

**TOWN OF MENDON**  
**Town Board Agenda – Tentative**  
**Monday, January 23, 2023 – 7:00PM**  
**16 West 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 and Presentation
7. Town Clerk's Monthly Report
8. Minutes
9. Budget Transfers
10. Abstract of Audited Vouchers
11. Personnel Policy Amendment
12. Environmental Conservation Board- Appointment
13. Contract with Donald A. Young, Esq.
14. Community Center- Application and Agreement Packet
15. Credit Card Acceptance for Items at the Town Clerks Office
16. Mendon Green Conservation Easements
17. Extending Local Law #3, 2022- Moratorium on Short Term Rentals
18. Highway Superintendent- Advocacy, Albany, NY
19. Historic Preservation Committee- Appointment
20. Public Comment
21. Adjournment

**TENTATIVE LIST OF POSSIBLE RESOLUTIONS TO BE CONSIDERED AT THE:**

**January 23, 2023, Regular 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 OR 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. COMMUNICATIONS**

**Highway Superintendent**

**Town Clerk**

**Town Attorney**

**Town Board**

**Supervisor**

**6. SUPERVISOR'S MONTHLY REPORT**

**(Resolution 23-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to acknowledge receipt of the Supervisor's Monthly Report for December 2022.

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

**7. TOWN CLERK'S MONTHLY REPORT**

**(Resolution 23-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to acknowledge receipt of the Town Clerk's Monthly Report for December 2022, showing receipts and disbursements in the amount of \$4,981.21

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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## 8. MINUTES

### *(Resolution 23-\_\_\_)*

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)*. January 2, 2023

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

## 9. BUDGET TRANSFERS

### *(Resolution 23-\_\_\_)*

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the following budget transfers for the 2022 final budget:

Fr: A1620.200	Central Computers- Equipment	\$444.38
To: A1610.41	Central Computers Contractual	\$444.38
Fr: A1090	Interest and Penalties	\$6,000.00
To: NY-01-1255-0001	Parks Reserves	\$6,000.00
Fr: A3005	Mortgage Tax	\$42,000.00
To: NY-01-1255-0001	Parks Reserves	\$42,000.00
Fr: A1620.402	Town Hall Maintenance	\$11,000.00
To: NY-01-1255-0002	Building Reserves	\$11,000.00
Fr: A1620.411	Town Hall Improvements	\$69,000.00
To: NY-01-1255-0002	Building Reserves	\$69,000.00
Fr: A1620.412	Community Center Improvements	\$10,000.00
To: NY-01-1255-0002	Building Reserves	\$10,000.00
Fr: A5132.3	Garage Improvements	\$10,000.00
To: NY-01-1255-0002	Building Reserves	\$10,000.00
Fr: A7110.2	Semmel Rd. Sports- Equip.	\$4,000.00
To: NY-01-1255-0001	Parks Reserves	\$4,000.00
Fr: A7140.4	Mendon Ctr. Sports Contractual	\$5,000.00
To: NY-01-1255-0001	Parks Reserves	\$5,000.00
Fr: B1170	Sales Tax	\$179,000.00
To: NY-01-1255-0008	Sidewalk Reserves	\$179,000.00

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Fr: B7550.46 To: B5182.4	Hamlet Beautification Street Light- Utilities	\$991.68 \$991.68
Fr: B7550.45 To: NY-01-1255-0008	Celebrations- Holidays Sidewalk Reserves	\$4,900.00 \$4,900.00
Fr: B7550.46 To: NY-01-1255-0008	Hamlet Beautification Sidewalk Reserves	\$8,000.00 \$8,000.00
Fr: B8010.111 To: NY-01-1255-0008	Zoning Attorney Sidewalk Reserves	\$3,900.00 \$3,900.00
Fr: B8020.1 To: NY-01-1255-0008	Planning Board Sidewalk Reserves	\$3,800.00 \$3,800.00
Fr: B8021.4 To: NY-01-1255-0008	Hamlet Sidewalks Sidewalk Reserves	\$50,000.00 \$50,000.00
Fr: B8023.4 To: NY-01-1255-0008	Planning Projects- Contracted Svs. Sidewalk Reserves	\$5,400.00 \$5,400.00
Fr: B8023.410 To: NY-01-1255-0008	Zoning Updates Sidewalk Reserves	\$2,000.00 \$2,000.00
Fr: DB1170 To: NY-01-1255-0010	Sales Tax Equipment Reserves	\$184,000.00 \$184,000.00
Fr: DB 5110.2 To: NY-01-1255-0010	General repairs- Equip. Equipment Reserves	\$327,000.00 \$327,000.00
Fr: DB 5130.2R To: NY-01-1255-0010	Equipment Reserve Equipment Reserves	\$42,804.00 \$42,804.00
Fr: DB 3501 To: DB5113.4	Chips Improvements- Chips	\$38,012.18 \$38,012.18

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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## **10. VOUCHERS**

### **General Abstract**

#### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve all claims on vouchers numbered 23-001 to 23-081, on General Abstract 23-01, in the amount of \$629,763.04

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

### **Library Abstract**

Library vouchers numbered 23-001 to 23-006, on Library Abstract 23-01, in the amount of \$1671.70 were presented to the Town Board for payment.

## **11. PERSONNEL POLICY AMENDMENT**

### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to amend the Town of Mendon Personnel Policy 4.01 HOLIDAYS is hereby amended as follows:

1. All full-time employees of the Town of Mendon will receive the same number of (12) paid holidays each calendar year.
2. The Town Holiday Schedule will be adopted by the Town Board at its first meeting in November of each year.

In addition to the holidays approved at the annual Organizational Meeting, the Town provides (2) floating holidays per year also determined at the annual Organizational Meeting by the Town Board.

The Town Board delegates the administrative duties of choosing paid holidays to the Supervisor for the Town Hall and the Highway Superintendent for the Highway Department.

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

## **12. ENVIRONMENTAL CONSERVATION BOARD- APPOINTMENT**

### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to appoint Timothy Engstrom to the Environmental Conservation Commission, term to expire 12/31/2024, 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.

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### **13. CONTRACT WITH DONALD A. YOUNG, ESQ.**

#### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to approve the contract with Donald A. Young, Esq. for Scope of Services, Representation, Responsibilities, fee's disbursements and other charges, Client and Confidentiality and Records. Agreement dated December 19, 2022 for fiscal year 2023. Not to exceed \$15,000.00 from account number B8020.111

Any other legal services that may be requested by the Town, that do not include representation of the Planning Board will be billed at \$225.00 per hour, subject to the Town of Mendon Budget.

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

### **14. COMMUNITY CENTER APPLICATION AND AGREEMENT PACKET**

#### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to modify the Community Center Application and Agreement Packet, changes in the document effective January 23, 2023.

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

### **15. CREDIT CARD ACCEPTANCE FOR ITEMS AT CLERKS OFFICE**

#### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to permit the Mendon Town Clerk to accept credit card payments for items at the Clerks Office. This does not include taxes.

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

### **16. MENDON GREEN CONSERVATION EASEMENTS**

#### ***(Resolution 23-\_\_\_)***

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, be it resolved by the Town Board of the Town of Mendon duly assembled, that the attached easements are hereby approved. Open Space Conservation Easement, Final Approval for PUD site Revised Proposal, Conservation easements Lot #1 and Lot #30. Subject to the Attorney Generals approval and by the HOA.

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. EXTENDING LOCAL LAW #3, 2022- MORITORIUM SHORT TERM RENTALS  
(Resolution 23-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to extend the moratorium on Short term rentals, Local Law #3, 2022 for 180 days as prescribed by Local Law #3, 2022.

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

**18. HIGHWAY SUPERINTENDENT- ADVOCACY DAY, ALBANY, NY  
(Resolution 23-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to permit the Mendon Highway Superintendent to attend Advocacy Day in Albany, NY March 7 & 8, 2023. One night lodging, not to exceed \$185.00, plus mileage from account A5010.46

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

**19. HISTORIC PRESERVATION COMMITTEE- APPOINTMENT  
(Resolution 23-\_\_\_)**

A motion was made by Mr/s. \_\_\_\_\_, seconded by Mr/s. \_\_\_\_\_, to appoint Martha Bush to the Historic Preservation Committee, term to expire December 31, 2024. 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.

**20. PUBLIC COMMENT**

**21. 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.

*Numbers correspond with Tentative Agenda.*

Town of Mendon  
Supervisor's Report  
December 2022.2

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	\$1,562,050	\$1,562,050	\$1,908,607	-\$346,557	122%	\$1,857,050	\$1,862,254	\$2,365,948	-\$503,695	127%	\$245,000	\$300,204	-\$457,342
B-General Partown	\$504,075	\$504,075	\$736,548	-\$232,473	146%	\$604,075	\$604,788	\$534,933	\$69,856	88%	\$100,000	\$100,713	\$201,615
DA-Highway Townwide	\$507,800	\$507,800	\$527,102	-\$19,302	104%	\$655,800	\$664,300	\$577,450	\$86,850	87%	\$148,000	\$156,500	-\$50,348
DB-Highway Partown	\$1,384,018	\$1,384,018	\$1,496,178	-\$112,160	108%	\$1,784,018	\$1,790,764	\$1,285,358	\$505,406	72%	\$400,000	\$406,746	\$210,820
L-Library Townwide	\$361,200	\$361,200	\$367,722	-\$6,522	102%	\$361,200	\$361,200	\$348,416	\$12,784	96%	\$0	\$0	\$19,306
SD-Special Districts	\$234,304	\$234,304	\$237,332	-\$3,028	101%	\$237,304	\$237,304	\$235,772	\$1,532	99%	\$3,000	\$3,000	\$1,560
	\$4,553,447	\$4,553,447	\$5,273,486	-\$720,041	116%	\$5,499,447	\$5,520,610	\$5,347,877	\$172,733	97%	\$896,000	\$967,163	-\$74,389
Calculation of Surplus Funds													
	B-General Partown		DA-Highway Townwide	DB-Highway Partown	L-Library Townwide	SD-Special Districts							
Assigned Fund Balance 1/1/22	\$825,000	\$100,000	\$148,000	\$400,000	\$0	\$3,000							
Committed 12/31/21	\$5,204	\$713	\$8,500	\$6,746	\$0	\$0							
Restricted 12/31/21	\$68,194	\$0	\$455,469	\$861,399	\$0	\$0							
Actual Fund Balance 12/31/21	\$1,501,223	\$1,235,350	\$690,859	\$1,681,473	\$17,081	\$31,670							
Unassigned Fund Balance 12/31/21	\$602,826	\$1,134,637	\$78,890	\$413,328	\$17,081	\$28,670							
12/1-12/31/22 Change in Fund Balance	-\$457,342	\$201,615	-\$50,348	\$210,820	\$19,306	\$1,560							
In A Fund- includes allocating \$630,000 of New Town Hall, Parks and Building Reserves for Splash Park (per TB 6/13/22)													

# TOWN CLERK'S MONTHLY REPORT

TOWN OF MENDON, NEW YORK

DECEMBER, 2022

TO THE SUPERVISOR:

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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:

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A1255	<u>4</u>	DECALS	<u>11.68</u>	
		<b>TOTAL TOWN CLERK FEES</b>		<b>11.68</b>
<hr/>				
A2408	<u>1</u>	COMMUNITY CENTER USAGE	<u>120.00</u>	
	<u>1</u>	COMM CENTER MAINT FEE	<u>50.00</u>	
	<u>1</u>	SEMMEL RD FARM LEASE	<u>900.00</u>	
		<b>TOTAL A2408</b>		<b>1,070.00</b>
<hr/>				
A2544	<u>29</u>	DOG LICENSES	<u>155.00</u>	
		<b>TOTAL A2544</b>		<b>155.00</b>
<hr/>				
B2115	<u>1</u>	P B APP SUB 5+	<u>125.00</u>	
		<b>TOTAL B2115</b>		<b>125.00</b>
<hr/>				
B2555	<u>10</u>	BUILDING PERMIT	<u>2,394.40</u>	
		<b>TOTAL B2555</b>		<b>2,394.40</b>
<hr/>				
B2590	<u>1</u>	ROAD CUT FEE	<u>300.00</u>	
	<u>3</u>	BURN PERMIT	<u>75.00</u>	
		<b>TOTAL B2590</b>		<b>375.00</b>
<hr/>				
B2771	<u>1</u>	AROUND MENDON & HF	<u>20.00</u>	
		<b>TOTAL B2771</b>		<b>20.00</b>
<hr/>				
DA2306	<u>1</u>	MFD FUEL USAGE	<u>598.89</u>	
		<b>TOTAL DA2306</b>		<b>598.89</b>

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**TOWN CLERK'S MONTHLY REPORT**

DECEMBER, 2022

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**DISBURSEMENTS**

PAID TO SUPERVISOR FOR GENERAL FUND	<u>1,236.68</u>
PAID TO SUPERVISOR FOR PART TOWN FUND	<u>2,914.40</u>
PAID TO NYS DEC FOR DECALS	<u>200.32</u>
PAID TO NYS ANIMAL POPULATION CONTROL FUND	<u>31.00</u>
<b>TOTAL DISBURSEMENTS</b>	<b>4,382.40</b>

MFD Fuel → 598.89  
\$ 4981.29

JANUARY 2, 2023

  
 \_\_\_\_\_, SUPERVISOR  
 JOHN D. MOFFITT


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

I, Michelle Booth, 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

  
 \_\_\_\_\_  
 Town Clerk

2 day of January 2023

  
 \_\_\_\_\_  
 Notary Public

**KELLI PARMELEE**  
 Notary Public - State of New York  
 No. 01PA6423433  
 Qualified in Monroe County  
 My Commission Expires October 12, 2025

01/02/23  
09:27:11

**TOWN OF MENDON**  
**Cash Book Transactions**  
For the period 12/01/22 through 12/31/22

Total: \$4,981.29

Deposited:

Date	Name	Description	DEC	DL	ML	GCL	Other
12/01/22	ARGAMAN, ALDO	0000156/MN Dead					
12/01/22	VALIUKAS, SUSAN	0000471/FS RENEWAL 0007443		6.00			
12/01/22	JAMES, SUSAN	0000577/FS RENEWAL 0007442		6.00			
12/01/22	DONE, BARBARA A	0000659/FS RENEWAL 0007440		6.00			
12/01/22	EILINGER, SUE C	0000660/MN RENEWAL 0007441		6.00			
12/01/22	LEMBKE, RENEE	0000987/MN ORIGINAL		6.00			
12/01/22	RICHTER	BUILDING PERMIT 8844 - 1266 5 PTS - GRND					75.00
12/01/22	CAWLEY SUBD	P B APP SUB 5+ INFORMAL DISCUSSION					125.00
12/02/22	MCMAHON, JOYCE A	0000154/FS RENEWAL 0007444		6.00			
12/02/22	CAROSA	BUILDING PERMIT 8845 - 92 MENDON IONIA -					50.00
12/05/22	BAILEY, MARGARET	0000158/FS RENEWAL 0007445		6.00			
12/06/22	SHAVER	BUILDING PERMIT 8846 - 217 SEMMEL - GENE					100.00
12/06/22	WEBSTER	BUILDING PERMIT R8680 - 347 TAYLOR - SFD					1,644.40
12/06/22	MENDON GOLF CLUB	BURN PERMIT 226 MENDON IONIA					25.00
12/06/22	BRIGHTON BARONS HOCKEY	COMM CENTER MAINT FEE					50.00
12/06/22	DECALS	DECALS DAILY TOTAL	10.00				
12/07/22	DETTMAN, JIM	0000390/MN RENEWAL 0007449		6.00			
12/07/22	KELLY, ELAINE	0000756/FS RENEWAL 0007450		6.00			
12/07/22	DETTMAN, JIM	0000762/MN RENEWAL 0007448		6.00			
12/07/22	WAGNER, GERHARDT	0000765/MN RENEWAL 0007446		6.00			
12/07/22	BOEHM, KEN	0000837/MN RENEWAL 0007447		6.00			
12/07/22	DECALS	DECALS DAILY TOTAL	172.00				
12/08/22	WILKES, JAMES	0000463/FS RENEWAL 0007451		6.00			
12/08/22	REINKE, CHUCK	0000575/FS RENEWAL 0007452		6.00			
12/08/22	REINKE, CHUCK	0000576/MN RENEWAL 0007453		6.00			
12/08/22	WACENSKE, FRANCIS	0000759/FS RENEWAL 0007455		6.00			
12/08/22	WACENSKE, FRANCIS	0000760/MN RENEWAL 0007454		6.00			
12/08/22	SILCO	BUILDING PERMIT 8847 - 85 COLE - ADDTN T					50.00
12/09/22	SUAREZ-JIMENEZ, BENJAMIN	0000839/MN RENEWAL 0007456		6.00			
12/12/22	WOHASKA, MONICA & RICHARD	0000176/MU RENEWAL 0007458		15.00			
12/12/22	KIM, ROY & CHOON	0000917/MN RENEWAL 0007459		6.00			
12/12/22	RANSOM, ELIJAH	0000920/FS RENEWAL 0007457		6.00			
12/12/22	FOSS, DOUGLAS A	0000988 REPLACEMENT TAGS		3.00			
12/12/22	DECALS	DECALS DAILY TOTAL	15.00				
12/13/22	VITULLO	BUILDING PERMIT 8848 - 24 QMH - GEOTHERM					75.00
12/14/22	BAUER, CRAIG	0000464/MN RENEWAL 0007460		6.00			
12/14/22	BAUER, CRAIG	0000465/MN Dead					
12/14/22	SHERET	BUILDING PERMIT 8849 - 93 MNDNCTR - GENE					100.00
12/15/22	MCDOUGALL, JENNIFER & MIKE	0000757/FS RENEWAL 0007461		6.00			
12/15/22	COLLINS	BUILDING PERMIT 8850 - 6 FNTEAU BL - ADD					100.00
12/19/22	REILLY, KEVIN	0000157/FS RENEWAL 0007463		6.00			
12/19/22	WEST, TRACY & MIKE	0000831/FS RENEWAL 0007462		6.00			
12/19/22	MENDON FIRE DISTRICT	MFD FUEL USAGE FUEL USAGE					598.89
12/19/22	DERUE, EARL	SEMMEL RD FARM LEASE SEMMEL RD LEASE					900.00
12/20/22		AROUND MENDON & HF					20.00
12/20/22	DAVIS	COMMUNITY CENTER USAGE USE ON 12/18/22					120.00
12/21/22	DECALS	DECALS DAILY TOTAL	15.00				
12/22/22	QUINLAN, CARINA K	0000078/MN RENEWAL 0007464		6.00			

Date	Name	Description	DEC	DL	ML	GCL	Other
12/22/22	JOHNSON, BETSY	0000470/MN RENEWAL 0007466		6.00			
12/22/22	QUINLAN, CARINA K	0000654/FS RENEWAL 0007465		6.00			
12/22/22	OHIRA	BUILDING PERMIT 8851 - 142 CANFIELD - FI					50.00
12/22/22	CHARTER COMMUNICATIONS	ROAD CUT FEE 60-153 MENDON CENTER RD					300.00
12/27/22	DONALS, GARRETT	BURN PERMIT 11 MENDONSHIRE DR					25.00
12/27/22	TIBERIO	BURN PERMIT 7 BOUGHTON HILL					25.00
12/30/22	MANDERANO, LISA & SHANE	0000664/MN RENEWAL 0007467		6.00			
12/30/22	ARIGO, JEFFREY	BUILDING PERMIT R7967 - 5 CAROLINA - FIN					150.00
<b>Total:</b>		<b>\$4,981.29</b>	212.00	186.00	0.00	0.00	4,583.29

**Deposit Amount: \$3,236.89**

*Cash:* \$451.00

*Checks:* \$2,785.89

**Credit Card Amount: \$1,744.40**





**Department of  
Environmental  
Conservation**

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

Phone 1-800-962-5622

Invoice 2068-104826

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

Invoice Period: 12/01/2022 to 12/31/2022

### Invoice Summary

Sales Summary	Items Sold	Sales Total	Vendor Commission	Sweep Amount
	52	\$227.00	\$12.51	\$214.49
Reversals / Voids Summary	Items Reversed / Voided	Reversal / Void Total	Vendor Commission	Sweep Amount
	2	(\$15.00)	(\$0.83)	(\$14.17)
Manual Adjustment Summary		Adjustment Note	Adjustment Type	Adjustment Amount
Invoice Totals				Sweep
				\$200.32

**\$200.32** Will be swept from your bank account on **1/14/2023**

**TOWN OF MENDON**

**Detail of Decals Transactions**

For the period 12/01/2022 through 12/31/2022

01/02/2023

10:03:30

<b>Date</b>	<b>Gross Sales</b>	<b>Commission</b>	<b>Net Sales</b>
12/06/2022	10.00	0.55	9.45
12/07/2022	172.00	9.47	162.53
12/12/2022	15.00	0.83	14.17
12/21/2022	15.00	0.83	14.17
<b>Grand Total:</b>	<b>212.00</b>	<b>11.68</b>	<b>200.32</b>

# Monthly Report of Marriage Licenses Issued

SEE INSTRUCTIONS AT BOTTOM OF PAGE

Report for the month of <u>DECEMBER</u> 2022
City or Town of <u>MENDON</u>
County of <u>MONROE</u>

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 NONE 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>0.00</u>	Name of City or Town Clerk (Please Print) <u>Michelle Booth</u>	
	Signature of City or Town Clerk _____	Date <u>01/02/2023</u>
	Mailing Address <u>16 WEST MAIN STREET</u>	
	<u>HONEOYE FALLS NY</u>	Zip <u>14472</u>
	E-mail Address _____	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: DECEMBER, 2022

County: MONROE

Code: 26

TOWN OF MENDON

Code: 09

Prepared by: Michelle Booth, TOWN CLERK

Date Prepared: JANUARY 2, 2023

## Dog License Monthly Report

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Original ID Dog Licenses sold	<u>1</u>
Original Purebred License sold	<u>0</u>
Dog License Renewals sold	<u>28</u>
Purebred License Renewals sold	<u>0</u>
<b>Total sold</b>	<b><u>29</u></b>

---

<b>LICENSE TYPES AND FEES COLLECTED</b>	<u>Quantity</u>	<u>Local Fees</u>	<u>Surcharge Fees</u>
Spayed and Neutered Dogs	<u>28</u>	\$5.00 ea <u>140.00</u>	\$1.00 ea <u>28.00</u>
Unspayed and Unneutered Dogs	<u>1</u>	\$12.00 ea <u>12.00</u>	\$3.00 ea <u>3.00</u>
Exempt - Seeing Eye, War, Police	<u>0</u>	<u>No Fee</u>	<u>0.00</u>
Purebred License (1-10 dogs) Spayed & Neutered	<u>0</u>	\$25.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (1-10 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Spayed & Neutered	<u>0</u>	\$50.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (11-25 dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Spayed & Neutered	<u>0</u>	\$75.00 ea <u>0.00</u>	<u>0.00</u>
Purebred License (26+ dogs) Unspayed & Unneutered	<u>0</u>	<u>0.00</u>	<u>0.00</u>
Total licenses sold	<u>29</u>	<u>152.00</u>	<u>31.00</u>

### REPLACEMENT AND PUREBRED TAG ORDERS

Replacement Tags	<u>1</u>	<u>3.00</u>
Purebred Tags	<u>0</u>	<u>0.00</u>
Total tags sold	<u>1</u>	<u>3.00</u>

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### DISBURSEMENTS

Paid to Supervisor	<u>\$155.00</u>
Paid to NYS Animal Population Control Program	<u>\$31.00</u>

NYS Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975  
Albany, NY 12201-0975

Month of Submission: DECEMBER, 2022  
County: MONROE      Town of Mendon  
TCV Code: 2609      Monroe Mendon  
Prepared by: Michelle Booth, Town Clerk  
Date Prepared: JANUARY 2, 2023

State of New York  
Department of Agriculture and Markets  
Spay and Neuter  
PO Box 975, Albany, NY 12201-0975

**ANIMAL POPULATION CONTROL PROGRAM SUBMISSION**

Submit by the 5th of the month covering activities  
of the preceding month.

<b>LICENSE TYPES AND FEES COLLECTED</b>	<b>Unspayed/Unneutered - Four months of age or older</b>
Spayed and Neutered Dogs	\$1.00 ea =      \$28.00
Unspayed and Unneutered Dogs	\$3.00 ea =      \$3.00
<b>TOTAL AMOUNT REMITTED</b>	<b>\$31.00</b>
<b>Check Number:</b>	

**TOWN OF MENDON****B1900 - DB5142 Transaction Report**

For the period 12/01/2022 through 12/31/2022

Type	Date	Comment	Name	Quantity	Fee
<b>B2115</b>					
1.PAS5	12/01/2022	INFORMAL DISCUSSION	CAWLEY SUBD	1	125.00
				<b>1</b>	<b>125.00</b>
<b>B2555</b>					
2.BLDG	12/01/2022	8844 - 1266 5 PTS - GRND SOLAR	RICHTER	1	75.00
3.BLDG	12/02/2022	8845 - 92 MENDON IONIA - SHED	CAROSA	1	50.00
4.BLDG	12/06/2022	R8680 - 347 TAYLOR - SFD	WEBSTER	1	1,644.40
5.BLDG	12/06/2022	8846 - 217 SEMMEL - GENERATOR	SHAVER	1	100.00
6.BLDG	12/08/2022	8847 - 85 COLE - ADDTN TO ACCS	SILCO	1	50.00
7.BLDG	12/13/2022	8848 - 24 QMH - GEOTHERMAL	VITULLO	1	75.00
8.BLDG	12/14/2022	8849 - 93 MNDNCTR - GENERATOR	SHERET	1	100.00
9.BLDG	12/15/2022	8850 - 6 FNTEAU BL - ADDTN	COLLINS	1	100.00
10.BLDG	12/22/2022	8851 - 142 CANFIELD - FIREPL	OHIRA	1	50.00
11.BLDG	12/30/2022	R7967 - 5 CAROLINA - FIN BSMT	ARIGO, JEFFREY	1	150.00
				<b>10</b>	<b>2,394.40</b>
<b>B2590</b>					
12.BURN	12/06/2022	226 MENDON IONIA	MENDON GOLF CLUB	1	25.00
13.BURN	12/27/2022	7 BOUGHTON HILL	TIBERIO	1	25.00
14.BURN	12/27/2022	11 MENDONSHIRE DR	DONALS, GARRETT	1	25.00
				<b>3</b>	<b>75.00</b>
15.ROAD	12/22/2022	60-153 MENDON CENTER RD	CHARTER COMMUNICATIONS	1	300.00
				<b>1</b>	<b>300.00</b>
<b>B2771</b>					
16.MDHF	12/20/2022			1	20.00
				<b>1</b>	<b>20.00</b>
			<b>Total for B Fund:</b>	<b>16</b>	<b>2,914.40</b>
<b>DA2306</b>					
17.FUEL	12/19/2022	FUEL USAGE	MENDON FIRE DISTRICT	1	598.89
				<b>1</b>	<b>598.89</b>
			<b>Total for DA Fund:</b>	<b>1</b>	<b>598.89</b>
			<b>Total Sales</b>	<b>17</b>	<b>3,513.29</b>

01/02/2023  
11:03:10

# TOWN OF MENDON

## A1255 - A2770 Transaction Report

For the period 12/01/2022 through 12/31/2022

Type	Date	Comment	Name	Quantity	Fee
<b>A2408</b>					
1.CCMF	12/06/2022		BRIGHTON BARONS HOCKEY	1	50.00
				<b>1</b>	<b>50.00</b>
2.COMM	12/20/2022	USE ON 12/18/22	DAVIS	1	120.00
				<b>1</b>	<b>120.00</b>
3.FRML	12/19/2022	SEMMEL RD LEASE	DERUE, EARL	1	900.00
				<b>1</b>	<b>900.00</b>
			<b>Total for A Fund:</b>	<b>3</b>	<b>1,070.00</b>
			<b>Total Sales</b>	<b>3</b>	<b>1,070.00</b>

The organizational meeting of the Mendon Town Board was held at 7:00 PM, Monday, January 2, 2023, at the Mendon Town Hall, 16 West 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

**HIGHWAY SUPERINTENDENT:** Andrew Caschetta

**OTHERS PRESENT:** Rick Milne, *Monroe County Legislator and Danny Bassette, Zoning Board Chair.*

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

**AGENDA**

***(Resolution 23-001)***

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.

**DELEGATION OF ADMINISTRATIVE DUTIES TO THE SUPERVISOR**

***(Resolution 23-002)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the following:  
BE IT RESOLVED, that pursuant to Town Law, §29(16) the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**POSITION APPOINTMENTS – PART TIME**

***(Resolution 23-003)***

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

**POSITION RETENTION**

***(Resolution 23-004)***

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



01/02/2023

TOWN OF MENDON

ORGANIZATIONAL MEETING

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

#### **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.

#### **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.

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

##### ***(Resolution 23-005)***

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

#### **HIGHWAY DEPARTMENT – POSITION RETENTIONS AND APPOINTMENTS**

##### ***(Resolution 23-006)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to retain the position of Highway Clerk, part-time.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

##### ***(Resolution 23-007)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to appoint Denise Zimmermann to the position of Highway Clerk, part-time.  
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

##### ***(Resolution 23-008)***

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

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

**ZONING BOARD OF APPEALS ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 23-009)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to retain the position of Zoning Board of Appeals Attorney, and appoint the firm of Boylan Code, term to expire December 31, 2023.

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

**PLANNING BOARD COUNSEL/LEGAL SERVICES – POSITION RETENTION AND APPOINTMENT*****(Resolution 23-010)***

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

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

**DEPUTY TOWN ATTORNEY – POSITION RETENTION AND APPOINTMENT*****(Resolution 23-011)***

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

**JUSTICE COURT – TEMPORARY ASSIGNMENT OF JUSTICES*****(Resolution 23-012)***

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

**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

**TOWN BOARD MEETINGS SCHEDULE*****(Resolution 23-013)***

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

**STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS*****(Resolution 23-014)***

A motion was made by Mr. Carroll, seconded by Mr. Dubois, 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 ACTIVITIES REPORTING**

Highway Department Employees - 8 hours per day

Town Hall Employees - 7 hours per day

Library Employees - 7 hours per day

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

BE IT FURTHER RESOLVED, that the Town of Mendon will maintain an actual daily record of time worked for the elected or appointed official or that the official holding the office will 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

**2023 HOLIDAY SCHEDULES**

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

**TOWN OFFICE (13):**

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 (14):*****(Resolution 23-015)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve the following schedule of Holidays for the Mendon Highway Department.

Friday, April 7, 2023

Monday, May 29, 2023

Monday, June 19, 2023 (if workload permits day off, if not, use as a floater)

Monday, July 3, 2023 (floater)

Tuesday, July 4, 2023

Wednesday, July 5, 2023 (in lieu of MLK Day)

Thursday, July 6, 2023 (in lieu of President's Day)

Friday, July 7, 2023 (in lieu of New Year's Day)

Monday, September 4, 2023

Monday, October 9, 2023

Friday, November 10, 2023

Thursday, November 23, 2023

Friday, November 24, 2023

Monday, December 25, 2023

There was discussion about the Town of Mendon Policy and Procedures Manual. It states that all employees shall receive 13 paid Holidays. The Town Office employees were given 13. The Highway Department has requested 14, for that Department only.

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

**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.

**POLICY AND PROCEDURES MANUAL*****(Resolution 23-016)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon Policy and Procedures Manual without making any changes to the number of paid Holidays allotted to all employees.

There was discussion about changing the policy manual to allow all employees the same number of Holidays.

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

**FUND BALANCE POLICY*****(Resolution 23-017)***

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

**EMERGENCY PREPAREDNESS (DISASTER) PLAN*****(Resolution 23-018)***

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

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

**OFFICIAL TOWN MAP*****(Resolution 23-019)***

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

**OFFICIAL NEWSPAPER*****(Resolution 23-020)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, pursuant to Sec. 64(11) Town Law, to designate The Sentinel as the official Town newspaper for 2023.

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

**EMERGENCY RESPONSE – HIGHWAY DEPARTMENT*****(Resolution 23-021)***

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

**MENDON FIRE HALL – ICE CONTROL*****(Resolution 23-022)***

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

**BOARDS, COMMITTEES, COMMISSIONS – ADVERTISE FOR MEETINGS*****(Resolution 23-023)***

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

- Board of Assessment Review – 4<sup>th</sup> 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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

#### OFFICIAL UNDERTAKINGS

##### *(Resolution 23-024)*

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

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

#### SALARIES – ELECTED/APPOINTED/HOURLY WAGES

##### *(Resolution 23-025)*

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

<b>Job Title</b>	<b>Salary</b>
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
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
<b>Appointed Board Members</b>	
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
<b>Elected Officials</b>	
Councilperson (4)	\$10,229
Highway Superintendent	\$84,998
Town Clerk	\$68,250
Town Justice (2)	\$18,170.50
Town Supervisor	\$80,397
<b>Highway Department</b>	<b>Hourly</b>

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

#### **PERSONNEL POLICY – VARIABLE AMOUNTS ASSOCIATED WITH POLICIES**

##### ***(Resolution 23-026)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adopt the following amounts and percentages associated with the Personnel Policy:

##### **Medical Benefits:**

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

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

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

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

##### **Dental Benefits:**

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

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

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

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

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

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

Elected officials are not eligible for this incentive.

##### **Health Reimbursement Account (HRA):**

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

**Clothing Allowance** – Full-time employees with the following job titles are eligible for a clothing allowance, in the amount of \$120.00 for 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 1<sup>st</sup> following the date of hire – 10 working days then
- One additional day per year to a maximum of 25 working calendar days.

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

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

#### **PAYROLL SCHEDULE**

##### ***(Resolution 23-027)***

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

**MILEAGE ALLOWANCE*****(Resolution 23-028)***

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

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

**ANNUAL REPORT OF SUPERVISOR*****(Resolution 23-029)***

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

**ANNUAL ACCOUNTING – TOWN BOARD COMMITTEE*****(Resolution 23-030)***

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

***(Resolution 23-031)***

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

**OFFICIAL BANKS*****(Resolution 23-032)***

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

**PAYMENTS BEFORE AUDIT*****(Resolution 23-033)***

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

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

BE IT FURTHER RESOLVED, that all such claims shall be presented at the next regular meeting for audit, and

BE IT FURTHER RESOLVED, that the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by this Board.

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

**REVIEW OF MONTHLY VOUCHERS**

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

January – Mrs. Carroll

February – Mr. Dubois

March – 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

**PETTY CASH FUNDS*****(Resolution 23-034)***

A motion was made by Mrs. Carroll, seconded by Mr. Dubois, to approve the following petty cash funds: Supervisor - \$50.00; Court Clerk - \$50.00; Town Clerk - \$100.00; Highway Superintendent - \$200.00; Library - \$50.00.

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

**FEE SCHEDULE*****(Resolution 23-035)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, 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
- 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
- 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

##### 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.

**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

All credit card purchases are subject to a convenience fee.

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

**ENVIRONMENTAL CONSERVATION BOARD****Member Appointment*****(Resolution 23-036)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to appoint Peter Carosa to the Environmental Conservation Board, term to expire 12/31/25.

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

**Chair Appointment*****(Resolution 23-037)***

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

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

**HISTORIC PRESERVATION COMMISSION****Chair Appointment*****(Resolution 23-038)***

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

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

**Member Appointment*****(Resolution 23-039)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to appoint Diane Ham to the Historic Preservation Commission, term to expire 12/31/24.

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

**LIBRARY BOARD OF TRUSTEES****Member Appointment***(Resolution 23-040)*

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to appoint Alicia Zysman-Cromwell to the Library Board, term to expire 12/31/27.

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

**PLANNING BOARD****Chair Appointment***(Resolution 23-041)*

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

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

**Vice Chair Appointment***(Resolution 23-042)*

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

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

**Member Appointment***(Resolution 23-043)*

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to appoint Nicole Sayers to the Planning Board, for a term to expire 12/31/27.

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

**ZONING BOARD OF APPEALS****Member Appointment***(Resolution 23-044)*

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

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

**Chair Appointment***(Resolution 23-045)*

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

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

**RECORDS MANAGEMENT ADVISORY BOARD***(Resolution 23-046)*

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

*(Resolution 23-047)*

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

**ENGINEERING/PLANNING SERVICES***(Resolution 23-048)*

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

**HIGHWAY DEPARTMENT AGREEMENTS****Highway Superintendent – Summer Work on Town Roads***(Resolution 23-049)*

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, 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'
  - (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: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

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

*(Resolution 23-050)*

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

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

#### TOWN HALL AGREEMENTS

Heating and Cooling

*(Resolution 23-051)*

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

#### **Security System**

##### ***(Resolution 23-052)***

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

#### **Sprinkler System Service**

##### ***(Resolution 23-053)***

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

#### **Fire Extinguisher Service**

##### ***(Resolution 23-054)***

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

### **COMMUNITY CENTER AGREEMENTS**

#### **Heating and Cooling**

##### ***(Resolution 23-055)***

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

#### **Security System**

##### ***(Resolution 23-056)***

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

### **22 NORTH MAIN STREET AGREEMENT**

#### **Heating and Cooling**

##### ***(Resolution 23-057)***

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

### **VILLAGE OF HONEOYE FALLS AGREEMENTS**

#### **Reciprocal Snow Removal**

##### ***(Resolution 23-058)***

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

### **HONEOYE FALLS-LIMA CENTRAL SCHOOL DISTRICT AGREEMENTS**

#### **Use of Semmel Road Park**

***(Resolution 23-059)***

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

**MONROE COUNTY AGREEMENTS****Work Agreements*****(Resolution 23-060)***

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

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

**Signage and Striping Agreements*****(Resolution 23-061)***

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

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

**COMMUNITY ORGANIZATION AGREEMENTS****Honeoye Falls-Mendon Community Concert Band*****(Resolution 23-062)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to enter into an agreement with the Honeoye Falls-Mendon Community Concert Band to perform two (2) concerts for the residents of Mendon during 2023, at a cost of \$1,000.00 per concert held.

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

**Honeoye Falls-Mendon Historical Society*****(Resolution 23-063)***

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

**USE OF TOWN MEETING ROOMS*****(Resolution 23-064)***

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

**COMMUNICATIONS****Town Clerk**

Mrs. Booth reported she received the Town and County Tax Warrant; the Office is ready to start collections.

**Highway Superintendent**

Mr. Caschetta reported on the progress of the Spray Park driveway and the Amann Rd. turnaround.

**Town Board**

Mrs. Carroll attended the Mendon Fire Department swearing in Ceremony and will be attending the library meeting tomorrow night.



Mr. Dubois reported that the school is now offering a shuttle from the school to the Mendon Youth Center at the end of the day.

**Supervisor**

Supervisor Moffitt continues to meet with Board members regarding Short Term Rentals; reported that the Fire Protection Committee Meetings are progressing; met with Assemblymember Jennifer Lunsford; spoke with RG&E in regards to the street lighting; attended the Mendon Business Association Meeting and the Menorah Lightening in the Village. He reports that the old Clemenza's building and the old Chinese Restaurant, in the Hamlet, have received their approvals and are working with the Code Enforcement Officer for the Certificate of Occupancy for each. Mr. Moffitt worked with the utility companies over the Holiday to keep the residents up to date on outages. He reported that the Town has served a property owner on Mile Square Rd with a violation of the moratorium.

**MINUTES*****(Resolution 23-065)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the minutes of the regular meeting held on December 12, 2022 as amended, and the special meeting held on December 28, 2022, as presented.

Mr. Dubois misspoke at the December 12, 2022 meeting when he said Mr. Wetter resigned; in actuality it was Mr. Livingston that resigned.

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

**PUBLIC COMMENT**

There were no comments.

**ADJOURNMENT*****(Resolution 23-066)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adjourn the meeting at 7:50 PM.

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

2023-1

**GENERAL ABSTRACT**  
**No. 23-001 to No. 23-081**

**TOTAL**      **\$629,763.04**

**LIBRARY ABSTRACT**  
**No. 23-001 to No. 23-006**

**TOTAL**      **\$1,671.70**

Prepared by *Bonnie F. Toomey*

**Abstract of General Vouchers 23-1**

001	Alro Metals Outlet	DA5130.4		\$ 21.00
002	Amazon Capital Services	A1620.401	\$ 23.99	
		A1670.41	\$ 9.98	
		A3510.440	\$ 75.22	
		A5010.41	\$ 38.66	\$ 147.85
003	American Rock Salt	DB5142.4		\$ 49,869.45
004	Association of Towns	A1920.420		\$ 1,199.00
005	Benefit Resource	A9060.8	\$ 42.50	
		B9060.8	\$ 15.70	
		DA9060.8	\$ 43.10	
		DB9060.8	\$ 46.20	
		L9060.8	\$ 5.00	\$ 152.50
006	Besco Electric Supply	SL5182.4		\$ 53.00
007	Blue 360 Media	A1110.420		\$ 89.60
008	Booth, Michelle, Receiver of Taxes	A1950.430		\$ 1,243.59
009	CMRS-POC	A1670.406		\$ 2,000.00
010	CP Ward, Inc.	H7150.4		\$ 27,740.00
011	CPS	A5132.4		\$ 175.00
012	Capital One Trade Credit	A1620.401		\$ 11.04
013	Capital One Trade Credit	A1620.11	\$ 13.59	
		A5132.4	\$ 35.50	
		A8510.4	\$ 4.06	
		DA5130.4	\$ 11.89	
		DB5110.4	\$ 14.96	\$ 80.00
014	Casco, Inc.	A5132.4		\$ 396.00
015	Charter Communications	A1620.414		\$ 89.99
016	Charter Communications	A1610.41	\$ 249.99	
		A5132.413	\$ 89.99	\$ 339.98
017	Cyncon Equipment	DA5130.4		\$ 46.04
018	DJM Equipment, Inc.	B3620.2		\$ 43.76
019	Deckman Oil, Co.	DA5130.4		\$ 562.80
020	Excellus BCBS-Direct	L9060.8		\$ 208.00
021	Excellus BCBS-Direct	L9060.8		\$ 208.00
022	Excellus	A9060.8	\$ 326.48	
		B9060.8	\$ 114.94	
		DA9060.8	\$ 374.30	
		DB9060.8	\$ 417.59	
		L9060.8	\$ 31.80	\$ 1,265.11
023	Excellus	T20EE	\$ 313.16	
		T20 Retiree	\$ 561.80	\$ 874.96
024	F.L.B.O.A.	B3620.401		\$ 445.00
025	Ferrellgas	DB5110.4		\$ 3,064.16
026	Fess, Tim	B3620.130		\$ 200.00
027	First National Bank of Omaha	A1620.401	\$ 69.32	
		A1610.41	\$ 153.47	\$ 222.79
028	Frongetta, Lori I, MCAA Treasurer	A1355.410		\$ 40.00
029	Frongetta, Lori I, MCAA Treasurer	A1355.410		\$ 90.00
030	Frontier Communications	A1620.405		\$ 67.42
031	Frontier Communications	A5132.413		\$ 271.95
032	Grainger W. W.	DA5130.4		\$ 64.92
033	Group Tours	B7610.404		\$ 45.00
034	HFCCB	B7550.41		\$ 1,000.00

035	HR Works	A1310.401		\$ 1,200.00
036	Hanson Aggregates NY LLC	DB5110.4	\$ 1,222.14	
		H7150.4	\$ 878.47	\$ 2,100.61
037	Healthworks	A5020.410		\$ 140.00
038	Honeoye Falls Marketplace	A1670.401		\$ 80.61
039	Honeoye Falls, Village of	A1620.409	\$ 340.00	
		A1620.414	\$ 340.00	
		A1620.424	\$ 340.00	\$ 1,020.00
040	Honeoye Falls, Village of	B7450.4		\$ 1,927.09
041	Honeoye Falls, Village of	SF3410.4MFP		\$ 172,311.00
042	IEH Auto Parts LLC	DA5130.4		\$ 906.59
043	Interstate Battery	DA5130.4		\$ 120.02
044	Jackson Welding & Gas Products	DA5130.4		\$ 10.24
045	Labella Associates	H7150.3		\$ 30,489.28
046	Lawson Products	DA5130.4		\$ 374.53
047	Lewis General Tire	DA5130.4		\$ 204.80
048	M.C.W.A.	A1620.406TH	\$ 100.39	
		A1620.425	\$ 100.39	\$ 200.78
049	MVP	A9060.8	\$ 1,126.66	
		B9060.8	\$ 292.64	
		DA9060.8	\$ 1,170.56	\$ 2,589.86
050	MVP	TA20		\$ 302.64
051	Mitchell-Joseph Insurance	A1910.410		\$ 5,923.00
052	Monroe County Magistrates Assoc.	A1110.410		\$ 200.00
053	Molye	B3620.2		\$ 555.00
054	NAPA - Honeoye Falls	A8510.4	\$ 71.40	
		DA5130.4	\$ 173.49	\$ 244.89
055	NOCO Engery Corp.	DB5110.4		\$ 6,414.18
056	NYSLRS	A9010.8	\$ 60,000.00	
		B9010.8	\$ 15,578.00	
		DA9010.8	\$ 38,000.00	
		DB9010.8	\$ 45,000.00	
		L9010.8	\$ 10,000.00	\$ 168,578.00
057	National Fuel	A1620.407	\$ 982.75	
		A1620.414	\$ 226.13	
		A1620.418	\$ 192.60	\$ 1,401.48
058	National Grid	B5182.4	\$ 336.52	
		A1620.408	\$ 392.30	
		A5132.413	\$ 1,148.19	
		A1620.414	\$ 116.64	
		A1620.418	\$ 127.30	\$ 2,120.95
059	PERMA	A9040.8	\$ 15,085.00	
		B9040.8	\$ 1,200.00	
		DA9040.8	\$ 16,000.00	
		DB9040.8	\$ 24,000.00	
		L9040.8	\$ 1,300.00	\$ 57,585.00
060	Pump, The Doctor Inc.	A5132.4		\$ 650.00
061	Quadient Leasing, Inc.	A1670.402		\$ 374.97
062	R.G. & E.	A7140.41		\$ 24.76
063	RL Powers Heating	A5132.4		\$ 160.00
064	Radiomax	A5132.413		\$ 131.37
065	SEFAC USA, Inc.	DA5130.4		\$ 675.00
066	Sentinel Publications	A1670.409		\$ 126.00
067	Spok, Inc.	A5132.413		\$ 3.64
068	Staples	A1620.401	\$ 67.05	

		A1670.401	\$ 129.22	
		A5010.41	\$ 26.99	\$ 223.26
069	Star Headlight	B3620.2	\$ 370.00	
		DA5130.4	\$ 40.00	\$ 410.00
070	Sunoco LP	B3620.44	\$ 52.57	
		DB5110.4	\$ 1,882.19	\$ 1,934.76
071	Taylor, Joel	B8010.11		\$ 75.00
072	Thru-way Spring, Inc.	B3620.2		\$ 299.00
073	Unifirst Corporation	DA9056.8		\$ 170.34
074	Van Bortel Ford, Inc.	DA5130.4		\$ 57.34
075	Verizon Connect	A5132.413		\$ 356.18
076	Verizon Wireless	B3620.45	\$ 32.40	
		A3510.440	\$ 18.29	
		A1620.418	\$ 17.44	
		A1220.410	\$ 37.99	\$ 106.12
077	Victor Power Equip. Co., LLC	DB5140.4		\$ 171.56
078	Whitney East, Inc.	H7150.4		\$ 71,605.45
079	Williamson Law Book	A1310.401		\$ 1,366.00
080	Williamson Law Book	A1410.410		\$ 231.75
081	Young, Don	B8020.111		\$ 1,282.08
	TOTAL			\$ 629,763.04

ABSTRACT OF LIBRARY VOUCHERS 2023-01

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
1	Amazon Capital Services	7410.400		\$ 30.98
2	Baker & Taylor	7410.400		\$ 18.19
3	Biel's	7410.430		\$ 275.00
4	Brodart Co.	7410.401		\$ 598.54
5	Midwest Tape	7410.407		\$ 24.99
6	National Grid	7410.450		\$ 724.00
			Total	\$ 1,671.70

## **4.01 HOLIDAYS**

The Town observes 11 paid holidays each year. Department holiday schedules are approved at the annual Organizational Meeting by the Town Board.

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### **FLOATING HOLIDAYS**

In addition to the holidays approved at the annual Organizational Meeting, the Town provides 2 floating holidays per year also determined at the annual Organizational Meeting by the Town Board.

### **ELIGIBILITY**

Full-time employees are eligible for these paid holidays after the expiration of 30 days' continuous, full-time employment with the Town.

### **HOLIDAY PAY**

Holiday pay is based on the number of hours each employee is regularly scheduled to work at their straight time hourly rate.

If an employee is out or is on an administrative leave without pay due to a positive alcohol and/or drug test, the employee will not be eligible for holiday pay in accordance with the CDL Drug and Alcohol Testing Policy.

### **HOLIDAY DURING VACATIONS**

Eligible employees who are on vacation when a paid holiday is observed will receive pay for the holiday at their straight time hourly rate and will not be charged for the vacation day.

### **FLOATING HOLIDAYS UPON TERMINATION**

Floating holidays are not paid upon termination of employment.

### **RELIGIOUS ACCOMMODATIONS**

Requests for time off or any other type of accommodation based on an employee's sincerely held religious beliefs should be directed to the Department Head.



John Moffitt &lt;jmoffitt@townofmendon.org&gt;

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**Environmental Conservation Board**

7 messages

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**Timothy Engström** <tengstrom1@gmail.com>  
To: jmoffitt@townofmendon.org

Thu, Jan 12, 2023 at 10:55 AM

Dear John,

I saw your update in the *Sentinel*. Would you be so kind as to send me the job description for the two seats that have opened up on the Environmental Conservation Board, and to put me in touch with the board's chair?

I'm a relatively new resident of Honeoye Falls, but a 30-plus year resident of the area. I've recently "retired" from RIT (still teaching a bit) and have a deep interest in and commitment to both sustainability and the value of local governance. I would like to find a way to be of service. I hope the Environmental Conservation Board might be an avenue for that.

Many thanks in advance for your help and guidance on that.

Sincerely,

Tim

Timothy H Engström  
19 East St.  
Honeoye Falls, NY 14472  
585-506-6049  
tengstrom1@gmail.com

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**John Moffitt** <jmoffitt@townofmendon.org>  
To: Timothy Engström <tengstrom1@gmail.com>

Fri, Jan 13, 2023 at 9:15 AM

Hi Tim, Attached is a job description. Looking at your address, I wanted to clarify something with you. Because you live within the Village of Honeoye Falls, the Village has their own Environmental Conservation Board. The Mendon ECB would only pertain to properties outside the Village and within the Town. This does not exempt from serving on the ECB, I just wanted to make it clear to you. The Chair position has been filled for 2023. If you are interested, I will set up a meeting with you, the chair, the Town Board member representative and myself to talk about the position.

Thank you for your interest.

John D. Moffitt, Town Supervisor  
Town of Mendon  
16 West Main St.  
Honeoye Falls, NY 14472  
585.624.6061

[Quoted text hidden]

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 **ECB Position Descriptions - 2022.doc**  
31K

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**Timothy Engström** <tengstrom1@gmail.com>  
To: John Moffitt <jmoffitt@townofmendon.org>

Fri, Jan 13, 2023 at 12:47 PM



Hi John,

Many thanks for the speedy and helpful reply, and for the clarification regarding village and town boards.

While I would not be surprised to find many better qualified people in the town to serve on this board, I do have some experience and would be grateful to meet with you, the board chair, and others to learn more about the position. So yes, please, if you're willing to set up a meeting, great.

As an FYI, I lived in Bloomfield for about a decade and served on the Village Board, so I'm not unfamiliar with SEQR. While on the board, I also co-chaired a committee to revise and update the village's Design Standards and became involved with the environmental challenges of designing and building Bloomfield's new firehall. In effect, while not a newby, I can well imagine you have better qualified people willing to serve. If so, please don't hesitate to say so! I don't wish to waste anyone's time and I won't be the least bit offended.

Best,

Tim

[Quoted text hidden]

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**John Moffitt** <jmoffitt@townofmendon.org>  
To: Timothy Engström <tengstrom1@gmail.com>

Wed, Jan 18, 2023 at 4:07 PM

Hi Tim, Are you available Thursday, January 19, 7pm?

John D. Moffitt, Town Supervisor  
Town of Mendon  
16 West Main St.  
Honeoye Falls, NY 14472  
585.624.6061

[Quoted text hidden]

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**Timothy Engström** <tengstrom1@gmail.com>  
To: John Moffitt <jmoffitt@townofmendon.org>

Wed, Jan 18, 2023 at 9:58 PM

Hi John,

Yes, tomorrow, Thursday the 19th at 7:00 works perfectly for me.

Where would you like to meet?

Thanks for your willingness on such short notice.

Best,

Tim

[Quoted text hidden]

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**John Moffitt** <jmoffitt@townofmendon.org>  
To: Timothy Engström <tengstrom1@gmail.com>

Thu, Jan 19, 2023 at 10:01 AM

Tim, Town Hall, 16 West Main St. across from the post office.

John

John D. Moffitt, Town Supervisor  
Town of Mendon  
16 West Main St.  
Honeoye Falls, NY 14472  
585.624.6061

Donald A. Young, Esq.  
Email: [dyoung@younglawofwny.com](mailto:dyoung@younglawofwny.com)  
Phone: m: 585-474-5471

December 19, 2022

Mr. John Moffitt  
Town of Mendon Supervisor  
16 West Main St.  
Honeoye Falls, NY 14472

**Re: Planning Board Counsel / Legal Services for the Town of Mendon**

Dear Supervisor Moffitt:

I am very pleased to have the opportunity to be of continued service to the Town of Mendon (the "Town") and I look forward to continuing to work with you and the team at Town. I will continue to endeavor to provide high quality legal services in a responsive and efficient manner that best serves the Town's interests.

Key to a sound attorney-client relationship is a clear understanding of the terms and conditions upon which legal services will be provided. Thus, the purpose of this letter is to clarify and confirm these terms and conditions. Please excuse the formal nature of this letter – some of its substance of it is mandated by the Rules of the Court.

*A. Scope of Services*

The Town of Mendon has asked me to act as legal counsel for the Town of Mendon Planning Board. Such legal services include, but are not limited to, representation of the Board at the public meetings of such Board, including preparation for such meetings, conferences with the Board Chair relating to issues anticipated at such meetings where needed, research and analysis of issues relevant to pending applications, etc.

Moreover, I am available to provide additional, general legal services to the Town on matters that do not include representation of the Planning Board, for example, including on issues which require conflict counsel or support to the Town Attorney, or on other municipal issues for which the Town may need support such as Code drafting, etc., upon request of the Town, for the hourly fee set forth herein.

*B. Representation*

I, Donald A. Young, Esq., will be the attorney responsible for the representation. I will provide legal services on matters specifically referred to me and requested by the Town and which are within the Scope of Services. When questions or comments arise about services, billings, or other aspects of the representation, please do not hesitate to contact me directly. It is important that you are satisfied with my services and responsiveness at all times. This engagement begins on January 1, 2023 and, unless terminated by either party, continues on a month to month basis through the end of the calendar year, but may be extended and/or continued thereafter under the terms set forth herein on a month to month basis for the monthly fee set forth below for so long as the Town and I agree to the same.

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Should the Town decide that it no longer requires my services, for budgeting purposes or otherwise, it may terminate representation at any time. To the extent permitted by rules of professional responsibility and the court, I may terminate representation under this monthly contract a) upon 30 days notice, or b) at any time if you breach any material term of this agreement, fail to cooperate or follow advice on a material matter, if a conflict of interest develops or is discovered, or if there exists, at any time, any fact or circumstance that would, in my opinion, render my continuing representation unlawful, unethical, or otherwise inappropriate. If I elect to terminate representation, you will timely take all steps reasonably necessary and will cooperate as reasonably required to relieve me of any further obligation to perform legal services.

If this contract is not terminated upon the end of a calendar month, a pro-rated portion of the monthly fee will be due based upon the proportion of the number of days used in the last month in which services were rendered, with no monthly fees due thereafter. Moreover, upon termination of representation, all files of yours in my custody will be returned to you within 10 days, unless you specifically order their destruction, specifying which files are to be destroyed, in writing.

C. Responsibilities

In reliance upon information and guidance provided by the Town, and at the specific request of the Town, I will provide legal counsel and assistance to the Town in accordance with this letter on those particular matters for which the Town has requested provision of legal services, keep the Town informed of progress and developments, and respond to the Town's inquiries.

To enable me effectively to render these services, the Town agrees to cooperate fully with me in all matters relating to the preparation and presentation of all matters, to fully and accurately disclose to me all facts that may be relevant to the matters or that I may otherwise request, and to keep me apprised of developments relating to the matters.

During the course of this representation, I may express opinions or beliefs concerning a matter and the results that might likely be anticipated, based upon my experience. Any such statement is intended be an expression of opinion only, based on information available at the time, and must not be construed by the Town as a promise or guarantee of any particular result.

D. Fees, Disbursements, and Other Charges

Fees for representation will be the monthly amount of \$1,250.00. Services provided for this fee shall include representation of the Planning Board.

In addition, I am available to provide additional legal services as may be requested by the Town and agreed to by me that do not include representation of the Planning Board (which Planning Board services are covered by the monthly fee above), including, for example, on issues which require conflict counsel or support to the Town Attorney, or on other municipal issues for which the Town

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may need support such as Code drafting, etc., at the rate of \$225.00 per hour, billed in tenths of an hour.

Moreover, the following matters will be billed separately from the above quoted services at the hourly rate of \$240.00: Charge Back Matters, where legal fees may be charged back to a municipal applicant (i.e., land use applications), including guiding the Town through the State Environmental Quality Review Act ("SEQRA").

Litigation Matters, including, for example, Article 78 Proceedings, tax certiorari, employment litigation (including complaints filed with administrative agencies [i.e., EEOC], preparing for litigation, investigations, Article 75 proceedings), and investigations are not within the scope of this agreement.

The Town will receive a statement of services at the end of each month invoicing the Town for the amount owed and detailing services rendered, including setting forth the number of hours of legal services utilized that month and detailing how the time was spent. Payment is expected within thirty days, however, should the Town anticipate any difficulties in timely payment, the Town should promptly contact me upon receipt of the billing statement so we can discuss potential accommodations. The Town should also be aware that failure to pay billing statements as rendered, or as modified by agreement, may result in withdrawal of representation.

While I do not anticipate significant disbursements or out of pocket expenses, I must advise that in addition to legal fees, the Town will be responsible for payment for disbursements and out-of-pocket expenses, including, for example, filing fees, and, if necessary, any third-party consultants. Any significant disbursements or out-of-pocket expenses will be discussed with the Town beforehand.

Lastly, in accordance with Part 1215 of the Joint Rules of the New York State Appellate Divisions, these rules require us to advise the Town that if a dispute arises about these fees, the Town has the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided upon request.

*E. Client Confidentiality and Records*

As a general matter, information I receive from the Town is held in confidence and is not released to any outside individuals or organizations, except as agreed to by the Town, or as required under an applicable law. I am obligated to maintain the confidentiality of your confidential information. I retain records relating to professional services provided so that I am better able to assist the Town with its professional needs and, in some cases, to comply with professional guidelines. In order to guard its non-public personal information, I maintain physical and electronic safeguards that comply with our professional standards.

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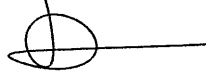
If this letter correctly reflects the Town's understanding of and its agreement to the terms and conditions of my representation of the Town, please confirm the Town's acceptance by signing the

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enclosed copy in the space provided below and promptly return it to me. Upon acceptance, these terms and conditions will apply retroactively to the date I first performed services the subject of this Agreement on the Town's behalf.

I am very pleased to have the opportunity to be of service and look forward to working with the Town to meet its legal needs.

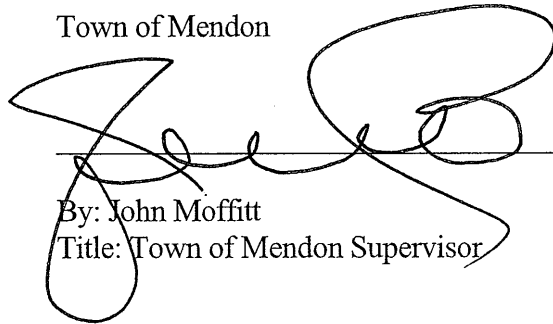
Very truly yours,



Donald A. Young, Esq.

*I have read and understand the terms and conditions set forth in this letter and, on behalf of the Town of Mendon, agree to them.*

Town of Mendon



By: John Moffitt  
Title: Town of Mendon Supervisor

Date: 1/2/2023

## Changes made to the Community Center Application and Agreement

These documents were updated in order to simplify the workflow, reduce the amount of pages and make into 1 packet, and update the terminology.

Here is a list of some of the items that were changed.

- Removed the \$50 Yearly maintenance fee for non-profits
- Changed deposit refund from 30-45 days to 15 days: “All fees and deposits are required at the time of application and any refundable deposits will be refunded within 30-45 days after event, and upon satisfactory inspection of facility”
- Updated For-Profit groups section so these can be approved by the Town Supervisor and not need to be approved by the Town Board (this was approved at the Jan 2, 2023 organizational meeting)
- Removed this statement: “No Fee” if the use is between 9:00 am and 4:00 pm Monday through Friday. (Except Town holidays) ...or \$15 per hour of use after 4:00 pm on said days, or all hours used on Saturday, Sunday or holidays.
- Added a field to the Application for applicant’s email
- Added bullet items to ask users to turn heat down in the heating season and AC off in warmer months, after use
- Removed this statement: All applications should be submitted between 8:00 am and 4:00 pm, Monday through Thursday, and 8:00 am and 1:00 pm on Fridays (except holidays).

Denise

# TOWN OF MENDON FALLS POST 664 COMMUNITY CENTER

## 167 North Main Street, Honeoye Falls

### **LOCAL NON-PROFIT AND SERVICE ORGANIZATIONS**

Applications are due at least 10 days in advance of date of use.

1 - \$50 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)

Exceptions:

- a) Legion Post 664 and Women's Auxiliary are exempt from fees, but must schedule its time.
- b) Town of Mendon, its supported groups and other boards are exempt from fees, but must schedule its time.
- c) Scout troops may make arrangements with the Town. (a deposit is required)
- d) Other organizations where the majority of participants are under age 18, special arrangements may be made with the Town. (A deposit is required) Such groups must, however, have adult supervision on a minimum 1-to-9 ratio.

### **LOCAL RESIDENTS HOLDING A RECEPTION, PARTY, ETC.**

Applications are due at least 10 days in advance of date of use.

1 - \$100 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)

2 - \$30 per hour of use (\$90 minimum)

All deposits and fees are due at time of application, or at least 10 days in advance of rental date.

Note: Renter must be a current resident of the Town of Mendon and be present at the planned event.

### **LOCAL (ONLY) FOR-PROFIT ORGANIZATIONS (Requires Town Supervisor Approval)**

Applications due at least 10 days in advance of date of use. All fees are due after application is approved or 10 days in advance of date of event.

1 - \$100 deposit due at time of application (Deposit will be refunded if building/grounds are returned clean & undamaged)

2 - \$200 (minimum fee, for use up to 4 hrs.) \$50 due for each hour over 4 hours.

### **ALL FUNCTIONS – SUMMER RESERVATIONS**

Note: There is no separate "pavilion" rental arrangement. The pavilion is rented with the building.

## APPLICATION FOR USE OF COMMUNITY CENTER

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Today's Date: \_\_\_\_\_

Organization or Individual wishing to use facility: \_\_\_\_\_

Requested date of use: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ (time you'd like to get into the bldg. and time you are leaving)

Number of persons expected to attend the event \_\_\_\_\_ (maximum 97 people)

Name and address of individual who is applying on behalf of above organization or person:

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Description of event planned \_\_\_\_\_

---

I hereby certify that: (Place an X on the appropriate line)

- \_\_\_\_\_ a) Our for-profit organization or company; has a place of business within the Town of Mendon  
\_\_\_\_\_ b) Our (non-profit or service organization) group's membership consists of a majority of its members residing in the Town of Mendon  
\_\_\_\_\_ c) I am a private citizen-resident of the Town of Mendon (for a person holding a reception, etc.)

Note: a) Should this group/organization consist of underage youth, the adult supervising this function and who will be in attendance at it must be the one signing below.

- b) If it is being rented for a party, the citizen/renter who will be in attendance at this function shall be the signer below.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

---

### **FOR INTERNAL USE ONLY (DO NOT COMPLETE THE SECTION BELOW)**

Security Deposit required: \_\_\_\_\_ Hourly fees required: \_\_\_\_\_

Supervisor Approval (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person receiving money: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_



## AGREEMENT FOR USE OF COMMUNITY CENTER

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The request for use will be subject to the following conditions and any others the Town may impose.

1. The individual requesting use of the facility shall be held responsible for any damages or abuse to the property. If there are any violations of the rules, this may jeopardize future use of this facility.
2. The individual requesting use of this facility must attest to the fact that the organization or Individual meets the eligibility requirements.
3. Adult supervision must be in attendance at all times during the event planned on rental date.
4. All fees and deposits are required at the time of application and any refundable deposits will be refunded within 15 days after the event, upon satisfactory inspection of facility.
5. Should the applicant, for any reason, cancel the event, the Town's agent must be notified at least 48 hours in advance of scheduled use.
6. Should inclement weather prevent ice and snow control to be performed before the scheduled event, the Town has the right to cancel the use of the facility and will refund all money paid by the applicant.
7. Town government functions preempt any and all uses of this facility.
8. Hours of use: 7am until 10pm
9. Policy for use:
  - Facility is a "Carry in/Carry out". All garbage must be removed by renters, and facility left in "broom clean" condition.
  - No alcoholic beverages allowed on the premises
  - No smoking allowed within the building
  - No candles allowed within the building (except for birthday candles)
  - Catering allowed
  - Use of telephone for emergency use only
  - No overnight stays
  - Basement is not available for use
10. Any sign posted on the property or building relating to the event:
  - Must be approved by the Town of Mendon Supervisor
  - Must comply with the Village of Honeoye Falls sign ordinance; and
  - May only be posted the day of the event

I hereby acknowledge the receipt of the Agreement for Use of the Community Center and agree to abide by them.

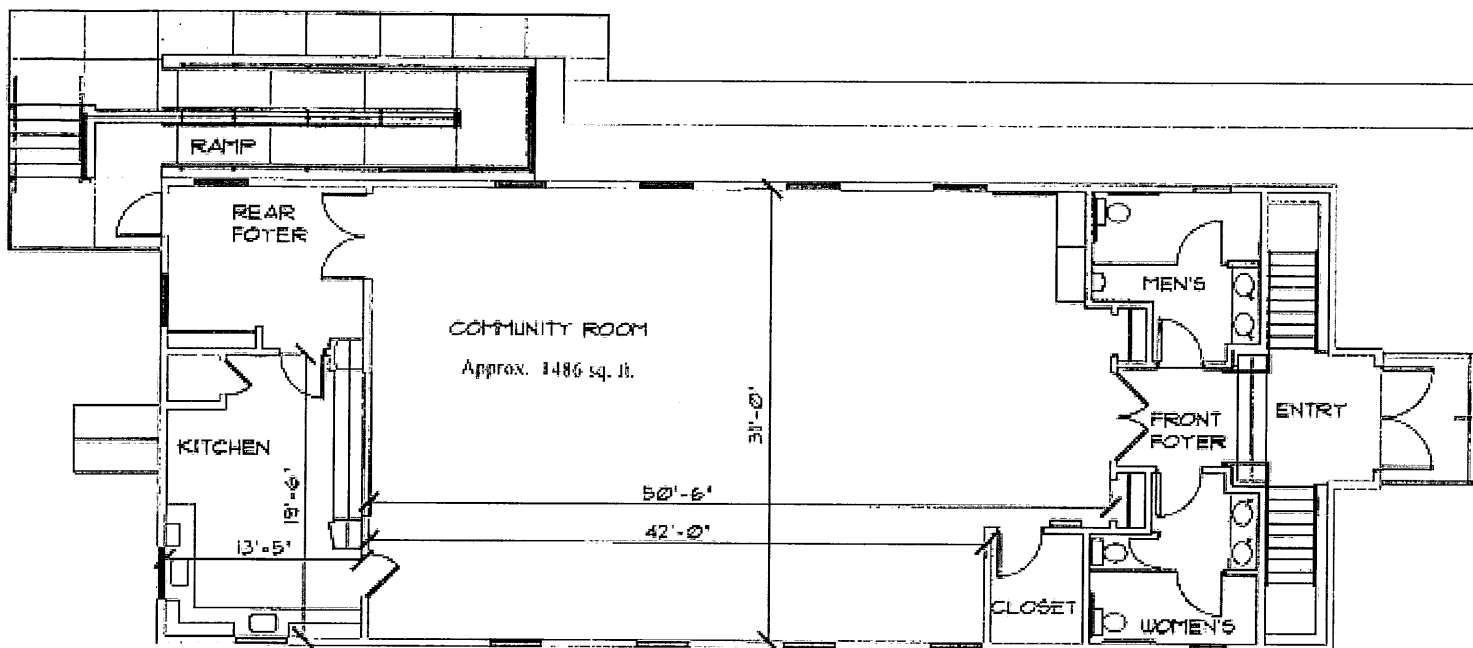
\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Town representative

\_\_\_\_\_  
Date

Town of Mendon Falls Post 664 Community Center  
167 North Main Street  
Honeoye Falls, NY 14472



- Maximum capacity: 97
- Available items: 13 six-foot tables (each holds up to 8 people), and 97 chairs
- Kitchen has a refrigerator, stove, microwave, and sink. However, there are no cooking/serving utensils or supplies
- Turn heat down to 60 degrees after use during the heating season
- Turn AC off after use in the warmer season

**Open Space Conservation Easement Description**

ALL THAT TRACT OR PARCEL OF LAND, situate in Lot 4, Township 11, Range 5 of the Phelps & Gorham Purchase, Pittsford Mendon Rd in the Town of Mendon, County of Monroe, and State of New York, as shown on the drawings entitled "Subdivision Plat (1 & 2)" prepared by Marathon Engineering, having project number 0662-21, drawing numbers C2.0 & C2.1 and last revised 09/02/22, being more particularly bounded and described as follows:

Beginning at a point on the eastern Right-of-Way (ROW) line of Pittsford-Mendon Rd (State Route 64), said point also being the northwest property corner of lands N/F of Riedman Acquisitions, LLC; thence

1. Along the northern property line of said lands N 88° 25' 51" E, a distance of 637.54 feet to a point; thence
2. N 88° 04' 32" E, a distance of 1447.53 feet to a point; thence
3. N 88° 09' 07" E, a distance of 639.68 feet to the northeast property corner of lands N/F of Riedman Acquisitions, LLC; thence
4. Along the eastern property line of said lands S 02° 12' 29" E, a distance of 1630.87 feet to the southwest property corner; thence
5. Along the southern property line of lands N/F of Riedman Acquisitions, LLC S 87° 34' 22" W, a distance of 1526.69 feet to a point; thence
6. N 61° 09' 32" W, a distance of 537.35 feet to a point; thence
7. N 61° 02' 23" W, a distance of 397.63 feet to the southwest property corner of lands N/F of Riedman Acquisitions, LLC; thence
8. Along the western property line of said lands N 01° 50' 01" W, a distance of 645.81 feet to a point on the southern property line of Lot 30; thence
9. Along said property line S 72° 33' 51" E, a distance of 70.67 feet to a point; thence

The following 6 courses along the southern property lines of Lots 29-24:

10. S 80° 58' 36" E, a distance of 92.14 feet to a point; thence
11. N 88° 27' 50" E, a distance of 112.13 feet to a point; thence
12. N 76° 52' 06" E, a distance of 112.13 feet to a point; thence
13. N 71° 04' 25" E, a distance of 80.99 feet to a point; thence
14. N 76° 04' 00" E, a distance of 76.38 feet to a point; thence
15. N 81° 14' 52" E, a distance of 76.38 feet to the southeast property corner of Lot 24; thence
16. Along said property line N 06° 09' 42" W, a distance of 175.00 feet to the beginning of a non-tangential curve on the southern ROW of Mendon Green Lane; thence

17. Along said ROW on a curve to the right having a radius of 1020.00 feet, a distance of 24.14 feet to the northwest property corner of Lot 23; thence

18. Along said property line S 04° 48' 20" E, a distance of 175.00 feet to a point; thence

The following 7 courses along the southern property lines of Lots 23-17:

19. N 87° 47' 05" E, a distance of 76.38 feet to a point; thence

20. S 87° 02' 03" E, a distance of 76.38 feet to a point; thence

21. S 81° 51' 11" E, a distance of 76.38 feet to a point; thence

22. S 69° 38' 04" E, a distance of 76.54 feet to a point; thence

23. S 51° 03' 00" E, a distance of 82.49 feet to a point; thence

24. S 77° 10' 36" E, a distance of 138.63 feet to a point; thence

25. N 64° 57' 54" E, a distance of 178.98 feet to the southeast property corner of Lot 16 thence

26. Along said property line N 22° 07' 02" E, a distance of 178.98 feet to the southeast property corner of Lot 15; thence

27. Along the eastern property line of Lot 15 N 20° 27' 17" W, a distance of 179.32 feet to the northeast property corner of Lot 14; thence

The following 11 courses along the northern property line of Lots 14-1:

28. N 60° 31' 16" W, a distance of 151.98 feet to a point; thence

29. N 88° 36' 40" W, a distance of 88.36 feet to a point; thence

30. N 80° 27' 38" W, a distance of 96.02 feet to a point; thence

31. N 79° 48' 19" W, a distance of 95.19 feet to a point; thence

32. S 88° 04' 32" W, a distance of 400.05 feet to a point; thence

33. S 83° 51' 03" W, a distance of 95.36 feet to a point; thence

34. S 73° 36' 25" W, a distance of 95.22 feet to a point; thence

35. S 71° 16' 39" W, a distance of 70.19 feet to a point; thence

36. S 89° 21' 55" W, a distance of 58.65 feet to a point; thence

37. N 70° 23' 42" W, a distance of 79.12 feet to a point; thence

38. N 79° 25' 45" W, a distance of 102.25 feet to the northwest property corner of Lot 1; thence

39. S 88° 25' 51" W, a distance of 408.58 feet to a point on the eastern ROW of Pittsford-Mendon Rd (NYS Route 64); thence

40. Along said ROW N 05° 41' 41" W, a distance of 101.26 feet to the point or place of beginning.

Intending to describe an Open Space Conservation Easement to the Town of Mendon.

**OPEN SPACE CONSERVATION EASEMENT  
MENDON GREEN SUBDIVISION**

THIS EASEMENT, made the \_\_\_\_ day of \_\_\_\_\_, 2022, by and between Mendon Green Homeowners Association, Inc., with an address of 45 East Avenue, Rochester, New York 14604, "Grantor"; and THE TOWN OF MENDON a municipal corporation with offices at 16 W Main St, Honeoye Falls, NY 14472, "Grantee" or "Town".

WITNESSETH

That the Grantor in consideration of One and 00/100 Dollars (\$1.00) lawful money of the United States, and other good and valuable consideration paid by the Town, the receipt of which is hereby acknowledged, hereby sells, grants, and conveys and by these presents has sold, granted, and conveyed to the Town and its successors and/or assigns permanent easements, and privileges in, along, under and over the strips of land situate in the Town of Mendon, County of Monroe State of New York, as described in the description(s) attached hereto and made a part hereof as Schedule A (collectively the "Easement Area") and depicted in the drawings prepared by Marathon Engineering, entitled Subdivision Plat 1 & 2, Project number 0662-21, last dated 9-2-22, and made a part hereof as Schedule B.

TO HAVE AND TO HOLD, the premises herein granted unto the Town and its assigns, with the following rights and privileges.

1. The Grantor covenants that the Grantee shall quietly enjoy this Easement and will forever warrant the title to the same.
2. The Grantor, for itself, its successors and assigns in interest reserves the full use and enjoyment of the Easement Area hereby conveyed, except for the purposes herein granted to the Town.
3. All lands within the Easement Area shall remain in their natural condition and undisturbed, including no construction or development thereon, except as otherwise described below.
4. No changes may be made in the topography of the land constituting the Easement Area and there shall be no filling, dredging (except as required in the maintenance of the Retention Pond) or diversion of, any wetlands, watercourses or floodplains. Notwithstanding any of the foregoing, the Town may permit the establishment and maintenance of a drainage or retention facility in its sole discretion.
5. With the exception of vegetative material from within the Easement Area, there shall be no storing, dumping or disposal of any debris of any kind or nature in any of the Easement Area.

6. There shall be no storage within or upon any portion of the Easement Area, including but not limited to no storage of vehicles, trailers, equipment, tools, supplies, tanks, barrels or other containers.
7. There shall be no landscaping that includes “hardscaping” or that develops other impervious surfaces including, but not limited to, ponds, rocks or paving of any kind.
8. There shall be no structures, including but not limited to roadways, buildings, pools or other structures, whether permanent or temporary, constructed or placed within or on any portions of the Easement Area, with the exception of: a) fencing, which can be seen through fencing, b) creek crossing structures that are in place at the time this Easement is executed, and the maintenance of and/or replacement of in a similar fashion in the future, and a pervious road from Mendon Green Lane to the Retention Pond, as depicted on the Final Approved plans drawings referenced above.
9. No pesticides or herbicides may be used in the Easement area except (A) in such manner as will not damage any watercourse on or downstream from the Easement Area; and, (B) as may be required when the natural habitat and vegetation are threatened with disease or invasive species, or in connection with any ongoing cultivation in accordance with best management practices of existing agricultural lands already utilized for agricultural production.
10. There shall be no clearing of brush, with the exception of:
  - A. Clearing of brush, to the extent necessary to establish or maintain unimproved, pervious footpaths; or,
  - B. Clearing and removal of brush, to the extent necessary to install and maintain the Retention Pond, landscaping, gardens, meadowlands or woods.
  - C. Periodic mowing of the walking trail, as depicted on the attached map at Exhibit C.
11. “Dead falls” shall not be removed, with the exception of:
  - A. Removal of deadfalls, to the extent necessary to establish or maintain unimproved, pervious footpaths; or,
  - B. Removal of deadfalls, to the extent necessary to cultivate and maintain cultivation of lands employed in agricultural production; or,
  - C. Removal of deadfalls, to the extent necessary to install and maintain landscaping, gardens, meadowland or woods.

12. Within or upon any portion of the Easement area, agricultural lands may be cultivated to the extent such activity is in compliance with best management practices. However, no livestock/animals shall be permitted in relation to any such agricultural uses.
13. Grantor grants the Town the right to enter the premises at all reasonable times, and, if necessary, after reasonable notice, to cross other lands retained by Grantor for the purposes of (a) inspecting the premises for compliance with the covenants of this Easement; (b) enforcing the terms of this Easement; (c) taking action to abate violations of this Easement; (d) manage invasive species.
14. The Grantor will place permanent markers at the intersection of the Easement Area and property lines to be maintained by the Grantor and its successors and assigns.
15. This grant shall inure to the benefit of all owners of lands covered by this Easement and to the Town and collectively to their successors and assigns.
16. This conveyance is intended to restrict the use of the Easement Area consistent with the covenants set forth above.
17. Nothing contained in this Easement shall give or grant the public at large a right of entry upon the premises.
18. The forgoing restrictions shall commence immediately upon the recording of this Easement. These restrictions shall be considered a covenant that runs with the land and shall apply to any successor, assignee, heirs, devisees, or transferees of the Grantor, but shall not in any way inhibit the ability of the Grantor to convey fee title or to lease or mortgage said premises.
19. The parties hereto agree that the purpose of this Easement is to keep the land in its natural state, retain vegetative cover, preserve natural beauty, conserve plant and animal habitats, diminish despoliation of the land in the restricted Easement Area and permit walking and exploring the area for purposes of recreation without disturbance to the same.
20. This Easement may not be modified, amended or terminated nor may any of its provisions be waived except by an agreement in writing signed by each party hereto.
21. This Easement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument and shall be binding upon each of the undersigned as fully and completely as if all had signed the same instrument.

[Signature page follows]

IN WITNESS WHEREOF, the Grantor has duly executed this Instrument as of the day and year first above written.

Mendon Green Homeowners Association, Inc.

By: \_\_\_\_\_

Name: David J. Riedman

Title: President

STATE OF NEW YORK     }  
COUNTY OF Monroe     } SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared David J. Riedman personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public



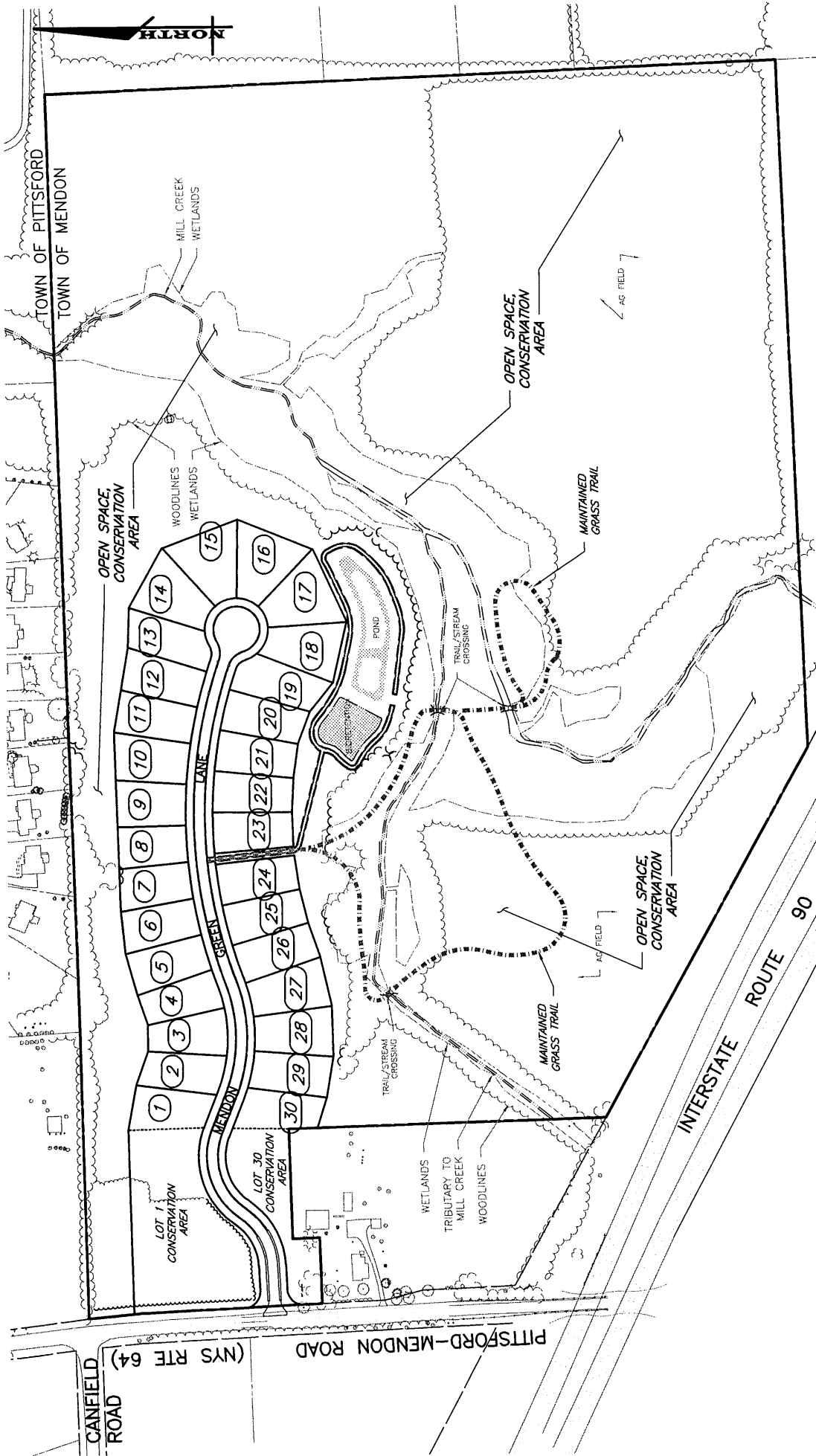
**SCHEDULE A**

Legal Description of Open Space Easement

**SCHEDULE B**

**Map of Conservation Easement**





**MAINTAINED GRASS TRAIL MAP**  
**for**  
**MENDON GREEN SUBDIVISION**

TOWN OF MENDON, MONROE COUNTY, NEW YORK  
 JOB NO: 0662 // SCALE: 1"=200' // DRAWN: CMP // DATE: 11/03/22

- LEGEND:**
- ADJACENT PROPERTY LINE
  - PROJECT PROPERTY LINE
  - WOODSLINE
  - TRAIL

COPYRIGHT © 2022 MARATHON ENG.

**MARATHON**  
 ENGINEERING  
 35 CASCADE DRIVE  
 585-458-7276  
 40 HANSHAW RD, SUITE 6  
 ITHACA, NY 14850  
 www.marathoneng.com

### CONSERVATION EASEMENTS

ALL THAT TRACT OR PARCEL OF LAND, situate in Lot 4, Township 11, Range 5 of the Phelps & Gorham Purchase, Pittsford Mendon Rd in the Town of Mendon, County of Monroe, and State of New York, as shown on the drawings entitled "Subdivision Plat (1 & 2)" prepared by Marathon Engineering, having project number 0662-21, drawing numbers C2.0 & C2.1 and last revised 11/28/22, being more particularly bounded and described as follows:

#### Lot 1 – Conservation Easement

Beginning at a point on the eastern ROW line of Pittsford Mendon Rd (NYS Rt 64), said point also being the northern ROW line of Mendon Green Lane; thence

1. Along said ROW N 03° 01' 18" W, a distance of 234.04 feet to a point; thence
2. N 05° 41' 41" W, a distance of 13.93 feet to a point; thence
3. N 88° 25' 51" E, a distance of 408.58 feet to a point, said point being the northwest property corner of Lot 1; thence
4. Along said property line S 01° 34' 09" E, a distance of 169.29 feet to the beginning of a non-tangential curve on the northern ROW line of Mendon Green Lane; thence
5. Along said ROW on a curve to the left having a radius of 180.00 feet, a distance of 228.29 feet; thence
6. S 38° 19' 10" W, a distance of 22.77 feet to the beginning of a curve; thence
7. Along a curve to the right having a radius of 120.00 feet, a distance of 101.91 feet; thence
8. S 86° 58' 42" W, a distance of 55.00 feet to the beginning of a curve; thence
9. Along a curve to the right having a radius of 35.00 feet, a distance of 54.98 feet to the point or place of beginning

Intending to describe a conservation easement to the Town of Mendon.

#### Lot 30 – Conservation Easement

Commencing at a point on the eastern Right-of-Way (ROW) line of Pittsford-Mendon Rd (NYS Rt 64), said point also being the northwest property corner of lands N/F Kristine Matteson, said point or place of beginning; thence

1. Along said ROW N 02° 50' 22" W, a distance of 30.14 feet to a point
2. Continuing along said ROW on a curve to the right having a radius of 35.00 feet, a distance of 54.87 feet; thence
3. Continuing along said ROW N 86° 58' 42" E, a distance of 55.05 feet to the beginning of a curve; thence
4. Along a curve to the left having a radius of 180.00 feet, a distance of 152.87 feet; thence
5. N 38° 19' 10" E, a distance of 22.77 feet to the beginning of a curve; thence
6. Along a curve to the right having a radius of 120.00 feet, a distance of 152.81 feet; thence
7. S 68° 43' 12" E, a distance of 21.16 feet to a point; thence
8. S 01° 06' 38" W, a distance of 123.04 feet to a point; thence
9. S 88° 09' 59" W, a distance of 244.00 feet to a point; thence
10. S 02° 51' 01" E, a distance of 50.00 feet to a point; thence
11. S 88° 09' 59" W, a distance of 146.17 feet to the point or place of beginning.

Intending to describe a conservation easement to the Town of Mendon.

**OPEN SPACE CONSERVATION EASEMENT  
MENDON GREEN SUBDIVISION**

THIS EASEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between BRW of Greece LLC [GRANTOR], [~~an individual/a New York corporation/a New York limited liability company~~] with an address of 45 East Avenue, Rochester, New York 14604, [~~Town/City, New York [Zip]~~], "Grantor"; and THE TOWN OF MENDON a municipal corporation with offices at 16 W Main St, Honeoye Falls, NY 14472, "Grantee" or "Town".

WITNESSETH

That the Grantor in consideration of One and 00/100 Dollars (\$1.00) lawful money of the United States, and other good and valuable consideration paid by the Town, the receipt of which is hereby acknowledged, hereby sells, grants, and conveys and by these presents has sold, granted, and conveyed to the Town and its successors and/or assigns permanent easements, and privileges in, along, under and over the strips of land situate in the Town of Mendon, County of Monroe State of New York, as described in the description(s) attached hereto and made a part hereof as Schedule A (collectively the "Easement Area") and depicted in the drawings prepared by Marathon Engineering, entitled Overall Plan, Project number 0662-21, last dated 9-2-22, and made a part hereof as Schedule B.

TO HAVE AND TO HOLD, the premises herein granted unto the Town and its assigns, with the following rights and privileges.

1. The Grantor covenants that the Grantee shall quietly enjoy this Easement and will forever warrant the title to the same.
2. The Grantor, for itself, its successors and assigns in interest reserves the full use and enjoyment of the Easement Area hereby conveyed, except for the purposes herein granted to the Town.
3. All lands within the Easement Area shall remain in their natural condition and undisturbed, including no construction or development thereon, except as otherwise described below.
4. No changes may be made in the topography of the land constituting the Easement Area and there shall be no filling, dredging or diversion of, any wetlands, watercourses or floodplains. Notwithstanding any of the foregoing, the Town may permit the establishment and maintenance of a drainage or retention facility in its sole discretion.
5. With the exception of vegetative material from within the Easement Area, there shall be no storing, dumping or disposal of any debris of any kind or nature in any of the Easement Area.



6. There shall be no storage within or upon any portion of the Easement Area, including but not limited no storage of vehicles, trailers, equipment, tools, supplies, tanks, barrels or other containers.
7. There shall be no landscaping that includes “hardscaping” or that develops other impervious surfaces including, but not limited to, ponds, rocks or paving of any kind other than signage identifying the Mendon Green Community, so long as acceptable to the Town, which approval shall not be unreasonably withheld.
8. There shall be no structures, including but not limited to roadways, buildings, pools or other structures, whether permanent or temporary, constructed or placed within or on any portions of the Easement Area with the exception of fencing which can be seen through. In addition, an underground water and sanitary sewer lateral will be allowed through Lot 30 to serve property know as 864 Pittsford Mendon Road, all as in accordance with approved plans.
9. No pesticides or herbicides may be used in the Easement area except (A) in such manner as will not damage any watercourse on or downstream from the Easement Area; and, (B) as may be required when the natural habitat and vegetation are threatened with disease or invasive species, or in connection with any ongoing cultivation in accordance with best management practices of existing agricultural lands already utilized for agricultural production.
10. There shall be no clearing of brush, with the exception of:
  - A. Clearing of brush, to the extent necessary to establish or maintain unimproved, pervious footpaths; or,
  - B. Clearing and removal of brush, to the extent necessary to install and maintain landscaping, gardens, meadowlands or woods.
  - B.C. Mowing road frontage to a depth of thirty (30) feet from the road Right of Way for Mendon Green Lane and Pittsford Mendon Road (NYS Route 64).
11. “Dead falls” shall not be removed, with the exception of:
  - A. Removal of deadfalls, to the extent necessary to establish or maintain unimproved, pervious footpaths; or,
  - B. Removal of deadfalls, to the extent necessary to cultivate and maintain cultivation of lands employed in agricultural production; or,
  - C. Removal of deadfalls, to the extent necessary to install and maintain landscaping, gardens, meadowland or woods.

← - - - Formatted: List Paragraph, Left, No bullets or numbering

12. Within or upon any portion of the Easement area, agricultural lands may be cultivated to the extent such activity is in compliance with best management practices. However, no livestock/animals shall be permitted in relation to any such agricultural uses.
13. Grantor grants the Town the right to enter the premises at all reasonable times, and, if necessary, after reasonable notice, to cross other lands retained by Grantor for the purposes of (a) inspecting the premises for compliance with the covenants of this Easement; (b) enforcing the terms of this Easement; (c) taking action to abate violations of this Easement; (d) manage invasive species.
14. The Grantor will place permanent markers at the intersection of the Easement Area and property lines to be maintained by the Grantor and its successors and assigns.
15. This grant shall inure to the benefit of all owners of lands covered by this Easement and to the Town and collectively to their successors and assigns.
16. This conveyance is intended to restrict the use of the Easement Area consistent with the covenants set forth above.
17. Nothing contained in this Easement shall give or grant the public at large a right of entry upon the premises.
18. The forgoing restrictions shall commence immediately upon the recording of this Easement. These restrictions shall be considered a covenant that runs with the land and shall apply to any successor, assignee, heirs, devisees, or transferees of the Grantor, but shall not in any way inhibit the ability of the Grantor to convey fee title or to lease or mortgage said premises.
19. The parties hereto agree that the purpose of this Easement is to keep the land in its natural state, retain vegetative cover, preserve natural beauty, conserve plant and animal habitats, diminish despoliation of the land in the restricted Easement Area and permit walking and ~~other activities on the land.~~
20. ~~With the exception of substituting contiguous lands,~~ This Easement may not be modified, amended or terminated in any of its provisions be waived except by an agreement in writing signed by each party hereto.
21. This Easement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument and shall be binding upon each of the undersigned as fully and completely as if all had signed the same instrument.

[Signature page follows]



IN WITNESS WHEREOF, the Grantor has duly executed this Instrument as of the day and year first above written.

BRW of Greece LLC [COMPANY NAME]

By: \_\_\_\_\_

Name: David J. Riedman

Title: Manager

OR

\_\_\_\_\_

[Individual Name]

STATE OF NEW YORK }

COUNTY OF Monroe } SS:

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared David J. Riedman personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public

**SCHEDULE A**

Legal Description of Open Space Easement

SCHEDULE B

Map of Conservation Easement



# NEW YORK STATE Association of Town Superintendents of Highways, Inc.

HOME

search

Phone: 518-426-1023  
info@nystownhwys.org

MEMBERS

« All Events

ABOUT

## Advocacy Day

**March 7 @ 5:00 pm - March 8 @ 5:00 pm**

94th Annual Conference, Education Symposium  
& EXPO »

IN THE NEWS

RESOURCES

March 7-8, 2023  
Albany Hilton  
Albany, NY  
More info can be found [HERE!](#)

NYS GOV.

[+ GOOGLE CALENDAR](#)   [+ ICAL EXPORT](#)



EVENTS

CONTACT

### Details

**Start:**  
March 7 @ 5:00 pm

**End:**  
March 8 @ 5:00 pm

**Event Category:**  
[Advocacy Day](#)

### Venue

Albany Hilton  
Albany, NY 12207 United  
States + [Google Map](#)





Andy Caschetta <mendonhighway@townofmendon.org>

**Your Mar-07-2023 Confirmation #3334327074**

Hilton Hotels & Resorts Confirmed <noreply@h4.hilton.com>

Mon, Jan

To: "mendonhighway@townofmendon.org" <mendonhighway@townofmendon.org>

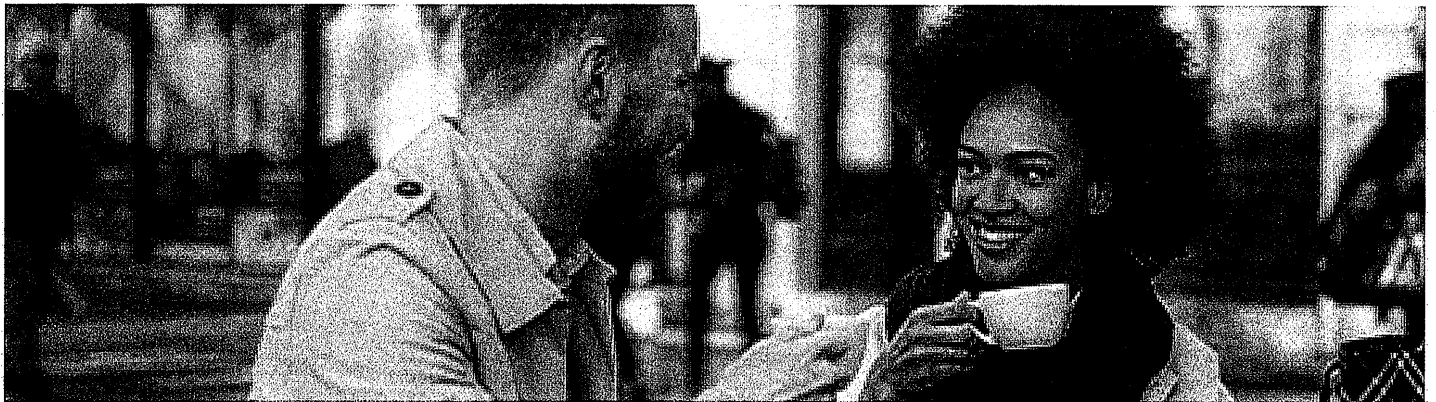


Sign

**See you soon, ANDREW CASCHETTA**

Your reservation for Mar-07-2023 has been confirmed.

Confirmation #3334327074



**Hilton Albany**



40 Lodge Street  
Albany NY 12207 US

**Maps & Directions >>**



**+15184626611**



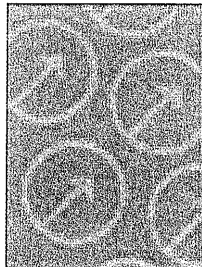
**7 TUE MAR** |  | **8**  
 Check In: 4:00 PM | **1 Night** | Check Out: 1



[Add to Calendar](#)

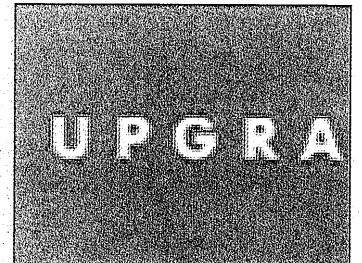
### Your Room Information

**Guest Name:** ANDREW CASCHETTA  
**Guests:** 1 Adult  
**Rooms:** 1  
**Room Plan:** 1 KING BED



ANDREW CASCHETTA

Upgrade your room for only \$20 more a night.



### Your Rate Information

NYHW SUPERINTENDEN

#### Rate per night

Mar-07-2023 - Mar-08-2023

185.00 USD

#### Total for Stay per Room Rate

**185.00 USD**

#### Taxes

25.90 USD

#### Total price for Stay

**210.90 USD**

# MARTHA BUSH

361 CHEESE FACTORY ROAD, HONEOYE FALLS, NY 14472 | PHONE: 585-415-8625 | MARTHABUSH56@GMAIL.COM

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November 17, 2022

To the Town of Mendon Historic Preservation Commission,

I am excited to submit this letter of intent, indicating my interest in becoming a member of your board.


My family and I have lived in Honeoye Falls for over 20 years. We moved here to have our daughter take advantage of the remarkable school district, and we've grown to love the town. I grew up in the city of Rochester, and I have always had a deep interest in our local history and the preservation of buildings, monuments, cemeteries, and other public spaces that help us remember our past. I am a genealogy hobbyist and have found that my ancestors arrived locally (Lima, Bloomfield, Penn Yann, Pittsford, Rochester) in the late 1700's and I've spent quite a bit of time tracking down where they lived, the houses they built and documenting my findings – including their architectural styles. (this list includes the Stone Tolan House in Brighton, Oliver Culver's home, Reuben Thayer's home in Lima and Timothy Buell's home in Bloomfield, among others). I guess you could say I'm a true "history nerd."

My husband and I have renovated four nineteenth-century homes, so I am (painfully) aware of the challenges of updating older homes to modern standards. I am definitely not an architect or engineer, but both in our own renovations, and in my capacity as leader at a couple of different firms, I've had the opportunity to closely examine many drawings for different buildings and spaces and had to make decisions about their "fit" for the purposes intended.

I'm a current member of the Landmark Society, but I was previously a board member and had to become knowledgeable about local and regional historic preservation legislation because we advocated for policy initiatives and made board decisions about supporting the preservation of local properties. I've read the local Chapter 159 of the Mendon town code and would look forward to doing more studying and becoming more knowledgeable in this area.

I guess one more thing I would add; because I've spent my career in the marketing and communications field, I'm very familiar with communicating to the public in pretty much every medium – from signage to social media and every medium in between.

Thanks for your consideration; I've also included my resume.



Martha Bush

## MARTHA H. BUSH

361 CHEESE FACTORY ROAD, HONEOYE FALLS, NY 14472

MOBILE: 585-415-8625

[MARTHABUSH56@GMAIL.COM](mailto:MARTHABUSH56@GMAIL.COM)

<https://www.linkedin.com/in/marthabush>

- 3/2022 – Present**      **Freelance Project Manager**  
Select part-time projects in the areas of marketing and technology implementation
- 12/2018-3/2022**      **Chief Marketing Officer**  
**Foodlink, Rochester, NY**  
Managed marketing operations, including Advertising, PR, Social media, digital platforms, content and design services, event management, grant-writing, and volunteer teams for the Rochester and the Finger Lakes regional Feeding America Foodbank. Retired March 2022.
- 12/2015-12/2017**      **President**  
**SIGMA Marketing Insights, Rochester, NY**  
Agency leader managing high-performing teams in marketing analytics, marketing strategy and marketing technologies. Managed team of 25 – 30 marketers across disciplines.
- 7/1992-12/2015**      **SVP, Chief Strategy Officer**  
**SIGMA Marketing Insights, Rochester, NY**  
Member of agency leadership team developing and leading relationships with CMOs and senior executives. B2B Industry experience: demand generation through customer loyalty for clients in technology, manufacturing, and Agricultural clients. B2C experience: customer acquisition, loyalty and affinity programs for financial services, consumer services, and membership clients. Managed relationships with industry analysts and the agency's marketing efforts. Worked with over 100 national clients,
- 6/85-7/92**      **Ingalls, Quinn and Johnson**  
**SVP Direct Marketing, Boston MA**  
Promoted to lead this Direct Marketing business unit in my 20's. Major focus on the integration of direct, PR and general advertising strategies for financial services and retail clients. Strategic planning, P&L responsibility for direct marketing unit with \$9 million annual revenue. Won Gold Effie Award, three gold Echo's from the DMA. Supervised direct marketing operations, creative, production and account staff of 20.
- 9/82-6/85**      **Senior Marketing Communications Officer, Goldome FSB, Buffalo, NY**  
Introduced direct marketing to the largest US mutual savings bank. Developed annual strategic plans and marketing strategies for all financial products across 30 subsidiary companies and 150 branch offices. Managed communications for 18 mergers and acquisitions.
- Education**      **Wesleyan University, Middletown, CT**  
**B.A.** Cum Laude, Honors in History  
Member of the inaugural Women's Ice Hockey and Rowing Teams



**Boards &  
Volunteer  
Work**

**Current:**

Board President, **Causewave Community Partners**, 2016-2021  
Executive Board Member, **Causewave Community Partners**, since 2007  
**Monroe County** Election Worker, 2002

**Previous:**

Advisory Board, **Family Promise** (formerly RAIHN), 2006 to 2016  
Community Advisory Board, **WXXI Public Broadcasting**, 2001 to 2011  
NY Board of Trustees, **Landmark Society of Western**, 1998 to 2002  
Board of Managers, **Memorial Art Gallery**, 1998 to 2004  
Community Volunteer, **Rochester Contemporary Art Center**

**Awards**

**Lantern Award**, Causewave Community Partners, 2022

**Writing**

**Historical Non-Fiction**

The History of Glen Eldridge Club, 150 pp. Self Published  
Denominationalism in Middletown, CT 1790-1830. 1979 Thesis.

**Historical Fiction**

Novel in progress, The Martyrs' Widow

**Popular Blog Posts**

"Creating Smart Data" *SIGMA Blog*  
"Five Ways To Rev up Your Marketing Performance with Data-Driven Fuel" *SIGMA Blog*  
"Four Steps in a Complete Database Marketing Assessment." *SIGMA Blog*  
"Nine Key Marketing Metrics Every Company Should Measure." *SIGMA Blog*  
"A Multichannel Marketing Roadmap: Messaging Strategy and Campaign Design." *SIGMA Blog*  
"Understanding the Five Customer Relationship Stages to Full Engagement with Your Brand." *SIGMA Blog*  
"Are Personas the New Customer Segments?" *SIGMA Blog*  
"Why ROI Measurement is So Elusive." *SIGMA Blog*

**Published articles:**

"Getting Business Requirements Right for Your Marketing Technology Build," *Chief Marketer*, February 2013  
"Data Management Roadmap: 5 Critical Multichannel Milestones," *Chief Marketer*, December 2012  
"Develop a Multichannel Contract Strategy," *Chief Marketer*, August 2011  
*Measuring Success for Multi-Channel Marketers*, White paper, Rochester NY, 2007