**The regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, March 13, 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:** Danny Bassette, *Zoning Board Chair,* Katrina Allen, *Planning Board/ZBA Secretary,* Cory Trewer, *Chief of Honeoye Falls Fire Department*, and Anthony Militello, *Honoeye Falls Fire Department*, and Kim Roberts.

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

# AGENDA

## (Resolution 23-101)

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to adopt the agenda as presented.

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

# PUBLIC COMMENT

There were no comments.

**COMMUNICATIONS**

**HIGHWAY SUPERINTENDENT, Andrew Caschetta,** reported on Town Business and upcoming roadwork within Mendon. Spring Brush pickup will begin around April 24th.

**TOWN CLERK, Michelle Booth,** gave an update on the tax collection, has scheduled the Rabies/Recycling Event for October 14 from 10am-1pm. She is still working to get the Mobile Mammogram Unit and Senior Tax preparation help from AARP scheduled for Town residents.

**TOWN BOARD**

**Brent Rosiek,** reported on the next Planning Board meeting. He has supported the Planning Board Chair and Secretary in some modifications to the Planning and Zoning Board application process, which will be discussed later in the agenda. He updated on the Spray Park construction and the Mendon Community Business Association. Mr. Rosiek attended workshops with the supervisor and the Building Department; there was discussion of the possible review of the design criteria. During his conversation with the Monroe County Department of Health, he received the unsolicited kudos to Corey Gates and the Building Department staff for their diligence. Mr. Rosiek worked with Supervisor Moffitt, Ms. Meisenzahl, and the building department on the comprehensive plan updates that will be discussed later in the agenda. He reported several meetings with the business owners, Supervisor, and Building Department in the Hamlet. Mr. Rosiek filled in for Supervisor Moffitt on the Sentinel Pod casts on February 17th and 24th. He also suggested joint Planning Board and Environmental Conservation Board trainings to dive into EPODs and their purpose.

**Karen Jenkins,** reported on the Historic Preservation Committee; they welcomed a new member. She reported that the Fire Protection Service Committee has wrapped up, they have provided a lot of information.

**Cynthia Carroll,** reported the Town Hall annual audit was done on February 22nd. She filled in for the March 13th Planning Board meeting and gave an update. Mrs. Carroll reported on the library meeting and upcoming events.

**Thomas Dubois,** gave an update on the last two Zoning Board of Appeals meetings. He attended the Environmental Conservation Board meeting; reporting a presentation from Corey Gates that he said was very informational.

**SUPERVISOR, John Moffitt,** gave an update on the opening of the Spray Park/Military Memorial, they will notify the families within 30 days of the opening. He has met with the Village Administrator, Brian Anderson, in regards to the ambulance facility roof replacement. Mr. Moffitt sent a thank you letter to everyone on the Fire Service Committee and another one to both Fire Chiefs advising them of the joint meeting and inviting Fire Department members. The full committee report can be found on the website. He reported that Library Board of Trustees appointed a new member and Lila will be on vacation this week Kelly Paganelli will cover for her. Mr. Moffitt and Corey Gates met with a resident about Short Term Rentals. He updated the Board regarding repairs to the Fire System at the Library.

**SUPERVISOR’S MONTHLY REPORT**

***(Resolution 23-102)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to acknowledge receipt of the Supervisor’s Monthly Report for February 2023.

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

**TOWN CLERK’S MONTHLY REPORT**

***(Resolution 23-103)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to acknowledge receipt of the Town Clerk’s Monthly Report for February 2023, showing receipts and disbursements in the amount of $6,946.10.

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

**MINUTES**

***(Resolution 23-104)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the minutes of the February 13, 2023 Town Board Meeting as submitted.

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

**BUDGET TRANSFERS**

***(Resolution 23-105)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to approve the following budget transfers for the 2023 budget:

Fr:  A203 Five Star Reserves $1,129.24

To: A202 NY Class Reserves $1,129.24

Due From: A440 Snow and Ice (DA2417) $33,391.79

Due From: DA440 Snow and Ice (A2300) $1,500.10

Fr: A5132.410 Garage Maintenance $500.00

To: A5132.4 Garage Contractual $500.00

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

**VOUCHERS**

**General Abstract**

***(Resolution 23-106)***

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, to approve all claims on vouchers numbered 23-140 to 23-213, on General Abstract 23-03, in the amount of $68,660.22.

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

**Library Abstract**

Library vouchers numbered 23-021 to 23-034, on Library Abstract 23-03, in the amount of $6,143.17 were presented to the Town Board for payment.

**APOINTMENT- ENVIRONMENTAL CONSERVATION BOARD**

***(Resolution 23-107)***

A motion was made by Mr. Dubois, seconded by Mrs. Jenkins, to appoint Margaret Bailey to the Town of Mendon Environmental Conservation Board. Term to expire December 31, 2024.

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

**SCRAP ITEMS**

***(Resolution 23-108)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to declare metal, stored at the Highway Department and the Youth Center Basement, as scrap and to be disposed of properly.

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

**YOUTH CENTER- DISCUSSION**

Discussion regarding the Youth Center and when to close for the season.

**SPRAY PARK- SEPTIC SYSTEM CHANGE ORDER**

***(Resolution 23-109)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to approve the change order for the Septic System at the Spray Park, with Whitney East, not to exceed $80,500.00 from account number H7150.4.

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

**SPRAY PARK- SNOW GEESE BASE**

***(Resolution 23-110)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to approve a contract with John Grieco for stainless pipe material, stainless base plate, fabrication, and Crane for mounting. Not to exceed $22,925.00 from account H7150.4.

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

**EDUCATIONAL CONFERENCE- DEPUTY INSPECTOR**

***(Resolution 23-111)***

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve Timothy Fess, Deputy Building Inspector, to attend the Finger lakes Building Officials Assoc. Educational Conference on March 13-15, 2023. Not to exceed $390.00 from account number B3620.401.

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

**MENDON GREEN- PARTIAL CREDIT RELEASE**

***(Resolution 23-112)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to release $61,703.10 from the Letter of Credit, as proposed by Marathon Engineering and Labella Associates, after the Town of Mendon receives the $20,000.00 amount that has been billed to Riedmann Associates for engineering provided for Mendon Green.

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

**SPECIAL MEETING - COMPREHENSIVE PLAN UPDATE PUBLIC HEARING**

***(Resolution 23-113)***

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to schedule a Special Meeting on Monday, March 27, 2023 at 7:00PM for a Public Hearing regarding an update to the Town of Mendon Comprehensive Plan at the Town of Mendon Board Room, 16 West Main St. Honeoye Falls, NY.

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

**SPECIAL MEETING - FIRE PROTECTION**

***(Resolution 23-114)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to schedule a Special Meeting regarding Fire Protection within the Town of Mendon. This will be a joint meeting with the Mendon Fire District Commissioners and the Village of Honeoye Falls. The meeting will be held at the Mendon Firehouse, 101 Mendon-Ionia Rd. meeting room, 7:00 pm on Wednesday, March 29, 2023

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

**PLANNING BOARD FORMS - UPDATE**

***(Resolution 23-115)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to update Special Use Permit, Subdivision, and Site Plan Forms, regarding the Planning Board.

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

**APPOINTMENT- BOARD OF ASSESSMENT REVIEW**

***(Resolution 23-116)***

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to appoint Robert Blaine to the Town of Mendon, Board of Assessment Review, term to expire September 30, 2027.

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

**FINANCE/HR MEETING ATTENDANCE**

***(Resolution 23-117)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to Approve the attendance of Kelli Parmelee for the meeting of Monroe County Finance/HR Personnel on March 23, 2023- East Rochester, NY Mileage will be paid from account A1310.410.

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

**PUBLIC COMMENT**

There were no comments.

**ADJOURNMENT**

***(Resolution 23-118)***

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to adjourn the meeting at 8:01 PM.

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

The full meeting can be viewed on the Town YouTube Channel: https://www.youtube.com/@townofmendonny9281