contract with Mary Fletcher for service related to the Finance Dept. for the month of January 2022. Amount not to exceed \$909.00 from account A 1310.401 from the 2022 budget.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

12. MCATSH MEMBERSHIP AND DUES

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to allow membership for Andrew Caschetta, Mendon Highway Superintendent, 2022 dues for the Monroe County Association of Town Superintendents of Highway. Not to exceed \$295.00 in the 2022 Budget, A5010.46

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

13. 2022 NEWLY ELECTED SCHOOL TRAINING

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to allow Brent Rosiek to attend virtual training for newly Elected Officials 2022. Not to exceed \$75.00, from account A1110.410 in the 2021 budget.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

14. PUBLIC HEARING REGARDING CANNABIS RETAIL AND ON-SITE CONSUMPTION

A local law to opt out of allowing cannabis retail dispensaries and on-site consumption sites as authorized under Cannabis Law Article 4

Section I. Legislative Intent

It is the intent of this local law to opt out of allowing cannabis retail dispensaries and on-site cannabis consumption sites in the Town of Mendon that would otherwise be allowed under Cannabis Law Article 4.

Section II. Authority

This local law is adopted pursuant to Cannabis Law § 131 which expressly authorizes the town board to adopt a local law requesting the Cannabis Control Board to prohibit the establishment of cannabis retail dispensary licenses and/or on-site consumption licenses within the jurisdiction of the town and is subject to a permissive referendum, the procedure of which is governed by Municipal Home Rule Law § 24.

Section III. Local Opt-Out

The Town Board of the Town of Mendon hereby opts out of allowing cannabis retail dispensaries and on-site cannabis consumption sites from being established and operated within the town's jurisdiction.

Section IV. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section V. Permissive Referendum/Referendum on Petition

This local law is subject to a referendum on petition in accordance with Cannabis Law § 131 and the procedure outlined in Municipal Home Rule Law § 24.

Section VI. Effective date.

This local law shall take effect immediately upon filing with the Secretary of State.

The Supervisor opened the Public Hearing at ____ pm.

PUBLIC COMMENT

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to close the Public Hearing.

15. ADOPT LOCAL LAW REGARDING CANNABIS RETAIL AND ON-SITE CONSUMPTION

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to opt out of allowing cannabis retail dispensaries and on-site consumption sites as authorized under Cannabis Law Article 4.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

16. PUBLIC HEARING FOR LOCAL LAW REGARDING TOURIST HOMES AND BED AND BREAKFAST ESTABLISHMENTS.

The following conditions and criteria must be met for tourist homes and bed-and-breakfast establishments:

A. The building proposed for occupancy as a tourist home/bed-and-breakfast shall contain no more than four lodging rooms for hire.

B. The subject premises shall be owner occupied, such that the premises is the owner’s primary residence. If the owner is not a natural person, then owner occupancy shall be satisfied so long as a natural person owning at least a 50% interest in the corporate owner occupies the residence as his/her primary residence.

C. No tourist home/bed-and-breakfast use shall be established on a lot that is within 500 feet of another lot measured along the same street frontage on which there is an existing tourist home/bed-and-breakfast establishment.

D. The exterior of the building shall be maintained consistent with the character of the area.

E. All parking shall be located outside of the highway right-of-way.

F. Use/occupancy of the premises (including the lands on which the building sits) as a tourist home / bed and breakfast shall be limited to those persons occupying the lodging rooms for hire. Additional invitees/guests of the persons occupying the lodging rooms for hire shall not be permitted.

The Supervisor opened the Public Hearing at ____ pm.

PUBLIC COMMENT

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to close the Public Hearing.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

17. ADOPT LOCAL LAW REGARDING TOURIST HOMES AND BED AND BREAKFAST ESTABLISHMENTS

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, modifying Local Law 260-52 of the Mendon Town Code.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

18. 2022 TOWN BOARD MEETING SCHEDULE AND LOCATION

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to schedule the following Town Board Meetings in 2022. January 3 (Organizational Meeting), January 24, February 14, March 14, April 11, May 9, June 13, July 11, August 8, September 12 & 26, October 17, November 14, December 12 & 28. All meetings held at the Mendon Town Hall or Community Center.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

19. 2022 PAY SCHEDULE FOR TOWN EMPLOYEES

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to schedule bi-weekly payroll beginning January 6, 2022.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

20. 2022 HOLIDAY SCHEDULE TOWN HALL

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, for the following Holiday schedule for Town Hall.

Monday, January 17, 2022

Monday, February 21, 2022

Monday, May 30, 2022

Monday, June 20, 2022

Friday, July 1, 2022

Monday, July 4, 2022

Monday, September 5, 2022

Monday, October 10, 2022

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

Friday, November 11, 2022
Thursday, November 24, 2022
Friday, November 25, 2022
Friday, December 23, 2022
Monday, December 26, 2022

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay;
Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

21. 2022 HOLIDAY SCHEDULE HIGHWAY DEPT.

(Resolution 21-___)

A motion was made by Mr/s. ____, seconded by Mr/s. ____, for the following Holiday schedule for the Highway Dept.

Monday, May 30, 2022
Monday June 20, 2022
Monday, July 4, 2022
Tuesday, July 5, 2022
Wednesday, July 6, 2022
Thursday, July 7, 2022
Friday, July 8, 2022
Monday, September 5, 2022
Monday, October 10, 2022
Friday, November 11, 2022
Thursday, November 24, 2022
Friday, November 25, 2022
Friday, December 23, 2022

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hageen, Aye/Nay;
Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

22. PURCHASE GAS POWERED HOT WATER PRESSURE WASHER

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, for the purchase of a hot water pressure washer, not to exceed \$4,349.99 from account number DA 5130.4 in accordance with the Town of Mendon procurement Policy after receiving three quotes.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hagreeen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

23. AUTHORIZE THE SUPERVISOR TO ENTER INTO A CONTRACT WITH LaBELLA FOR THE NATIONAL GUARD MEMORIAL PROPOSAL

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to Authorize the Supervisor to enter into a contract with LaBella for the Military Memorial. Not to exceed \$12,900 from Account A7110.4

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hagreeen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

24. APPOINTING JOHN HAGREEN AS LIAISON TO THE TOWN BOARD FOR THE COMPLETION OF THE SPLASH PARK AND MILITARY MEMORIAL

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to appoint John Hagreeen as Liaison to the Town Board for the Completion of the Splash Park and Military Memorial. This is a non-compensated position.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hagreeen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

25. LAPTOP COMPUTER PURCHASE

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to purchase one laptop for the Town Clerks Office, not to exceed \$1,666.27 from account A1620.2

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Hagreeen, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

26. AUTHORIZE THE SUPERVISOR TO MAKE ALL NECESSARY ARRANGEMENTS TO SOLICIT PROPOSALS FOR THE SPLASH PARK AND MILITARY MEMORIAL

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to authorize the Supervisor to make all necessary arrangements for Soliciting Proposals for the Splash Park and Military Memorial in accordance with the Town of Mendon Procurement Policy.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

27. CONTRACT WITH BONADIO & CO. LLP

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to contract with Bonadio and Co. LLP Certified Public Accountants to prepare the Town of Mendon Annual Update Document (AUD) not to exceed \$2,800.00 from account A1310.401

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

28. EXECUTIVE SESSION- REGARDING PROPOSED ACQUISITION OF REAL PROPERTY

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to enter into Executive Session for the Proposed Acquisition of Real Property.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

29. AUTHORIZE THE SUPERVISOR TO PLACE A BID ON 3808 RUSH-MENDON ROAD

(Resolution 21-__)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to Authorize the Supervisor to Place an Offer on 3808 Rush-Mendon Road , not to exceed the Market Value on Appraisal Report secured from Kevin Bruckner, Appraiser.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Haggren, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

30. PUBLIC COMMENT

This is a tentative list only and provided as a courtesy for reference purposes during the meeting. Items may be added, deleted, and/or altered as the Town Board sees fit. No guarantee is made nor implied that these resolutions will be considered. This document is in no way representative of the minutes of the referenced meeting.

31. ADJOURNMENT

(Resolution 21-___)

A motion was made by Mr/s. _____, seconded by Mr/s. _____, to adjourn the meeting at _____ PM.

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

Numbers correspond with Tentative Agenda.

Fund	Revenues			Expenditures			Appropriated Fund Balance						
	Budget	Budget as Amended	Year to Date	Balance	% Received	Budget	Budget as Amended	Year to Date	Balance	% Expensed	Budget	Budget as Amended	Year to Date
A-General Townwide	\$1,560,067	\$1,560,067	\$1,434,303	\$125,764	92%	\$1,787,727	\$1,634,697	\$1,040,270	\$794,427	57%	\$227,660	\$274,630	\$394,034
B-General Parttown	\$349,250	\$349,250	\$550,532	-\$201,282	158%	\$629,981	\$634,270	\$387,771	\$246,499	61%	\$180,731	\$285,020	\$162,761
DA-Highway Townwide	\$598,863	\$598,863	\$474,839	\$124,024	79%	\$598,863	\$605,772	\$561,739	\$44,033	93%	\$0	\$6,909	-\$86,900
DB-Highway Parttown	\$1,123,815	\$1,123,815	\$1,168,565	-\$44,750	104%	\$1,935,115	\$1,959,020	\$1,348,072	\$610,948	69%	\$504,300	\$835,205	-\$179,506
L-Library Townwide	\$326,732	\$326,732	\$323,741	\$2,991	99%	\$326,732	\$342,911	\$274,845	\$68,066	80%	\$0	\$16,179	\$48,896
SD-Special Districts	\$308,779	\$308,779	\$308,796	\$308,781	100%	\$311,779	\$311,779	\$258,450	\$53,329	83%	\$3,000	\$3,000	\$50,346
	\$4,267,506	\$4,267,506	\$4,260,777	\$315,527	100%	\$5,590,197	\$5,688,449	\$3,871,146	\$1,817,303	68%	\$915,691	\$1,420,943	\$389,631
Calculation of Surplus Funds													
	B-General Parttown			DB-Highway Parttown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 1/1/201	\$227,660	\$280,731	\$0	\$811,300	\$15,600	\$3,000	8/30 Library BOT approved use of Fund Balance to increase Director's Line						
Committed 12/31/20	\$46,970	\$4,289	\$6,909	\$23,905	\$579	\$0							
Restricted 12/31/20	\$298,194	\$296,243	\$455,469	\$347,203	\$0	\$0							
Actual Fund Balance 12/31/20	\$989,132	\$922,666	\$708,574	\$1,590,944	\$18,234	\$30,963							
Unassigned Fund Balance 12/31/20	\$416,308	\$341,403	\$246,196	\$408,536	\$2,055	\$27,963							
9/1-9/31/21 Change in Fund Balance	\$394,034	\$162,761	-\$86,900	-\$179,506	\$48,896	\$50,346							

TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

NOVEMBER, 2021

TO THE SUPERVISOR:

PAGE 1

Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255			
<u>17</u>	DECALS	<u>130.19</u>	
<u>1</u>	MARRIAGE LICENSES NO. 21031 TO 21031	<u>17.50</u>	
<u>4</u>	MARRIAGE TRANSCRIPT	<u>40.00</u>	
TOTAL TOWN CLERK FEES			187.69
<hr/>			
A2408			
<u>1</u>	COMM CENTER MAINT FEE	<u>50.00</u>	
TOTAL A2408			50.00
<hr/>			
A2544			
<u>31</u>	DOG LICENSES	<u>176.00</u>	
TOTAL A2544			176.00
<hr/>			
A2655			
<u> </u>	COPIES	<u>28.00</u>	
TOTAL A2655			28.00
<hr/>			
B2110			
<u>1</u>	ZBA AREA VARIANCE	<u>250.00</u>	
TOTAL B2110			250.00
<hr/>			
B2115			
<u>1</u>	P B PUBLIC HEARING	<u>100.00</u>	
<u>1</u>	P B SPECIAL USE	<u>250.00</u>	
TOTAL B2115			350.00
<hr/>			
B2555			
<u>13</u>	BUILDING PERMIT	<u>3,260.00</u>	
TOTAL B2555			3,260.00
<hr/>			
B2590			
<u>2</u>	RIGHT OF WAY WORK	<u>200.00</u>	
<u>1</u>	ROAD CUT FEE	<u>300.00</u>	
<u>1</u>	BURN PERMIT	<u>25.00</u>	
TOTAL B2590			525.00
<hr/>			
B2771			
<u>5</u>	MURDER AND MAYHEM	<u>100.00</u>	
<u>3</u>	FROM FORESTS TO FARMING	<u>30.00</u>	
<u>3</u>	RAILS TO TRAILS	<u>60.00</u>	
TOTAL B2771			190.00

TOWN CLERK'S MONTHLY REPORT

NOVEMBER, 2021


page 2

DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	441.69
PAID TO SUPERVISOR FOR PART TOWN FUND	4,575.00
PAID TO NYS DEC FOR DECALS	2,219.81
PAID TO NYS ANIMAL POPULATION CONTROL FUND	37.00
PAID TO NYS HEALTH DEPT FOR MARRIAGE LICENSES	22.50
TOTAL DISBURSEMENTS	7,296.00

* Paid to supervisor = \$ 5016.69

DECEMBER 1, 2021



 _____, SUPERVISOR
 JOHN D. MOFFITT

STATE OF NEW YORK, COUNTY OF MONROE, TOWN OF MENDON

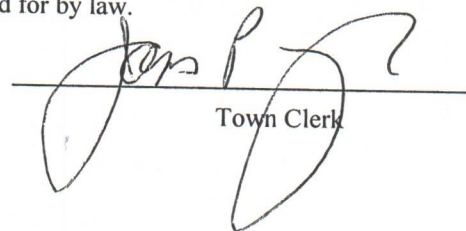
I, JAMES P. MERZKE, being duly sworn, says that I am the Clerk of the TOWN OF MENDON that the foregoing is a full and true statement of all Fees and moneys received by me during the month above stated, excepting only such Fees the application and payment of which are otherwise provided for by law.

Subscribed and sworn to before me this

10th day of December 2021



 Notary Public



 Town Clerk

MICHELLE BOOTH
 Notary Public - State of New York
 No. 01BO6378050
 Qualified in Monroe County
 My Commission Expires July 30, 2022

12/01/21
12:57:08

TOWN OF MENDON Cash Book Transactions

For the period 11/01/21 through 11/30/21

Total: \$7,296.00

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
11/01/21	QUINLAN, CARINA K	0000078/MN RENEWAL 0007128		6.00			
11/01/21	QUINLAN, CARINA K	0000654/FS RENEWAL 0007129		6.00			
11/01/21	SESNIE, LARRY	0000916/MU ORIGINAL		15.00			
11/01/21	MENDON RENEWALABLES	BUILDING PERMIT R8481 - 632 QMH - SOLAR					
11/01/21	DECALS	DECALS DAILY TOTAL	416.00				2,410.00
11/01/21		FROM FORESTS TO FARMING					
11/01/21		MURDER AND MAYHEM					10.00
11/01/21		RAILS TO TRAILS					20.00
11/02/21	SLYMON, MICHELLE	0000755/MN RENEWAL 0007130		6.00			20.00
11/02/21	FRONK	BURN PERMIT 66 QMH					
11/02/21	DECALS	DECALS DAILY TOTAL	274.00				25.00
11/02/21	DONALDSON	ROAD CUT FEE LANNING RD					
11/03/21	YELENCISICS, TRACY	0000150/FS RENEWAL 0007131		6.00			300.00
11/03/21	DUTCHER	BUILDING PERMIT 8667 - 8 HI CNTRY - GENE					
11/03/21	DECALS	DECALS DAILY TOTAL	32.00				100.00
11/03/21	HARVEY, DR.	FROM FORESTS TO FARMING					
11/04/21	DECALS	DECALS DAILY TOTAL	57.00				10.00
11/04/21	JOHNSON SPECIAL USE	P B PUBLIC HEARING 1300 HF 5 PTS					
11/04/21	JOHNSON SPECIAL USE	P B SPECIAL USE 1300 HF 5 PTS					100.00
11/05/21	DECALS	DECALS DAILY TOTAL	72.00				250.00
11/08/21	SMITH, SANDRA A	0000126/MN RENEWAL 0007134		6.00			
11/08/21	SMITH, SANDRA A	0000129/FS Dead					
11/08/21	IPSARO, KAREN	0000455/FS RENEWAL 0007132		6.00			
11/08/21	WILKES, JAMES	0000463/FS RENEWAL 0007133		6.00			
11/08/21	TIBERIO	BUILDING PERMIT 8354R-7 BOUGHTON HILL-AD					100.00
11/08/21	SOLTOW	BUILDING PERMIT 8668-12 QUAKER MTG HSE-F					30.00
11/08/21	DECALS	DECALS DAILY TOTAL	10.00				
11/08/21	BRUN, LELAND	MURDER AND MAYHEM					20.00
11/08/21	BRUN, LELAND	RAILS TO TRAILS					20.00
11/09/21	HEISTER, JOHN	0000566/FS RENEWAL 0007139		6.00			
11/09/21	CUSHMAN, SUSAN	0000572/MN RENEWAL 0007135		6.00			
11/09/21	HOWARD, HEATHER & STEVEN	0000591/FS RENEWAL 0007138		6.00			
11/09/21	BEARS, MARCY E	0000748/FS RENEWAL 0007136		6.00			
11/09/21	BEARS, MARCYE	0000749/MN RENEWAL 0007137		6.00			
11/09/21	FABRIZIO	BUILDING PERMIT 8669 - 849 MENDN CTR - G					100.00
11/09/21	MCCOULLOUGH	BUILDING PERMIT R8470 - 17 SIBLEY - ADDI					100.00
11/09/21	DECALS	DECALS DAILY TOTAL	218.00				
11/10/21	KIM, ROY & CHOON	0000917/MN ORIGINAL		6.00			
11/10/21		MURDER AND MAYHEM					20.00
11/10/21		MURDER AND MAYHEM					20.00
11/12/21	DECALS	DECALS DAILY TOTAL	67.00				
11/12/21		FROM FORESTS TO FARMING					10.00
11/12/21		MURDER AND MAYHEM					20.00
11/15/21	BIANCHI, JENNIFER	0000112/FS RENEWAL 0007140		6.00			
11/15/21	GASCON FAMILY VINEYARDS INC	BUILDING PERMIT 8670 - 187 MND IONIA - P					60.00
11/15/21	DECALS	DECALS DAILY TOTAL	119.00				
11/15/21	LIST/PETERMAN	MARRIAGE TRANSCRIPT 21-028					30.00
11/16/21	JONES, ALISON	0000918/FS ORIGINAL		6.00			

Date	Name	Description	DEC	DL	ML	GCL	Other
11/16/21	CALLAHAN, CAROLINE	0000919/MU ORIGINAL		15.00			
11/16/21	BAKER	BUILDING PERMIT 8671 - 19 CHORLEY - SHED					40.00
11/16/21	DECALS	DECALS DAILY TOTAL	119.00				
11/16/21	JOHNSON-MYZELEV	MARRIAGE LICENSE 21031			40.00		
11/17/21	DECALS	DECALS DAILY TOTAL	109.00				
11/18/21	LESTER, KIM	0000122/FS RENEWAL 0007141		6.00			
11/18/21	RANSOM, ELIJAH	0000920/FS ORIGINAL		6.00			
11/18/21	L2 CARPENTRY & CONSTRUCTION	COPIES 112 COPIES/SILVAROLE AREA VAR					28.00
11/18/21	DECALS	DECALS DAILY TOTAL	122.00				
11/18/21	SILVAROLE AREA VARIANCE	ZBA AREA VARIANCE 240 CHEESE FACTORY RD					250.00
11/19/21	TURNER, DAVID & LINDA	0000651/MN RENEWAL 0007142		6.00			
11/19/21	DECALS	DECALS DAILY TOTAL	306.00				
11/20/21	DECALS	DECALS DAILY TOTAL	47.00				
11/22/21	SCOTT, BEVERLY/FREDERICK	0000151/FS Dead					
11/22/21	VALIUKAS, SUSAN	0000471/FS RENEWAL 0007143		6.00			
11/22/21	HFL/BRIGHTON HOCKEY	COMM CENTER MAINT FEE CONTACT: SCOTT					50.00
11/22/21	DECALS	DECALS DAILY TOTAL	77.00				
11/22/21	KEUR/WEBSTER	MARRIAGE TRANSCRIPT 21-030					10.00
11/23/21	SMITH, SANDY	0000167/MN Dead					
11/23/21	DONE, BARBARA A	0000659/FS RENEWAL 0007144		6.00			
11/23/21	EILINGER, SUE C	0000660/MN RENEWAL 0007145		6.00			
11/23/21	FERRARO	BUILDING PERMIT 8672 - 2785 RUSH MENDON					15.00
11/23/21	MICCICHE	BUILDING PERMIT 8673 - 95 CHS FACTORY -					75.00
11/23/21	ROLAND	BUILDING PERMIT 8674 - 30 ASSEMBLY - BAS					100.00
11/23/21	DECALS	DECALS DAILY TOTAL	194.00				
11/24/21	MAZZEO, JAMES	0000172/FS Dead					
11/24/21	MASKELONY, LAUREN	0000921/FS ORIGINAL		6.00			
11/24/21	MASKELONY, LAUREN	0000922/FS ORIGINAL		6.00			
11/24/21	MARI	BUILDING PERMIT 8675 - 6 SURREY HL - FEN					30.00
11/24/21	MULHAIR	BUILDING PERMIT 8676 - 3475 RSH MNDN - E					100.00
11/24/21	DECALS	DECALS DAILY TOTAL	111.00				
11/29/21	WOHASKA, MONICA & RICHARD	0000176/MU RENEWAL 0007146		15.00			
11/29/21	JAMES, SUSAN	0000577/FS RENEWAL 0007147		6.00			
11/29/21	MONROE COUNTY WATER AUTH	RIGHT OF WAY WORK 347 TAYLOR RD					100.00
11/29/21	RG&E	RIGHT OF WAY WORK 9 SURREY HILL LANE					100.00
11/30/21	NICOL, PATRICK	0000144/FS Dead					
11/30/21	MCMAHON, JOYCE A	0000154/FS RENEWAL 0007149		6.00			
11/30/21	BAUER, CRAIG	0000464/MN RENEWAL 0007150		6.00			
11/30/21	BAUER, CRAIG	0000465/MN RENEWAL 0007151		6.00			
11/30/21	KELLY, ELAINE	0000756/FS RENEWAL 0007148		6.00			
11/30/21		RAILS TO TRAILS					20.00

Total:	\$7,296.00	2,350.00	213.00	40.00	0.00	4,693.00
Deposit Amount:	\$7,296.00					
Cash:	\$3,441.00					
Checks:	\$3,855.00					
Credit Card Amount:	\$0.00					



STATE OF NEW YORK
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION
 625 Broadway, Albany, NY 12233

Department of
 Environmental
 Conservation

Phone 1-800-962-5622

Invoice 2068-46612

TOWN OF MENDON
 16 West Main Street, Honeoye Falls, NY 14472

Invoice Period: 11/01/2021 to 11/30/2021

Product Summary

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
DMP FCFS Choice 1	47	\$25.85	\$444.15	0	\$0.00	\$0.00	\$470.00	\$25.85	\$444.15
DMP FCFS Choice 2	125	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMP FCFS Choice 1	69	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMP FCFS Choice 1	1	\$0.55	\$9.45	(1)	(\$0.55)	(\$9.45)	\$0.00	\$0.00	\$0.00
Resident Hunting	35	\$39.93	\$686.07	0	\$0.00	\$0.00	\$726.00	\$39.93	\$686.07
Back Tag	46	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bear Carcass Tag	45	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reg Season Deer Tag	48	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Bowhunting	7	\$5.81	\$99.19	0	\$0.00	\$0.00	\$105.00	\$5.81	\$99.19
Bow/Muzz Either Sex Tag	10	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Muzzleloading Privilege	10	\$7.47	\$127.53	0	\$0.00	\$0.00	\$135.00	\$7.47	\$127.53
Bow/Muzz Antlerless Tag	6	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Turkey Permit	8	\$3.85	\$66.15	0	\$0.00	\$0.00	\$70.00	\$3.85	\$66.15
Fall Turkey Tag - Statewide -	9	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #1	9	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Spring Turkey Tag #2	9	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Fishing	14	\$16.56	\$283.44	0	\$0.00	\$0.00	\$300.00	\$16.56	\$283.44
Non-Resident Hunting 16+	3	\$16.50	\$283.50	0	\$0.00	\$0.00	\$300.00	\$16.50	\$283.50
Non-Resident Bowhunting	1	\$1.65	\$28.35	0	\$0.00	\$0.00	\$30.00	\$1.65	\$28.35
Bow/Muzz Either Sex Tag	11	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Replacement Tag	5	\$2.75	\$47.25	(1)	(\$0.55)	(\$9.45)	\$40.00	\$2.20	\$37.80
Resident Senior Hunting	6	\$1.68	\$28.32	0	\$0.00	\$0.00	\$30.00	\$1.68	\$28.32
Resident Senior Muzzleloading Privilege	4	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Senior Fishing	4	\$1.12	\$18.88	0	\$0.00	\$0.00	\$20.00	\$1.12	\$18.88
DMP FCFS Choice 1	7	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Junior Hunting	3	\$0.84	\$14.16	0	\$0.00	\$0.00	\$15.00	\$0.84	\$14.16
Resident Junior Bowhunting	1	\$0.22	\$3.78	0	\$0.00	\$0.00	\$4.00	\$0.22	\$3.78
Resident Senior Muzzleloading Privilege	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Resident Muzzleloading Privilege	2	\$3.30	\$56.70	0	\$0.00	\$0.00	\$60.00	\$3.30	\$56.70
DMP Deer Carcass Tag	2	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Habitat and Access Stamp	1	\$1.00	\$4.00	0	\$0.00	\$0.00	\$5.00	\$1.00	\$4.00
Replacement License	2	\$0.56	\$9.44	0	\$0.00	\$0.00	\$10.00	\$0.56	\$9.44
Replacement Free	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DMP FCFS Choice 1 Youth	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Resident Turkey Permit	1	\$1.10	\$18.90	0	\$0.00	\$0.00	\$20.00	\$1.10	\$18.90
Resident Senior Bowhunting	1	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Product Name	Sales			Reversals / Voids			Net		
	Quantity	Vendor	State	Quantity	Vendor	State	Total	Vendor	State
Totals	555	\$130.74	\$2,229.26	(2)	(\$1.10)	(\$18.90)	\$2,340.00	\$129.64	\$2,210.36

\$2,210.36 Will be swept from your bank account on **12/14/2021**

Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of
NOVEMBER 2021

City or Town of MENDON

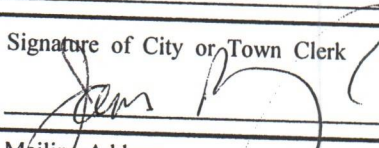
County of MONROE

DEP. NO. _____
\$ _____
CHECK # _____

DO NOT WRITE IN ABOVE SPACE

Pursuant to the provisions of Section 15 of the Domestic Relations Law, as last amended by Chapter 62 of the Laws of 2003, I herewith transmit to the State Commissioner of Health a fee of twenty-two dollars and fifty cents for each marriage license issued by me during the month covered by this report.

Licenses were numbered from 031 to _____ inclusive. (Total Active Military: 0)
(if ONE license was issued place number in first space only!) (if NO licenses were issued write "NONE" in above space)

Make remittance by CHECK or MONEY ORDER payable to the State Department of Health DO NOT SEND CASH Amount of remittance with this report \$ <u>22.50</u>	Name of City or Town Clerk (Please Print) <u>JAMES P. MERZKE</u>	
	Signature of City or Town Clerk 	Date <u>12/02/2021</u>
	Mailing Address <u>16 WEST MAIN STREET</u> <u>HONEOYE FALLS NY</u>	
	E-mail Address _____	Zip <u>14472</u> Phone <u>(585) 624-6060</u>

INSTRUCTIONS

THIS MONTHLY REPORT OF MARRIAGE LICENSES ISSUED MUST BE TRANSMITTED TO THE STATE DEPARTMENT OF HEALTH AT THE ABOVE ADDRESS FOR EACH MONTH regardless of whether or not any licenses were issued. If no licenses were issued, indicate NONE in the space provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50 regardless of whether or not the marriage ceremony is ever performed.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, must be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law Section 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting or filing requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

Month Reported: NOVEMBER, 2021

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: JAMES P. MERZKE, TOWN CLERK

Date Prepared: DECEMBER 2, 2021

Dog License Monthly Report

Original ID Dog Licenses sold	7
Original Purebred License sold	0
Dog License Renewals sold	24
Purebred License Renewals sold	0
Total sold	31

LICENSE TYPES AND FEES COLLECTED

	Quantity	Local Fees	Surcharge Fees
Spayed and Neutered Dogs	28	\$5.00 ea 140.00	\$1.00 ea 28.00
Unspayed and Unneutered Dogs	3	\$12.00 ea 36.00	\$3.00 ea 9.00
Exempt - Seeing Eye, War, Police	0	No Fee	0.00
Purebred License (1-10 dogs) Spayed & Neutered	0	\$25.00 ea 0.00	0.00
Purebred License (1-10 dogs) Unspayed & Unneutered	0	0.00	0.00
Purebred License (11-25 dogs) Spayed & Neutered	0	\$50.00 ea 0.00	0.00
Purebred License (11-25 dogs) Unspayed & Unneutered	0	0.00	0.00
Purebred License (26+ dogs) Spayed & Neutered	0	\$75.00 ea 0.00	0.00
Purebred License (26+ dogs) Unspayed & Unneutered	0	0.00	0.00
Total licenses sold	31	176.00	37.00

REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	0	0.00
Purebred Tags	0	0.00
Total tags sold	0	0.00

DISBURSEMENTS

Paid to Supervisor	\$176.00
--------------------	----------

Paid to NYS Animal Population Control Program	\$37.00
-----------------------------------------------	---------

Monroe County Association of Town Superintendents of Highways

November 22, 2021

Andy Caschetta
Town of Mendon
101 Semmel Road
Honeoye Falls, NY 14472

Re: MCATSH 2022 Membership Dues

Dear Andy:

Accompanying, please find an invoice in the amount of \$295.00 that covers 2022 dues for both the Monroe County Association of Town Superintendents of Highways (MCATSH) and the New York State Association of Town Superintendents of Highways (NYSATSH). Both organizations dues are to be remitted to the County Association. The County Association will then pay the State dues of all member Towns.

DO NOT REMIT DUES TO THE NYSATSH

Please review and update all contact information displayed on the invoice as necessary. Also, please add or delete Associate members as desired. The annual dues cost for each associate member is \$25.00.

Feel free to contact me with any questions.

Sincerely,



David P. Lindsay, P.E.
Treasurer

Monroe County Association of Town Superintendents of Highways

200 Beaver Road, Churchville New York 14428
(585) 889-2630 Fax (585) 889-0968

INVOICE	11/22/21
	Date

Andy Caschetta
Town of Mendon
101 Semmel Road
Honeoye Falls, NY 14472

Item	Description	Total	
2022 NYS & Monroe Co. Membership Dues	Andy Caschetta: Office 624-6068 Mobile 967-7784 Fax 624-6069 email mendonhighway@townofmendon.org Monroe County Dues \$ 95.00 New York State Dues \$ 200.00 Total \$ 295.00	\$ 295.00	
	Associates:		
	Name _____	Office _____ Mobile _____ Fax _____ email _____	
		Monroe County Dues \$ 25.00	\$
	Name _____	Office _____ Mobile _____ Fax _____ email _____	
		Monroe County Dues \$ 25.00	\$
	Name _____	Office _____ Mobile _____ Fax _____ email _____	
		Monroe County Dues \$ 25.00	\$
	Make Check Payable To:		
	Monroe County Association of Town Superintendents of Highways		
	Mailing Address:		
	Town of Chili Mr. David P. Lindsay 200 Beaver Road Churchville, New York 14428		
	Total Due	Due And Payable By January 31, 2022	\$ 295.00



NEWLY ELECTED OFFICIALS 2022 TRAINING SCHOOL



GENERAL INFORMATION

WHEN: January 6 - 7, 2022
Online / Virtual Event - **EMAIL ADDRESS IS REQUIRED TO REGISTER**

WHO: All supervisors, town board members, fiscal personnel and town clerks are encouraged to attend.

AUTHORITY TO ATTEND: Attendance at this training school is permitted by section 77-b of the General Municipal Law. Subdivision 3 of the section permits the town board to authorize attendance by "any of its members or any officer or employee ... or other person who has been elected pursuant to law to a public office of a municipality for which the term of office has not commenced ..." You are entitled to be reimbursed for all reasonable costs incurred while attending this program.

REGISTRATION INFORMATION: There is a school fee of \$75 per member / non-member, which is payable in advance of the program. This fee covers the cost of tuition, course materials. Please complete the registration form and return with payment to the address indicated below.

REGISTRATION FORM

2022 VIRTUAL TRAINING FOR NEWLY ELECTED TOWN OFFICIALS**

(ONE ATTENDEE PER FORM)

Please register the following personnel from the Town of Mendon
County of Monroe

for the Training School for Newly Elected Town Officials to be held **JANUARY 6 - 7, 2022**

Enclosed is a check for \$75 to cover tuition and materials

Please make the check payable to the Association of Towns.
Return this form and check to: Association of Towns, 150 State Street, Albany, NY 12207

NAME Brent Rosiek TITLE Council Person

TOWN Mendon COUNTY Monroe

ADDRESS 116 West Main

CITY Honey Falls STATE NY ZIP 14472

DAYTIME PHONE: (585) 690-3039

E-MAIL ADDRESS (REQUIRED): brosiek26@gmail.com (PLEASE PRINT CLEARLY)

****No refunds after 10 days prior to event.**

Mendon Highway Department Purchasing Information

DA 5130.4

<\$1,500 Hwy. Sup. Approval \$1,501 - \$1,999, 2 Verbal Quotes \$2,000 - \$2,500, 3 Written Quotes & Superintendent Approval \$2,501 - \$7,999 3 Written Quotes & Town Board Approval >\$8,000, Written Bids & town Board Approval

- Items to be Purchased: 1. Gas Powered Hot Water Pressure Washer (Quantity, Description & Specs) 2. 3.

Location to be Used: Shop Budget Code: DA 5130.4

Trade In: YES NO X

VENDOR #1

Name: Northern Tool & Eq Phone: 291-0516 Quote Date: 12-8-21

Address: Best Price: 4349.99 Off Sale

DELIVERY AVAILABLE: YES X \$ NO Delivery Date: 5 to 7 Days 4549.99

BID PRICING AVAILABLE: YES WHO: NO:

X Recommend Reject Why: Best Price / Free Shipping

VENDOR #2

Name: Grainger Phone: 299-0516 Quote Date: 12-8-21

Address: Metro Park Hen NY Best Price: 4545.98

DELIVERY AVAILABLE: YES X \$ NO Delivery Date: 12-8-21 + Shipping Charges may apply

BID PRICING AVAILABLE: YES WHO: NO:

Recommend X Reject Why: Pricing - Shipping

VENDOR #3

Name: Fastenal Phone: 924-1910 Quote Date: 12-8-21

Address: Farmington NY Best Price: 6972.99

DELIVERY AVAILABLE: YES \$ NO Delivery Date: 12-8-21

BID PRICING AVAILABLE: YES WHO: NO:

Recommend X Reject Why: Pricing High

I certify that to the best of my knowledge a good faith effort has been made to follow Purchasing procedures of the Town of Mendon, and that the above information is true and accurate.

Employee: A. Morcell Date: 12-8-2021

** Use back of form for additional comments or information.

Approved: (Highway Superintendent) Date:

2×FREE GIFT CARD ON ALL ORDERS OVER \$100

Use Promo Code 278814

#1

In Stock



NorthernTool.com | 1-800-221-0516 | Call Your Local Store To Confirm Availability

NorthStar Gas Wet Steam & Hot Water Pressure Washer — 3000 PSI, 4.0 GPM, Honda Engine

Item# 157310



(89) [Write a Review](#) [Ask a Question](#)



Reg. \$4549.99

Sale \$4349.99 *Order today to get this price*

Save \$200.00 + Free Shipping (Lower 48 states)

Easy Financing Available | [Learn More](#)

Ship It Free (Lower 48 States)

In Stock

[See Unloading Instructions](#)

Store Pickup in Under 2hrs (In-Store or Curbside)

[See Pickup Details](#)

- Uses 1/2in. Schedule 80 extra-heavy pipe
- Forged brass manifold gives improved strength over cheaper aluminum
- Easy Start stops pressure build-up during start-up
- Adjustable pressure for job versatility
- Sight glass lets you quickly check pump oil

Product Summary

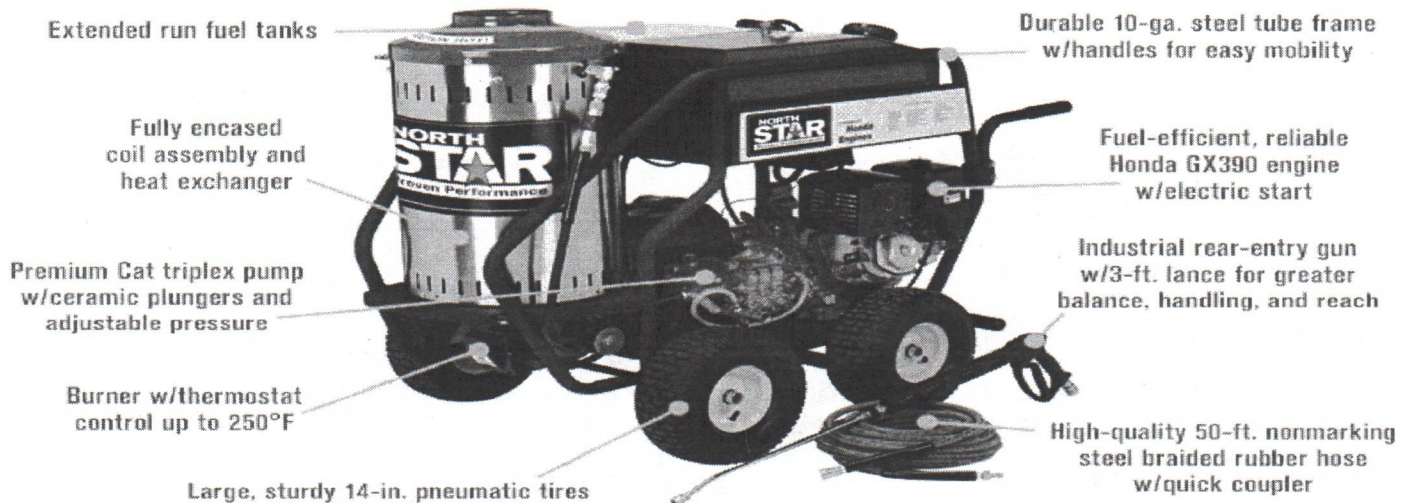
NorthStar® Hot Water/Steam pressure washer sprays hot water and steam up to 250°F @ 4 GPM and 3000 PSI. The Honda GX390 engine with electric start provides convenience and quiet, reliable performance. Coil assembly is fully encased in a custom-molded ceramic fiber refractory combustion chamber with low thermal conductivity and resistance to thermal shock. Rear hose-entry spray gun with split lance keeps the hose out of the way for easy handling. Includes a long-lasting, non-marking steel-braided rubber hose.

NorthStar hot water pressure washers are engineered to effectively sanitize surfaces, help to significantly reduce the prevalence of germs without disinfectant and maximize the effectiveness of disinfectant by providing the ultimate surface preparation.

What's Included

(1) Hot water pressure washer (1) Quick-connect industrial rear entry gun (1) 36in. lance with nozzle quick connector (1) 50ft. gray non-marking quick-connect hose (1) 5-pk. quick-connect nozzles (1) Quick-connect steam nozzle (1) Chemical injector

Features + Benefits



- Uses 1/2in. Schedule 80 extra-heavy pipe
- Forged brass manifold gives improved strength over cheaper aluminum
- Easy Start stops pressure build-up during start-up
- Adjustable pressure for job versatility
- Sight glass lets you quickly check pump oil
- Extended run fuel tanks
- Anti-vibration rubber V-mounts
- Flow switch operated
- Two 8 3/4-gallon gas tanks: red for gasoline, yellow for diesel, fuel oil and kerosene

DELCO

Pressure Washer

Item #460U28

My 460U28 NYS
 Part # #PC67235

Mfr. Model #65068

UNSPSC #47121805

Catalog Page #N/A



Country of Origin USA. Country of Origin is subject to change.

Technical Specs

Item	Pressure Washer	Engine Displacement	389 cc
Pressure Washer Duty Rating	Heavy Duty (2800 to 3299 psi)	HP	11.7 hp
Operating Pressure	3,000 psi	Gross Torque	19.5 lb-ft
Power Type	Gas	Pump Type	Triplex
Pressure Washer Water Type	Hot	Pump Drive	Direct
Pressure Washer Style	Cart	Piston Material	Ceramic
Flow Rate Range	4 gpm or Greater	Usable Hours per Week	120+
Pressure Washer Flow Rate	4.0 gpm	Hose Dimensions	3/8 in x 50 ft
Engine Brand	Honda	Burner Fuel	Diesel, Kerosene
Detergent Injection System	Yes	Water Output Temp.	120 Degrees F Rise Above Ambient
		Includes	Gun, Wand, Hose
		Standards	Meet CETA and

Your Price
\$4,545.98 / each



This item requires special shipping, additional charges may apply.

Qty

Add to Cart

Add Extended Protection Plan
 for \$1,644.74 / each
[Plan Details & Exclusions](#)

Setup Auto Reorder

Ship Pickup

Expected to arrive **Thu. Dec 09.**

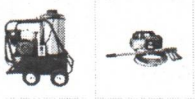
Ship to **14472** | [Change](#)

Shipping Weight 521 lbs

[Ship Availability Terms](#)

[Add to List](#)

170 A3:



FASTENAL

Compliance

Notes

This is a Capital Goods item and may not qualify for special pricing or discount. Contact your Fastenal representative for details.

3HP Honda 3000psi Gas Oil Fired Hot Water Pressure Washer

Online Price: \$6972.99 / each

QTY 1 ADD

Fastenal Part No. (SKU)	0601581
Manufacturer Part No.	3040QH
NSPSC	47121805
Manufacturer	CAM SPRAY

This is an Expanded Catalog Item

Product Attributes

Flow Rate	4 gpm
Height	49"
Horsepower	13



October 26, 2021

John Moffitt
Town Supervisor
Town of Mendon
16 West Main Street
Honeoye Falls, NY 14472

RE: Town of Mendon – National Guardsmen Memorial
LaBella Proposal No.: P2103035

Dear Supervisor Moffitt:

LaBella Associates, D.P.C. is pleased to submit the following proposal to the Town of Mendon - Town Board to provide design, consulting, and construction administration services for a new memorial site honoring the 3 fallen National Guardsmen adjacent to the proposed spray park at Driesbach Field in the Town of Mendon.

PROJECT UNDERSTANDING

We understand that the Town of Mendon would like to construct a memorial site adjacent to the proposed spray park at Driesbach Field located along Semmel Road in the Town of Mendon.

We understand the Town would like permanent elements that identify and memorialize the three men that perished in the helicopter crash, along with a central sculpture element, bench seating, two flagpoles with lighting, hardscape and landscaping. The space is to be conducive of contemplation and relaxation yet inviting and part of a fun and active, family-oriented site. We also understand that the Town would like to put the project out to bid along with the spray park package, with an anticipated construction start date in March 2022, and a completion prior to Memorial Day weekend in 2022.

SCOPE OF SERVICES (DESIGN & BIDDING PHASE)

Preliminary Investigation & Field Work

The environmental review, topographic survey, and geotechnical evaluation of the proposed improvement area has been completed as part of the initial spray park review of the proposed action, LaBella believes that the proposed projects can continue to be classified under SEQRA as an "Unlisted Action."

Schematic Design

- a. Coordinate with the Town staff on location and configuration of the proposed memorial site and components, advancing the preliminary sketch and photo simulation to the next level of design and understanding. Work products will include an updated photo simulation and a site plan (color rendered) with enlargement/detailed views of the monuments. Both the site plan and the photo



simulation will incorporate the monuments, two flagpoles, an 'eagle' statue, lighting, decorative pavement, benches, and the NY 'Dustoff' logo.

- b. Coordinate with the 'eagle' sculptor to determine layout, location, and needs of the piece.

Final Design and Approvals

Site and Electrical Design

- a. Prepare required site, grading, landscape drawings, details, and technical specifications – as an add-on to the work already being prepared for the spray park package.
- b. Prepare electrical service drawings, and specifications as necessary for the lighting and anticipated outlets to be furnished there – as an add-on to the work already being prepared for the spray park package.
- a. Provide site, grading, and utility layout of the memorial site.
- b. Design sidewalk connections to the spray park area, ADA parking, restrooms, and larger parking area so that the site appears and functions as a cohesive, pedestrian-friendly design
- c. Project management and coordination with other disciplines, sculptor, and vendors.

Bidding Phase:

The work effort during this phase of the project will be directed towards assisting the Town in retaining suitable contractors to perform the work. It is anticipated that public bids will be solicited in one contract but at the same time and in conjunction with the Spray Park bid package.

Tasks anticipated during this phase of the project include:

- a. Assist the Spray Park team in coordination with the plan room and assist in the distribution of Contract Documents.
- b. Assist the Spray Park team in the preparation of an Advertisement for Bidders and coordinate with the Town for advertisement in local publication.
- c. Assist the Spray Park team to provide documents to contracting agencies to assist in notifying contractors of the project.
- d. Respond to bidder questions.
- e. Review bids, contact contractor references, and make recommendations for award.
- f. Issue the Notices of Intent to Award.
- g. Prepare conformed copies of the contract documents for execution. Assist in executing the contracts.
- h. Issue the Notices to Proceed.



Construction Administration

It is anticipated that both the memorial project and the Spray Park projects will be bid and then under construction simultaneously, with an anticipated substantial completion date of Memorial Day, May 30, 2022. We assume many of the following activities will be performed in conjunction with the Spray Park project and as such, personnel will already be performing like or similar duties such as: site visits, reviewing submittals, schedules, and RFI's, processing pay applications, etc. and so our fee in this regard reflects that coordination.

- a. Consult with Owner and act as Owner's representative.
- b. Participate and lead a preconstruction meeting prior to the start of work.
- c. Review product submittals, shop drawings, and samples for conformance with the project specifications.
- d. Review and determine the acceptability of progress and submittal schedules.
- e. Perform site visits during construction to review status or attend Construction meetings (in addition to the pre-construction meetings and punch list walk-through).
- f. Review defective work (if any) and provide recommendations to Owner whether the Contractor should correct work or remove and replace such work.
- g. Respond to request for information, provide clarification and interpretation of the Contract Documents (if required).
- h. Coordinate field orders and change order directives as required.
- i. Review testing certificates for compliance with the Contract Documents.
- j. Review payment applications and provide recommendation to the Town for payment of work completed to the contractor.
- k. Receive and review Contractor's completion documents including operation and maintenance manuals, and operating instructions.
- l. Review as-built drawings for accuracy and compliance with the Contract Documents.
- m. Conduct punch list walk-through, prepare punch list, and issue letter of Substantial Completion.
- n. Conduct final site visit to confirm completion of punch list and issue Letter of Final Completion.



ASSUMPTIONS

LaBella has made the following assumptions in the preparation of this proposal:

- Project will be bid as a lump sum contract at the same time as the Spray Park project.

FEE

Design & Bidding Phase

LaBella Associates, D.P.C. will provide professional engineering services (other than Resident Project Representative) as outlined in the "Scope of Work" for lump sum amount of **\$12,900** which is based on the following estimated distribution of:

Schematic Design and Photo Simulation	\$3,100
60% Design Development.....	\$3,400
100% Contract Documents	\$3,400
Bidding.....	\$600
Service During Construction.....	<u>\$2,400</u>
Total:	\$12,900

The above fees will not be altered unless mutually agreed upon in writing resulting from a change in the scope of work.



ACCEPTANCE

If the scope of work, estimate of fee and schedule is acceptable to the Town, please sign below as our authorization to proceed with this work and return this letter to our offices. All work will be performed under the existing Professional Services agreement between LaBella and the Town.

We appreciate the opportunity to serve the Town of Mendon and look forward to the successful completion of the project. If you have any questions, please do not hesitate to contact me at (585) 746-0147 or via e-mail at jebbs@labellapc.com.

Respectfully submitted,

LaBella Associates

Jason R. Ebbs, PE
Municipal Group Leader

On behalf of the Town of Mendon, ACCEPTED BY:

John D. Moffitt
Town Supervisor



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000107256529.1	Sales Rep	HUNTER GRIFFITH
Total	\$1,666.27	Phone	(800) 456-3355, 18009993355
Customer #	4241750	Email	Hunter_Griffith@Dell.com
Quoted On	Dec. 08, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Jan. 07, 2022		TOWN OF MENDON
Contract Name	Dell NYS Umbrella Contract		16 W MAIN ST
	PM20820		HONEOYE FALLS, NY 14472-1199
Contract Code	C000000005000		
Customer Agreement #	PM20820/1000041162		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
HUNTER GRIFFITH

Shipping Group

Shipping To	Shipping Method
RECEIVING DEPT TOWN OF MENDON 16 WEST MAIN STR HONEOYE FALLS, NY 14472-1102 (585) 624-6066	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Mobile Precision 3561	\$1,666.27	1	\$1,666.27
Subtotal:			\$1,666.27
Shipping:			\$0.00
Environmental Fee:			\$0.00
Non-Taxable Amount:			\$1,666.27
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$1,666.27

Shipping Group Details

Shipping To

RECEIVING DEPT
TOWN OF MENDON
16 WEST MAIN STR
HONEOYE FALLS, NY 14472-1102
(585) 624-6066

Shipping Method

Standard Delivery

Mobile Precision 3561	Quantity	Subtotal
	1	\$1,666.27
\$1,666.27		\$1,666.27

Estimated delivery if purchased today:

Dec. 15, 2021

Contract # C000000005000

Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Quantity	Subtotal
Dell Mobile Precision Workstation 3561 BTX	210-AYUM	-	1	-
Intel Core i7-11800H (8 Core, 24 MB Cache, 2.30 GHz to 4.60 GHz, 45w)	379-BELY	-	1	-
Windows 10 Pro English, French, Spanish	619-AHKN	-	1	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	1	-
Intel Core i7-11800H non-vPro with NVIDIA T600 4 GB graphics	329-BFIP	-	1	-
NVIDIA T600 4 GB GDDR6	490-BGLX	-	1	-
15.6"FHD, 16x9, 1920x1080, 250 nit, WVA,45% NTSC,60Hz, Non-Touch, RGB Cam and Mic, WLAN&WWAN capable	391-BFXO	-	1	-
16 GB, 1 x 16 GB, DDR4, 3200Mhz Non-ECC, SODIMM	370-AFXW	-	1	-
M.2 2280 512 GB, Gen 3 PCIe x4 NVMe, Solid State Drive	400-BKTY	-	1	-
No Additional Hard Drive	401-AAGM	-	1	-
Single Pointing Backlit English US Keyboard with numeric keypad	583-BHBG	-	1	-
Single Pointing, Finger print only	346-BHIX	-	1	-
Intel Wi-Fi 6 AX201 Wireless Card with Bluetooth 5.2	555-BGGX	-	1	-
No Mobile Broadband Card	556-BBCD	-	1	-
6 Cell 97Whr Battery	451-BCUP	-	1	-
Cable for 6 cell battery	470-AETC	-	1	-
130W E5 Type C Power Adapter (EPEAT)	492-BCWZ	-	1	-
No Out-of-Band Systems Management - No vPro	631-ACWE	-	1	-
Resource Media not Included	430-XYGV	-	1	-
ENERGY STAR Qualified	387-BBLW	-	1	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	1	-
No AutoPilot	340-CKSZ	-	1	-
E5 US Power Cord	450-AAEJ	-	1	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	1	-
No Mouse	570-AADK	-	1	-
Wireless Intel AX201 WLAN Driver	555-BGOO	-	1	-
US Order	332-1286	-	1	-
FAN label	389-RKKI	-	1	-

Packaging for 130W Adapter and NVIDIA Graphics	340-CWKY	-	1	-
Fixed Hardware Configuration	998-EUTZ	-	1	-
11th Gen Intel Core i7 non-vPro label	340-CUEQ	-	1	-
SupportAssist	525-BBCL	-	1	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	1	-
Dell Optimizer for Precision	640-BBSC	-	1	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	1	-
Waves Maxx Audio	658-BBRB	-	1	-
Dell Power Manager	658-BDVK	-	1	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	1	-
Bottom cover	354-BBDY	-	1	-
Quick Setup Guide for Mobile Precision 3561	340-CVHY	-	1	-
No Anti-Virus Software	650-AAAM	-	1	-
OS-Windows Media Not Included	620-AALW	-	1	-
No HD/SSD Filler	750-ABLD	-	1	-
No RAID	780-BBFE	-	1	-
Onsite/In-Home Service After Remote Diagnosis 1 Year	997-1082	-	1	-
Dell Limited Hardware Warranty Plus Service	997-1129	-	1	-
BTS/BTP Smart Selection Shipment (VS)	800-BBGY	-	1	-

Subtotal:	\$1,666.27
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$1,666.27

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

November 9, 2021

John Moffitt, Supervisor
Town of Mendon
16 West Main Street
Honeoye Falls, New York 14472

Dear John:

We look forward to continuing to provide services to the Town of Mendon, New York (the Town). We will provide assistance with the Town's Annual Update Document (AUD). This report is due annually to the Office of the State Comptroller via their on-line filing system. Given the Town has a population greater than 5,000 but less than 19,999 the due date of the report is 90 days after year-end which would be April 1, 2022. A 30-day extension is possible with a written request from the Town Supervisor prior to April 1.

We will prepare the Town's AUD based on information provided by the Town through its general ledger software (Williamson Law Book) plus other source documentation. Additionally, we will assist the Town in addressing any questions that arise from the OSC resulting from the AUD submission.

While we will assist you in certain aspects, you are ultimately responsible for:

- a) The preparation and fair presentation of the AUD in accordance with the principles established by the NYS Office of the State Comptroller
- b) Designing implementing, and maintaining internal controls relevant to the preparation and fair presentation of the AUD
- c) Preventing and detecting fraud
- d) Identifying and ensuring that the Town complies with the laws and regulations applicable to its activities
- e) Making all financial records and related information available to us and for the accuracy and completeness of that information.

Our engagement cannot be relied upon to disclose errors, fraud, or other illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

171 Sully's Trail
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

Randall R. Shepard, CPA is the engagement partner and is responsible for supervising this engagement.

For the work described above, we estimate that the fees will be \$2,800. This fee is based on performing remotely, the work necessary to complete the filing on behalf of the Town. Certain information will be required to be provided by the Town to assist in our preparation of the AUD. We will provide a list of needed documents and/or information as part of the planning for completion of this engagement. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we resume work and incur the additional costs.

Our fees will be billed as the work progresses, generally on a monthly basis, and full payment is expected within 30 days of receipt of the final invoice.

If you have any questions, please don't hesitate to contact me at 585-249-2873.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us.

Very truly yours,
BONADIO & CO., LLP



Randall R. Shepard, CPA
Partner

ACKNOWLEDGMENT:

Signature

Date