

The regular meeting of the Mendon Town Board was held at 7:00 PM, Tuesday, June 13, 2022, at the Town of Mendon Falls Post #664 Community Center, 167 North Main Street, Honeoye Falls, NY.

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

TOWN CLERK: Michelle Booth

OTHERS PRESENT: Andrew Caschetta, *Highway Superintendent*, Danny Bassette, *Zoning Board Chair*, Mary Louise Meisenzahl, and 2 others.

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

AGENDA
(Resolution 22-142)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adopt the agenda as presented.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

PUBLIC COMMENT
There were no comments.

COMMUNICATIONS

HIGHWAY SUPERINTENDENT, Andrew Caschetta, reported that they finished brush pickup and have moved on to prepping the Town and County Roads for the Summer Work Program. He attended the Highway School in Ithaca last week; it was very informative. Mr. Caschetta said they have started a tree inventory on all Town roads. Basically, this will keep track of trees on all town roads, in the right of way. The intent is to track the health of these trees and remove any dead/dangerous trees before they become a hazard. Mr. Caschetta also believes they will have opportunities for some County reserves this year.

TOWN CLERK, Michelle Booth, reported that the Town and County tax collection has ended; 98% of the taxes were collected and the reports have all been submitted. She has also worked with Monroe County to set up a Rabies Clinic in the Fall for the Mendon residents.

TOWN BOARD

Brent Rosiek went to the girl scout tree planting in Mendon Ponds and gave an update on the Planning Board meetings.

Cynthia Carroll, attended a meeting at the library in regards to Community outreach. They will be focusing on a long-term plan, their policies, and will really be focusing on summer activities. The Library Board complimented the Mendon Highway Department on the flowers and groundskeeping.

Thomas Dubois, gave an update on the Zoning Board Meetings.

SUPERVISOR, John Moffitt, stated he received a complaint in regards to the property on West Bloomfield Rd. There is a barn being utilized as a wedding venue without the proper licensing/permits. The barn on Rush Mendon Rd has been taken down, the property owners had it removed. Supervisor Moffitt also reported the Senior Citizens have reorganized and will be starting back up with full support from the Town of Mendon. He attended a county wide broadband meeting, the Mendon Fire Commissioners meeting, and marched in the Memorial Day Parade, and the Mendon Carnival Parade recently. Mr. Moffitt informed everyone about the Homeowners Tax Relief Checks that are being mailed

out. There is a lot of information available for this at www.townofmendon.org. The Supervisor will be out of town from June 16 – June 23, he will be available by phone and email while he is away and the Deputy Supervisor, James Merzke, will be available if needed also.

SUPERVISOR'S MONTHLY REPORT

(Resolution 22-143)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to acknowledge receipt of the Supervisor's Monthly Report for May 2022.

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 22-144)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to acknowledge receipt of the Town Clerk's Monthly Report for May 2022, showing receipts and disbursements in the amount of \$4,063.04.

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

MINUTES

(Resolution 22-145)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to approve the minutes of the regular Town Board Meeting, held on May 9, 2022 and the special Town Board Meeting, held on May 31, 2022, as presented.

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

BUDGET TRANSFERS/ADJUSTMENTS

(Resolution 22-146)

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

From: A 1620.112	Personnel-Youth Ctr. Director	\$5,000.00
To: A 7120.2	Dreisbach Field Equip./Improvements	\$5,000.00
From: A 1620.113	Personnel-Youth Ctr.	\$15,000.00
To: A 7120.2	Dreisbach Field Equip./Improvements	\$15,000.00
From: A1010.410	Town Board Travel	\$4,000.00
To: A 7120.2	Dreisbach Field Equip./Improvements	\$4,000.00
From: A 1990.417	Contingent Account	\$20,000.00
To: A 7120.2	Dreisbach Field Equip./improvements	\$20,000.00
From: ARPA	ARPA Funding	\$300,000.00
To: A 7120.2	Dreisbach Field Equip./Improvements	\$300,000.00
From: B 8023.400	Planning Projects	\$1,200.00
To: B 3620.2	Building Dept. Equipment	\$1,200.00
From: DB 5110.2	Equipment	\$54,000.00
To: DB 5112.4	Improvements- Contractual	\$54,000.00

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

Vouchers**General Abstract****(Resolution 22-147)**

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to approve all claims on vouchers numbered 22-361 to 22-443, on General Abstract 22-06, in the amount of \$94,074.22.

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

Library Abstract

Library vouchers numbered 22-067 to 22-0084, on Library Abstract 22-06, in the amount of \$13,378.90 were presented to the Town Board for payment.

AMENDING CONTRACT BETWEEN TOWN BOARD AND THE HIGHWAY SUPERINTENDENT, SECTION 284 OF HIGHWAY LAW**(Resolution 22-148)**

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve amending the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by the Town Board and made a part of the minutes of this meeting. 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 \$351,475.50 for materials shall be set aside to be expended for primary work and general repairs upon 4.695 miles of Town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.
- 2) **PERMANENT IMPROVEMENTS.** The following sums shall be set aside to be expended for the permanent improvement of Town Highways:
 - a) On Mendonshire Heights commencing at Mendonshire Drive and leading to the cul-de-sac, a distance of 0.51 miles. There shall be expended not over the sum of \$21,910.00 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - b) On Mendonshire Drive commencing at St Rt 64 Drive and leading to Hunt Club, a distance of 0.43 miles. There shall be expended not over the sum of \$21,742.50 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - c) On Friends Lane commencing at St Rt 64 and leading to the cul-de-sac, a distance of 0.3 miles. There shall be expended not over the sum of \$16,844.25 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - d) On Phelps Rd commencing at St Rt 15A and leading to town line, a distance of 0.14 miles. There shall be expended not over the sum of \$2,688.00 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - e) On Junction Rd commencing at St Rt 251 and leading to Plains Rd, a distance of 0.48 miles. There shall be expended not over the sum of \$10,197.00 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 22'
 - f) On Langpap Rd commencing at St Rt 64 and leading to Lanning Rd, a distance of 1.01 miles. There shall be expended not over the sum of \$20,423.75 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 21'

3) PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

- g) On Mendon Center Rd commencing at St Rt 65 and leading to Sheldon Rd, a distance of 1.1 miles. There shall be expended not over the sum of \$136,640.00 for materials. **Type:** Hot Mix Pave, **Width of traveled surface:** 22'
- h) On Taylor Rd commencing at Mile Square Rd and leading to town line, a distance of 0.6 miles. There shall be expended not over the sum of \$81,520.00 for materials. Type: Hot Mix Pave, Width of traveled surface: 22'
- i) On Parks Crossing commencing at Pittsford Mendon Center Rd and leading to cul-de-sac, a distance of 0.125 miles. There shall be expended not over the sum of \$39,510.00 for materials. **Type:** Mill and Fill, **Width of traveled surface:** 24'

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

RABIES, PHARMACEUTICALS AND RECYCLE EVENT

(Resolution 22-149)

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to approve Rabies, Pharmaceutical and Recycling event at the Mendon Highway Dept. 101 Semmel Road. Saturday, October 15, 2022, hours 11:00 am -1:00 pm.

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

CITIZENS ADVISORY COMMITTEE TO CONSIDER AND RECOMMEND SUSTAINABLE FIRE SERVICE PRACTICES WITHIN THE TOWN OF MENDON TOGETHER WITH A SUPPORTIVE JURISDICTIONAL AUTHORITY

(Resolution 22-150)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to approve a Citizens Advisory Committee to consider and report findings regarding Fire Protection Service within the Town of Mendon.

WHEREAS, Fire protection within the Town of Mendon is currently authorized by three (3) jurisdictions: Mendon Town Board, Mendon Fire District Commission, and the Honeoye Falls Village Board of Trustees: and,

WHEREAS, Fire protection services within the Town of Mendon are delivered by two (2) Fire Departments: Mendon Fire Department, and Honeoye Falls Fire Department.

NOW, THEREFORE, the Mendon Town Board hereby establishes a Citizens Advisory Committee to submit a report to them by February 1, 2023 that: (1) defines the capacity of the Fire Departments to deliver sustainable and reliable fire service within the Town of Mendon; and, (2) makes recommendations on jurisdictional models to meet Town-wide needs and community expectations.

The Citizens Advisory Committee is tasked with the following Charge:

1. Identify the current framework of jurisdictional authority together with the current capacity to deliver Fire Protection within the Town of Mendon.
2. Complete a needs assessment for Fire Protection within the Town of Mendon.
3. Report to the Mendon Town Board on the current capacity to deliver Fire Protection within the Town, together with recommendations for delivery and jurisdictional models that can expect to sustain a service level commensurate with the needs assessment.

The Town Board may request a presentation of the Committee's Report. If so, the Committee's responsibility concludes with the presentation. If not, the Committee's responsibility concludes with submission of their Report.

Statutory functions of the Town Board cannot be delegated. Currently, there is no funding for consultants.

The Committee shall include representation from:

- Mendon Town Board – John Moffitt and Karen Jenkins
- Mendon Fire District Commission – one member
- Honeoye Falls Village Board of Trustees – one member
- Mendon Fire Department – two members
- Honeoye Falls Fire Department – two members
- Mendon Fire Protection District #1 – one resident
- Mendon Fire District – one resident
- Honeoye Falls Village – one resident

Committee Chair – Mary Louise Meisenzahl

Once established, the Chair shall contact the members with a date for the first meeting. That date will be communicated to the Town Clerk in time to advertise in the Town’s Official Newspaper (Monday for Thursday publication). At the first meeting, a schedule will be determined and communicated to the Town Clerk for publication. No meeting can occur until advertised in the previous week’s newspaper.

Committee meetings shall be governed by New York State’s *Open Meetings Law*. All meetings will be advertised, open to the public and documented with Minutes.

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

RESOLUTION TO APPROVE FINANCE DIRECTOR ATTENDANCE AT HUMAN RESOURCE CONFERENCE ON JUNE 23, 2022- ROCHESTER N.Y.

(Resolution 22-151)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve Kelli Parmelee, Finance Director, attendance at the Human Resource Conference in Rochester NY on June 23, 2022. There is no cost to attend this conference except mileage that will be reimbursed as per policy.

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

SEPTIC DISCUSSION- SPRAY PARK

Mr. Rosiek presented a map of the proposed park and gave an explanation of where the septic would be located.

PLANNING BOARD APPOINTMENT

(Resolution 22-152)

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to appoint Teresa Winship to the Mendon Planning Board effective immediately, term to expire December 31, 2026.

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

BUDGET TRANSFER RESERVE FUND

(Resolution 22-153)

A motion was made by Mr. Dubois, seconded by Mrs. Rosiek, to transfer \$380,000.00 from the A Fund Reserves Account A882A Parks Reserve Fund, to A 7120.2 Dreisbach Field Equip./Improvements **This resolution is subject to permissive referendum.**

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

BUDGET TRANSFER RESERVE FUND
(Resolution 22-154)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to transfer \$42,000.00 from the A Fund Reserves Account TA61 Developers Fund, to A 7120.2 Dreisbach Field Equip./Improvements
This resolution is subject to permissive referendum.

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

BUDGET TRANSFER RESERVE FUND
(Resolution 22-155)

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to transfer \$100,000.00 from the A Fund Reserves Account A 882E Reserve Fund New Town Hall, to A 7120.2 Dreisbach Field Equip./Improvements
This resolution is subject to permissive referendum.

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

BUDGET TRANSFER RESERVE FUND
(Resolution 22-156)

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to transfer \$50,000.00 from the A Fund Reserves Account A 882B Reserve Fund- Building Reserves, to A 7120.2 Dreisbach Field Equip./Improvements
This resolution is subject to permissive referendum.

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

TOWN OF MENDON PARKING LOTS- CRACKFILL
(Resolution 22-157)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to approve crack filling parking lots at the Mendon Public Library and the Mendon Community Center, not to exceed \$1,083.00 22 North Main St. from account A 1620.421 and the Community Center, not to exceed \$1,354.11 from account 1620.413C via NYSOGS contract with Suit Kote.

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

PUBLIC COMMENT

Mary Louise Meisenzahl, 2 Rittenhouse Dr., thanked the Town Board for establishing the Citizens Advisory Committee. She asked that we put all the information on the Town’s website to keep the residents informed.

ADJOURNMENT
(Resolution 22-158)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adjourn the meeting at 7:38pm.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.