

TOWN OF MENDON
Town Board Agenda – Tentative
Monday, January 2, 2023 – 7:00PM
Mendon Town Hall
16 West Main Street, Honeoye Falls, NY

ORGANIZATIONAL MEETING

1. Call to Order
2. Pledge of Allegiance
3. Agenda
4. Public Comment
5. Delegation of Administrative Duties to The Supervisor
6. Position Appointments - Part Time
7. Position Retention
8. Deputy Town Clerk-Part Time – Position Retention and Appointment
9. Highway Department – Position Retentions and Appointments
10. Zoning Board of Appeals Attorney – Position Retention and Appointment
11. Planning Board Attorney – Position Retention and Appointment
12. Deputy Town Attorney – Position Retention and Appointment
13. Justice Court – Temporary Assignment of Justices
14. Liaisons
15. Town Board Meetings Schedule
16. Standard Workday for Elected and Appointed Officials
17. 2023 Holiday Schedules
18. Town Hall Operating Hours
19. Policy and Procedures Manual
20. Fund Balance Policy
21. Emergency Preparedness (Disaster) Plan
22. Official Town Map
23. Official Newspaper
24. Emergency Response – Highway Department
25. Mendon Fire Hall – Ice Control
26. Boards, Committees, Commissions – Advertise for Meetings
27. Official Undertakings
28. Salaries – Elected/Appointed/Hourly Wages
29. Personnel Policy – Variable Amounts Associated with Policies
30. Payroll Schedule
31. Mileage Allowance
32. Annual Report of Supervisor
33. Annual Accounting – Town Board Committee
34. Official Banks
35. Payments Before Audit

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36. Review of Monthly Vouchers
37. Petty Cash Funds
38. Fee Schedule
39. Environmental Conservation Board
40. Historic Preservation Commission
41. Library Board of Trustees
42. Planning Board
43. Zoning Board of Appeals
44. Records Management Advisory Board
45. Engineering/Planning Services Agreement
46. Highway Department Agreements
47. Town Hall Agreements
48. Community Center Agreements
49. 22 North Main Street Agreement
50. Village of Honeoye Falls Agreements
51. Honeoye Falls-Lima Central School District Agreements
52. Monroe County Agreements
53. Community Organization Agreements
54. Use of Town Meeting Rooms
55. Communications
56. Approval of Minutes
57. Public Comment
58. Adjournment

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TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:

January 2, 2023 Organizational Town Board Meeting

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. AGENDA

(Resolution 23-___)

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

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

4. PUBLIC COMMENT

5. DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR

(Resolution 23-___)

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

BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

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

6. POSITION APPOINTMENTS – PART TIME

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the following part time positions and appoint the designated individuals to serve at the pleasure of the Town Board, term to expire December 31, 2023:

Code Compliance Officer - Corey Gates
 Building Inspector - Corey Gates
 Deputy Building Inspector – Tim Fess
 Planning Officer – Corey Gates
 Fire Marshall - Corey Gates
 Dog Control Officer - Joel Taylor
 Civil Officer - Joel Taylor
 Assessment/Building Department Clerk - Katrina Allen
 Assessment/Building Department Clerk - Bruce Fullerton
 Court Clerk - Michelle Booth

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Deputy Court Clerk - Bonnie M. Toomey
 Deputy Town Clerk – James Merzke
 Secretary to the Planning Board and ZBA - Katrina Allen
 Meetings Recorder – Katrina Allen

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

7. POSITION RETENTION

(Resolution 23-___)

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

BE IT RESOLVED, that this Town Board retains the position of Deputy Supervisor, established pursuant to Sec. 42 Town Law, term to expire December 31, 2023. During the absence or inability to act of the supervisor, or while the office of supervisor is vacant, the deputy supervisor shall preside, when present, at the meetings of the Town Board and shall be vested with all powers and may perform all of the duties of the supervisor under the Town Law.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Finance Officer, term to expire December 31, 2023.

BE IT FURTHER RESOLVED, that this Town Board retains the position of Secretary to the Supervisor Part Time, term to expire December 31, 2023.

BE IT FURTHER RESOLVED that this Town Board retains the position of Town Historian and Deputy Town Historian – Part Time, pursuant to Sec. 57.07 of the Arts & Cultural Affairs Law, term to expire December 31, 2023.

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

Deputy Town Supervisor

Supervisor Moffitt notifies the Town Board that he has appointed James Merke to the position of Deputy Town Supervisor, term to expire December 31, 2023.

Finance Officer – Full Time

Supervisor Moffitt notifies the Town Board that he has appointed Kelli Parmelee as Finance Officer, term to expire December 31, 2023.

Secretary to the Supervisor – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Denise Zimmermann as Secretary to the Supervisor – Part Time, term to expire December 31, 2023.

Town Historian – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Diane C. Ham as Town Historian – Part Time, term to expire December 31, 2023.

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Deputy Town Historian – Part Time

Supervisor Moffitt notifies the Town Board that he has appointed Christopher Carosa as Deputy Town Historian – Part Time, term to expire December 31, 2023.

8. DEPUTY TOWN CLERK-PART TIME – POSITION RETENTION AND APPOINTMENT**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the Deputy Town Clerk – Part Time position, with the full powers and duties of the town clerk. Compensation is approved by the Town Board. Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

Town Clerk, Michelle Booth, notifies the Board that she has appointed Bonnie M. Toomey and James Merzke to the position of Deputy Town Clerk – Part Time.

9. HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Highway Clerk, part-time.

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

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Denise Zimmermann to the position of Highway Clerk, part-time.

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

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
BE IT FURTHER RESOLVED, that this Town Board retains the position of Deputy Highway Superintendent – for a term to expire December 31, 2023. The Deputy Highway Superintendent functions during the absence or inability of the Town Highway Superintendent to act, and at that time is vested with all the powers and duties of the Town Highway Superintendent. This is a non-compensated position.

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

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

10. ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2023.

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

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11. PLANNING BOARD COUNSEL/LEGAL SERVICES – POSITION RETENTION AND APPOINTMENT

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Planning Board Attorney, and appoint Don Young, term to expire December 31, 2023.

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

12. DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to retain the position of Deputy Town Attorney, and appoint Brenna Boyce PLLC Attorney at Law, term to expire December 31, 2023. This is a non-compensated position.

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

13. JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES

(Resolution 23-___)

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

BE IT RESOLVED, that this Town Board consents to the assignment of the Town of Mendon Justices, pursuant to New York State Uniform Justice Court Act §106(2), to preside in other Town or Village courts in the Seventh Judicial District as need arises during the year 2023, and the temporary assignment of other Town Justices to preside in Mendon Town Court as the need arises during the year 2023.

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

14. LIAISONS

Supervisor Moffitt appointed the following Town Board members, elected officials, or board appointed liaisons:

- American Legion: Mr. Merzke
- Environmental Conservation Board: Mr. Dubois
- Historic Preservation Commission: Ms. Jenkins
- Honeoye Falls/Lima School District (Recreation/Assets): Mr. Moffitt
- Honeoye Falls/Mendon Chamber of Commerce: Mr. Moffitt
- Library: Mrs. Carroll
- Mendon Community Business Association: Mr. Moffitt, Mr. Rosiek
- Planning Board: Mr. Rosiek
- Zoning Board of Appeals: Mr. Dubois
- For the Completion of the Splash Park and Military Memorial: Mr. Hagreen

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15. TOWN BOARD MEETINGS SCHEDULE

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to confirm the following schedule of Town Board Meetings for 2023, adopted at the December 12, 2022 meeting:

7:00 PM Mondays as follows: January 2 (Organizational Meeting), January 23, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, September 25, October 16, November 13, December 11 and December 28. Meetings will be held at the Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

16. STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt following:

WHEREAS, the Town of Mendon, pursuant to Regulation 315.4, is required to establish by resolution, a standard work day for each elective or appointive office or position for reporting purposes to the New York State and Local Retirement System, and

WHEREAS, such resolution shall indicate the number of hours prescribed as a standard work day for each such elective or appointed office or position, and the expiration of the term for each such office or position, NOW, THEREFORE, BE IT RESOLVED, that the standard workdays for elected and appointed officials for the purpose of reporting days worked to New York State Retirement System are as follows:

POSITION – STANDARD WORK DAY HOURS/RECORD OF ACTIVITES REPORTING

Highway Department Employees - 8 hours per day

Town Hall Employees - 7 hours per day

Library Employees - 7 hours per day

Refer to NYSERS Form RS-2417-A, located in the office of the Finance Director, for individual hours being reported to NYSERS.

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will record and submit to the clerk his or her work activities for a period of three consecutive months, and

FINALLY, BE IT RESOLVED, that for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of section 315.4, the total number of days per month to be reported will be based upon such record of work activities.

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

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17. 2023 HOLIDAY SCHEDULES

The following 2023 Holiday Schedules were approved by the Town Board at their December 12, 2022 meeting:

TOWN OFFICE:

Monday, January 16, 2023
 Monday, February 20, 2023
 Friday, April 7, 2023
 Monday, May 29, 2023
 Monday, June 19, 2023
 Monday, July 3, 2023
 Tuesday, July 4, 2023
 Monday, September 4, 2023
 Monday, October 9, 2023
 Thursday, November 23, 2023
 Friday, November 24, 2023
 Monday, December 25, 2023
 Tuesday, December 26, 2023

HIGHWAY DEPARTMENT:

TBD

18. TOWN HALL OPERATING HOURS

The Town Board acknowledges the 2023 Operating Hours for the Town Hall will be: Monday through Thursday, 8:00AM to 4:00PM, Friday, 8:00AM-1:00PM. These hours will be followed for the entire year.

19. POLICY AND PROCEDURES MANUAL

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the Town of Mendon Policy and Procedures Manual.

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

20. FUND BALANCE POLICY

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to acknowledge the adherence of the 2014 Fund Balance Policy as written for the A Fund, B Fund, DA Fund, DB Fund and the L Fund.

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

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21. EMERGENCY PREPAREDNESS (DISASTER) PLAN**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the current Emergency Preparedness (Disaster) Plan.

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

22. OFFICIAL TOWN MAP**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, that the Official Town Map be updated as required by New York State Town Law to reflect any changes that occurred during the year 2023.

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

23. OFFICIAL NEWSPAPER**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2023.

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

24. EMERGENCY RESPONSE – HIGHWAY DEPARTMENT**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
To continue the authority, previously established by the Town Board, allowing the Highway Superintendent to respond to requests from emergency providers for assistance during the year 2023.

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

25. MENDON FIRE HALL – ICE CONTROL**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following:
WHEREAS, the Mendon Fire Hall is the alternate Town Emergency Operations Center, and
WHEREAS, it is essential for the above reason that the Mendon Fire Hall be accessible at all times.
NOW, THEREFORE, BE IT RESOLVED, that this Town Board authorizes the Highway Department to perform ice removal operations at the Mendon Fire Hall during the year 2023 as time and equipment availability permits.

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

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26. BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS

(Resolution 23-___)

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

- Board of Assessment Review – 4th Tuesday in May 2023
- Environmental Conservation – 1st Tuesday of each month at 7:00PM, as needed
- Historic Preservation Commission – 1st Wednesday of each month, 7:00PM, as needed
- Planning Board – 1st and 3rd Wednesday of each month at 7:00PM, as needed
- Town Board - per schedule above at 7:00PM
- Zoning Board of Appeals – 2nd and 4th Thursday of each month at 7:00PM, as needed

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

27. OFFICIAL UNDERTAKINGS

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the official undertakings required by Section 25 of NYS Town Law. The undertakings are provided by a blanket undertaking (as allowed by Section 11 of Public Officers Law) with Argonaut Insurance Company (aka Trident), providing coverage in the amount of \$250,000 for employee dishonesty; \$100,000.00 for forgery or alteration, theft, disappearance and destruction for all officers and employees; with excess coverage for the Supervisor, Town Clerk, Tax Receiver and Finance Officer of \$500,000.

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

28. SALARIES – ELECTED/APPOINTED/HOURLY WAGES

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salaries of all elected and appointed officers and the rates of wages of hourly employees including premium pay and overtime (included in the Personnel Policy) and regular pay rates to be paid hourly as indicated below:

Job Title	Salary
Assessor	\$37,230
Building/Assessment Clerk	\$18.76 - \$19.00/per hour
Building Inspector/Code Enforcement Officer	\$78,734
Court Clerk	\$12,222
Custodian	\$14.89/per hour
Deputy Building Inspector	\$100/per inspection
Deputy Court Clerk	\$28/per hour
Deputy Town Clerk	\$28/per hour
Deputy Town Supervisor	\$10,000
Dog Control Officer	\$8,031
Finance Officer	\$46,167

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Fire Marshal	\$3,407
Historian	\$2,500
Planning Board Attorney & Legal Services	\$15,000
Planning Officer	\$1,809
Planning Board/Zoning Board Clerk	\$24,000
Recreation Leader	\$15/per hour
Secretary (Assessor)	\$20,000
Secretary to the Supervisor	\$19.50/per hour
Town Attorney	\$34,033
Legal Services	\$39,492
Zoning Board Attorney	\$13,596
Appointed Board Members	
Assessment Board of Review	\$125/per year
Conservation Board Chair	\$50/per mtg
Conservation Board Member	\$25/per mtg
Planning Board Chair	\$60/per mtg
Planning Board Member	\$40/per mtg
Zoning Board Chair	\$60/per mtg
Zoning Board Member	\$40/per mtg
Elected Officials	
Councilperson (4)	\$10,229
Highway Superintendent	\$84,998
Town Clerk	\$68,250
Town Justice (2)	\$18,170.50
Town Supervisor	\$80,397
Highway Department	
	Hourly
Building Maintenance	\$18.00-\$33.00
Dispatcher (Winter)	\$17.00 - \$30.24
Foreman	\$26.50 - \$32.00
Highway Clerk (Part-time)	\$19.50
Laborer (Skilled)	\$18.00 - \$33.00
Maintenance Mechanic	\$26.25 - \$34.13
Mechanical Equipment Operator (Light Equipment)	\$21.00 - \$27.00
Mechanical Equipment Operator (Heavy Equipment)	\$22.50 - \$32.00
Seasonal Laborer (Winter & Summer)	\$17.00 - \$18.00

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

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29. PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following amounts and percentages associated with the Personnel Policy:

Medical Benefits:

Full-time employees hired prior to 1/1/10, will contribute eleven percent (11%) of their monthly medical insurance, through payroll deduction.

Full-time employees hired after 1/1/10 will contribute eighteen percent (18%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/15 will contribute twenty-percent (20%) of their monthly medical insurance premium, through payroll deduction.

Full-time employees hired after 1/1/18 will be eligible for a single policy through the Town's medical insurance. The Employee will contribute 20% of the premium. If the employee wishes to include eligible family members, the employee will pay 20% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

Dental Benefits:

The Town will fund this coverage, in full, for eligible employees hired prior to 1/1/10.

Eligible employees hired after 1/1/10 will contribute fifteen percent (15%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/15 will contribute twenty-five percent (25%) of the monthly premium, through payroll deduction.

Eligible employees hired after 1/1/18 will be eligible for a single policy and contribute 25% of the premium. If the employee wishes to include eligible family members, the employee will pay 25% of the single premium plus the difference between the single premium and the coverage the employee chooses (family, etc.).

The Town will pay 25% of the dental premium for retirees.

Medical Opt Out – All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer will be paid an opt out of \$3,600 annually. Said benefit will be paid monthly in arrears, will be included in the employee's earnings statement, and will be subject to taxes. Employee must show proof of insurance annually.

Elected officials are not eligible for this incentive.

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Health Reimbursement Account (HRA):

The Town will make a deposit of \$1,000.00 into a Health Reimbursement Account (HRA) for each full-time employee.

Clothing Allowance – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 2023, to purchase proper clothing for work pursuant to the department's clothing standards: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO, and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase. This is a taxable fringe benefit.

Work Shoes (steel toed boots) – Full-time employees with the following job titles, shall be reimbursed, up to \$250 per year in 2023, for the purchase of steel toed boots: Highway Superintendent, Building and Grounds, Code Enforcement Officer, HEO, MEO and Mechanics. A receipt must be submitted showing the amount paid and a detailed description of the purchase.

Vacation Time – Personnel Handbook**4.02 ELIGIBILITY**

Vacation periods are calculated based upon the calendar year. Full time employees are eligible for paid vacation in accordance with the following schedule:

Hire Date: 1/1-3/31 Nine (9) days after 60 days.

Hire Date: 4/1-6/30 Six (6) days after 60 days

Hire Date: 7/1-9/30 Three (3) days after 60 days

Hire Date: 10/1-12/31 No vacation days.

- On the January 1st following the date of hire – 10 working days then
- One additional day per year to a maximum of 25 working calendar days.

Vacation time shall be tracked by eligible hours. To convert one day into hours, use the average number of hours worked in a day in a work week. When determining vacation time used, the hours used must be based on the hours the employee would have worked on that particular work day.

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30. PAYROLL SCHEDULE

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the salary payment schedule as follows and to have the payday changed from a Thursday to a Friday:

1. January 6
2. January 20
3. February 3
4. February 17
5. March 3
6. March 17
7. March 31
8. April 14
9. April 28
10. May 12
11. May 26
12. June 9
13. June 23
14. July 7
15. July 21
16. August 4
17. August 18
18. September 1
19. September 15
20. September 29
21. October 13
22. October 27
23. November 10
24. November 24
25. December 8
26. December 22

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

31. MILEAGE ALLOWANCE

(Resolution 23-___)

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

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

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32. ANNUAL REPORT OF SUPERVISOR**(Resolution 23-___)**

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

BE IT RESOLVED, that in lieu of preparing the financial report required by Section 29 (10) of the Town Law, the Supervisor shall, pursuant to Section 29 (10-a) of the Town Law, submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law the report will be on file in the Town Clerk's Office and will be available for public inspection and copying.

BE IT FURTHER RESOLVED, that this report be prepared by Bonadio Group in an amount not to exceed \$3,000 from Acct. A1310.110.

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

33. ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mrs. Carroll and Mr. Rosiek to a Town Board Committee to meet for the purpose of an annual accounting, on or before April 1, 2023, or as soon thereafter as possible.

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

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Mrs. Jenkins and Mr. Dubois to a Town Board Committee to meet for the purpose of an annual accounting of the Justice Courts, on or before April 1, 2023, or as soon thereafter as possible.

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

34. OFFICIAL BANKS**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to name the following as official banks of the Town of Mendon: Canandaigua National, Chase, Manufacturers and Traders Trust Company, NYCLASS, and Five Star Bank. The Town Supervisor is hereby authorized to submit letters to the above-mentioned banks, stating that the Town of Mendon will not make any electronic transfers out of New York State.

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

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35. PAYMENTS BEFORE AUDIT**(Resolution 23-___)**

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

BE IT RESOLVED, pursuant to Section 118 (2) of the Town Law, that this Board authorizes the payment in advance of audit of claims for public utility services (electric, gas, water, sewer and telephone services), postage, freight and express charges, and

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

36. REVIEW OF MONTHLY VOUCHERS**(Resolution 23-___)**

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

January – Mrs. Carroll

February – Mr. Dubois

March – Ms. Jenkins

April – Mr. Rosiek

May – Mrs. Carroll

June – Mr. Dubois

July – Ms. Jenkins

August – Mr. Rosiek

September – Mrs. Carroll

October – Mr. Dubois

November – Ms. Jenkins

December – Mr. Rosiek

37. PETTY CASH FUNDS**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the following petty cash funds:

Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

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38. FEE SCHEDULE**(Resolution 23-___)**

A motion was made by Mr./s. _____, seconded by Mr./s. _____, to adopt the 2023 Town of Mendon Fee Schedule below:

ALL DEPARTMENTS

Copies (8.5" x 11"): \$.25 per page

Notary Service: No Charge

Returned Check Fee: \$20.00

ATHLETIC FIELDS

One (1) use per week: \$100.00

Average use of two (2) times per week: \$250.00

Average use of greater than 2 time per week: \$400.00

See Use Policy for policies and insurance requirements.

BUILDING DEPARTMENT**Avoidable Fire Alarm Fine**

Second (within 2 years): \$100.00

Third (within 2 years): \$200.00

Thereafter (within 2 years): \$300.00

Residential Occupancy

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

\$0.20 per square foot. \$300.00 minimum fee.

Addition, Remodel, Alteration, Renovation, Repair:

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

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

\$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$75.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Fence and Earth Berms: \$40.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$50.00
- Free Standing Antennas (radio, wind turbines, etc.): \$75.00
- Geothermal (loop field and equipment): \$75.00

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- Generator: \$100.00
- Outdoor Sporting Court with Fence: \$25.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspections of the same item are required, \$25.00 per inspection.
- Removal of Fuel Storage Tanks: \$30.00
- Renewal/Extension of Permit: Original Fee + \$100 after (1) renewal
- Signs (including subdivision, home occupation, physician, vet, roadside stand): \$20.00
- Solar Panels: \$75.00
- Solar Farms: \$100/acre of leased/owned area
- Swimming Pool, above ground (includes fence and 200 square foot deck): \$50.00
- Swimming Pool, inground (includes fence): \$125.00
- Zoning Compliance Letter: \$30.00

Commercial/Industrial Occupancy

New Construction, excluding Communications Towers (includes structure building systems, building equipment and all common, public and tenant space):

\$0.22 per square foot, \$250.00 minimum fee

Communications Tower (leased/owned area):

\$0.22 per square foot, \$250.00 minimum fee

Addition, Remodel, Alteration, Renovation, Repair (all or part of the structure):

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

New or Added Shell Only: one half (1/2) the total amount of the permit fee as calculated above upon permit approval. A proportional share of the remaining permit fee will be payable upon permit approval for each common, public, and/or tenant area thereafter. Shell permits shall be issued only at the discretion of the Building Inspector

Accessory Structure (includes new or addition to a shed, barn, garage, pool cabana, solar collector, etc.): \$50.00 up to 1000 square foot. \$25.00 for each 500 square foot thereafter.

Other

- Burn Permit: \$25.00
- Construction Trailer: \$25.00
- Copy of Issued Permit: \$5.00 per permit
- Demolition: \$150.00
- Engineering Fees: at the discretion of the Building Department, any fees incurred in the review of plans and construction will be charged to the applicant at cost, plus 2% for administrative expenses.
- Fence and Earth Berms: \$40.00
- Fireplace, Chimney, Solid Fuel Burning Device (repair or installation): \$30.00

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- Free Standing Antennas (dish, radio, television, etc.): \$50.00
- Generator: \$150
- Outdoor Sporting Court with Fence: \$30.00
- Pond: \$50.00
- Re-inspection Fees: levied to the permit holder at the discretion of the Building Department when multiple inspection of the same item is required, \$25.00 per inspection
- Renewal/Extension of Permit: Original Fee + \$150 after (1) renewal
- Sign, 0 to 30 square feet: \$30.00
- Sign, 31 to 50 square feet: \$50.00
- Sign, over 50 square feet: \$1.25 per square foot
- Swimming Pool (includes fence): \$150.00
- Zoning Compliance Letter: \$40.00

COMMUNITY CENTER

- Town of Mendon Residents: \$30.00/hour with three hour minimum and \$100 deposit
- Not for Profits and Service Organizations located in Mendon or for a resident within that organization: \$50.00 deposit
- For-Profits and Service Organizations located in Mendon or for a resident within that organization - \$200 minimum for use up to 4 hours, \$50 due for each hour over 4 hours. Requires Town Supervisor approval.

EXCAVATION FEES

- Permit: \$100.00 per acre to be excavated
- Excavation (up to 10,000 cubic yards): \$500.00 per year
- Excavation (over 10,000 cubic yards): \$3,000.00 per year

HIGHWAY DEPARTMENT

Driveway Permit: \$175.00

Road Cut/Right-of-Way: \$300.00

In addition, each applicant for a permit to perform work within the Town Right of Way shall deposit security with the Town in the form of cash or a letter of credit in an amount to be determined by the Highway Superintendent, such deposit to be returned upon satisfactory completion of the work covered by such permit, and upon the failure of the applicant to satisfactorily complete such work, to be used by the Town for completion thereof.

PLANNING/ZONING DEPARTMENT

Planning Board

Residential

Administrative Re-sub: \$150.00

Site Plan, one lot: \$350.00

Site Plan, each additional lot: \$50.00 each

Site Plan, accessory structure less than 1000 square foot footprint: \$125.00

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Subdivision of Land

Application Fee, 1 to 4 lots: \$150.00

Application Fee, each additional lot (2-4): \$50.00 per lot

Application Fee, 5 or more lots: \$250.00

Application Fee, each additional lot (6+): \$50.00 per lot

Public Hearing: \$100.00

Review of Conservation Easements/Attorney Fees, 1-3 lots: \$75.00

Review of Conservation Easements/Attorney Fees, each additional lot (4+): \$25.00

Total cost not to exceed \$500.00.

Commercial or Industrial

Site Plan: \$300.00, plus \$25.00 per 1000 square foot

Site Plan, Cell Tower: \$1,000

Site Plan, Cell Tower Co-Locator: \$500.00 per co-locator

Subdivision of Land (including P.U.D.'s) Application Fee: \$150.00, plus \$25.00 per acre

Public Hearing \$200.00

All Planning

- Engineering Fee Deposit Site Plan: \$700.00 (includes administration fee)
- Engineering Fee Deposit Subdivision: \$200.00 per lot (includes administration fee)
- EPOD Development Permit Application: \$50.00
- Map Resigning Fee: \$150.00
- Recreation Fee (All Applications): \$1,500.00 per lot
- Special Use Permit: \$250.00
- Special Use Permit Amendment: \$100.00

Zoning Board of Appeals

Area Variance: \$250.00

Use Variance: \$500.00

Review of Code Enforcement Officer's determination/interpretation: \$100.00

Temporary Use Permit \$100.00

Additional Engineering Fees: in addition, any engineering costs incurred by the Town of Mendon during the Planning Board review, Zoning Board review and/or construction process, will be back charged to the applicant. Any amount in the Engineering Fee Deposit not expended for engineering costs incurred by the Town will be refunded to the applicant.

All of the above fees are payable, in full, at the time of application, with the exception of the Recreation Fee and Easement Review Fee, which are payable at Final Approval.

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PUBLICATIONS/OTHER ITEMS

- 1872 Map (historic) \$2.00
- Around Mendon and Honeoye Falls \$20.00
- From Forests to Farming \$10.00
- Hamlet Sign Print \$5.00
- Bells and Whistlestops \$3.00
- Mendon's Cobblestone Landmarks \$10.00
- Migration to Mendon \$10.00
- Mugs \$4.00 each (Set of 4 \$12.00)
- Murder and Mayhem \$20.00
- Rails to Trails \$20.00
- They Went They Fought They Won \$15.00

TOWN CLERK'S OFFICE

- Dog License Spayed/Neutered: \$6.00
- Dog License Unspayed/Unneutered: \$15.00
- Dog License Service Dog (with paperwork from recognized organization): No Charge
- Dog Impoundment: \$25.00/day
- Dog Rabies Vaccination as part of impoundment: \$20.00
- Dog Impoundment at an emergency care facility: \$50.00/day
- Dog Emergency Exam during impoundment (other fees will be charged based on services provided by impound facility): \$80.00
- Games of Chance License: \$25.00 per occasion
- Marriage License: \$40.00
- Marriage Transcript: \$10.00
- Peddler's Permit Applicant: \$500.00 per six (6) months,
- Peddler's Permit Employee of applicant: \$100.00 per employee for six (6) months

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

39. ENVIRONMENTAL CONSERVATION BOARD**Member Appointment**

(Resolution 23-__)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Peter Carosa to the Environmental Conservation Board, term to expire 12/31/24.

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

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Chair Appointment**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Peter Carosa as Chair of the Environmental Conservation Board, term to expire 12/31/23.

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

40. HISTORIC PRESERVATION COMMISSION**Chair Appointment****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Geoff Tesch as Chair of the Historic Preservation Commission, term to expire 12/31/23.

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

Member Appointment**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Diane Ham to the Historic Preservation Commission, term to expire 12/31/24.

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

41. LIBRARY BOARD OF TRUSTEES**Member Appointment****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Alicia Zysman-Cromwell to the Library Board, term to expire 12/31/27.

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

42. PLANNING BOARD**Chair Appointment****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Lauren Smith as Chair of the Planning Board, term to expire 12/31/23.

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

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Vice Chair Appointment**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Earl DeRue to the Planning Board as Vice Chair, term to expire 12/31/23.

Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay. **Member Appointment**

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Nicole Sayers to the Planning Board, for a term to expire 12/31/27.

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

43. ZONING BOARD OF APPEALS**Member Appointment****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Danny Bassette to the Zoning Board of Appeals, term to expire 12/31/27.

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

Chair Appointment**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to appoint Danny Bassette as Chair of the Zoning Board of Appeals, term to expire 12/31/23.

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

44. RECORDS MANAGEMENT ADVISORY BOARD**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for Diane C. Ham to serve on the Records Management Advisory Board, term to expire 12/31/2023.

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

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Town Clerk's recommendation for Mary Louise Meisenzahl to serve on the Records Management Advisory Board, term to expire 12/31/2023.

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

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45. ENGINEERING/PLANNING SERVICES

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current relationship with LaBella Associates to provide professional engineering/planning services to the Town at the discretion of the Supervisor, according to their 2023 Standard Hourly Rate Schedule.
 Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

46. HIGHWAY DEPARTMENT AGREEMENTS

Highway Superintendent – Summer Work on Town Roads

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the Highway Superintendent's Annual Contract for Summer Work on Town Roads as submitted to and reviewed by this Town Board and made a part of the minutes of this meeting.

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 \$439,367.28 for materials shall be set aside to be expended for primary work and general repairs upon 2.91 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 Sibleyville Lane commencing at Plains Rd and leading to the cul-de-sac, a distance of 0.2 miles. There shall be expended not over the sum of \$5,586.73 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - (b) On Gravel Hill Road commencing at Sibleyville Lane to cul-de-sac, a distance of 0.14 miles. There shall be expended not over the sum of \$7,151.34 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'
 - (c) On Fountainbleu Drive commencing at Chambord Drive and leading to the cul-de-sac, a distance of 0.12 miles. There shall be expended not over the sum of \$15,181.50 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 18'
 - (d) On Charlemagne commencing at Taylor Rd to cul-de-sac, a distance of 0.18 miles. There shall be expended not over the sum of \$4,126.13 for materials. **Type:** Stone & Oil, **Width of traveled surface:** 20'

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- (e) On Chambord Drive commencing at Taylor Rd to cul-de-sac, a distance of 0.24 miles. There shall be expended not over the sum of \$5,027.16 for materials.
Type: Stone & Oil, **Width of traveled surface:** 18'
- (f) On Parrish Rd commencing at St Rt 64 and leading to Victor Town Line, a distance of 0.63 miles. There shall be expended not over the sum of \$83,905.02 for materials.
Type: Cold Mix Pave, **Width of traveled surface:** 20'
- (g) On Assembly Drive commencing at St Rt 251 to St Rt 64, a distance of .4 miles. There shall be expended not over the sum of \$166,072.80 for materials.
Type: Mill, Pave, and Gutter replacement, **Width of traveled surface:** 20'
- (h) On Sheldon Rd commencing at St Rt 251 to Lyons Rd, a distance of 1 mile. There shall be expended not over the sum of \$164,092.80 for materials.
Type: Mill and Pave, **Width of traveled surface:** 20'

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

Commercial Driver's License Drug Testing Policy

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue with Healthworks through 2023, which provides the Town with a commercial driver's license drug testing program.

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

47. TOWN HALL AGREEMENTS

Heating and Cooling

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at the Town Hall, including coverage for the four systems in the building through 2023 at a cost not to exceed \$950.00.

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

Security System

(Resolution 23-___)

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Tyco Integrated Systems (ADT) to provide security system monitoring services for the Town Hall during the year 2023 in the amount not to exceed \$500.00.

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

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Sprinkler System Service**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Flower City Sprinkler Services for sprinkler inspection service through 2023 at a cost not to exceed \$500.00 (\$125.00 per quarter).

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

Fire Extinguisher Service**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Global Fire Protection for extinguisher service for all town owned buildings through 2023 at a cost not to exceed \$1,250.00.

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

48. COMMUNITY CENTER AGREEMENTS**Heating and Cooling****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the heating equipment at the Town of Mendon Falls Post 664 Community Center, including coverage for the two systems in the building through 2023 at a cost not to exceed \$700.00.

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

Security System**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current agreement with Casco Security Systems to provide security system monitoring services for the Town of Mendon Falls Post 664 Community Center during the year 2023 in the amount not to exceed \$400.00. adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

49. 22 NORTH MAIN STREET AGREEMENT**Heating and Cooling****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with Fallside Heating & Air Conditioning for a Preventative Maintenance Agreement for the HVAC equipment at 22 North Main Street, including coverage for 2 York packaged heating and cooling units and 1 split cooling only system in the building through 2023 at a cost not to exceed \$700.00.

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

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50. VILLAGE OF HONEOYE FALLS AGREEMENTS**Reciprocal Snow Removal****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement for snowplowing services to be performed by the Town within the limits of the Village of Honeoye Falls through the year 2023, with the addition of the arrangements made for the Village to plow the sidewalks at 15 Monroe Street and 22 North Main Street.

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

51. HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS**Use of Semmel Road Park****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current arrangement with the Honeoye Falls-Lima Central School District to allow the use of the Semmel Road Park for School District sponsored cross country running and skiing meets in exchange for the maintenance of the tracks used for these meets and for residents of the community through 2023.

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

52. MONROE COUNTY AGREEMENTS**Work Agreements****(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor Moffitt to execute various Monroe County Work Agreements for machinery rental, necessary operators and additional manpower for 2023.

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

Signage and Striping Agreements**(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to authorize Supervisor John Moffitt or Highway Superintendent, Andrew Caschetta, to execute the agreement with Monroe County regarding Signage and Striping for 2023.

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

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**53. COMMUNITY ORGANIZATION AGREEMENTS
Honeoye Falls-Mendon Community Concert Band
(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concerts for the residents of Mendon during 2023, at a cost of \$1,000.00 per concert held.
Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

**Honeoye Falls-Mendon Historical Society
(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to continue the current contract with the Honeoye Falls-Mendon Historical Society for the year 2023, to maintain a display of historic photographs and objects pertaining to the Town and the Town Hall in the lobby of the Town Hall, at a cost of \$700. The contract shall also provide that the Town will pay one-half of the actual cost of gas, electricity and telephone service for the Society's Museum at Harry Allen Park.
Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

**54. USE OF TOWN MEETING ROOMS
(Resolution 23-___)**

A motion was made by Mr./s _____, seconded by Mr./s _____, to adopt the following usage:

- A Town meeting room by the Mendon Republican Committee as available in the year 2023;
- A Town meeting room by the Mendon Democratic Committee as available in the year 2023;
- The Town of Mendon Falls Post 664 Community Center by the American Legion Honeoye Falls Post 664 on the second Thursday of each month in 2023 at 7:30 PM, and for their purposes on Memorial Day and Veterans Day;

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

55. COMMUNICATIONS

- Town Clerk**
- Town Attorney**
- Town Board**
- Supervisor**

56. MINUTES

(Resolution 23-___)
A motion was made by Mr./s _____, seconded by Mr./s _____, to approve the minutes of the regular meeting held on December 12, 2022, and the special meeting held on December 28, 2022, as presented/amended.
Adopted/Defeated: Mrs. Carroll, Aye/Nay; Mr. Dubois, Aye/Nay; Mr. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice to ensure transparency and accountability. This section also outlines the procedures for handling discrepancies and the role of the audit committee in monitoring the financial statements.

The second part of the document details the internal control system implemented by the organization. It describes the segregation of duties, the authorization process for transactions, and the regular reconciliation of accounts. The document highlights how these controls are designed to prevent errors and detect any irregularities before they become significant.

The third part of the document provides a comprehensive overview of the organization's financial performance over the reporting period. It includes a detailed analysis of the income statement, balance sheet, and cash flow statement. The management commentary discusses the key drivers of growth, the challenges faced, and the strategies employed to address them.

The fourth part of the document focuses on the organization's risk management framework. It identifies the major risks facing the business, such as market volatility, credit risk, and operational risks. It also describes the risk assessment process and the mitigation strategies in place to minimize the potential impact of these risks.

The final part of the document concludes with a summary of the key findings and recommendations. It reiterates the commitment to high standards of financial reporting and transparency. The document also provides information on how stakeholders can access the full financial statements and contact the company for further inquiries.

57. PUBLIC COMMENT**58. ADJOURNMENT*****(Resolution 23-___)***

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. Rosiek, Aye/Nay; Mrs. Jenkins, Aye/Nay; Mr. Moffitt, Aye/Nay.

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