

A regular meeting of the Mendon Town Board was held at 7:00 PM, Monday, November 13, 2023, at the Mendon Town Hall, 16 West Main Street, Honeoye Falls, NY.

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

TOWN CLERK: Michelle Booth

HIGHWAY SUPERINTENDENT: Andrew Caschetta

OTHERS PRESENT: Kim Roberts, *Town Board Member-elect*, Danny Bassett, *Zoning Board Chair*, Lyla Grills, *Library Director*, Tom Ochsenhirt, *VP of Library Board of Trustees*, Alison Zero Jones, *Pres. of Library Board of Trustees*, and 8 others.

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

AGENDA
(Resolution 23-278)

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

1. Christine Brush, 16 Mendon Ionia Rd, Mendon, appeared on behalf of the Mendon Community Business Association. She reported about the upcoming Holidays in the Hamlet and requested money in the 2024 budget to increase the beautification of the Hamlet.
2. Danny Bassette, 19 W Main St, Honeoye Falls, suggested changes to the Mendon Youth Center’s Code of Conduct to be discussed later in the meeting.

COMMUNICATIONS

HIGHWAY SUPERINTENDENT, Andrew Caschetta, reported on winter preparations; and requested permission, from the Town Supervisor, as per Resolution 23-230, for the highway department employees to remove the flags/banners and assist Kevin Junge in decorating the Hamlet for the Holidays.

TOWN CLERK, Michelle Booth, reported having Saturday hours on November 4th to accommodate the hunters with DMPs; has finalized all school tax reports and paid out all monies to each school district and the Town; and has submitted all required information to the Monroe County Treasury for the upcoming 2024 Town and County tax season. Ms. Booth thanked everyone who helped at the Veterans Day luncheon. It was a great success.

TOWN BOARD

Brent Rosiek, reported on the Zoning and Planning Board business, he expressed the need for an escrow account for the two boards. Mr. Rosiek will attend the Mendon Community Business Association meeting next Tuesday and the upcoming Holidays in the Hamlet event. He continues to meet with the Code Enforcement Officer and Supervisor on a monthly basis; they have continued reviewing the HPC maps and are reviewing the Town Code and Local Laws to make sure everything is cohesive. Mr. Rosiek discussed the Spray Park closing; the draft sidewalk study; and discussed whether or not to file an appeal on the recent Article 78 decision that was issued.

Cynthia Carroll stated there will be an ugly sweater run on December 2nd, in the Hamlet, with plenty of festivities at Mendon 64 and the Cottage Hotel. She commented on the Veterans Luncheon going well; reported on Library business and the upcoming HF Fire Department Christmas Parade.

Thomas Dubois reported that the Environmental Conservation Board will need two new members after the New Year and discussed the Mendon Youth Center code of conduct.

SUPERVISOR, John Moffitt, reported a new employee was hired for the Mendon Youth Center and he has reached out to the school for any training opportunities that could benefit the employees. He discussed the health insurance meeting; attended an Incentive Zoning webinar; discussed the upcoming annual training in NYC; anticipates handing out hot cocoa at the HF Fire Department Christmas Parade; encouraged attendance at the Menorah Lighting event on December 11 at 6 pm; and expressed the need to advertise for openings on the Boards and Commissions.

SUPERVISOR'S MONTHLY REPORT

(Resolution 23-279)

A motion was made by Mrs. Jenkins, seconded by Mr. Dubois, to acknowledge receipt of the Supervisor's Monthly Report for October 2023.

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

TOWN CLERK'S MONTHLY REPORT

(Resolution 23-280)

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to acknowledge receipt of the Town Clerk's Monthly Report for October 2023, showing receipts and disbursements in the amount of \$18,762.70.

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

MINUTES

(Resolution 23-281)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve the minutes of the Town Board Meetings, as presented, for October 16, 2023 and October 30, 2023.

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

BUDGET TRANSFERS

(Resolution 23-282)

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

Fr: A1090	Interest and Penalties	\$12,000.00
To: A1620.1	Building Town Hall- Personnel	\$12,000.00
Fr: A5132.3	Garage Improvements	\$2,000.00
To: A5132.413	Garage- Utilities	\$2,000.00
Fr: A1090	Interest and Penalties	\$1,500.00
To: A5132.410	Garage Maintenance	\$1,500.00
Fr: A1090	Interest and Penalties	\$150.00
To: A1620.413C	Community Center Maintenance	\$150.00
Fr: B8010.110	Zoning Staff	\$3,000.00

To: B3620.110	Building Dept. Staff	\$3,000.00
Fr: B2555	Bldg. Permits and Alteration	\$1,787.14
To: B1910.4	Unallocated Insurance	\$1,787.14
Fr: B1170	Sales Tax	\$15,000.00
To: B8020.41	Planning Engineering	\$15,000.00
Fr: B2770	Engineering Fees	\$12,000.00
To: B8020.41	Planning Engineering	\$12,000.00
Fr: DA2302	Monroe County- Summer	\$8,000.00
To: DA5148.114	County Summer Work	\$8,000.00
Fr: DB2301	NYS Snow	\$25,000.00
To: DB5113.4	CHIPS	\$25,000.00

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

VOUCHERS**General Abstract****(Resolution 23-283)**

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to approve all claims on vouchers numbered 23-790 to 23-873, on General Abstract 23-11, in the amount of \$276,502.49.

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

Library Abstract

Library vouchers numbered 23-164 to 23-189, on Library Abstract 23-11, in the amount of \$14,388.63 were presented to the Town Board for payment.

FIRE PROTECTION CONTRACT**(Resolution 23-284)**

The Supervisor opened the Public Hearing at 7:42 PM.

There was a discussion regarding the increase in the amount of the contract.

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to close the Public Hearing.

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

RESOLUTION TO ACCEPT FIRE PROTECTION CONTRACT**(Resolution 23-285)**

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Fire Protection contract for the Mendon Fire Protection District #1. Not to exceed \$190,485.59.

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

PUBLIC HEARING – 2024 PRELIMINARY BUDGET**(Resolution 23-286)**

The Supervisor opened the Public Hearing at 7:45 PM.

Ms. Grills, the Library Director, requested more in the budget to cover a part-time, librarian in-training position. This person would help with the adult programs and help spread the word.

Mr. Dubois requested the following changes be made to the budget:

Changes from Tentative Budget to Preliminary Budget

Increase A1310.100 Direction of Finance- Personnel- from \$48,476 to \$55,000.00
Decrease A1620.100 Building & Grounds- Personnel- from \$130,000 to \$119,600
Increased DB3300.1 Highway Dept. Personnel - from \$506,000 to \$526,000
Decreased Appropriated Fund Balance- A Fund from \$219,834 to \$215,958
Reduced Property Tax A Fund- from \$1,084,966 to \$1,073,966

Changes from Preliminary Budget to Final Budget

Added line L7410.140 Librarian Trainee \$11,000.00
Changed Capital Reserves from A fund from \$100,000 to \$111,000
Changed Appropriated Fund Balance- DB Fund from \$256,000 to \$276,000
Increased Property Tax L Fund- from \$367,200 to \$378,200

Mr. Moffitt asked how these changes would affect the fund balance and if they would be within the confines of the fund balance policy.

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to close the Public Hearing.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

CAPITAL IMPROVEMENT PLAN- PUBLIC HEARING
(Resolution 23-287)

The Supervisor opened the Public Hearing at 8:08 PM.

There were no comments.

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to close the Public Hearing.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Final Budget.

This discussion was tabled to allow the Finance Director to make the proposed changes.

RESOLUTION TO ACCEPT 2024 CAPITAL IMPROVEMENT PLAN
(Resolution 23-288)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Capital Improvement Plan as presented.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

SUMMER RECREATION CONTRACT 2024
(Resolution 23-289)

A motion was made by Mrs. Jenkins, seconded by Mr. Rosiek, to accept the Summer Recreation Contract for 2024, not to exceed \$20,000.00 from account number B7320.4.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

MENDON YOUTH CENTER- BEHAVIOR GUIDELINES
(Resolution 23-290)

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to adopt the rules for participants of the Mendon Youth Center.
Adopted: Mrs. Carroll, Aye; Mr. Dubois, Aye; Mrs. Jenkins, Aye; Mr. Rosiek, Aye; Mr. Moffitt, Aye.

2024 HOLIDAY SCHEDULE- TOWNHALL***(Resolution 23-291)***

A motion was made by Mr. Rosiek, seconded by Mrs. Jenkins, to adopt the following 2024 Holiday Schedule (14) for Town of Mendon employees at the Town Hall.

1/1 New Year's Day
1/15 MLK day
2/19 Presidents Day
5/24 Floater
5/27 Memorial Day
6/19 Juneteenth
7/4 4th of July
7/5 Floater
9/2 Labor Day
10/14 Columbus Day
11/11 Veterans Day
11/28 Thanksgiving
11/29 Floater
12/25 Christmas

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

2024 HOLIDAY SCHEDULE- HIGHWAY DEPARTMENT***(Resolution 23-292)***

A motion was made by Mrs. Jenkins, seconded by Mrs. Carroll, to adopt the following 2024 Holiday Schedule (14) for Town of Mendon employees at the Highway Department.

Friday, March 29 (Good Friday)
Monday, May 27 (Memorial Day)
Wednesday, June 19 (Juneteenth - If workload permits day off, if not, use as a floater)
Monday, July 1 (In lieu of MLK Day)
Tuesday, July 2 (In lieu of President's Day)
Wednesday, July 3 (In lieu of New Year's Day)
Thursday, July 4 (4th of July)
Friday, July 5 (floater)
Monday, September 2 (Labor Day)
Monday, October 14 (Columbus Day)
Monday, November 11 (Veterans Day)
Thursday, November 28 (Thanksgiving)
Friday, November 29 (floater)
Wednesday, December 25

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

REQUEST FOR PROPOSALS- ENGINEERING***(Resolution 23-293)***

A motion was made by Mr. Rosiek, seconded by Mr. Dubois, to authorize the Supervisor to solicit proposals for Engineering services for the Town of Mendon.

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

SPLASH PARK PAYMENT- WHITNEY EAST***(Resolution 23-294)***

A motion was made by Mr. Dubois, seconded by Mr. Rosiek, to authorize payment to Whitney East for the Dust-Off Splash Park and Military Memorial, for pay application #11 in the amount of \$44,734.97.

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

PURCHASE OF WIRELESS DIAGNOSTIC SCAN TOOL

(Resolution 23-295)

A motion was made by Mrs. Carroll, seconded by Mr. Rosiek, to approve the purchase of a Wireless Diagnostic Scan Tool, from Motor/Fcar, account DA5130.4, not to exceed \$6,990.00.

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

REOPEN THE RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET

A motion was made by Mr. Rosiek, seconded by Mrs. Carroll, to reopen this resolution, after seeing the adjusted budget.

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

RESOLUTION TO MOVE THE BUDGET FROM PRELIMINARY TO FINAL BUDGET

(Resolution 23-296)

A motion was made by Mrs. Carroll, seconded by Mrs. Jenkins, to adopt the Town of Mendon 2024 Final Budget as amended.

Adopted by a 3:2 vote as follows:

Cynthia Carroll – Aye

Thomas Dubois – Aye

Brent Rosiek – Nay

Karen Jenkins – Aye

John Moffitt – Nay

PUBLIC COMMENT

1. Gary Loope, 21 Semmel Rd, Honeoye Falls, would like to see the final budget and accounting for the Spray Park/Military Memorial; would like to see the Mendon Community Business Association come to earlier meetings if they would like to request money in upcoming budgets; would like to see the Mendon Youth Center rules be rewritten and separate from staff guidelines.

ADJOURNMENT

(Resolution 23-297)

A motion was made by Mr. Dubois, seconded by Mrs. Carroll, to adjourn the meeting at 8:54 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>